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June 2016

Dear ICS Families:

We begin again! Here is this year's annual 'Communique' and it is worthy of your refrigerator door as it is designed as your family's go to reference for dates, processes and events.

For the upcoming 2016-2017 academic year all required registration forms are posted on the ICS website at <http://www.lwsd.org/school/ICS/For-Parents/Pages/Registration.aspx>. Bring all completed forms and payments with you on Wednesday August 31, 2016, 9:30AM—2PM, Registration Day.

Thank you for your support and dedication to education. Have a great summer with family and friends. Before losing ourselves into the relaxing days of summer, I want to provide important information to launch the new academic year:

### Important Dates

<b>Registration</b>	Wed	Aug 31, 2016	9:30AM—2:00PM
<b>Camp Info Night (grades 6, 7, 8)</b>	Wed	Aug 31, 2016	6:00PM in Lyceum (5PM meeting for chaperones)
<b>Grade 6 Picnic</b>	Thurs	Sept 1, 2016	
<b>First School Day</b>	Tues	Sept 6, 2016	7:30—2:05PM
<b>Camp Cispus (grades 6, 7, 8)</b>	Wed—Fri	Sept 7 Depart at 7:30AM Sept 9 Return at 3:00PM	Grades 6—8 attend this three-day event
<b>Youth Summit (grades 9, 10, 11, 12)</b>	Wed--Fri	Sept 7, 8, 9, 2016	7:30—2:05 on campus; attendance required
<b>Curriculum Night</b>	Thurs	Sept 22, 2016	6:30PM
<b>PSAT</b>	Wed	Oct 19, 2016	
<b>6<sup>th</sup> Grade Parent Meeting Before PTSA Meeting</b>	Thurs	Oct 18, 2016	6:00—7:00 7:00—Location TBD
<b>50% Deposit Due for Focus Week</b>	Wed	Jan 6, 2017	
<b>Choice School Information Night</b>	Thurs	Jan 12, 2017	6:00—8:00PM ICS Lyceum
<b>First Semester Finals</b>	Wed — Fri	Jan 25, 26, 27, 2017	7:30—11:50AM each day; lunch optional
<b>Art Day</b>	Mon	Jan 28, 2017	7:30—2:05PM
<b>End of Course Exam</b>		<b>TBA</b>	Biology
<b>AP Testing Window</b>		May 1—12, 2017	April or May
<b>Focus Week</b>	Mon — Fri	May 22—26, 2017	May include weekends on either end of FW
<b>SBAC</b>		<b>TBA</b>	March
<b>Second Semester Finals—Seniors</b>	Wed—Fri	June 8 & 9, 2017	
<b>Senior Assembly</b>	Mon	June 12, 2017	12:50PM
<b>Senior Luncheon</b>	Wed	June 14, 2017	12:30—2:30
<b>Second Sem Final (grades 6—11)</b>	Thurs--Mon	June 15, 16 & 19, 2017	7:30—11:50AM; lunch optional
<b>Graduation</b>	Mon	June 19, 2017	5:00PM Westminster Chapel
<b>Yearbooks &amp; All School BBQ</b>	Tue	June 20, 2017	11:00—2:05
<b>Last School Day</b>	Wed	June 21, 2017	7:30—10:30AM

## Wednesday, August 31, 2016 9:30—2:00PM at ICS

Registration Forms At: <http://www.lwsd.org/school/ICS/For-Parents/Pages/Registration.aspx>

6 <sup>th</sup> Grade 9:30-10:15	8 <sup>th</sup> Grade 11:00-11:30	10 <sup>th</sup> Grade 12:00-12:30	12 <sup>th</sup> Grade 1:00-1:30
7 <sup>th</sup> Grade 10:15-11:00	9 <sup>th</sup> Grade 11:30-12:00	11 <sup>th</sup> Grade 12:30-1:00	6 <sup>th</sup> -12 <sup>th</sup> Grades 1:30-2:00

Please note registration is not a competitive event. Staff will be on hand during registration to:

- accept required forms & fees
- distribute class schedules
- take school photos (**YES, even seniors**)
- recruit PTSA committee volunteers

Early arrivals will not receive special consideration or recognition and may face long wait times. Those who arrive with incomplete forms will be asked to complete their forms and return to the end of the line to register.

