



Dear Okemos Families,

We are committed to the safety of our students, staff, and visitors and are taking numerous steps to ensure that district buildings are safe environments. Recent security improvements and enhancements include new secured entry vestibules in four of our schools: Okemos Public Montessori, Cornell and Bennett Woods elementaries, and Edgewood Early Childhood Center. Secured vestibule construction is currently happening at Hiawatha Elementary and Okemos High School. When the new Chippewa and Kinawa building is completed, it will also have secured vestibules.

Thank you for collaborating with the district to keep those in our buildings safe by following these updated protocols.

Visitor Management Protocols

- **Name and Reason:** At the main entrance, each visitor will ring the video doorbell and be asked for their name and reason for visiting before entering the vestibule.
- **One at a time:** Each visitor must individually be verified through the video doorbell before entering the vestibule. After verification, we ask that visitors do not hold the door open for anyone behind them. Each person should be verified before entering.
- **Office check in:** Visitors will be checked in through the main office and may be required to present photo identification. They must sign in and obtain a visitor's pass prior to entering the school.
- **Visitor's pass:** All visitors must wear and be identified by a visitor's pass while in the building.
- **Office check out:** Before leaving the building, visitors must return the visitor's pass and check out with the office.
- **Item drop off:** If a visitor needs to drop off items for a student (lunch, homework, device, etc.), they can label and deposit those at that school's designated location. Visitors will not need to enter the building to drop off items.
- **Student pick up:** If a visitor plans to pick up a student during the school day, please notify the school. If you are picking up from an elementary school, call the main office. At the middle schools and the high school, contact the registrar or attendance office.

Please know that the district works to maintain environments that allow students, staff, and visitors to feel welcomed, as well as secure, at our schools. Thank you for your support in keeping us safe. If you have any questions, please contact your school or the Director of Safety and Security.

Sincerely,

John Hood
Superintendent

Katherine Diehl
Director of Safety and Security

"Together...educating with excellence, inspiring each learner for life."