

2019-2020 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	3:20 pm – 3:45 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 4:45 pm
After School Program (Starting 8/6/2018)	3:30 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.

Staff members report accidents on a form for that purpose, and call parents in case of a relatively serious accident. In serious cases, staff members call parents and emergency services.



Attendance and Illnesses: Students should be in school and on time every day except when they are sick. We encourage families to keep the children home if they appear to be sick, or they are not feeling well yet. Children may transmit the illness to others, and they can't learn if they are feeling sick. In the case that this happens, the school will make every attempt to help the child feel comfortable but will call the parents to pick up their child if they don't feel better. They must be fever-free (less than 100.5°F) and with no vomiting for 24 hours before returning to school.

Students in any school have a variety of physical and health challenges and ICS creates a specific health plan (federally recognized *504 Plan*) for each student with a special health challenge. Please speak with the registrar if you have questions about this.

The office (not the teacher) is responsible for giving prescribed medication to a child, but only on receipt of a form giving her permission to do so (signed by both the doctor and the parent) and full instructions. Such forms are available in the school office. Parents should never give children medication to take in school without supervision. All allergies need to be properly documented in the office.

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 Campus Coordinator 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.

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, Ms. Tamesha Squire 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 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/> in order to qualify for assistance. 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. The preferred method for payment is through [TeacherEase](#). Otherwise, there is a box located in the office for payment by cash, check or money order. We are currently NOT a nut-free school. If you have concerns about this, please address it at the front office. When bringing food to share in the classroom, please avoid nuts and pork. *For questions, contact the main office, Mr. Javid (javid.f.arani@icsgeorgia.org) or Cholpon Ismailova, School Business Manager (cholpon.ismailova@icsgeorgia.org).*



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.



Uniform: Every student must wear the designated uniform **every day**. The uniform for the ICS is simple: navy blue pants/shorts and light blue or white polo-style shirt or knit shirt for boys, and navy blue pants/shorts/ skirt or jumper and light blue or white polo-style shirt or knit blouse for girls. Children should wear blue or white socks or tights. Only on Fridays, they have a choice of wearing the uniform, or they can wear an "ICS" t-shirt. They can wear uniform, or "jeans" bottoms. Additional Spirit Days will be announced.



Students must also tuck in their shirts or blouses when they are in the building and not wear a hat in the building. Comfortable shoes for playing and exercising should always be worn; no open-toe, high-heeled, 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: The ICS curriculum, distinctive instructional methods, and educational programs are based on one unifying principle: ICS is not a school for refugees or a school for American-born children. Instead it is a school where community is intentionally built around groups with diverse backgrounds,



nationalities, religions and experiences under the powerful pedagogical idea that the presence of each aids the learning of the other, both academically and socially.

The ICS education model seeks balance between enrichment and foundational learning, concurrently addressing the needs of groups ready to connect concepts as well as those of groups needing to develop skills. We do this by providing special programs and services not available in most traditional public schools: Students follow the Common Core Georgia Performance Standards (CCGPS) within the framework of the International Baccalaureate® (IB) Primary Years Programme (PYP).

ICS expects students to become independent learners and to feel responsibility for the life of their school community and for the success of all its members. The school fosters a sense of service to others both within and outside the school community.



Homework: ICS views homework as an extension or practice of work done in the classroom. Therefore, teachers give homework to reinforce what the student has practiced in class. Teachers give homework according to the abilities and progress of individual students. Homework should encourage a student to become more responsible and help her/him to make effective use of her/his time.



Code of Conduct: The goals of the PYP Behavior & Discipline Policy at ICS are to create a safe and orderly environment that is conducive to learning for all students, and to develop in our students an awareness of how their personal actions affect others and the overall school community. The relationship between rights and responsibilities is pivotal to behavior expectations of our students. The code of behavior applies to all in-school and school-related activities, including during field trips, the After-School Program and on the school bus. Refer to the ICS Code of Conduct for complete information.



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:

- **School-wide newsletters and blasts** **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 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.
- **"Friday Folders"** are sent home each week and are used by teachers and administration. These contain announcements, forms and news from teachers and administration.
- **Agendas** are used in grades 2-5 to record homework, upcoming projects and tests, and to communicate about behavior when necessary. Parents are encouraged to review and reinforce this every day.
- Parents can expect a **grade-level newsletter** a minimum of once a month which includes standards being taught, upcoming projects, field trips, volunteer opportunities and a wish list.
- 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. Text messages are only received when families reply "Y" (Yes) to a confirmation text. In order to receive text message alerts from ICS please text the letter "Y" to 67587
- 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](https://www.facebook.com/ICSGeorgia). There are other Facebook groups for families and alumni, but these are not monitored or moderated by ICS.
- Follow the school's **Twitter** account [@ICSgeorgia](https://twitter.com/ICSgeorgia)
- Follow the school's **Instagram** page [icsgeorgia](https://www.instagram.com/icsgeorgia)

For questions about communications, contact Ms. Claudia (claudia.rule@icsgeorgia.org).



Involvement, Volunteering and Connecting: Parent involvement and support is extremely important. Parents are expected to participate in building community by volunteering time and/or other resources to ICS and its families according to the needs of ICS and other families and their own capacity to contribute. A suggested number of **volunteer hours** per family are 20 per year. Aside from class and school events, there are monthly meetings, as well as opportunities to volunteer during school hours.



Celebrations: 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 after school program is a paid program that runs from 3:30-6:00 pm. ICS maintains a commitment to academic excellence, while also providing extracurricular offerings that enhance social development. Some of these options are through the activities after school. ICS is now partnering with Generation InFocus, a STEM-focused aftercare provider.



Giving: ICS is a mission based non-profit educational organization. We serve a unique student population, and in order to serve our community in a holistic way, we run a variety of special programs and offer additional services to our community. The funds received from DeKalb county does not cover all our funding needs so we must fundraise for the rest. As an ICS community member we ask that you be very aware of our fundraising practices and support our efforts. We ask that all parents donate to our annual fund at least once a year. Pledge cards will be distributed in the Fall and Spring semesters. Please turn one in at your earliest convenience or donate online at <https://icsgeorgia.org/donate>.



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.

Designate ICS as your Community Reward partner at 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 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.

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

International Community School
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404-499-8969 / www.icsgeorgia.org / @ICSGeorgia