

## **MISSING STUDENTS**

The purpose of this policy is to insure the health and safety of all students.

If a student is missing during the school day:

1. Staff must notify the Academic Administrator as soon as possible if a student is deemed missing from an assigned class. (If the Academic Administrator is not immediately available, the staff person will directly notify the Superintendent's office.)
2. The Academic Administrator will notify the Superintendent's office.
3. If immediate campus search is negative, all available staff will be contacted via pager and asked to meet in a specified location in order to complete a campus and neighborhood search. The Superintendent's office will notify the Vancouver Police Department.
  - a. Searchers must check in at least every 15 minutes for a status report from their supervisor.
4. If the student has not been found within one hour, the parents will be notified by the Superintendent, Academic Administrator, or Residential Program Supervisor.
  - a. Further direction shall come from the Vancouver Police.
  - b. Communication coordination shall be with a designated administrator.
5. It is the responsibility of all campus staff to notify appropriate persons if a student is to be detained for a legitimate purpose, i.e., health center, meeting with another staff member, unscheduled appointments, etc.

If a student becomes missing during residential hours, the same procedure shall be used except:

1. The Student Life Counselor from the resident's assigned cottage will make campus contacts to locate the student:
  - a. Campus Security
  - b. Other cottages

- c. Health Center
  - d. Recreation
  - e. Custodial
2. If immediate campus search is negative, the Residential Program Supervisor will be notified (at home, if necessary). The Residential Program Supervisor shall immediately inform the Superintendent and Vancouver Police Department.
  3. All available staff will be called to assemble in the cottage coordinating the search to organize a complete campus and neighborhood search.
    - a. Searchers must check in at least every 15 minutes for a status report from the cottage.
  4. If the student has not been found within one hour, the parents shall be notified by the Residential Program Supervisor, Superintendent or cottage staff person
    - a. Further direction shall come from law enforcement
    - b. Communication coordination shall be with cottage coordinating the search

**Adoption Date: 12/11/03**