

# READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 377

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## **SUBJECT: Missing Student**

Responsibility of: RSHS Directors  
Revised: February 2020

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**SCOPE:** Students enrolled at the Reading Hospital School of Health Sciences (RSHS).

**PURPOSE:** The purpose of this policy is to establish procedures for the School's response to reports of missing students, as required by the Higher Education Opportunity Act. This policy applies to students who reside in Scholars Hall located at the Inn at Reading.

**POLICY:** Information regarding Residence Hall students who are reported to school authorities as missing for greater than 24 hours will be shared with Security Department and local law enforcement officials.

**DEFINITIONS:** NA

### **PROCEDURE:**

At the time of residence hall check-in, the Coordinator of Student Services will provide information on the missing student policy. Students will be given an opportunity to provide a confidential contact by completing the Scholars Hall Emergency Information (Missing Student Contact) form. Students are responsible for reporting changes to the Missing Student Contact (MSC) information by contacting the Coordinator of Student Services in writing. The confidential contact information will be stored in Gradpro with a Missing Student Contact (MSC) tag.

Students who are suspected to be missing persons should be reported immediately to the Reading Hospital Security Department (484-628-8222) and the Coordinator of Student Services (484-628-0104). If the Reading Hospital Security Department determines a student who has been reported missing has been missing for 24 hours, they will collaborate with the RSHS Director or designee to:

- Notify the suspected missing person's emergency contact (MSC);
- Notify a parent or guardian if the student is under 18 years old; and
- Notify appropriate law enforcement officials.

Note: The school may choose to notify parents, guardians, other emergency contacts, or the local police regardless of the missing student's age or the length of time missing. (i.e. nothing precludes an institution from notifying a student's parents, or anyone else they deem necessary, that the student is missing - the FERPA health and safety exception fully permits this.)

**EDUCATION AND TRAINING:** Resident Students will be informed of this policy at the time of residence hall orientation.

**REFERENCES:** NA

**COMMITTEE AND COUNCIL APPROVALS:** RHSHS Directors Meeting, February 2020

**CANCELLATION:** Reading Hospital or Tower Health policies directly related to this topic shall supersede this RHSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.



# READING HOSPITAL SCHOOL OF HEALTH SCIENCES

## Scholars Hall Emergency Information (Missing Student Contact)

### Student Information

#### Personal Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

#### Missing Student Contact Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Primary Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

Relationship: \_\_\_\_\_