

Attendance Checks

Head Lab Leaders 3 times during the day . . .

Beginning of Morning Lab (Bellevue 10am, Seattle 9am)

Right after Lunch (Bellevue 1:30pm, Seattle 12:10pm)

Right after Break (Bellevue 4:10pm, Seattle 2:10pm)

Get VISUAL confirmation that EACH AND EVERY student is in your lab room(s).

Post to Facebook Messenger that all students are there.

Notice: Don't let students out of your labs early; let them out at the time noted in the schedule.

Missing Student? Do This . . . IMMEDIATELY

Student later than 5 minutes . . . Begin a Search

--Contact Jim Hanson immediately (Jim will begin checking)

--Ask students for missing person's phone number, where they might be, etc.

--Call, text student/friends to find missing person

--Walk to and look in areas where the student might be

--Walk to and look in areas even if it does not seem likely the student would be there

--Continuously update Jim on the status of your search e.g. "Jim, I can't find the student in common locations" "We called her but got no answer" "Jim—we found them!"

--Can't find them and can't get a hold of Jim—if the student is gone for more than 20 minutes—call the Police. CALL.

End of the Day

Again—don't let students out of your lab early (nor late).

Everyone needs to sign a check-out sheet.

The Camp Assistant or Jim will be in Portable 5—students MUST sign there.

Student leaving early from camp? They MUST check out with Jim or the Camp Assistant in the camp headquarters/Jim's office.