

**PALO VERDE COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE**

**5558-PVC**

**Paging Students**

Reference:

Emergency requests to page a student in a class or laboratory shall be directed to the Vice President of Student Services or designee.

Once the Vice President of Student Services determines that the matter merits paging a student, he or she shall record the name, number and status of the person making the emergency request. The student's schedule will be accessed to determine the location of the student.

If the student is in class, a Student Services staff member will approach the Professor to identify the student and request that the student be excused.

If the student is not in class, reasonable efforts will be made to locate the student in a manner that continues to protect the student's privacy and does not disrupt the educational process.

If the student cannot be located, the caller/requester will be advised.

Messages or calls that are not emergency related will not be taken for students. Students' schedules and records are confidential (see BP/AP 5040 - Student Records and Directory Information).

11/5/08 College Council Approval  
11/18/08 Board First Read  
12/9/08 Board Second Read and Approval