



- ★ SECURE
- ★ LOCKDOWN
- ★ EVACUATE
- ★ SHELTER
- ★ HOLD

# 2025-26 MPSD Safety & Visitor Protocols

## Learning First – Safety Always

“Knowing how to respond quickly and efficiently in a crisis is critical to ensuring the safety of our schools and students. The midst of a crisis is not the time to start figuring out who ought to do what. At that moment, everyone involved - from top to bottom – should know the drill and know each other.”

-- Margaret Spellings

## Introduction

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 safety team, work to enhance school safety and crisis preparedness practices.

School safety is critical to high quality learning and the Manitowoc Public School District utilizes the K12 Standard Response Protocol (SRP/SRM) to provide a consistent safety response at all schools. The SRP provides five safety response protocols. Those five responses are **SECURE - LOCKDOWN - EVACUATE - SHELTER - HOLD**. The SRP provides for a standard response that is shared and trained with students, staff, visitors and with our first responders from the Fire and Police Departments.

*“A uniform, planned, and practiced response to any incident is the foundation of a safe school. The SRP is action-based, flexible, and easy to learn. It rationally organizes tactics for response to weather events, fires, accidents, intruders and other threats to student safety.” [iloveguys.org](http://iloveguys.org)*

Each month throughout the school year, all Manitowoc Public 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. Please take time each month to ask your child what safety response protocol they practiced and see if they have questions or ideas about how these safety steps work and how they could be used in other places beyond school. The SRP can be utilized in many places for more information please see [iloveguys.org](http://iloveguys.org).



## Parents and Guardians in the event of a school emergency:

*DO NOT* call or rush to your child's school or classroom. 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.

## While you are at the building:

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.

## Stay Connected - 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 will communicate with staff, students, parents and the community through:

- Automated phone call
- Email message
- District website - [Manitowoc Public School District/](#)
- Text message - *must opt in to text message notification*
- Emergency services
- Press release



Please keep household information, phone numbers, email addresses, etc. current by completing the annual update in Infinite Campus for each child. The Annual Update is open from July 15th-August 31<sup>st</sup> each school year.

## Reunification

In the event students need to be reunified with parents following an emergency: Stay where you are and remain calm and available to receive updates and instructions. Additional information on when and where to pick your child up will be shared as soon as it is available.

**Important Reminder:** **ALL** adults must present a valid photo ID for identity confirmation. **ONLY** individuals listed in a student's Infinite Campus will be permitted to pick them up during a reunification event. Adults who are not listed in a student's Infinite Campus account will not be permitted to pick them up. Guardians can update approved pick-up persons by adjusting who is listed as an "emergency contact" in their student's Infinite Campus account.

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

**Who is a school visitor?** Any person not listed on a building schedule for the day and time on which you are entering the building is considered a visitor and must report to the main office and check in with office staff.

When arriving at all MPSD campus main entrances you will find an intercom system. Press the button, you will hear an MPSD staff member greet you and ask the reason for your visit prior to allowing entry.

## **Going Beyond the School Main Office:**

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

- **All first time visitors are required to provide photo identification before being issued a visitor badge to go beyond the main office.** After your first visit, staff may remember you and manually enter your information into the system to produce your visitor identification badge, but always be prepared to show identification.
- The **visitor registration system Raptor** (<https://raptortech.com/>) enhances school security by reading a visitor's driver's license, comparing the information to a sex offender database in all 50 states. After clearing that check, a visitor badge that includes a photo will be printed for that visitor unless they have an MPSD approved identification clearly visible.
- **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 staff are uncomfortable doing so, they may call the office for assistance. Keep in mind, unknown visitors in a school may cause students or staff concern which could trigger school safety response protocols to be utilized including a LOCKDOWN and law enforcement response.
- **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 you 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 of your visit.**

## Field Trip Chaperones

Adults chaperoning field trips during the school day will follow school visitor protocol (report to the main office and sign in). Chaperones will receive a badge identifying them as 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. Chaperones will be asked to complete a volunteer background check at least two weeks prior to the school event.

## Going 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-5, parents are asked to come into the office so that staff can verify the adult as an approved pick-up person. For students 6-12, please contact the school for the approved protocol to pick up students.
- 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 phone contact with a parent/guardian before releasing the student. With parent approval, office personnel will release the student and make the appropriate change in the student management system.

# Parking, SUSO, Building Access, & More



## 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.

## Speak Up Speak Out:

As part of our school safety efforts, the Manitowoc Public School District continues to use the SPEAK UP, SPEAK OUT confidential. Tiplines are used to identify threats to schools, and for concerns impacting school age youth such as bullying, drug use, suicidal thoughts and more. Schools that promote and use tiplines have less violence overall. The SPEAK UP, SPEAK OUT (SUSO) tipline is run by the Wisconsin Department of Justice’s Office of School Safety.

The SUSO threat reporting system is available 24 hours a day, 7 days a week, 365 days a year and is free to all. Students, parents, school staff and community members can submit information about a school safety concern by downloading the SUSO app (Android and iOS), visiting [speakup.widoj.gov](https://speakup.widoj.gov), by calling 1-800-MYSUSO-1, or by texting “SUSO” to 738477. SUSO Resource Center staff respond to reports and deploy a local response by communicating directly with school administrators; school counselors, psychologists, and social workers; and at times, law enforcement partners.

**To learn more about the SUSO Resource Center and how to report safety concerns, visit [speakup.widoj.gov](https://speakup.widoj.gov) or find them on social media @speakupwi.**



## Building Access & More:

- 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 contact your child’s school with questions.
- Before school drop off/arrival; check with your building administration or teacher for student drop off recommendations.
- Students are expected to be off school premises within 15 minutes of dismissal, unless participating in a district or school sponsored activity.