

# 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 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 Wood Trail 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 8/6/2018)	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

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. We do not have the facilities to accommodate sick children. 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 ([registrar@icsgeorgia.org](mailto:registrar@icsgeorgia.org)) or at (404) 499-8969.*



**Transportation: BUS:** ICS will be utilizing Dekalb County School buses. We will be utilizing a transportation zone which will require a minimum distance and maximum distance at which transportation can be provided for students.

Bus service requests must be made at least two weeks in advance to take effect. Students who do not ride the bus will not be able to ride unless they have already requested bus service two weeks ahead of time.

Routes will be developed by Dekalb County based on student's addresses It is very important that the Registrar and/or Operations Manager has your current address on file.

Parents must be present at the bus stop for any student who is under the age of 9. Students will not be dropped off if they are under the age of 9 and a parent is not present.

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 pickup to ensure they do not miss the bus. In the afternoon, there are two schedules on the days when after school activities are offered: 3:15 p.m. 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. Please remember to drive at 25mph, which is the speed limit in most of the streets surrounding the school. *For questions, contact the main office at (404) 499-8969, Mr. Darvis, (darvis.white@icsgeorgia.org) or Ms. Inye, our registrar.*



**Meals:** The children can eat lunch or breakfast that the school serves. Lunch is catered by *Lunch For Kids*. A menu is available at the front office at the beginning of each month. All families must fill out the *Federal free or reduced meal application* online at <https://www.schoolcafe.com/>. Families who 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.

The fees are: BREAKFAST \$1.89 full price and \$0.30 reduced per meal. LUNCH \$2.95 full price and \$0.40 reduced per meal.

Payments for Afterschool and Meals: The preferred method for payment is through TeacherEase, which can be found at [www.teacherease.com](http://www.teacherease.com). Otherwise, there is a box located in the office for payment by cash, 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. Unclaimed items will be donated in a monthly basis. *\*ICS t-shirts will be available for purchase during orientation and IPTSO meetings.*



**Curriculum:** One of the core principals of ICS is to provide a holistic education that includes Arts, Languages, and Athletics. 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. The score on the ACCESS test determines 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](http://www.ibo.org). *For questions, contact Ms. Katelynn (katelynn.villari@icsgeorgia.org)*



**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.



**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 and the school's website, outlines the next step.



**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 and blasts** are sent every 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](http://www.icsgeorgia.org) under "Our Newsletter." It is advised for families to receive the electronic version as it can be translated on your device, helps reduce printing costs, and it can be accessed at the parent's convenience. 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. <https://icsgeorgia.org>
- Follow the school's **official Facebook** page can be found at [ICSGeorgia](#). There also are Facebook groups for families and alumni, but these are not monitored or moderated by the school.
- Follow the school's **Twitter** account [@ICSgeorgia](#)
- Follow the school's **Instagram** page [icsgeorgia](#)

*For questions about communications, contact Ms. Claudia ([claudia.rule@icsgeorgia.org](mailto: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. A suggested number of volunteer hours per family are 20 per year. Aside from class and school events, there are monthly meetings run by the Board of Directors of the school (including special committees), 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 or IPTSO Chair Cynthia Trotta.*



**Celebrations:** Birthdays can be celebrated on the actual birthday with stickers, a special hat, etc, but food can only be brought the last Friday of the month. This celebration will take place for all birthdays of that month in a class. Only one cupcake (piece of cake) is advised, so parents and teachers will need to coordinate.

A very special day at our school is [United Nations Day](#), set to be celebrated on November 3, 2017. 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. Save the day, and plan to attend.



**Afterschool Program:** The [Afterschool Program](#) is a paid program that runs from 3:30-6:00 pm. It starts the first week of school (08/6/18). 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 afterschool program. Please refer to the Meals section for more details about payments. For questions, contact Mr. Darvis. ([darvis.white@icsgeorgia.org](mailto:darvis.white@icsgeorgia.org)).



**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 contribute in different ways and amounts, which will be communicated throughout the year. To make a donation, you can securely do so on the ["Donate"](#) button on the school's website.



**Passive fundraising:** ICS participates in several passive fundraising initiatives. This is an easy way to earn money for our school. Please share these with your families and friends.

Get a Publix key card in the ICS front office and show it every time you make a purchase.



Designate ICS as your Community Reward partner at [www.kroger.com](http://www.kroger.com) or at any store, and ICS will receive funds for every purchase you make with your *Kroger Plus Card*.



Clip Box Tops from your grocery items and bring them to the ICS front office. Each Box Top is worth 10¢. Check out [www.boxtops4education.com](http://www.boxtops4education.com) for online earning opportunities, product coupons, etc.



When ordering through Amazon.com, you can go instead through Amazon Smile, and earn money for ICS. Update Your Charity to International Community School, Decatur, GA. For every purchase made through Amazon Smile, a donation is made by Amazon.



**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. Parents organize events and activities for the community, and for the staff. IPTSO fundraises throughout the year with food sales during events, and with the sales of spiritwear. We encourage all families to join IPTSO to be fully connected and involved. For more information, contact chair Cynthia Trotta [cynthiatrotta@yahoo.com](mailto:cynthiatrotta@yahoo.com) or co-chair, Fatima Amin [fatimaamin01@gmail.com](mailto:fatimaamin01@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).