

Missing Children

- I. Responsibility of School District:
 - A. Pursuant to §44-2-506, MCA, it shall be the responsibility of the school district superintendent or designee to distribute the list of missing school children provided by the State Superintendent of Public Instruction to each school building within the district. This list will be placed on an appropriate bulletin board accessible to faculty and other staff members.
 - B. In the event staff members suspect that a missing child is enrolled in the school, they shall notify the appropriate building principal and/or district superintendent immediately.
 - C. The district superintendent or designee shall notify the county attorney's office or the sheriff's department.
- II. Responsibility of Parent/Guardian
 - A. Parents, guardians, or legal custodians of school children must report the following information to the building principal.
 1. In the event the child will be absent from school, the parent shall report that absence to the building principal and/or designee in accordance with board policy 3122 and the student handbook.
 2. The parent shall report the absence of the child every day the child is absent from school unless the length of the absence can be predetermined.
 3. Parents, guardians, or legal custodians will provide a telephone number where they may be contacted in the event of an emergency or when the child is absent from school.
 4. In the event the parent does not maintain a home telephone, he/she shall provide an alternative telephone number where they may be contacted if their child is absent from school.
- III. Responsibility of Building Principal or Designee:
 - A. When a parent, guardian, or legal custodian notifies a school that a child will be absent from school, the building principal and or designee shall log the date and person from whom the call came.

- B. In the event a parent, guardian, or legal custodian fails to notify the school of the child's absence, the building principal and/or designee shall attempt to contact the parent, guardian, or legal custodian as follows:
1. The principal or designee will attempt to telephone the parent, guardian, or legal custodian at the residential or alternative telephone number provided under II, A, 3 or 4 above.
 2. If the school official is unable to make telephone contact with the parent, guardian, or legal custodian after three school days, he/she shall mail a written notice to the parent, guardian or legal custodian indicating the child's absence from school on those dates. The letter will indicate that an attempt was made to make telephone contact during the days the child was absent from school.
 3. If the school official suspects foul play, he/she shall immediately notify the district superintendent and/or appropriate law enforcement agency.

Legal reference: §44-2-501 MCA, Short Title
§44-2-511 MCA, School Enrollment procedures to aid identification of missing children

Policy History:

Adoption Date: November 5, 1996

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