



Missing Student Notification Policy and Procedures

In accordance with the Higher Education Opportunity Act of 2008, 20 U.S.C. § 1092(j), Fontbonne University has implemented this policy and notification procedures to be followed when a student who resides in on-campus housing is determined to be missing for more than 24 hours. For purposes of this policy, "on-campus housing" means a residence hall or other residential housing facility for students that is located on Fontbonne University's campus or in a University-leased building that serves as a residential housing facility for students. Students who live in on-campus housing are referred to in this policy as "resident students."

Resident students will have the option to identify an emergency contact person whom Fontbonne University will notify if the Public Safety Department or local law enforcement agency determines that the student has been missing for more than 24 hours. Resident students may register the information for their emergency contact person online through the Public Safety Department website. The emergency contact information is considered confidential and may be accessed only by authorized campus officials and law enforcement officers in furtherance of a missing student investigation.

All members of the Fontbonne University Community (current faculty, staff and students) have a responsibility to immediately make a report to the Public Safety Department when a student has been missing for more than 24 hours. The Public Safety Department will notify the Department of Residential Life to determine if the student is a resident student. If so, the Public Safety Department will work with the Department of Residential Life to conduct an investigation to verify that the student has been missing for more than 24 hours and to identify any circumstances that may be related to the student's absence. If a staff member of the Public Safety Department or the Department of Residential Life is able to make contact with the resident student, the staff member will attempt to verify the student's whereabouts and safety. If the staff member is unable to make contact with the resident student, the Public Safety Department will make a determination based on the available facts and information as to whether the student is missing. Once a determination has been made that the student has been missing for more than 24 hours and has not returned to campus, the Public Safety Department will notify the Vice President for Student Affairs who, in turn, will notify the resident student's emergency contact person.

Regardless of whether a resident student names an emergency contact person, Fontbonne University will notify the local law enforcement agency that the student is missing (unless the local law enforcement agency was the entity that made the determination that the resident student was missing).

For resident students who are under 18 years of age and not emancipated, Fontbonne University will also notify a custodial parent or guardian of the student in addition to any emergency contact person designated by the student.

Notifications made under this policy to emergency contact persons, the local law enforcement agency, and custodial parents or guardians (when applicable) shall be made no later than 24 hours after the time that the student is determined to be missing.

The Public Safety Department will notify the University Community of this policy via campus e-mail at the beginning of each term: fall, spring, and summer. In addition, the Department of Residential Life will notify resident students of this policy via resident student campus e-mail and during mandatory floor meetings held at the beginning of each term: fall, spring, and summer.