

Quick Guide FOR ICS FAMILIES



This quick guide for families, staff and volunteers contains the mission and operational basics for International Community School (ICS). This document is meant to be a reference tool and not a substitution for the ICS Parent's Handbook.



Our mission: *The International Community School (ICS) is an International Baccalaureate World School that welcomes refugee, immigrant, and local children and provides a rigorous and holistic education in an intentionally diverse community of mutual learners.*

Hours and Carpool:

ICS Office Hours	7:30 am - 6 pm	•Office will be open on school days only.
Morning Carpool	7:40 am - 8:20 pm	• The right lane is used. Students are late after carpool ends and adults must escort students to the office.
School Hours	8:20 am - 3:15 pm	• Students will not be released from the office between 2:30 and 4:00; Families must wait and utilize carpool.
Afternoon Carpool	3:30 pm – 4 pm	•The left lane is used, line forming on Woodtrail Lane. The carpool number must be visible to speed up the process. Fees apply for all late pick-up after 4PM.
After School Program (Starting 8/15/16)	3:20 pm - 6 pm	•After-care fees must be set up in advance through Teacher Ease. •Parents must sign children out at the front desk.



Safety: Every person who enters the building must sign in/out at the front office, and receive a badge/sticker before moving to other parts of the building. Families must make an appointment with the teacher: no walk-ins, as it interrupts instruction. Students will only be released to people previously noted by the families. Student restrooms are off limits for use by parents and other adult visitors, even if they have young children with them. Please inquire at the front office where to go for restroom emergencies.

Accident and Incident reports are sent home when there was such an incident with a child. These must be signed by the parents, and returned to school the following day.

Attendance and Illnesses: Students should be in school every day except when they are sick.

Children should stay at home when sick: they may transmit the illness to others and will not feel well enough to participate in school. They must be fever-free (less than 100.5°F) and with no vomiting for 24 hours before returning to school. A note with a reason for absence must be turned in to the child's teacher the day s/he returns to ICS, or the absence will be unexcused. Our office staff is First-Aid certified; however, we do not have a nurse. Office staff are only allowed to give medication to a student when it has the doctor's prescription and instructions and the consent of the parent. *For questions, contact Ms. Inye at (404) 499-8969 or (registrar@icsgeorgia.org).*



Transportation: BUS: The school provides bus service to and from Clarkston and other areas with large concentrations of our students. In the mornings, all students are picked up, and taken to school. Students must be at their designated stop about 10 minutes before the scheduled pick up to ensure they do not miss the bus. In the afternoon, there are two schedules on the days when after school activities are offered: 3:15pm for students who do not participate in any after-school activity; and 4:30pm for those participating in a sport or club.



CAR: Many families bring their children by car or arrange transportation with others. Families must follow carpool procedures in place. *For questions, contact the main office at (404) 499-8969, Mr. Darvis, (darvis.white@icsgeorgia.org) or Ms. Inye.*



Meals: The children can eat lunch or breakfast that the school serves. Lunch is catered by *Lunch For Kids*. A menu is available on our website at the beginning of each month. **All families** must fill out the *Federal free or reduced meal application* online at <https://freeandreducedmeals.com/lfserver/dekalb>. Families who do not qualify, must pay for the meals. It is preferred to have a positive balance in your account, to avoid late fees. Lunch and/or breakfast can be purchased on a regular basis or sporadically.

Payments for Afterschool and Meals: The preferred method for payment is through TeacherEase, which can be found at www.teacherease.com. A welcome email will be sent to families from TeacherEase with information to log in into this system. Otherwise, there is a box located in the office for payment by check or money order.

Breakfast will not be served after 8:15am to ensure students are ready for instruction at 8:20am.



Families can also send lunch from home. The school serves healthy meals, so we ask families to send balanced meals including fruits, vegetables and protein. Please avoid sending sugary drinks, and excess of chips and such snacks.

We are currently NOT a nut-free school, but when bringing food to share in the classroom, please avoid nuts. *For questions, contact the main office, Mr. Javid (javid.f.arani@icsgeorgia.org) or Mr, Darvis.*



Uniform: Every student must wear the designated uniform every day. Exceptions are Fridays when they can wear jeans and an ICS t-shirt*, or their regular full [uniform](#). No other clothes, except when specifically noted by the administration or homeroom teacher, may be worn. Comfortable shoes for playing and exercising should always be worn; no open-toe, high-heeled, nor shoes with wheels are allowed. In order to minimize lost items, it is suggested that they are marked with the child's name. **ICS t-shirts will be available for purchase during orientation or IPTSO meetings.*



Curriculum: One of the core principals of ICS is to provide a holistic education that includes Arts, Languages, Athletics, and Sciences. As part of our school, it is expected that every student participates in these activities during school hours and families are supportive.

