4.122 MISSING STUDENTS

Campus contacts: Vice President, Administrative Services

INTRODUCTION:

This policy is in accordance with the Higher Education Opportunity Act of 2008, Sec 485(j).

POLICY:

For students who reside in on-campus housing, college officials will notify the Centralia Police Department, the college coordinator of campus security and the emergency contact person or persons identified by the student in the event that student is known to them as being missing for more than 24 hours.

PROCEDURE:

• A student living in on-campus housing is deemed missing, if it is reported or otherwise becomes known to college officials that the student has been unreachable via personal contact, telephone, e-mail or other means of electronic communication for 24 hours or more and that student has not notified the college of their absence.
• College officials shall immediately report the missing student to the Centralia police and the coordinator of campus security.
• For any student determined by the police to be missing, college officials shall notify the student’s designated emergency contact as soon as possible, but no later than 24 hours after that determination. The student’s custodial parent or guardian will also be notified by college officials, if that person is not the designated emergency contact and the student is under 18 years of age and not an emancipated individual.
• Each student living in on-campus housing shall be notified of the requirements of this policy.
• Each student living in on-campus housing shall register contact information with the housing officials; students under the age of 18 who are not emancipated shall provide housing officials with the contact information for a parent or guardian.
• Students are encouraged to periodically review and update their emergency contact information with the housing officials.

[Reviewed and Revised: Dr. Robert Frost, President 10/29/2015]