



Parent Partner Agreement

2026-2027

The Parent Partner Program is a vital part of the International Community School model. When families join ICS, they are joining a community of believers who desire to share in the load of responsibilities equally. Therefore, it is required that parents participate as Parent Partners.

1. Parents will sign up for on-campus days they are available to work on an online website in August for first semester and in December for second semester.
2. Parents are accountable to a Parent Partner Coordinator. If parents are unable to work on their assigned days, **they are responsible for finding their own replacement and informing the Coordinator of those changes.**
3. It is expected that each parent will make note of the dates they have selected or are assigned and take responsibility to be present in the classroom for those days. A notification will be sent to you prior to the date you are scheduled to serve, as a courtesy reminder.
4. The only excused absences from the Parent Partner Program are in the case of illness, a death in the family, or extreme hardship. Parents who are scheduled and do not complete their partnership responsibilities are fined a \$75 fee. Non-payment of this fine could result in dismissal from ICS.
5. Occasionally, severe situations arise that may exempt a family from participating in the Parent Partner Program for a season; however, these circumstances must be put in writing and sent to the Chief Administrator, and then discussed with and approved by the Chief Administrator before the family is given an exemption.
6. The number of times each family serves on campus per semester is based upon the number of eligible parents in each classroom or level. However, families with more than three students are given consideration and asked to sign up for fewer days than other families in their students' classes.
7. On Tuesdays and Thursdays, hours for elementary Parent Partners are from **8:40 a.m. to 3:15 p.m.**, hours for middle school Parent Partners are **8:20 a.m. to 3:25 p.m.**, and hours for high school Parent Partners are **8:15 a.m. to 3:30 p.m.** On Fridays, hours for fourth through sixth grade Parent Partners are **8:40 a.m. to 1:45 p.m.**, hours for middle school Parent Partners are **8:20 a.m. to 1:45 p.m.**, and hours for high school Parent Partners are **8:15 a.m. to 3:30 p.m.** Pre-K – 8th grade Parent Partners are to sign in at the beginning of the day in the Infirmary. High School Parent Partners should check in with the High School Administrative Assistant to receive their list of duties for the day. Elementary and Middle School Parent Partners are expected to take their classes to lunch and PE while the teacher has a lunch break. Parent Partners should pick up siblings from their classrooms after their duties are completed.
8. All Parent Partners must have a completed background check on file. This is completed during a family's initial registration. Siblings over 21 years of age or grandparents, with a completed background check, may serve in the classroom.
9. Siblings (including babies) are not allowed to accompany parents on parent partner days. Therefore, make other arrangements for the care of all children not enrolled at ICS.

10. If parents consistently avoid their parent partner days on campus because their schedule does not allow participation, a meeting will be called to discuss the appropriateness of the family's placement at ICS.
11. To keep distractions to a minimum, Parent Partners should keep their cell phones on silent while in the classroom.