Our commitment at ICS is for ALL our students to learn a second language. Scores on the ACCESS test determine participation in English (ESOL) class; Spanish and French classes are formed considering the priority stated by families during registration, and class sizes.



Another important part of our curriculum is the International Baccalaureate Primary Years Programme. More Information about this program can be found at www.ibo.org. *For questions, contact Ms. Jennifer (jennifer.stainrod@icsgeorgia.org)*



Behavior: Our [Statements of Understanding](#) are based on the school's mission to create a community that is self-disciplined, tolerant of and helpful to each other. We expect respect, integrity, empathy, and cooperation from everyone in our community, including children, families, teachers and staff. We expect family members to model these characteristics and to support us and each other as we work with their children.

Resolving Conflict: The first step in resolving any issue is to address the problem with the teacher or staff member directly involved. If the conflict is not resolved satisfactorily after taking this first step, the grievance policy, found in the parent's handbook, outlines the next step.



Homework: ICS views homework as an extension or practice of work done in the classroom. It is expected that students complete the assignments given, and that families, as they are able, see that their children have done it. Even better if they can ask them questions about it, in any language.



Communication: Teachers use different methods to stay in touch with families on a daily or weekly basis. Your child's teacher will inform you of the best way to stay connected to class news. Additionally:

- **"Friday Folders"** are sent home each week and are used by teachers and administration. These contain announcements, forms and news from teachers and administration.

- **School-wide newsletters** are sent every other Friday with information important to the entire school. Families are highly encouraged to subscribe to the electronic version of the newsletter. You may do so by entering your email at the bottom of our website www.icsgeorgia.org under "Our Newsletter." It is strongly advised for families to receive the electronic version as it helps reduce printing costs, saves staff time, is translatable and reduces impact on the environment. Otherwise, families will receive a printed version in their child's Friday Folder.
- A **calling system** is also used for phone calls and text messages for immediate news and reminders. It is important the school has your current phone numbers. Texts are only received when families reply "Y" (Yes) to a confirmation text.
- The **school's website** contains a calendar, forms, news, and much more.
- The school's **official Facebook** page can be found at www.facebook.com//ICSGeorgia. There also are Facebook groups for families and alumni, but these are not monitored or moderated by the school. *For questions about communications, contact Ms. Claudia (claudia.rule@icsgeorgia.org).*

Involvement, Volunteering and Connecting: Family involvement and support is extremely important. All families are encouraged to attend regular and special events and meetings, where they can meet the families of their child's friends, stay informed on the operation and day-to-day of the school, and volunteer to strengthen our school with their gifts. We are all part of this community, and we all make a difference. Aside from class and school events, there are monthly meetings run by the Board of Directors of the school, and IPTSO (parent and staff organization).



Some opportunities to volunteer during school hours include chaperoning during fieldtrips, attending presentations and activities planned in the classrooms and assisting during the food co-op. Opportunities during after school include coaching/ assisting with athletic activities and other clubs, attending meetings, going to "Spirit Nights". *For questions, contact Ms. Claudia.*

Giving: You have chosen ICS for your child because you know how important and unique our learning community is. As a charter school, we have to raise the money that is not covered by county or federal funds. Families can participate in different ways and amounts, which will be communicated throughout the year. For details, and to make a donation, please see the "[Support Us](#)" tab on the school's website. *For additional questions, contact the Development Chair, Christopher Morley (christopher.morley@icsgeorgia.org)*



Celebrations: A very special day at our school is [United Nations Day](#), set to be celebrated on November 4, 2016. This day includes almost a full day of activities, in which the whole community is encouraged to participate. There is no after school on that day. We value our multiple cultures at ICS. Families are encouraged to share their home culture's celebrations with their classmates. Please make arrangements with your child's teacher if you would like to do so.



After School Program: The [After School Program](#) is a paid program that runs from 3:25-6:00 pm. It starts the second week of school (08/15/16). Several athletic, science and art programs are offered. Fees must be paid before the beginning of the month to receive services. A snack is included in the price for those who participate in the after school program. Please refer to the Meals section for more details about payments. *For questions, contact Mr. Darvis (darvis.white@icsgeorgia.org).*



IPTSO: The International Parent Teacher Staff Organization's role is to work together with the school administration and teachers to make ICS the best school it can be. We encourage all families to join IPTSO to be fully connected and involved. *For more information, contact chairs Martha Bennett (mhenbenn@gmail.com) and Allison Englehart (allison.c.englehart@gmail.com).*



* Contact information for staff, board, and IPTSO members can be found on the school's website.

** Further details and explanation on the school's website (follow the hyperlinks), and in the Parent Handbook (available soon).