

### **MISSING STUDENT NOTIFICATION PROCEDURE**

Living Arts Institute provides a policy regarding missing student notification procedures to all staff and students. This statement can also be found in the electronic catalog and the student consumer information website.

#### **POLICY AND PROCEDURE**

During Orientation, every student at Living Arts Institute has the option to identify a contact person or persons whom the school will notify within 24 hours if the student is determined, by the local law enforcement agency, to be missing. The student is to identify this person as their "emergency contact" and is to include them on their FERPA release form that they fill out at orientation. Every student, at orientation, is advised that if they are under 18 years of age and not emancipated that the school is required to notify a custodial parent or guardian with 24 hours when the student is determined to be missing in addition to any additional contact person designated by the student.

A student who identifies that another student has been missing for 24 hours must report this information to the Assistant Campus Director, Operation Director or Campus Director. After a report is made the Director will:

- 1.) Report the incident and provide the report immediately to the local law-enforcement agency.
- 2.) Advise the student who notified the Director that their contact information will be registered confidentially.
- 3.) Inform students that the school will notify, within 24 hours, the appropriate law enforcement agency that the student is determined to be missing (if the law enforcement agency did not make the determination that the student is missing).