



August 25, 2023

Haslett Public Schools

Haslett Happenings Around the District

from the desk of...**Steven L. Cook** (Superintendent of Schools)



School Security Protocols and Procedures

At Haslett Public Schools, the safety and security of our students and staff is our first priority. In an effort to secure our buildings during normal school hours, a video intercom system has been placed at the main entrance of each building. The doors will lock at a predetermined time (based on building needs), and the video intercom system will be used to enter the building throughout the school day.

Each front entrance is marked with signage to direct visitors to push the button, and someone will assist them momentarily. The sign will also direct visitors to have a picture ID ready to show once the visitor has entered the building. For a more immediate response time, each secretary has a monitor to access the video intercom system on their desk. The following protocol will be used in ALL buildings for answering the video intercom system:

Standard Greeting and Protocols will be used for ALL Visitors:

- Staff will greet the visitor, “Good morning (Good afternoon). How can I help you today?”
- Visitor must state their purpose.
- Staff will say, “Please stop in the main office to present your ID, sign in, and pick up a visitor pass.”
- The same greeting and protocol will be used regardless of whether the visitor is known or unknown.
- Upon entering the main office, the visitor must:
 - Present picture ID to secretary, which will be exchanged for a visitor ID badge for the duration of the visit.
 - Sign in on a standard sign-in sheet (must PRINT and sign name legibly).
- When ready to leave, the visitor retrieves ID, returns badge, and signs out.

Presenting ID and signing in MUST be done, even if the visitor is not staying (e.g., dropping off items, picking up information packets, etc.)

- A visitor ID badge will be issued, and the picture ID will be retained in the office. Each office will be set up with an ID card storage unit for easy retrieval.
- Visitors will be instructed to wear their ID at all times while in the buildings.
- Occasionally, buildings will have events that are open to families during normal school hours. In order to keep these events safe and to maintain a similar procedure in the building, we will have a staff member stationed at the main entrance of the building to monitor visitors. The following protocol will be used during these events:
 - Visitors will be asked to sign into the building and present picture ID.
 - A temporary visitor sticker will be issued and is required to be worn.
 - IDs will be stored in the office until visitor leaves.
 - Visitor signs out and retrieves ID.

Upcoming Calendar Events

August 28

Board of Education Meeting (7 PM)

August 29

MS New Student Breakfast (9 AM)

August 30

Ralya Family Lugnuts Game
Choir Boosters (7 PM - Viking Room)

August 31

Football vs. Fenton (7 PM)

September 1-4

NO SCHOOL - Labor Day Recess

September 6

Murphy PTO (6:30 PM)

September 7

High School Open House (5-7 PM)

September 8

Football at St. Johns

September 11

Board of Education Meeting (7 PM)



SCHOOL CLOSURES

During the school year, it is likely HPS may need to close school due to weather. Once a decision is made to close school, all school families will immediately receive a phone call and email notification.

Please make sure your family information is updated in your [Skyward](#) account.

