



Campus Access Policy 2019-20

Monday, Tuesday, Thursday and Friday: The ICS campus is open from 7:30 AM – 5:30 PM on regular school days. School ends at 3:20 PM. Students are expected to be picked up, in an ICS approved activity/event or visually supervised by an adult for KG-G8 students. The campus closes at 5:30PM and students MUST be off campus or in an ICS approved and supervised activity/event. If students arrive earlier than 7:30 AM, ICS does not provide any child supervision. Supervision and liability for KG-G8 students is the responsibility of the parent/guardian.

Wednesdays: The ICS campus is open from 7:30 AM – 2:15 PM. School ends at 2:00 PM. All students MUST leave campus at this time. Only students in an ICS approved activity/event can remain on campus and MUST be in their class/activity by 2:15 PM and promptly dismissed, picked up and off campus by 3:30 PM or at the end of the ICS event/activity.

Weekends: The ICS campus is open from 8:00 AM – 5:30 PM. All EY-G8 students MUST be visually supervised by an adult. Access is limited to specific areas on weekends. See policy below.

Anyone entering the ICS campus must have an ICS ID badge or be a registered guest.

ACCESS TO CAMPUS | ICS ID BADGES – Primary ID Holder

All ICS employees, students and parents are issued an ICS ID badge. ID badges must be shown to enter campus for adults during the week and weekends and for students on weekends.

Employees, students and parents are Primary ID Holders. A Primary ID, gives access to the campus 7 days a week during campus hours.

- Each Primary ID holder (except students) is allowed to bring up to 2 guests on campus. Guests must be accompanied by the ICS ID holder at all times. At ICS sponsored events such as concerts, sporting events, spring festival, etc., a Primary ID holder can have up to 4 guests.
 - Students are not allowed to bring in guests without special permission.
 - Primary ID holders are allowed on campus after campus hours with a confirmed Community Access Reservation.
- All guests/visitors MUST sign in/register at the Main gate or Administration gate.
- All guests must remain with the Primary ID holder. Primary ID holders are responsible for their guests at all times.

ICS ID badges are available for alumni, household help such as a nanny or driver to picking up students, family members and temporary visitors. Please see instructions and campus access policy for Secondary ID holders.

Weekend Policy

On weekends designated areas of the campus are open for use by the ICS Community.

- Entering the campus, MUST wear their ID and sign in at the main or administration gate. If you do not have your ICS ID with you, you will not be allowed on campus.
- EC-G8 students must enter campus with an adult supervisor and the students must stay within visual contact of the adult supervisor at all times.
- High school students are allowed to use the designated areas on campus without adult supervision.
- Secondary ID holders must be accompanied by a Primary ID holder (current student or parent) to enter the campus.
- For any special requests for use of the campus or group access, you MUST get prior approval. To make a special request please email communications@icsaddis.org. If you are on campus with a large group without prior approval, you will be asked to leave immediately and the school has the right to revoke weekend access to the ICS campus.
- **The following are the only areas open to students and parents on the weekends.**
 - Cafeteria and community commons areas
 - Track / Lower field
 - Library (Saturday mornings ONLY)
 - ES playground (by main gate)
 - KG playground

All other areas are off-limits on weekends. This includes classrooms, upper commons and upper field, M building. ICS sponsored activities and students get priority on all permitted areas.

Monitoring

Weekdays:

Security guards and student supervisors will make regular sweeps of the campus from 3:30 - 5:30 PM.

After 6:00PM, students will be asked to leave the campus unless participating in a school sponsored event. If a student is waiting for someone to pick them up, they will be escorted to the bench by the main gate until they are picked up.

Weekends:

Security guards will make regular sweeps of the campus from 8:00 AM – 5:30 PM.

Any persons found in restricted areas will be asked to move to an allowed area. Any student in EC to G8 found without direct adult supervision will be escorted to the bench by the main gate until they are picked up.

- Parents will be contacted about any misuse of facilities or abuse of the campus access policy and pick up times.
- Two Strikes Policy: Abuse of the campus access policies, misuse of facilities or failure to comply with student pick up times will result in a strike against that individual/family. After 2 strikes, campus access beyond the school day will be revoked and fines or other consequences will be administered.