

**Missing Children**

- I. Responsibility of School District:
  - A. Pursuant to § 44-2-506, MCA, it shall be the responsibility of the Board of Trustees 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 Principal immediately.
  - C. The Principal shall notify the county attorney's office and 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 Principal.
    - 1. In the event the child will be absent from school, the parent shall report that absence to the Principal by 9:00 a.m. on the day the child is absent.
    - 2. The parent shall report the absence of the child every day the child is absent from school.
    - 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 Principal:
  - A. When a parent, guardian, or legal custodian notifies a school that a child will be absent from school, the Principal 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 Principal shall attempt to contact the parent, guardian, or legal custodian as follows:
    - 1. The Principal 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 Board of Trustees and/or appropriate law enforcement agency.
    - 4. If a child is present for part of a school day and absent for the remainder of the school day, and if the parent has not reported that partial day absence, the school official shall follow the procedures outlined as if the child were absent from school the entire day.
    - 5. In the event a school official cannot determine the appropriate procedure in a particular case, he/she shall notify the Board of Trustees who may consult with the district's legal adviser, and/or county attorney for direction.

Legal Reference: § 44-2-501, et seq., MCA Missing Children Act of 1985

Policy History:  
Adopted on: 2008-09  
Revised on: 11/15/2018