Parents—if you have not fulfilled the family donation and volunteer hour agreement for 2015—2016, your student will not be allowed to proceed with registration. Please reference the multiple electronic and snail mail notices throughout the year.

Parents are not required to accompany students in grades 9—12; however, students must deliver all required forms—completed and signed—along with checks in order to receive class schedules.

Get your checkbooks ready; note whether checks are payable to ICS, ICS PTSA, or ICS ASB.

### ICS Required Forms and Payments

Forms and fees are due at registration. Class schedules will not be given to students until the **required** forms and fees are submitted. Registration forms are online at [www.lwsd.org/school/ics](http://www.lwsd.org/school/ics). Forms required at registration are:

- This registration checklist
- Fee Schedule & Check — fees are based on grade level and class schedule. Select only the fees which apply to your student. A check, **made payable to ICS**, for the total amount due is also required at registration. Families with more than one ICS student can use a single form to submit total fees.
- Emergency Notification Form (**6<sup>th</sup> graders required**)—this information is used for all routine and emergency communications to parents and designees. In the event of a site specific or area wide disaster, students will be kept at school until released to their parents or other designated adult. **ID will be required to release your student.** This is a necessary precaution. **Anyone listed as “Emergency Contact” will be allowed to pick up your student.** New ICS enrollees must complete all fields on the Emergency Notification form. For continuing students, we will rely on the information you provided on the previous form. It is the responsibility of the parent to keep their records current. If changes occur email Mamoonia Zia ([mzia@lwsd.org](mailto:mzia@lwsd.org)) to update your file.
- Student Directory Form — this information will be published in the ICS directory which is widely used by the staff and families for contact information. Continuing students are asked to update contact information in red ink. New enrollees are asked to complete the form in its entirety for inclusion in the directory.
- LWS D Directory Information Withhold form
- ICS Family Handbook Acknowledgement Form — the 2015-2016 Handbook is online at [www.lwsd.org/school/ics](http://www.lwsd.org/school/ics). Each student and guardian must read the handbook, become familiar with the school policies, and present the Handbook Acknowledgement form, signed by students or guardians at registration.
- School Photos — all students will have their photo taken on Registration Day for LWS D ID card purposes. This includes seniors! LifeTouch will mail information about purchasing school photos to your home during the summer. Order forms are also available online through LifeTouch. Having photos taken for ID is required but purchasing the package is optional.
- Family Participation Agreement — this agreement represents your commitment to the annual family donation and 30 hours per year of volunteer support to ICS. Please remember that your student’s continued enrollment at ICS depends upon your meeting these obligations as per your signed agreement with the school.
- Family Donation Form – Check Made Payable to ICS PTSA
- ASB Sticker – Check Made Payable to ICS ASB

## Tuesday, September 6 First Day of School

Bell schedule for the first day of school.  
All students meet in homeroom

Homeroom	7:30—7:45
Period 1	7:50—8:40
Period 2	8:45—9:35
Period 3	9:40—10:30
Period 4	10:35—11:25
Lunch	11:25—12:10
Period 5	12:10—1:05
Period 6	1:10—2:05

## Regular Bell Schedule Starts September 12

Mon, Tues, Thurs, Fri	Wed
Per 1 7:30 – 8:25	Period 1/4 7:30 – 8:45
Per 2 8:30 – 9:25	Homeroom 8:50 – 9:25
Per 3 9:35 – 10:30	Period 2/5 9:30 – 10:45
Per 4 10:35 – 11:30	Period 3/6 10:50–12:05
Lunch 11:30 – 12:05	Lunch available 12:05—12:30
Per 5 12:10 – 1:05	
Per 6 1:10 – 2:05	

On Mondays, Tuesdays, Thursdays, and Fridays there is no adult supervision before 7:00AM and after 3:00PM. There is no adult supervision on Wednesdays after 12:30. Please do not have your students on campus during unsupervised hours unless they have a scheduled meeting or activity. We will call you to pick up students who are lingering at ICS after hours.

