

**DIVISION OF HIGHER LEARNING
ASSOCIATED BETH RIVKAH SCHOOLS**

MISSING STUDENT POLICY

Following is Division of Higher Learning of Associated Beth Rivkah Schools' policies and procedures with regard to missing students:

In the event a student, employee, or any individual becomes aware of a student missing for 24 hours he/she must immediately notify Mrs. Chana Gorowitz, Dean. Mrs. Chana Gorowitz will then contact the local police department. Students are urged to identify a contact person whom the school shall notify within 24 hours of the determination that the student is missing. All contact information will be registered confidentially and will only be accessible to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of the investigation.

The institution will notify the local law enforcement agency within 24 hours of the determination that the student was missing, unless the local law enforcement agency was the one that made the determination that the student was missing.

The institution will contact the designated contact person of the missing person within 24 hours that the student is reported missing. In addition, if the student is under 18 years of age, a parent or guardian will be contacted. In any case, the institution will inform the local law enforcement agency within 24 hours.