

OVERNIGHT HOUSING OF STUDENTS

(Priority 2)

DEFINITION: Students requiring overnight housing at school.

STEPS OF ACTION:

OFFICE:

ACTIVATE BERT.

NOTIFY Superintendent who will contact respective building principals.

NOTIFY Parents/Guardians.

EXPLORE possible emergency transportation home for students.

RELOCATE students in warmest, safest areas of building.

ASSIGN male and female sleeping quarters, and have adult monitors.

SHIFTS taken with adults to maintain duty on phones.

Adults must include Principal or designee, office phone manager (secretary or designee), and adult sleeping room monitors.

(Use student supervisors as needed.)

KEEP accurate records of students who are picked up, by whom, at what time using checkout procedures in office.

PROVIDE food for students and staff.