

## **Missing Student Notification Policy and Procedures**

It is the policy of Maria College to investigate any report of a missing student. The College is committed to maintaining a safe and secure environment for its students and has created the following procedures to be followed in the event a student is reported or believed to be missing. If a student is under the age of 18 and not an emancipated minor, the College will notify the student's parents or legal guardian in addition to any listed emergency contact information.

### **Reporting Procedures**

Any person who has reason to believe that a student may be missing should immediately contact the Chief Student Officer, by phone at (518)861-2599 or email wtrevor@mariacollege.edu. The Chief Student Officer, in conjunction with College Security, will investigate each report and make an informed determination as to whether the student is considered missing in accordance with this policy. This investigation may include, without limitation: (i) contacting the student's cell phone or campus phone; (ii) speaking with the known associate(s) of the suspected missing student; (iii) reviewing the student's class schedule and access card history; and (iv) undertaking whatever other action is deemed appropriate, under the circumstances, to be in the best interest of the suspected missing student. If the Chief Student Officer determines that the student has been missing for 24 hours, the Chief Student Officer will immediately contact the Albany City Police Department. Additionally, within 24 hours of making the determination that the student is missing, the College will notify the student's confidential emergency contact. If the student is under the age of 18 and not an emancipated minor, the College will also contact the student's parents or legal guardian within such 24-hour period. Nothing in this policy prevents the College from contacting other individuals if deemed necessary to prevent harm to a student or others, necessary to the investigation, or otherwise appropriate under the circumstances.