



SACI MISSING STUDENT NOTIFICATION POLICY

It is the policy of Studio Arts College International (SACI) to investigate any report of a missing student who is enrolled and attending classes at SACI. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the SACI community aimed at locating and assisting students who are reported missing.

Studio Arts College International is committed to creating and preserving a safe and secure environment for its students. The purpose of this policy is to support this commitment, by setting forth rules and procedures to be followed in the event a student is missing or believed to be missing.

This policy applies to all SACI students, whether or not they reside in SACI housing.

All reports of missing students must be directed to the main reception desk (055-289948) when SACI is open, or to the SACI Emergency phone (347-7738076), when SACI is closed. Each report will be investigated and a determination will be made as to whether the student is missing in accordance with this policy.

Before attending SACI, each student is required to provide the name and contact information of a person to be notified within 24 hours in the event that a determination is made by SACI that the student is missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

When a student is reported missing SACI will:

- initiate an investigation to determine the validity of the missing person report;
- inform the Interim Dean of Students and the U.S. Admissions Office;
- make a determination as to the status of the missing student.

Upon determining the student is missing, SACI will:

- notify local police or other appropriate law enforcement agencies within 24 hours of making the determination that the student is missing;
- notify the person(s) identified by the missing student as the confidential contact within 24 hours of making the determination that the student is missing;
- initiate whatever other action is deemed appropriate under the circumstances to be in the best interest of the missing student.

The Interim Dean of Students shall initiate whatever action is deemed appropriate under the circumstances to be in the best interest of the missing student.

Note: Students must be at least 18 years of age to enroll at SACI.

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