## Curriculum Night – September 22, 2016 – 6:30PM

### Purpose

This evening provides an overview of course curriculum and requirements. Parents receive materials regarding the following:

- Course descriptions
- Course expectations
- Student expectations
- Grading policy
- Homework and testing guidelines
- Faculty office hours
- Supply list details
- Tips to assist your students

### Schedule

- 6:30 Parents arrive, pick-up class schedule
- 6:45 Parents report to Period 1 classroom
- 6:45—6:57 Period 1
- 7:00—7:12 Period 2
- 7:15—7:27 Period 3
- 7:30—7:42 Period 4
- 7:45—7:57 Period 5
- 8:00—8:12 Period 6

### Dress Code

Students need to wear appropriate clothing while at school and while attending school-related activities. Appropriate clothing will not cause disruption of the learning process; will be free from advertising or promoting drugs, alcohol, tobacco products, and all other products that are illegal and/or unacceptable. Crude or offensive language also has no place on the ICS campus. Students who wear inappropriate clothing will be required to change prior to returning to class or the activity. *No skin may be showing from a student's shoulders to mid-thigh.*

## Lunch

Hot lunches are available each day, including Wednesdays. The LWSD guidelines at [www.lwsd.org/Parents/Breakfast-Lunch-Menus/Pages/Pricing-Payment.aspx](http://www.lwsd.org/Parents/Breakfast-Lunch-Menus/Pages/Pricing-Payment.aspx) describe four ways to set up an account to fund meals. Some students may qualify for free or reduced meals per LWSD guidelines, which are published online at LWSD.

## Supplies

Level/Grade	Description	Fee	Total
Intro Level/Grade 6	<ul style="list-style-type: none"> <li>Art supplies (\$60)</li> <li>Basic in-class individual supplies (\$15)</li> <li>Online Math fee (\$20)</li> <li>PE clothes (Variable, determined at registration chk out)</li> <li>Intro Science lab fee (\$20)</li> </ul>	\$115+	
Level 1/Grade 7	<ul style="list-style-type: none"> <li>Art supplies (\$60)</li> <li>Basic in-class individual supplies (\$15)</li> <li>Online math fee (\$20)</li> <li>Science lab fee (\$20)</li> <li>IS Field Trip Fee &amp; Binder (\$40)</li> </ul>	\$155	
Level 2/Grade 8	<ul style="list-style-type: none"> <li>Art supplies (\$60)</li> <li>Basic in-class individual supplies (\$15)</li> <li>Online Math fee (\$20)</li> <li>Science lab fee (\$20)</li> </ul>	\$115	
Level 3/Grade 9	<ul style="list-style-type: none"> <li>Art supplies (\$60)</li> <li>Science lab fee (\$20)</li> <li>Spanish cultural resources (\$10)</li> </ul>	\$80	
Level 4/Grade 10	<ul style="list-style-type: none"> <li>Art supplies (\$60)</li> <li>Chemistry lab fee (\$20)</li> <li>Spanish 'Voces' subscription &amp; materials (\$15)</li> </ul>	\$95	
Level 5/Grade 11	<ul style="list-style-type: none"> <li>Art supplies (\$60)</li> <li>Biology Honors &amp; Biology AP lab fee (\$25)</li> </ul>	\$85	
Level 6/Grade 12	<ul style="list-style-type: none"> <li>IS Economist subscription, Reference Materials &amp; Binder (\$75)</li> <li>Graduation Fee (\$75)</li> </ul>	\$150	
AP Calculus AB	Review & solution guides	\$25	
AP Physics C	Review guide, Web Assign and lab fee	\$50	
AP Chemistry	Review guide, Web Assign and lab fee	\$50	
Anatomy & Phys	Supplies	\$30	
AP Art Advertising	Supplies	\$60	
	<b>Subtotal Fees</b>		
Funded by ICS PTSA	<i>Many thanks to PTSA for subsidizing a portion of the registration fees.</i>		<b>(-\$50)</b>
	<b>Total Due</b>		<b>\$</b>

