

Juilliard

Title:	Missing Student Policy and Procedure
Policy Owner:	Department of Public Safety
Contact Information:	Room 230 Main Building (212) 799-5000, x 246 publicsafety@juilliard.edu
Applies to:	All Members of the Juilliard Community (including all College, Pre-College, MAP, and Evening Division faculty, staff, and students)
Effective Date:	March 1, 2018

The Juilliard School (Juilliard) strives to create a safe and secure environment for its students. U.S. Federal law requires that institutions that maintain on-campus housing facilities must establish a missing student notification policy and related procedures. In order to support this commitment and to ensure compliance with applicable legal requirements, this Policy sets forth rules and procedures to be followed in the event that a Juilliard student is reported missing, irrespective of whether the student resides in the Juilliard residence hall or in off-campus housing.

Policy Statement

It is the policy of Juilliard, through collaboration with the Office of Student Affairs and the Department of Public Safety, to investigate any report of a missing student enrolled at the School. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the Juilliard community aimed at locating and assisting students who are reported missing.

A student will be deemed missing when that individual is reported absent from Juilliard or a Juilliard-sponsored travel program without any known reason. All reports of students missing from campus should be directed to the Department of Public Safety at 212-799-5000 x246. The Public Safety Officer receiving the report will inform the Director of Public Safety or other senior manager as appropriate.

Public Safety will take the lead in investigating each report and, in coordination with Student Affairs, make a determination regarding the validity of the report, i.e., whether the student is missing (see “Student Contact Information” below).

For students living on campus, it should be noted that Juilliard student housing is configured for apartment-style living, and there is no formal procedure or prescribed timelines for monitoring whether students are present in their assigned student housing. Student welfare and safety is

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paramount to Juilliard. However, Juilliard recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.

Missing Student Procedures

If a student is believed to be missing, relevant information should immediately be directed to the Juilliard Department of Public Safety which will do the following:

- Initiate an investigation to determine the validity of the missing person report.
- Inform the Office of Student Affairs.
- Make a determination as to the status of the missing student in coordination with Student Affairs.

Students have the option to identify a confidential contact person or persons who will be notified in the event a determination is made that the student is missing. No later than 24 hours after a formal determination is made by the School that the student is missing, Juilliard will take the following steps:

- Notify the student's confidential contact person or persons, if a confidential contact has been designated by the student.
- Notify a custodial parent or guardian of the missing student if the student is under 18 years of age and not an emancipated individual.
- Contact local police and other law enforcement agencies.
- Initiate whatever other action is deemed appropriate under the circumstances to be in the best interest of the missing student.

Juilliard may waive the 24 hour waiting period at any time should circumstances warrant.

If the student reported missing is part of a Juilliard-sponsored tour or travel program outside of the New York area, the tour or program leader and/or other responsible party should initiate an investigation, which entails contacting law enforcement, and other potentially relevant agencies depending on the circumstances. Once local law enforcement has been engaged, the tour/program leader should notify the Juilliard Office of Student Affairs as soon as practicable to inform the School of the situation.

If the tour or program is located outside the United States and a student is believed to be missing, the tour/program leader or other responsible party should contact the US Department of State (DOS) in the US at 1-888-407-4747. US Embassies and Consulates abroad can use the information provided to try to locate the individual and pass on a message. They can also check with local authorities in the foreign country to see if there are any reports of a US citizen hospitalized, arrested, or otherwise unable to communicate with those looking for them. Information from the DOS that is relevant to missing persons traveling abroad can be found at <https://travel.state.gov/content/travel/en/international-travel/emergencies/US-citizens-missing-abroad.html>

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Note that information gleaned by the DOS as part of an investigation of a missing US citizen is protected under US privacy laws and will not be provided to a third party (including relatives) unless prior written approval has been obtained from the missing person. All Juilliard students who are US citizens and who travel abroad are encouraged to enroll in the DOS Smart Traveler Enrollment Program (STEP) prior to embarking on their trip.

If a non-US citizen is traveling abroad and is believed to be missing, the tour/program leader or other responsible party should contact the local embassy or consulate of the missing person's home country. He or she should then contact the Juilliard Office of Student Affairs as noted above to inform the School of the situation.

Student Contact Information

- All students enrolled at Juilliard are asked to designate an individual who should be notified in the event of an emergency. That designation will remain in effect until it is changed or revoked by the student.
- Students have the option to identify a confidential contact person or persons who will be notified in accordance with the terms of this policy if a determination is made that the student is missing.
- It is each student's responsibility to regularly update any changes to their contact information. Students can update their contact information by notifying the Registrar or by logging into their WebAdvisor Account (wa.juilliard.edu).
- Student contact information is confidential and will only be accessible to authorized Juilliard personnel.
- Student contact information may not be disclosed outside of authorized Juilliard personnel without the student's permission except to law enforcement personnel pursuant to a missing person investigation.

Missing Student Policy Notification

Juilliard reserves the right to change, alter or modify this policy at any time at its discretion and without notice.