

POLICY AND PROCEDURES MANUAL



EAST TEXAS BAPTIST UNIVERSITY

Classification

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Page: 1 of 1

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Revised:

SUBJECT: MISSING STUDENT NOTIFICATION

POLICY STATEMENT

It is the policy of East Texas Baptist University to follow approved procedures and guidelines when a student is reported or declared missing.

FACTS OF INTEREST

In compliance with the Missing Student Notification Policy and Procedures established by H.R. 4137, Section 488, of the Higher Education Opportunity Act of 2008, it is the policy of East Texas Baptist University to actively investigate any report of a missing student who is enrolled at the University.

Each resident will be informed regarding the Missing Student Notification procedures upon check-in at their residence hall. Each resident has the option to provide the name and contact number of an individual(s) that should be contacted in case of an emergency. Upon determination that a student is missing, the Vice President for Student Affairs will be notified immediately. The individual identified on the Residence Hall Student Information form will be contacted no later than 24 hours after the time the student is determined missing, in accordance with official notification procedures established by the University.

For any resident under the age of 18, who is not emancipated, the institution will notify a custodial parent or guardian no later than 24 hours after the time that the resident is determined to be missing by the University staff. When a member of the University community has reason to believe that a student is missing, all possible efforts will be made immediately to locate the student to determine his or her condition.

PROCEDURES

Once the Vice President for Student Affairs has confirmed that a student is missing, the following steps will be taken:

1. Notifies the President and appropriate staff and faculty that a student has been missing for more than 24 hours.
2. Files a missing person report with Safety & Security, who in turn notifies the Marshall Police Department.
3. Notifies the person designated as an emergency contact on the Residence Hall Student Information form.
4. If the student is under 18, and not an emancipated individual, the student's custodial parent or legal guardian is notified.

Contact for Interpretation: Vice President for Student Affairs

This Policy statement supersedes all previous policy statements on this subject.