## Transportation, Parking, and Traffic Flow

### Bus Schedules and Metro Passes

Parents of students who attend a choice school are responsible for transporting their students to school. LWSD offers some shuttle-bus services for students attending a choice school which is outside their neighborhood. The LWSD Transportation Office will notify choice school families of bus schedules and fees.

### Student Parking

Students who park on campus must have a valid and visible 2015-2016 parking permit. Parking spaces are limited. Seniors and juniors have priority. The parking permit fee is \$35/academic year. Parking citations of \$15/day will be issued to the owners of parked vehicles without a valid and visible parking permit. Student parking applications are processed in the spring for the following year. *Refer to Traffic Flow Map [www.lwsd.org/school/ics](http://www.lwsd.org/school/ics) → Parents*

### Traffic Flow

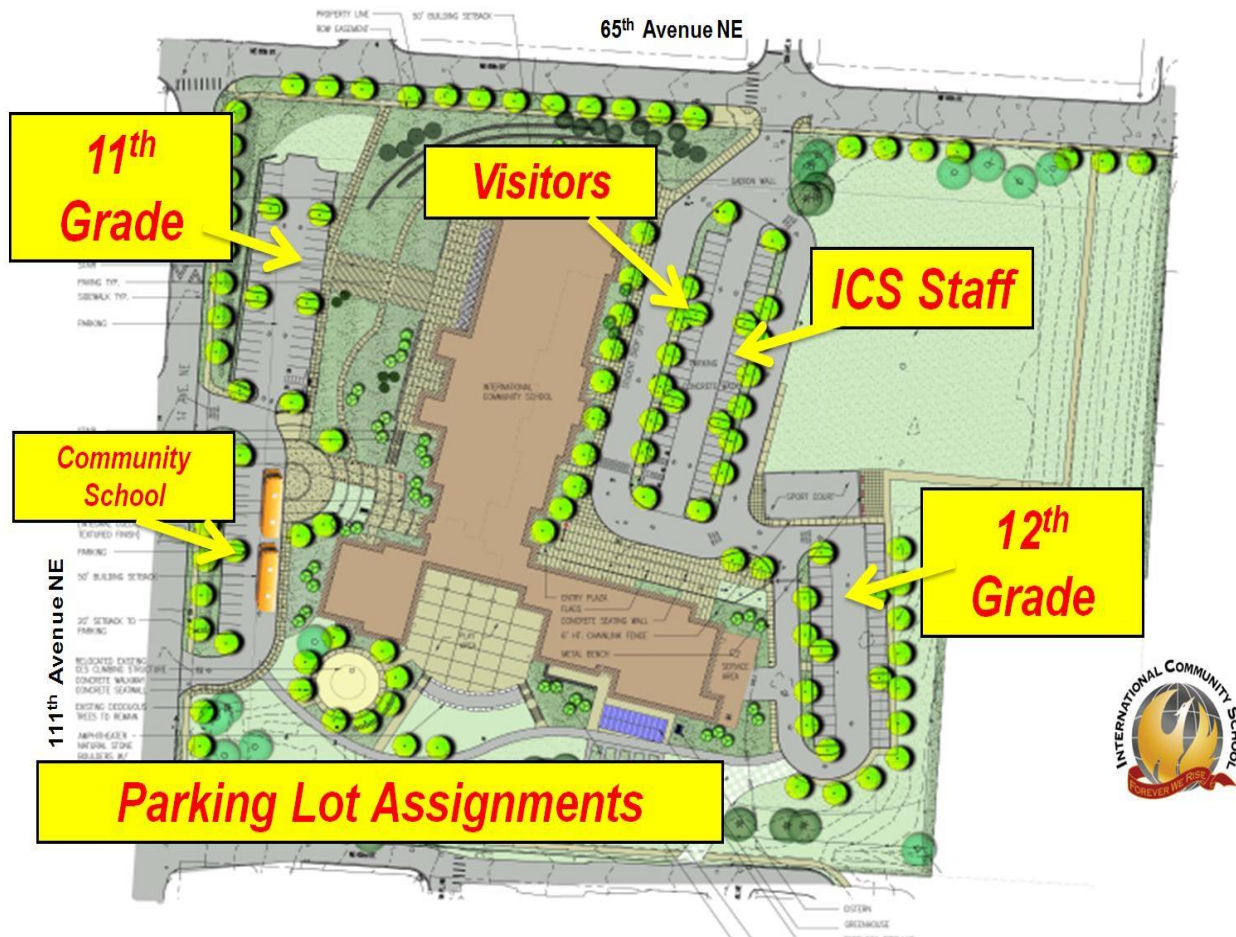
For the safety of all students and their parents only the yellow district buses may park in front of the main entrance. For individual and carpool drop-off and pick-up, choose one of these options:

