



**International Community School
Counselor's Handbook – American Curriculum,
Ministry of Education Curriculum, Advanced
Placement, and the International Baccalaureate
Diploma Program**

Learning, Working, & Acting Together

Career Pathway

SAT Testing

EmSAT Testing and registering - Grade 12 Students

Elective courses

University Admissions

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Service-learning

Recommendation Letters

Filling Common Application

Release of Predicted Marks

Career Exploration Resources

Classroom Guidance University

Future Planning

Updated Egyptian university Requirements

Updated Jordanian University Requirements

University Planning Workshops for

Parents and students

Individual University Planning

Ap and IB programs would be found within the handbook and all the counselor's services will be provided to all students from Gr. 9-12.

ICS Students are:

Leaders

- Motivated
- Confident
- Diligent
- Principled

Responsible

- Respectful of Self, Others, and World
- Organized
- Open-minded
- Risk-takers

Well-rounded

- Effective Communicators
- Inquisitive
- Adaptable
- Knowledgeable

Thinkers

- Independent
- Critical
- Reflective
- Creative

We believe that:

1. People flourish in safe and caring relationships and environment.
2. Learning empowers
3. Ethical and responsible conduct is fundamental to sustaining our society.
4. Transforming dreams into reality requires courage, initiative, and commitment.
5. Diversity with respect is a strength.

Counseling Services Offered

Academic Development

Study Skills Development

Learning Styles

Organization skills

Tutoring Referrals/Remedial Classes

Grade Improvement

Presentation Skills

Goal Setting

Decision Making

Counseling Policies and Procedures

Access to Counselor Visits

All students are able to meet with the counselor and may request an appointment with their parents if required. Also, students may be referred by teachers or staff members. Concerns and referrals will be in accordance to confidentiality policies in place by the counselor.

Confidentiality

The school counselor will maintain confidentiality for the protection of the students and parents' rights at all times. It may be necessary for the counselor to share certain information of the student or parents if it may cause imminent danger or safety concerns. The academic, social and career standing of the student may be discussed with the legal parents, guardian or teachers who are involved in that particular situation. Sensitive information of the student related to their current psychological and social standing may be shared with school officials and teachers with full discretion of the student and their parents.

School Counselor Role in the Enforcement of School Rules

The school counselor takes up the role of the students' supporter. The counselor, however, does not have authority to discipline students by giving detentions and suspensions. This will be determined by the respective administrators who review the matter and determine necessary consequences. Alternatively, students can be referred to the counselor by the administrator instead of being disciplined or can be assigned to a counselor after completing a period of discipline.

University and College Applicants

The counselor will hold full respect of the students' rights to make personal decisions about their future career options. It is encouraged for students to work with parents and the counselor to determine a suitable plan post-high school.

Career Planning and University Planning Lessons

Students in grade 10 to 12 will be asked to present their career and university planning process. Resources will be made available and students will be encouraged to use these resources to improve their planning process. Parents are also encouraged to participate in the students planning to help with time management.

University Representative Visits

ICS counselor prepares an annual calendar for Several University Admissions Representatives (local and International) visit to ICS throughout the school year either as part of a College Fair or individually. Grade 10 to 12 students are encouraged to speak with these visitors and ask questions to gain first-hand knowledge about specific universities. In addition, to sending Grades 11 & 12 students to attend the universities Open Day within Abu Dhabi, Dubai, or other emirates. Attending NAJAH annual exhibition that hosts local as well as international universities from all over the world. Parents are encouraged to attend such exhibition.

Document Preparation

It is the responsibility of the student to research the application documents needed for submission to a respective university. The Counselor is available to assist when needed. Request documents from ICS registrar officer for grades 10, 11, and 12 in addition to SAT, ILETS results and /EmSAT in case the student decided to study in UAE. All the above-mentioned transcripts should be attested by ADEK and an equivalency should be issued for each student. Students must allow time for requesting the documents. In case of mailing the transcripts, especially to international locations, and take this into consideration that students should be charged for that. Students must submit payment to the school purchasing person upon mailing. Only cash payments are accepted

Release of Predicted Scores

Students who apply early to universities, can request a predicated mark transcript that is collected from all subject teachers with their signature next to their mark on a draft form. The marks will be typed on a transcript where the counselor and the principal sign and stamp.

Recommendation Letters

Many university applications require students to submit a letter of recommendation from a Teacher and the school Counselor. Recommendation letters are a courtesy extended to students. Students are informed of the recommendation process and encouraged to personally approach staff members for a request. Students should allow 1 week for a recommendation letter to be completed along with providing the recommender with a request form or a resumé. Recommendations are considered official documents of the university application and may or may not be available for students and parents to view.

