

- ◆ Visitors without identification will be asked to remain in the office area until a principal, associate principal or other designated staff can be consulted.
- ◆ If you plan to visit any MPSD campus and have any concerns about your current status to visit a school or need to schedule your campus visit, please contact the school administration or the district office prior to the date you need to visit.

Field Trip Chaperones

Adults chaperoning field trips during the school day will follow school visitor protocol by reporting to the main office and signing in. Chaperones will receive a badge identifying them a school chaperone. This badge is to be worn at all times during the field trip. Upon returning to the school, chaperones must sign out in the main office. This protocol is in addition to any and all other visitor or volunteer background checks required.

Deliveries for Staff & Students

To minimize disruption to instruction, deliveries for students or staff are to be brought to the office. School staff will arrange for delivery to classrooms.

Student Pick-Up By An Adult Prior to the End of the Day

For students K-8, parents are asked to come into the office so that staff can verify the adult as an approved pick-up person.

Student Pick-Up By An Adult Prior to the End of the Day - (continued)

- ◆ Office staff will check the adult's identification to verify contact information with the district's student management system (Infinite Campus).
- ◆ If the adult is not listed, office personnel must make a phone contact with a parent/guardian before releasing the student. With approval, office personnel will release the student and make the appropriate change in the student management system.

Parking at School

Please **DO NOT** leave a car unattended in a "No Parking" area or in the fire lanes, and refrain from idling near open windows or doors. Park only in designated parking areas.

Building Access & Security

- ◆ All K-12 school offices will be staffed 30 minutes before school starts and 30 minutes after the school day. There may be exceptions to office hours; please call your child's school with questions.
- ◆ Before school arrival; check with your building administration or teacher for before school student drop off recommendations.
- ◆ Students are expected to be off school premises within 15 minutes of dismissal, unless participating in a district-sponsored activity or an on campus required activity.
- ◆ All exterior doors will be locked during the school day. Staff and students are prohibited from allowing visitors to enter the building in any door other than the main entrance during school hours.



Manitowoc Public School District

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Visitor Protocol

Manitowoc Public School District Safety

Manitowoc Public School District (MPSD) is committed to providing a safe environment for students, staff and visitors. The MPSD District Safety Team (DST), as well as each building's Safety Team, work to enhance school safety and crisis preparedness practices.

The DST is made up of district staff from all work groups within the district including; administration, school counselors, school psychologists, custodians, secretaries, and school nurses. Additionally, we have a committed partnership with staff from the Police and Fire Departments and our School Resource Officers.

Standard Response Protocol

Starting this 2019-20 school year, MPSD has begun training and utilizing the K12 Standard Response Protocol (SRP) from <https://iloveguys.org/> across all of the MPSD campuses. The SRP provides five safety response protocols (LOCKOUT-LOCKDOWN-EVACUATE-SHELTER-HOLD).

These standard response protocols are shared with students, staff, visitors and with our first responders from the Fire and Police Departments. The SRP is designed to offer safety responses for "all hazards" that may impact our community and help us be prepared to take action when needed in any crisis or emergency. During the first weeks of school, teachers will be sharing an age appropriate overview to all students. Then, on a monthly basis throughout the school year, all schools will train on one of the five responses. The training is designed to create knowledge, answer questions, and build familiarity for all students, staff and visitors on safety response actions.

In Case Of A School Emergency While at School

If an emergency situation occurs while visiting one of our district facilities, please move immediately to an area supervised by a MPSD staff member and follow their lead through emergency protocols.

Parents/Guardians - In the Event of a School Emergency:

DO NOT call or rush to your child's school . Phone lines and staff are needed for emergency response efforts.

DO NOT phone, text, or use other social media to contact your child. Staff and student cell phone use during an emergency should be limited and used only for emergency calls. Noise from a phone or conversation could alert a suspect should one be nearby. In an emergency, rely only on official communication from school or public safety officials, including information about reunification with your child.

Stay Connected

In an emergency, communication to parents and guardians be forwarded through, but not limited to:

- ◆ Automated phone call
- ◆ Email message
- ◆ District website
- ◆ Text message
- ◆ Emergency services
- ◆ Press release

Please keep emergency phone numbers and email addresses current with the school district. You may update that information at anytime at the building your child attends.

District Communication for Emergencies

In the event of an emergency or safety notice, including a school closing, delay or early release due to inclement weather, MPSD may communicate with staff, students, parents and the community through text messages, email, the MPSD website, and automated phone calls.

Visiting the Schools

The following information and protocols are for all visitors to our schools, including parents and guardians:

- ◆ Always enter through the main building entrance and check in with office staff.
- ◆ When arriving at an MPSD campus main entrance, you will find an intercom system. After you press the button, you will hear an MPSD staff member greet you and ask how they can help you. If you need to enter, they will unlock the door.

Going Beyond the School Main Office

If you are at school to chaperone, attend parent teacher meeting, or other business within the school building during the school day and will be going beyond the main office, please be aware of the following:

- ◆ All visitors are required to provide their current photo identification.
- ◆ The visitor registration system (RAPTOR) enhances school security by reading a visitor's identification, comparing the information to a sex offender database in all 50 states. After clearing this check, a visitor badge that includes a photo will be printed for that visitor.
- ◆ Visitor badges must be worn at all times in the building and returned to the main office when leaving. If there is someone in the hallway without a visitor or staff badge, district staff are expected to escort him/her to the main office to complete appropriate check-in procedures. If any staff member is uncomfortable doing so, they will call the office for assistance.