MISSING STUDENT POLICY

If a member of the Morningside College community has reason to believe that a student is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being through collaboration of Campus Security, the Department of Student Affairs, and the missing student’s family and friends.

If not located within 24 hours, appropriate family members, associates, or a college official will make an official missing person report with the law enforcement agency with jurisdiction. Anyone who believes a student to be missing should report their concern to Student Services or Campus Security. Depending on the circumstances presented to college officials, the parents of or the designated confidential contact of the missing student will be notified. In the event that parental notification is necessary, a college official will place the call. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

WHO TO FILE A MISSING PERSON’S REPORT WITH:

- Director of Security ................................................................. 712-274-5500
- Assistant Director of Security ........................................ 712-274-5234
- Dean of Advising ......................................................................... 712-274-5252
- Associate Dean of Students .................................................. 712-274-5390
- Assistant Director of Res. Life ............................................... 712-274-5335
- Area Coordinator, Student Engagement ......................... 712-274-5399
- Area Coordinator, Student Activities ................................. 712-274-5337
- Associate Dean for Academic Affairs ................................. 712-274-5292
- Director of New Students ..................................................... 712-274-5504
- Dean of Enrollment ................................................................. 712-274-5426

General Procedure:

The Morningside official receiving the report will collect and document the following information at the time of the report:

- The name and relationship of the person making the report.
- The date, time, and location of the missing student was last seen.
- The missing student’s cell phone number (if known by the reporter).

The Morningside College official receiving the report will contact the Vice President for Student Life and Enrollment (or their designee) in order to inform him/her on the situation and to receive additional consultation. They will ascertain if/when any other members of the campus and the Vice President of Communications and Marketing need to be contacted.

Upon notification from an entity that a student may be missing, Morningside College may use any or all the following resources to assist in locating the student:

- Call the student’s room.
- Go to the student’s residence hall room.
- Talk to the student’s RA, roommate, and floor mates to see if anyone can confirm the missing student’s whereabouts and/or confirm the date, time, and location the student was last seen.
- Secure a current student ID (from Campus Security) or other photo of the student from a friend.
- Call and text the student’s cell phone and all any other numbers on record.
- Send the student an email.
g. Check all possible locations mentioned by the parties above including but not limited to, library, residence hall lounges, student commons, fitness center, etc. The Campus Security Department and the Office of Residence Life may be asked to assist in order to expedite the search process.

h. Contact or call other on-campus or off-campus friends or contacts that are made known. This includes checking a student's social networking sites such as MySpace, Facebook, or Twitter.

i. Ascertain the student's car make, model, and license plate number. A member of the Campus Security Department will also check Morningside College parking lots for the presence of the student's vehicle.

j. Send out an emergency notification text message via the Morningside College Emergency Notification System (ENS) to the campus alerting the campus of situation to ask for help in locating the student.

The Morningside College technology staff may be asked to obtain email logs in order to determine the last log in and or access of the Morningside network.

Once all information is collected and documented and the Vice President of Student Life and Enrollment (or their designee) is consulted, Morningside staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If is it necessary to contact the local or state authorities, police procedure and protocol will be followed by the college.