DIAKON LUTHERAN SOCIAL MINISTRIES

## PROGRAM OPERATING PROCEDURE

##  Center Point Day Program

Subject: Check in Policy

Effective Date: 1.31.2022

**Standard:**   All staff must check in students to ensure that each student is safe to proceed to programming at the Center Point Day Program.

**Equipment:**

1. Contraband Bin (phones, headphones, etc)
2. Wand
3. Masks
4. Thermometers
5. Hand Sanitizer
6. Check in Desk
7. Chairs

**Location**:

1. George Hall

**Staffing:**

1. Center Point Staff (Lead)
2. Mental Health Worker (Attendance and Contraband Bin)

**Procedure:**

1. Students will line up as they arrive on campus
2. Have student turn in phones or other accessories to contraband bin
3. Student will be directed to take off shoes
4. Check electronic monitors around the ankle
5. Check students pockets by having the student pull out their pockets for staff to see
6. Remove coats/go through the linings and pockets
7. Take off their belts
8. Have student go around their waistband
9. Ensure that Center Point Day Program dress code is being followed….(student handbook)
10. Student proceed with general population

**Compliance:**

1. If a student refuses to be checked in appropriately, notify Administrative Staff
2. They shall not be permitted into programming until they have been checked in appropriately.
3. Students will be given until 8:15 to comply with Check-in procedures
	1. If a student has not been checked in by 8:15 they must report to Admin and will be sent home
		1. The student will receive an academic packet of work to complete for the day.
		2. They will be marked absent Unexcused
			1. If the work if returned within three days the absence will be changed to excused
	2. If the student refuses to report to the admin, the rest of the student body will be removed from the building due to safety concerns of the unchecked student(s)
		1. See refusal to leave policy
4. CRPC will send out emails to all agencies to notify them of the incident
5. If a student has more than 1 check-in refusal incident a team meeting will be scheduled to discuss a plan and possible discharge of student due to safety concerns.