

## COLUMBUS PREPARATORY AND FITNESS ACADEMY

### 252 Missing and Absent Children

The Board believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A student at the time of his/her initial entry to school shall present to the person in charge of admission any records given to him/her by the elementary or secondary school s/he most recently attended and a certification of birth\* issued pursuant to Section 3705.05 of the Ohio Revised Code or a comparable certificate or certification issued pursuant to the statutes of another state, territory, possession, or nation. Within twenty-four (24) hours of the student's entry into the school, a school official shall request the student's official records from the elementary or secondary school s/he most recently attended. If the school the student claims to have most recently attended indicates that it has no records of the student's attendance or the records are not received within fourteen (14) days of the date of request, or the student does not present a certification of birth or comparable certificate or certification from another state, territory, possession, or nation, principal or chief administrative officer of the School shall notify the law enforcement agency having jurisdiction in the area where the student resides of this fact and of the possibility that the student may, be a missing child, as this term is defined in Section 2901.30 of the Ohio Revised Code.

If the School receives notification from a law enforcement agency that it has made a missing child report for a current or a former student, then the School must mark the student's records so that whenever a copy of, or information regarding the records is requested, any School official responding to the request is alerted that the records are those of a reported missing child. In addition, when a request of records or information is received, the person in charge of admission must immediately report the request to the law enforcement agency that notified the School that the student might be a missing child. When forwarding a copy of, or information from the student's records in response to a request, the School must do so in such a way that the receiving school is not able to discern that the student's records are marked. But, the School must retain the mark in the records until notified that the student is no longer a missing child. Upon notification by a law enforcement agency that the student is no longer a missing child, the School must remove the mark from the student's records in such a way that it would be impossible to tell that the records were ever marked. See **Appendix 252-A** for the Missing Child Reporting and Marking Form.

The School will also immediately give notice to the Ohio Attorney General's missing children clearinghouse and the law enforcement agency where the missing child resides if the School becomes aware that any missing child might be in attendance at the School. To the extent that it can, the School will also assist parents in the case of a missing student by coordinating with local law enforcement and the missing children clearinghouse.

The School has established an informational program for students, parents, and community members

relative to missing children issues, which is available from the School upon request, including information regarding the fingerprinting program, if applicable. The School's informational programs are based on assistance and materials provided by the Ohio Attorney General's missing child education program and resources available from the National Center for Missing and Exploited Children.

The primary responsibility for a student's attendance at School rests with his/her parent(s) or guardian(s). Parent(s)/guardian(s) must notify the School on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The person in charge of admissions is also required to notify a student's parents, custodial parent, guardian, legal custodian, or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the School with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

The procedure for absences is as follows:

1. A parent must call or e-mail the School to inform the School that his/her child or children will be absent from School. This phone call should take place within the first hour that School is in session or as soon as practicable.
2. If a parent fails to call or e-mail the School, School personnel will call the parent to inform him/her of the student's absence.
3. In those cases where telephone communication could not be made, School personnel will initiate a written communication to the home of the legal guardian the day of the student's absence.

\*May substitute any of the following documents for a birth certificate: 1) a passport or attested transcript showing the date and place of birth of the child; 2) an attested transcript of a birth certificate; 3) an attested transcript of a baptism certificate or other religious record showing the date and place of birth of the child; 4) an attested transcript of a hospital record showing date and place of birth, or 5) a birth affidavit.

*R.C. §109.65; R.C. §3313.96; R.C. §3313.672*

See **Appendix 252-A** for the Missing Child Reporting and Marking Form, **Appendix 252-B** Ohio AG Missing Children Brochure

<b>Board Actions</b>	8/8/2009	Adopted
	5/3/2018	Amended
	9/13/2018	Amended

## Appendix 252-A

### MISSING CHILD REPORTING AND MARKING FORM

Student Name \_\_\_\_\_ (“Student”)

On \_\_\_\_\_ (date), the School received notification from \_\_\_\_\_  
\_\_\_\_\_ (law enforcement agency) that Student is a reported missing child.

On \_\_\_\_\_ (date), \_\_\_\_\_ name  
of requestor, requested a copy of Student’s records.

Because the School has been notified by the law enforcement agency, the request by \_\_\_\_\_  
\_\_\_\_\_ (name of requestor) must be immediately reported to the law  
enforcement agency listed above by the school administrator responsible for admission. On \_\_\_\_\_  
\_\_\_\_\_ (date), \_\_\_\_\_ (school  
administrator), reported the request for Student’s records by \_\_\_\_\_  
\_\_\_\_\_ (requestor) to \_\_\_\_\_ (law enforcement agency)  
via \_\_\_\_\_ (telephone, letter, email, etc.). \_\_\_\_\_ (initials)

**\*When forwarding a copy of Student’s records in response to a request, this form must remain in Student’s file and not be sent to the requestor. (The receiving school or other requestor must not be able to discern that Student’s records are marked as a reported missing child.)**

