



*2013 National Blue Ribbon School of Excellence*

## **Reminder – ICS Dismissal and After School Security Procedures**

Prior to 2:30p.m. – All MUST sign in to the office and receive yellow visitor lanyards.

Early Dismissal, drop-off of items etc.

– Should leave the building before the car line is called at 2:45p.m.

After End-of-Day Announcements...

If staying for an activity, the parents or instructors should proceed to the Activities Room (Gym or Library and must remain there until dismissal is complete and they are directed to move with the students to the activity location (e.g. no loitering in the lobby or common areas).

No one may enter the building from 2:30p.m. until the buses have left the pick-up area.

After the buses have left, usually about 2:55p.m., visitors must enter the front doors and sign into the office (until 3:30p.m.). These after school visitors – those who are at ICS beyond office hours to monitor or observe an activity – will receive a Visitor sticker. Thus, all staff members will be aware that the visitors have signed in as required.

After 3:30p.m. visitors will need to sign in/be responsible to the person moderating the activity.

Visitors who are here for an activity should remain in the room where the activity is occurring. They may not wander the halls. If they need a quiet place to work or take a phone call we respectfully suggest they go back to their vehicles to conduct such business.

Visitors arriving for pick-up of their children, from an after school activity, should remain outside of the building. In the case of inclement weather, they should remain in their cars until the activity moderator brings the children to the door.

Visitors should never ask a student or staff member to let them in the building. It puts everyone in a very uncomfortable position when we have to say no.

Aftercare pickup must be in the back of the building. This door should never be used to access any other part of the building after school hours.

If an activity is to occur after 3:30p.m. and the office is closed, prior arrangements should be made with the activity coordinator(s) as to how entrance to the building will be accessed.

Thank you for helping our school utilize prudent security protocols to help keep everyone safe.