

ABC Guidelines for Responding to Missing Students

Policy

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the Appalachian Bible College community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is absent from the college for more than 24 hours without any known reason and the President of the College consents to this designation. All reports of missing students shall be directed to the Vice President for Student Services who shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the college in case a student is determined to be missing. If a missing student is under 18 years of age, the Student Dean is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by the President that the student is missing. The Vice President for Student Services shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

Procedure:

Notification

1. *Any notification of a missing student, from whatever source, should immediately be directed to the Vice President for Student Services.*
2. *When a student is reported missing the Vice President for Student Services shall:*
 - a. *Initiate an investigation to determine the validity of the missing person notification (see guidelines below)*
 - b. *Make a determination as to the status of the missing student and, if necessary, formulate a Missing Student Report*
 - c. *Notify the College President*
 - d. *Notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing*
 - e. *If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the College within 24 hours of the determination that the student is missing*
 - f. *Notify the Raleigh County Sheriff's Department within 24 hours of making the determination that the student is missing*
 - g. *Initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.*

Student Contact Information:

Students shall be given the opportunity to confidentially designate emergency contact information at registration.

Student Notification of this Policy:

Included on the ABC Website.

Discussed in Residence Hall Orientation.

Included in the Servant Staff.

Included in the annual security report.

Guidelines for the Investigation of a Mission Student Report:**Within the first two hours of receiving the initial report:****1. Student Services personnel will:**

- *Call the student's emergency contact number and/or cell phone.*
- *Send an email to the student.*
- *Check the student's class schedule, and departure permits.*
- *Interview the student's RA, friends, roommates, supervisors and others who may know their whereabouts.*
- *Check to see if the student has a college registered vehicle.*
- *Notify the College President –**the term “missing student” is not to be used until after this conversation.***
- *Notify the Vice President for Academics.*
- *Contact the student's parents/legal guardians.*
- *If deemed appropriate, send notice through the Rapid Notification System.*

2. Student Services personnel will form a search team to:

- *Search for the student in his/her classes*
- *Conduct a thorough search of the campus for the student*
- *Search for the student's vehicle on campus*

Within 24 hours of making the determination that the student is missing:

Unless extenuating circumstances exist, the college's Vice President for Student Services or his designee will contact the Raleigh County Sheriff's Department and provide them with the name and description of the missing student.

The Vice President for Academics will inform the student's professors, advisor, and the director of Practical Christian Service of the student's status.

After 24 hours of making the determination that the student is missing and the student is not located:

The Vice President for Student Services will inform the college President and the person designated in the college's Emergency Response Plan to contact the media that the student is not located. At this time, unless extenuating circumstances exist, the college's Emergency Plan Media Representative or their designee will contact the local news media and provide them with the name and description of the student. If the

Raleigh County Sheriff's Department determines that publicity would jeopardize the investigation and/or safety of the student, the local news media will not be notified.