\_\_\_\_\_  
On \_\_\_\_\_ (date), the School received notification from \_\_\_\_\_  
\_\_\_\_\_ (law enforcement agency) that Student is no longer a missing  
child. \_\_\_\_\_ (initials) **Accordingly, this form must be destroyed so as to make it  
impossible to tell that Student’s records ever indicated that Student was a reported missing  
child.**



**MIKE DeWINE**

OHIO ATTORNEY GENERAL



# KEEP YOUR CHILDREN SAFE

**Dozens of Ohio children are reported missing to law enforcement any given day. Thankfully, most return to their families quickly and unharmed. Ohio Attorney General Mike DeWine's office provides these reminders for keeping your children safe:**

- Teach your children their full name, address, and telephone number.
- Make sure they know your full name and how to reach you by cell phone or at work.
- Teach them how and when to call 911.
- Make sure your children always have a trusted adult to call if they're scared or have an emergency.
- Instruct them to keep the door locked and not to open it to anyone when they are home alone.
- Discuss how they should answer the telephone when you're away.
- Choose caregivers and babysitters with care. Seek referrals and check references. Drop in unexpectedly to see how things are going. Ask your children about their experiences.
- Make sure your children understand there is safety in numbers. When they are playing or walking to school or elsewhere, have them do so with friends.

[www.OhioAttorneyGeneral.gov](http://www.OhioAttorneyGeneral.gov)



## THE OHIO ATTORNEY GENERAL'S MISSING PERSONS UNIT

**Attorney General Mike DeWine's office promotes measures to keep kids safe and assists law enforcement and families in missing children cases. Through its Missing Persons Unit, the office:**

- Issues Missing Child Alerts
- Works with law enforcement when AMBER Alerts are needed
- Maintains a toll-free hotline, 800-325-5604, with the Ohio Bureau of Criminal Investigation (BCI)
- Provides resources to aid in searches at [www.OhioAttorneyGeneral.gov/MissingPersons](http://www.OhioAttorneyGeneral.gov/MissingPersons)
- Uses social networking sites, public records, and law enforcement databases to help locate children
- Assists law enforcement and families
- Trains professionals and the public on missing persons issues

### IF A LOVED ONE IS MISSING:

- Immediately file a report with law enforcement.
- Limit access to your home until investigators have the opportunity to collect evidence. Do not touch anything in the home.
- Give investigators all requested information, including a complete description, photos, facts related to the disappearance, social media accounts, cell phone number, and any other requested details.
- Be prepared to provide fingerprints, dental records, and DNA to help find your loved one.

**For more information on the Missing Persons Unit, please contact Ohio Attorney General Mike DeWine's office at [www.OhioAttorneyGeneral.gov/MissingPersons](http://www.OhioAttorneyGeneral.gov/MissingPersons) or 800-325-5604.**



**MIKE DeWINE**  
OHIO ATTORNEY GENERAL

# Protecting Ohio's Families



**MIKE DeWINE**  
OHIO ATTORNEY GENERAL

## SEARCH FOR OFFENDERS IN YOUR AREA :::



Search  
for Offenders in your area

### To Search

Insert the desired address to search for. Please note the items with a red \* are required to provide accurate information.

To search for a specific offender within your area, or to list all offenders within your county / parish, select "Other Search Options" from the right-hand side bar.

### Viewing Your Search Results

The textual information above your interactive map tells you the number of offenders found within a specified radius around your address.

You may change your radius at any time to a lesser or greater distance.

To view a summary of each offender, you may either click each orange bubble on the map or click each offender listed on the right-hand drop-down menu.

To view detailed information about an offender, click the offender's picture, name or "View Details" icon. This will take you to a page with detailed information about that offender.

### Offender Details

To track a specific offender - click "Register to track this offender" under the offender's picture on their details page.

**For questions concerning our sex offender community awareness program, please contact:**

Attorney General's Office Ohio  
State Office Tower 30 E. Broad Street 17th Floor  
Columbus, OH 43215-3428

Telephone: (866) 406-4534  
Email: OHLegSupport@ohioattorneygeneral.gov  
www.ohioattorneygeneral.gov

# Protecting Ohio's Families



**MIKE DeWINE**  
OHIO ATTORNEY GENERAL

## REGISTER FOR EMAIL ALERTS ...

Select "Register for Email Alerts" from the top navigation menu.

### To Register

Fill out the step by step registration process. Be sure to carefully insert your physical address and double check your information for accuracy. Please note the items with a red \* are required to provide accurate information.

You must agree to the Notification Contract prior to clicking "Register".



**Register for Email Alerts**

To receive email alerts for more than one address (ie. home, work, other), click the "Register for Email Alerts" icon from the top navigation menu and fill out the details specific to that address. You may do this for as many addresses in the available states and counties as needed.



Make sure that you are in the correct county / parish for the address that you are registering. For example, inserting an address in Orange County, CA when you are within the interface for Fresno County, CA will produce an "out of jurisdiction" message.

