

New Story Schools: School Visitor Policy - ID Required For Entry: Effective 1/1/2025

**New Story Schools Ohio
The Learning Spectrum
Applied Behavioral Services**

Purpose:

To ensure the safety and security of all students and staff, all New Story Schools Ohio, The Learning Spectrum and Applied Behavioral Services have added an additional step to the current visitor policy. This new step in the policy requires all visitors and/or parents/guardians to present a valid photo ID to be granted entry to all of our school buildings during their operational hours.

Visitor Identification for Entry to Building:

1. **Initial Verification For Entry:** All visitors must present a valid government-issued photo ID (e.g., driver's license, state ID, etc.) to the School/Front Office staff via the school's camera/intercom system during each school's operational hours.
2. **Photo Capture:** The visitor's ID will be captured by the camera/intercom system for identification and security purposes.
3. **Student Pick Up/Drop Off:** If a student is being picked up or dropped off, the parent/guardian must sign the visitor sign in/out sheets.
4. **Visitors With Scheduled Appointments:** Upon verification, if a visitor has an appointment and will be staying in the building to see a student or conduct business, they will be requested to wear a visitor badge, sign the visitor sign in/out sheet and any additional forms as needed from the School/Front Office.

Visitor Conduct:

1. Visitors must show their ID to the camera/intercom as requested.
2. Visitors must sign in and out at the School/Front Office.
3. Visitors must wear their visitor badge at all times while on school grounds.
4. Visitors must remain in designated areas and refrain from wandering the halls or classrooms without supervision.
5. Visitors are prohibited from bringing any unauthorized items onto school grounds.
6. Visitors must comply with all school rules and regulations.

Emergency Procedures:

In the event of an emergency, all visitors must follow the instructions of school staff. Visitors may be asked to remain in a designated safe area or evacuate the building.

Policy Enforcement:

School staff will enforce this visitor policy strictly. Visitors who fail to comply with the policy may be denied access to the building or asked to leave the premises.

Additional Considerations:

- **Training:** School staff will be trained on the proper implementation of this policy, including ID verification procedures and emergency protocols.
- **Technology:** The school will use reliable camera/intercom systems to capture and verify visitor identification.
- **Regular Review:** This policy will be reviewed annually to ensure its effectiveness and compliance with current safety standards.