

Appendix A

**Lial Catholic School
5700 Davis Road
Whitehouse, Ohio 43571
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Regarding: Attendance, Absenteeism, Tardiness, Early Dismissal, Change of transportation etc. Parent Notification Policy

On April 9, 1985, the Missing Children Act became law in Ohio. This act is a comprehensive measure designed to address the missing child problem and it mandates various actions required for school-parent communications. In summary, the law reads:

When the school receives no advance notice of a child's absence, a designated school employee will notify the student's parent(s), custodial parent, guardian or other person responsible for the child of that child's absence from school. A reasonable effort will be made to notify such persons by telephone, at home or at work. If telephone contact cannot be made, notice will be given in writing.

The following policy regarding attendance and the procedure to follow for absenteeism or tardiness has been adopted by Lial School:

- I. At the time of initial entry to school, there is required for each student a copy of the birth certificate as well as copies of school records from the school most recently attended. Without such information, the school administration must notify the proper law enforcement agency of the possibility that the student may be a missing child.
- II. Parents are obligated by law to provide the school with accurate and current home and emergency telephone numbers. The primary responsibility of communication of a child's absence rests with the parent.
- III. When the parent, guardian, etc. determines that their child will be absent or tardy, this may be communicated to the school in any of the following ways:
 - a. A phone call to the school at least within the first half hour of school. Please identify yourself when calling.
 - b. A written notice signed by the parent or guardian
 - c. Personally stopping in BEFORE school to inform the teacher, secretary, or principal. In any case, the notice is to come from the parent or guardian, not a sibling, neighbor child, or friend.
- IV. If a parent does not contact the school, the principal or designee will attempt to notify the parent by phone or written notice. The school may contact the appropriate law enforcement agencies if there is concern for the child's safety.
- V. In case of sequenced days of absenteeism, notifying the school on the first day will suffice IF a projected date of return to school can be given at that time. If the child is absent longer than the projected date, the entire process begins again.
- VI. If a child will be going home with someone other than the parent or legal guardian, a note or call is required.
- VII. If a parent will be out of town for any length of time during the school year, parent/guardian is to advise the school office as to who will be staying with the child or where the child will stay during parent/guardian absence.
- VIII. No child will be released from school during the school day without a written note, call, or direct contact with the parent or guardian. If picking up a child during the school day, report to the office before going to the classroom. The person picking up the child needs to sign the record of name, date, and time. The children will not wait for rides during the school day at entrances or in the parking lot.
- IX. When a child will be coming to school late, parent/guardian is to notify the school office. Upon arrival, the child should check in at the office to obtain an "Admit to Class" slip.