

Missing Person Notification Policy

Purpose:

This policy establishes a framework for cooperation among members of the Conservatory community aimed at locating and assisting students who are reported missing. To this end, and in compliance with the Missing Student Notification Policy and Procedures (Section 488 of the Higher Education Opportunity Act of 2008), the following policy has been developed in order to assist in locating NYCDA students, who, based on the facts and circumstances known to the Conservatory, are determined to be missing. A student shall be deemed missing when he or she is absent from the Conservatory for more than 24 hours without any known reason, and if there is reasonable cause for concern about the whereabouts of the student.

Each student will be notified of the missing student policy and procedures in the event that they are reported missing. If a member of the Conservatory community has reason to believe that a student is missing, all efforts will be made immediately to locate the student and determine his or her state of health and well-being. All students shall have the opportunity to choose an individual to be contacted by NYCDA in case a student is determined to be missing. If a missing student is under the age of 18 years old, NYCDA is required to notify the parent or guardian of the missing student no later than 24 hours after the determination that the student is missing.

Notification Procedures:

This policy authorizes use of the Rave Alert and Student Email for immediate alerts and notifications to the NYCDA community, prior to and during a potentially catastrophic life-threatening emergency. It was developed to furnish information and direction so that NYCDA members may immediately protect themselves in an emergency situation.

1. Reports of a student missing for 24 hours should be made to any or all of the below listed persons:

- Artistic Director
- Director of Education
- Residence Director/Title IX Coordinator
- Student Services Associate
- Resident Advisors
- Registrar's Office

2. The following resources or persons should be contacted immediately to try and determine any points of contact with the Conservatory:

- Call missing student's cell phone and send a text message
- Contact individuals who live and interact with the student daily
- Check with faculty members and/or attendance log to see when the student was in class or if they have had contact with faculty.
- Review the use of the Student's NYCDA and/or Residence Hall ID's to assist in ascertaining the location of the missing student

3. If, after an investigation by NYCDA, the student is determined to be missing, the Artistic Director, Residence Director/Title IX Coordinator, Student Services Associate or Registrar will contact the student's parent or designated emergency contact person.

4. After parental notification, if student is under 18, law enforcement will be called to report the person as missing. A description and picture along with any other information will be provided to law enforcement agency.

5. If circumstances warrant a faster implementation of the notification procedures, the Artistic Director, Student Services Associate and/or Title IX Coordinator will notify the New York City Police Department immediately, to begin an investigation in accordance with their policy and procedures.

Information for Students*

- You have the option to register a confidential contact person you want to be notified in the case that you are reported missing. Only authorized NYCDA officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.
- The local law enforcement will be notified that you are reported missing, even if you have not registered a contact person, no later than 24 hours after reported missing.
- If you are under 18 years of age, and not an emancipated individual, NYCDA is required to notify your parent or guardian no later than 24 hours after reported missing.
- In all cases of a missing student, law enforcement provides information to the media that is designed to obtain public assistance in the search for any missing student.

**These requirements do not prevent implementing these procedures in less than 24 hours if circumstances warrant a faster implementation.*