

REGULATION

FRANKLIN TOWNSHIP BOARD OF EDUCATION

File Code: 5142

STUDENT SAFETY

Notification of Student Absences and Transfers

- A. Parents/guardians are requested to notify the school office whenever a student will be absent from a school.
- B. A parent/guardian who anticipates a student's future absence or anticipates that an absence will be prolonged is requested to notify the school.
- C. A parent/guardian who intends to withdraw a student from school shall be asked to designate the school or school district to which the student will be transferred.

Identification of Potentially Missing Student

- A. Teachers shall record and report attendance.
- B. Teaching staff members shall be alert to parental neglect of the responsibility for the enrollment and attendance of school age students. A teaching staff member or other staff member who believes that a student has been removed from school by his or her parent or primary caretaker, however recent the removal, shall promptly report that belief to the principal.

Lost or Abducted Students

- A. School officials shall daily compile a list of absent students and compare that list to the students for whom parental notification of absence has been received.
- B. School officials shall attempt to reach by telephone the parent of an absent student for whom notification of absence has not been received. Telephone calls will be made to the student's home and to the parent's place of work as indicated on the emergency notification form submitted by the parent.
- C. If a parent cannot be reached by telephone, the chief school administrator shall promptly take reasonable, appropriate steps to locate the absent student, including but not limited to:
 - 1. Interviewing other students, staff members, and neighbors of the student; and
 - 2. Visiting the student's home.
- D. In the event school officials cannot reach the parent and cannot locate the student, they shall promptly inform the chief school administrator that the student may be missing.

- E. The chief school administrator shall consider the student's age, maturity, attendance record, and disciplinary history, academic record, and medical history and, if there is reason to suspect that the student may be lost or abducted, shall immediately notify the police department.

Truancy

- A. The chief school administrator shall report a student who has been unaccountably absent five consecutive school days to the chief school administrator.
- B. The chief school administrator shall designate a staff member who shall attempt to determine the reason for the absence of any student absent five consecutive days or more.
- C. When a student has been formally withdrawn from the school district but an official request for the student's records has not been received within five days of the withdrawal during the school year or within thirty days of the withdrawal at the end of the school year, the principal shall report the student to the chief school administrator.

Report to Law Enforcement Officials

- A. The chief school administrator shall report to the police department any incident of an unaccountably absent student or a withdrawn student who has not entered another school system. The report may include:
 - 1. The student's name, age, gender, and physical description;
 - 2. The student and parent's/guardian's last known home address; and
 - 3. The parent's name and work place, if known.
- B. The chief school administrator shall record in the student's permanent record in this district the date on which a student was reported in accordance with this regulation and the information released to the police department.
- C. The principal and/or staff members having knowledge of the student shall cooperate fully with the police in their efforts to locate the student.
- D. In the event a student believed to be missing is located, the chief school administrator shall notify the police immediately.

Emergency Response

District staff members responsible for the direct supervision of students shall make every effort to ensure that students are accounted for and supervised adequately at all times. When staff are required to respond to an emergency the following procedure shall be followed:

- A. Teachers will not leave a class except in the case of an emergency situation that endangers or threatens to endanger the safety of a student or students. The chief school administrator must be notified immediately through the best feasible method.

- B. Teachers will be at assigned room when students are scheduled to arrive.
- C. Classrooms and special facilities (gymnasiums, home economics room, industrial arts room, science lab, etc.), must be locked when not occupied by a teacher or other responsible staff member so that students may not enter without supervision.
- D. Careful instructions must be given, and students satisfactorily trained before being allowed to use specialized equipment. This information would be recorded in the lesson plan book.
- E. Each teacher or other responsible staff member must maintain a standard of care for supervision control and protection of students commensurate with assigned duties and responsibilities.
- F. Staff members shall not voluntarily assume responsibility for duties he/she cannot reasonably perform.
- G. A teacher or other responsible staff member shall provide proper instruction in the safety matters presented in assigned curriculum grades.
- H. Each teacher or other staff member shall immediately report to the principal an accident or safety hazard he/she detects.
- I. Teachers or any other staff members shall not send students on any personal errands.
- J. Staff members shall not transport students in a personal vehicle unless approved by the chief school administrator.
- K. A student shall not be required to perform work or services that may be detrimental to his/her health.
- L. Pursuant to the law, each teacher or any other staff member of this district shall report to the chief school administrator immediately, any sign of suspected student abuse or drug abuse.
- M. Staff shall immediately contact the school nurse for injured students who require the administration of first aid. If the school nurse or other qualified health professional cannot be located to administer first aid, staff shall use good judgment in the administration of first aid.

Date Adopted: 3/12/12