Ranken Technical College Missing Student Policy

Policy:
In accordance with the new 2010 “Missing Student” revision made to the Clery Act, Ranken Technical College will make every effort to comply with this revision. In doing so, Ranken Technical College will follow all FERPA regulations as they pertain to student information and will only use needed information in cases where the safety of the student or others are at risk. Ranken Technical College will promptly conduct an internal investigation for any reported missing student and contact law enforcement, as necessary. Ranken Technical College will complete all appropriate reports and will assist law enforcement in their needs of the investigation. The President, Administrators, Director of Public Safety and Director of Residential Life have the authority to start procedures for any College missing persons. The President, Administrators and Director of Marketing will be notified when any missing person report has been made. The Director of Marketing will handle all media communication, if any.


The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their children’s education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. To protect your child’s privacy, the law generally requires schools to ask for written consent before disclosing your child’s personally identifiable information to individuals other than you.

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to you as a parent under FERPA transfer to the student (“eligible student”). However, FERPA provides ways in which a school may—but is not required to—share information from an eligible student’s education records with parents, without the student’s consent. For example:

• Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.
• Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
• Schools may inform parents if the student, if he or she is under age 21, has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
• A school official may generally share with a parent information that is based on that official’s personal knowledge or observation of the student.
**Definition of Missing College Student:**

Any person who is a student, regardless of age, of Ranken Technical College and/or resides in a facility owned or operated by Ranken Technical College and is reported as missing from his or her residence more than 24 hours.

**Procedures:**

- If the student has been reported missing for more than 24 hours and he or she is over the age of 18 and has provided an emergency contact, the Department of Public Safety will inform the student's registered contact. If the student is under 18 years of age, the Department of Public Safety will contact the student's custodial parent or legal guardian. If a student is over 18 years of age or emancipated and has no emergency contact, the Department of Public Safety will inform the appropriate law enforcement agency. If parents suspect their student is missing, we will encourage them to contact the law enforcement agency where their student was last seen and file a missing persons report with them.

- Missing College Student reports will be conducted in the same manner as a Missing Child report.

- Ranken Technical College will gather needed information regarding the incident, including photos and last known location of the missing student. All information will be kept together in a report.

- Ranken Technical College will contact local law enforcement early in the investigation in an attempt to utilize their resources quickly.

- The reporting Police Officer will determine from the information gathered what direction to take the investigation.

- If abduction is suspected, a thorough and aggressive investigation must commence immediately. This involves obtaining assistance from several other regional agencies and ensuring that efforts are well coordinated.

- If abduction is not suspected, investigating Police Officers can take appropriate methodical action to resolve the matter.
The initial assessment of a missing student case should include the following:

- Is the student missing from the campus, his or her family residence or other location?
- Is there a witness to or physical evidence of abduction or other foul play?
- Is the student despondent? Is the student mentally or physically disabled?
- Is the student experiencing academic, personal or financial problems?
- Has the student disappeared before?
- Does the student have a known drug and/or alcohol problem?
- Has the student received any threats or warnings from others?
- What is the student's lifestyle? Does the student have a criminal record?
- Did the student or perpetrator leave a note?
- Have any similar incidents been reported within the area (e.g., attempted abductions, prowlers, suspicious persons)?
- The responding Police Officer, after assessing the initial report details, should determine what level of response will be required. If the chance exists that the case is a missing student case (or missing child case), the responding officer will contact a supervisor immediately.
- Public Safety and local Law Enforcement will then conduct a thorough and timely investigation into the incident. Time is of the essence in these cases.
- Public Safety will contact college administration to alert them to the case as needed, in accordance with the college emergency management plan, in order to make notification and preparation for appropriate media releases.