

SECURITY POLICIES AT OTHS

To expedite entry onto the OTHS Smiley Campus, please remember the following policies:

- A valid ID must be presented at the Security Desk. Acceptable forms of identification are: state drivers' license, state issued ID card, or a military ID. Work badges, social security cards, or former student IDs are not acceptable forms of identification.
- Your ID will be scanned (no personal information is recorded) into our system and you will be issued a visitor's pass to be worn while you are on campus. Your ID will be held at the security desk until your departure. Simply turn in your visitor pass to retrieve your ID.
- When visiting OTHS staff members:
 - Appointments must be arranged with a particular staff member **prior** to your arrival. An appointment confirmation will then be sent to the Security Desk from the OTHS employee.
 - Students at OTHS cannot receive visitors except from a family member.
 - Former students may not visit current students.
- The Security Desk does accept "drop off items" that a student may have forgotten to bring to school. Items such as lunch money, lunch bags, books, P.E. clothes may be dropped off. You may be required to escort larger items (sports bags, boxes) into the building; please have your ID ready.
- Procedure to pick up your child during the school day:
 - An appropriate form of identification must be presented to the Security Desk to verify your relationship to the student.
 - The Attendance Office must be contacted if someone other than a parent is to pick up the student.
 - The appropriate office will be contacted to send the student to the Main Entrance Lobby.