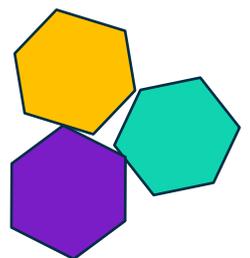
Elective Courses Offered at ICS

Counselor helps students choose their elective courses offered at ICS depending on the student's competencies, skills, and interests. Meetings usually are done with the students and their parents.

As for Egyptian students, they should choose 8 subjects in grade 11 and another 8 in grade 12. Egyptian universities required special subjects (excluding Arabic, Islamic & PE) that ICS offers as electives for students, in addition to the ILETS and SAT1 & SAT2 (6 subjects). The grading system works in a way that 40% school marks are taken, while 60% is taken from SAT scores in addition to UAE High School official ADEK equivalency.

Jordanian university requirements are SAT1, 7 SAT2 subjects including Ministry of Education Arabic and Islamic Exams scores in addition to UAE High School official ADEK equivalency.

Elective forms are given to students of grades 10, 11, and 12 by mid of May of each year. The add and drop week is offered for changing the elective subjects at the beginning of each academic year. In case of any changes after that, student's parents/guardians should sign an undertaken letter.



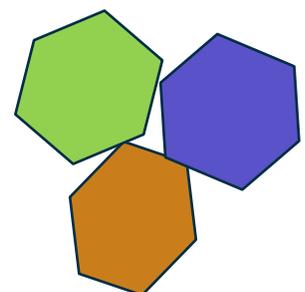
Service – Learning for Elective courses

Service-Learning is a credit-bearing educational experience by which students participate in an organized service activity that meets identified community needs and reflect on the service activity in such a way as to gain understanding of course. One of the most important aspects of SL is its flexibility. SL can be applied to almost any subject or class style.

Community Services/CAS (*Creativity, Action, and Service*)

The ICS Counselor is using the CAS model since 2017 with grades 10, 11, and 12 to finish their community services and volunteering program. This may happen inside or outside the school premises. A form should be given to the students after offering them a menu of volunteering activities that could be done within the school premises. In case of volunteering outside of the school, an undertaken should be signed by the parents of the student for safety purposes. After finishing the required hours of CAS volunteering, students are awarded with a recognition certificate with the number of creativity, action and service hours covered during each grade level. CAS reflections are basically when an IB Diploma student reflects on what they have learned from attaining their own community service by using the IB Learning Outcomes which are:

- **Increased awareness of the learner’s own strengths and areas for growth**
- **Undertaken new challenges Planned and initiated activities.**
- **Worked collaboratively with others**
- **Shown perseverance and commitment in your activities**
- **Engaged with issues of global importance**
- **Considered the ethical implications of your actions**
- **Developed new skills**



The SAT general and subjects' tests are offered at ICS during the months of October through June and measure knowledge of Verbal, Mathematical, and Writing Skills. But this year 2020 August and September are opened in all college board centers because of COVID-19 Pandemic effect on cancellation of tests of March, May, and June in the whole world.

Be aware that registration deadlines are six weeks prior to the test date. Students interested in testing must make an account at www.collegeboard.org and then complete an online registration form or ask the help of the counselor or SAT Coordinator at ICS for registration. Testing occurs on Saturdays and students must report to the testing center no later than 7:45 and getting with them their Emirates ID or valid Passport in addition to their admission ticket.

Students are advised to begin SAT testing during the October of GR 11. Scores must be sent directly from the College board organization to the necessary university. Study materials are available online or in bookstores that provide SAT1 & SAT books.

**TOEFL (Test of English as a Foreign Language) and
IELTS (International English Language Testing System)**



Students who are from countries where English is not the official language may be required to complete the TOEFL/ IELTS exam to determine level of English proficiency. This is also applicable for students who speak English well, but where English is not the official language. Students and parents should make arrangements, via the official TOEFL/ IELTS website, to have testing completed beginning in the latter months of GR 11 and GR 12 in order to fulfill university requirements. All scores must be released directly from the organization. Students may access study resources online.

ICS counselor register all Gr. 12 students for EmSAT using their actual Emirates ID to be read by the Card Reader that is installed and connected directly with ADEK and the MOE. The EmSAT is a national system of standardized computer-based tests, based on United Arab Emirates national Standards.

Objectives

To ensure that students are equipped with the necessary knowledge and skills to effectively participate in the modern knowledge based global society.

Importance of EmSAT

- Specifies the students' performance level nationally and internationally.
- Supports the Ministry of Education in evaluating the government and the private.
- The Schools' performance.
- Alternative of other higher education entry tests.
- Measures students' performance improvement over the time.
- Helps the government and the private schools in developing improvements plans for students' current performance.
- Helps cycle two students to select for themselves suitable education track for their cycle three level.
- Helps the higher management to take decisions to improve educational system.

Students can use the following website to check on the dates of the tests provided for EmSAT.

EmSAT information were copied from the below mentioned website.

http://emsat.moe.gov.ae/emsat/EmSAT_achieve_en.aspx

Call Center: **80051115**

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