

# Missing Student Policy

Lyon College takes student safety very seriously. To this end, the following policy has been developed to assist in locating Lyon students reported as missing. A missing student is defined as any currently registered student living in on-campus housing at Lyon College who has not been seen by friends, family members, staff, faculty or associates for a reasonable length of time, and whose whereabouts have been questioned and brought to the attention of an official of the College community. This policy is in compliance with the Missing Student Notification Policy and Procedures 20 USC 1092 C (Section 488 of the Higher Education Opportunity Act of 2008).

Missing person reports in the college environment often result from a student changing his/her routine without informing his/her roommates and/or friends and family of the change. The primary objective of the College when responding to a report of a student's disappearance is to establish contact with the individual, to ensure his/her well-being, and to offer appropriate support and assistance. If an absence has occurred under circumstances that are suspicious or cause concern for safety, efforts will be made immediately to contact the student to determine his or her state of health and well-being.

At the beginning of each academic year, Lyon will inform students residing in on-campus housing of the missing student policy. Students will be informed that Lyon will notify either a family member or an individual selected by the student not later than 24 hours after the time the student is reported by others to be missing. This information will include the following:

☐ Students have the option of identifying an individual who will be contacted by Lyon not later than 24 hours after the time the student has been determined to be missing. Students will be given the opportunity to provide this information on an Emergency Notification Card completed at the time they check-in to college-owned housing. This emergency information will be kept in the Office of Residence Life and will be updated annually during the Fall semester.

☐ Lyon will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.

Any member of the College community who has reason to believe that a student is missing should immediately report this concern to the Offices of Student Life, Residence Life, or Campus Safety.