- Please allow at least 15 minutes for both drop-offs and pick-ups.
- Slow down. There is no prize for exiting the lot first.
- Come to a full stop at the stop sign. It is there for a reason and not just to annoy you.
- Teens on foot do not always watch for car traffic in the parking lot, so let's keep them safe by not jetting in and out of the traffic lines.

*Please park in the assigned visitor spots.*

The transportation management plan for LWSD, ICS, Community School, the City of Kirkland, and our Houghton neighbors include these restrictions:

- No on-street parking or stopping
- No on-street drop-off or pick-up of students
- Continued emphasis on carpooling and bus riding
- Vehicles are not allowed to leave campus at lunch (please discuss this with your teen driver)



## Communication—A Key Factor in the ICS Success Formula

### Faculty and Staff

We adhere to a 48-hour communication turn-around timeline. If you need to communicate with any ICS staff member please use email. Email contact information is published in the handbook, student directory and the website.

### ICS Website [www.lwsd.org/school/ics](http://www.lwsd.org/school/ics)

The school website is the main communication tool. Features include:

- About Us—locate information about staff and their office hours
- Announcements column—short-term items that impact the majority of student families
- Calendar—LWSD and ICS activities and events
- Library—database information for research requires login which you can get from the library HAIKU site.

### Parent Access [www.lwsd.org](http://www.lwsd.org) →parent

Parent Access helps you stay informed and engaged with your student’s education. Register and have access to your student’s class schedule, attendance records, teacher email, culminating project progress (seniors), Standard Scores (grades), lunch balances and payment methods, and more.

### Phone and FAX

Main Office Phone: 425-936-2380

FAX: 425-889—6881

Attendance 425-936-2381

## **Focus Week – May 22--26, 2017**

### **Purpose**

Every spring the students, faculty, and parent volunteers extend their learning beyond the classroom walls. The options for these week-long activities include local and distant curriculum such as film and theater events, international cooking, unique sports, science exploration, and international travel. FW is a graded, curriculum-based activity and is posted to students' transcripts.

FW is scheduled for May 22--26 and some travel might require the weekend on either end of this week. The 50% deposit is due Wednesday, January 6, 2017. **No refunds for FW fees.**

### **Attendance during Finals**

The scheduled dates for semester finals are announced well in advance (Key Dates section). **No early finals will be given.** Each student is expected to take their finals during the scheduled times. Make-ups resulting from absences require a doctor's note. Make-ups from the second semester final will take place in August, shortly before the start date of the new academic year.

Enjoy your summer with family and friends.

See you on Registration Day, Wednesday, August 31 at ICS. Please note that September 6<sup>th</sup> is a full day of school with a 2:05 dismissal.

Onward and Upward!

Dr. Gregory J. Moncada  
Principal  
ICS