

**Ann Arbor Public Schools
Safety Protocols
January 2013**

1. All exterior doors will remain locked throughout the entire school day - except for the door(s) that has been designated as the main entrance for schools that do not have a buzzer system.

- All perimeter doors should be locked after the first bell.
- The front door should remain unlocked, for now, and should be the door nearest the main office.
- At the High Schools this will mean that if two main entrances are identified to remain open. Community Assistants must be stationed at these doors directing visitors to sign in.
- Please do not prop open any exterior doors at any time.

2. Staff identification badges - All Staff must wear their identification badge at all times during the school day.

- All staff members will wear the most current school photo/name badge.
- Staff members who do not have an identification badge should let their principal know. They can be obtained at the Balas Building, HR Department.

3. Visitors - All visitors must sign into the office and wear a visitor sticker.

All staff members have the right and are encouraged to ask any visitor to see their sticker. If one is not provided, please ask and walk the person to the office.

Please communicate this expectation to all families.

Please ensure that all substitute teachers sign in and wear an identification badge throughout the school day.

4. All classroom doors must be locked at all times.

We are recommending that all classroom doors be closed during the instructional day but discretion should be used if this creates problems.

5. Please review your classroom's evacuation and safety plan.

Thank you for adhering to these items.
We continue assessing additional security protocols.
We are working closely with the Ann Arbor Police Department on the assessments.