### Confirmation Screen

Your confirmation screen provides you with details regarding adding multiple email addresses, changing your address and steps for ensuring that notifications@icrimewatch.net is added to your "Safe Sender List".



Make sure to add notifications@icrimewatch.net to your personal address book to ensure receipt of emails!

**For questions concerning our sex offender community awareness program, please contact:**

Attorney General's Office Ohio  
State Office Tower 30 E. Broad Street 17th Floor  
Columbus, OH 43215-3428

Telephone: (866) 406-4534  
Email: OHLegSupport@ohioattorneygeneral.gov  
www.ohioattorneygeneral.gov

# Going To and From School More Safely



**Millions of kids ride a bike, take the bus or walk to school every day. Help get them to and from school more safely by following this checklist.**

- ☐ Review the four rules of personal safety with your children. Remind them to:
  - ☒ Check first with you or the adult in charge before going anywhere, helping anyone, accepting anything or getting into a car.
  - ☐ Take a friend when going places or playing outside.
  - ☒ Tell people "NO" if they try to touch you or hurt you. It's OK for you to stand up for yourself.
  - ☐ Tell a trusted adult if anything makes you feel sad, scared or confused.
- ☐ Walk the route to and from school with them pointing out landmarks and safe places to go if they need help. Tell them not to take shortcuts and to stay in well-lit areas.
- ☐ If your younger children take the bus, wait with them or make sure they're supervised by someone you trust at the bus stop.
- ☐ Teach your children to recognize the tricks someone may use to abduct them such as asking for help or offering them a ride. Tell them to never approach a car without getting your permission first.
- ☐ Encourage your children to kick, scream and make a scene if anyone tries to take them.
- ☐ Instruct your children to get away as quickly as possible if someone is following them. If they are being followed by someone in a car, teach them to walk in the opposite direction from the one in which the car is driving.
- ☐ Be sure your children's school has up-to-date emergency contact information. Learn about their pick-up procedures so only those you've authorized can pick up your children.
- ☐ Make sure your children know how to contact you in case of an emergency.



**For more information about child safety, visit [MissingKids.com](http://MissingKids.com)**





## WHAT TO DO

If your child is missing from home, search

- » closets
- » piles of laundry
- » in and under beds
- » inside large appliances
- » vehicles—including trunks
- » and anywhere else that a child may crawl or hide



Immediately call your local law-enforcement agency and provide them with your up-to-date Child ID Kit.



After you have reported your child missing to law enforcement, call the National Center for Missing & Exploited Children® at **1-800-THE-LOST® (1-800-843-5678)**.

If your computer is equipped with a microphone and speakers, you may talk to one of our Hotline operators via **[www.missingkids.org](http://www.missingkids.org)** online.



Learn more about this child ID kit at  
**[www.missingkids.org/childid](http://www.missingkids.org/childid)**




The National Center for Missing & Exploited Children  
Charles B. Wang International Children's Building  
699 Prince Street • Alexandria, VA 22314-3175  
[www.missingkids.org](http://www.missingkids.org) • 1-800-THE-LOST®

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## HOW TO USE THIS KIT

When recovering a missing child, the most important tools for law enforcement are an up-to-date, quality photograph and descriptive information. Complete this Child ID Kit by attaching a recent photograph of your child and listing all identifying and medical information. Update the photograph and information every 6 months, and keep the Kit in a secure, accessible location.





**PLACE  
PHOTO HERE**

Remember to use a  
high-resolution, head-and-  
shoulders photo of your child,  
and update it every 6 months.



## PERSONAL INFORMATION

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

State/Province/Region: \_\_\_\_\_ Country: \_\_\_\_\_



## PHYSICAL CHARACTERISTICS

Sex: Female ☐ Male ☐

Race/Ethnicity: \_\_\_\_\_

Hair Color: \_\_\_\_\_

Eye Color: \_\_\_\_\_

Height	Weight	Date



## DISTINGUISHING CHARACTERISTICS

My child wears or has:

Glasses ☐ Contacts ☐ Braces ☐ Birthmarks ☐ Piercings ☐ Tattoos ☐

Special Needs: \_\_\_\_\_

Other: \_\_\_\_\_



## MEDICAL INFORMATION

Physician's Name: \_\_\_\_\_



Emergency Contact: \_\_\_\_\_



Emergency Contact: \_\_\_\_\_

Office #: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

Allergies/Conditions: \_\_\_\_\_

Cell #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Medications: \_\_\_\_\_

Home #: \_\_\_\_\_

Home #: \_\_\_\_\_

Blood Type: \_\_\_\_\_

Work #: \_\_\_\_\_

Work #: \_\_\_\_\_



## FINGERPRINTS

Fingerprints are critical to a complete child identification record and should be taken by trained individuals, such as law-enforcement personnel.

Left Thumb	Left Index	Left Middle	Left Ring	Left Pinky
Right Thumb	Right Index	Right Middle	Right Ring	Right Pinky