

# The Restaurant School at Walnut Hill College

## *Missing Student Notification*

The Restaurant School at Walnut Hill College takes student safety very seriously. 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 students living on-campus, who, based on the facts and circumstances known to the College, are determined to be missing. It is the policy of The Restaurant School at Walnut Hill College to actively investigate any report of a missing resident student (an enrolled student that lives on-campus). Each resident is notified of the missing students policy and procedures in the event that they are reported missing.

Each resident, upon checking into campus housing, is requested to identify the name and contact information of the individual that is to be contacted in case of an emergency, including in the event of the resident being reported missing for a period of no more than 24 hours. For any resident under the age of 18, and not an emancipated individual, the college is required to notify a custodial parent or guardian no later than 24 hours after the time that the resident is determined to be missing by the college.

Most missing person reports in a college environment result from a student changing his/her routine without informing friends of the change. If a member of the college community has reason to believe that a student is missing, all efforts will be made immediately (no waiting period) to locate the student to determine his or her state of health and well-being. These efforts include, but are not limited to, checking the resident's room, class schedule, friends, ID card access, contacting Security, viewing security cameras, and calling the resident's cell phone number (if provided).

If, upon investigation, the resident is determined to be missing, the President or a Vice President (or their designee) will contact the resident's designated emergency contact person. Investigation will continue utilizing established police investigative procedures and in collaboration with staff from the Residential Learning Office. Administrators will also coordinate its efforts with outside law enforcement agencies in full compliance with legal obligations and good police practice.

Please report concerns to one of the following:

President  
Vice Presidents  
Director of Student Life  
Director of Facilities