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May 2011

Dear ICS Families,

Congratulations on another solid ICS year!! Your scholars are amazing.

For the upcoming 2011-2012 academic year, we are going to try to save on postage costs and leave a smaller footprint. To this end, all required registration forms are posted on the ICS school website at www.lwsd.org/school/ics. You will need to bring all completed forms and payments with you on August 31, 2011, 10AM—2PM, registration day. Once electronic signatures are approved, we will go paperless.

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:

Key Dates

Registration	Wed	August 31, 2011	10:00—2:00
First School Day	Tues	Sept 6, 2011	7:30—2:05
ICS Camp Grades 7--9	Wed—Fri	Sept 7—Sept 9, 2011	8:00 departure 3:00 return
Curriculum Night	Mon	Sept 12, 2011	6:30 PM
TASTE of ICS	Sat	Dec 3, 2011	TBD
First Semester Finals	Wed—Fri	Jan 25—Jan 27, 2012	7:30—11:50 each day
Art Day	Mon	Jan 30, 2012	7:30—2:05
7th Grade Parent Meeting Before PTSA Meeting	Tues	Feb 14, 2012	6:00—7:00PM
HSPE State Testing		March 13, 14, 15	Grade 10
MSP State Testing		April 27—June 4 (online) April 27—May 18 (paper)	Grades 7 & 8
End of Course Exams		May 7—June 15	Math & Science
CP Presentations	Fri	Mar 30, 2012	WA State graduation requirement Absences require doctor's note
Focus Week	Mon—Fri	May 21—25, 2012	may include weekends on either end of FW
Second Semester Finals Seniors	Fri—Tues	June 8—12, 2012	7:30—2:05
Second Semester Finals Grades 7--11	Fri, Mon, Tues	June 15, 18, & 19, 2012	7:30—11:50
Graduation	Mon	June 18, 2012	6PM
Senior Assembly	Wed	June 13, 2012	10:30
All School BBQ	Thurs	June 21, 2012	11:00—2:05
Last School Day	Fri	June 22	7:30—10:30AM

Registration Date & Time Wednesday, August 31 10:00—2:00

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

- accept the required forms and fees,
- distribute class schedules,
- take school photos (YES, even seniors), and
- 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 2010—2011, your student will not be allowed to proceed with registration. Please reference the multiple email 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. Thanks!

ICS Required Forms & Payment

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. Forms required at registration are:

- **Fee Schedule (required)**—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 (required)**—This information is used for all routine and emergency communications to parents and designates. 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 students.** 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 existing 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 Lili Hughes lhughes@lwsd.org or Harriet Peterson hpeter@lwsd.org to update your file.
- **Student Directory Form (required)** — This information will be published in the ICS directory which is widely used by the staff and families for contact information. Existing 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.
- **ICS Family Handbook Acknowledgement Form (required)** — The 2011-2012 Handbook will be online at www.lwsd.org/school/ics by [June 1](#). Each student and guardian must read the handbook, become familiar with the school policies, and present the Handbook Acknowledgement form, signed by students and guardians at the time of registration.
- **LifeTouch Photos (required)** — All students will have their photos taken on registration day for LWSD ID card purposes. This includes seniors! LifeTouch will mail information about purchasing school photos to your home during the summer. Photos are required; purchasing a package is optional.
- **Family Participation Agreement (required)** — 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.

First Tuesday, Wednesday, Thursday, and Friday of School

**Camp
9/7—9/9
2011**

- Grades 7—9 – ICS Camp is a unique community-building tradition! Please refer to the camp materials included in the registration packet or email Vickie at vcastaneda@lwsd.org
- All students—meet in homeroom. Bell schedule for the first day of school:

Tuesday 9/6

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

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 – 9:10
Per 3	9:30 – 10:25	Period 2/5	9:15 – 10:30
Per 4	10:30 – 11:25	Period 3/6	10:35–11:50
Lunch	11:25 – 12:10		
Per 5	12:10 – 1:05		
Per 6	1:10 – 2:05		

- On Mondays, Tuesdays, Thursdays, and Fridays there is no adult supervision before 7:30 AM and after 2:30PM. Please do not have your students on campus during unsupervised hours unless they are scheduled for an activity or a meeting. We will be calling you to pick up students who are languishing at ICS after hours.
- On Wednesdays there is no adult supervision before 7:30AM and after 12:00 PM. Please do not have your students on campus during unsupervised hours unless they are scheduled for an activity or a meeting. We will be calling you to pick up students who are languishing at ICS after hours.

Everyday Life at ICS

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 of the activity. **No skin may be showing from a student's shoulders to mid-thigh.**

Lockers Lockers will be assigned to incoming 7th graders in homeroom on Tuesday, Sept. 6. Students in grades 8–11 will keep the lockers they were assigned last year. Class of 2012 seniors may request lockers in the office.

Lunch Hot lunches are available each day of the week except Wednesdays. It is easy to set up an account to pay for your student's meals. There are four ways to fund this account as described online at LWSD. www.lwsd.org/Parents/Breakfast-Lunch-Menus/Pages/Pricing-Payment.aspx Some students may qualify for free or reduced meals per LWSD guidelines which are also published online at LWSD.

Supplies Individual teachers will distribute supply lists. The traditional items still apply – paper, notebooks, pens, and pencils. Laptops are fine but not required. Updated supply lists will be posted to the website.

IS & Humanities Level 2 Level 2 IS and Humanities students are required to purchase the *MLA Handbook for Writers of Research Papers, 7th edition*, published 2010 by the Modern Language Association. ICS has adopted MLA style citations as their standard.

Level 2 IS & Level 2,3,6 Humanities Level 2 IS students are required to purchase a composition book (7 x 9.5). Level 2, 3, & 6 Humanities students should purchase a composition book (7 X 9.5") that is college ruled.

Calculators Students must purchase a Texas Instruments graphing calculator (IT-83 Plus, TI-83 Plus silver edition, or TI-84 Plus silver ed. (NOT the platinum edition.) This calculator will be used extensively in math and science during the six year program. Exception: Calculators are NOT allowed in 7th grade math class until the end of the year. Please wait to bring calculators to class until directed to do so.

7th & 8th Grade Math Students will be provided an agenda, a math binder with appropriate tabs, math glossary, notebook paper, math paper, ruler, protractor, dry erase markers, and miscellaneous math supplies to be used throughout the year. A \$30 fee is listed on the 2011 Fee Schedule which is due on registration day.

9th – 12th Grade Math All students must purchase graph paper—preferably 3-hole punched.

Geometry Students will need:

- Three-ring binder with three dividers and notebook paper which will be used for geometry exclusively. No spiral-bound notebook paper or separate paper will be accepted.
- Ruler
- Protractor
- Compass

10th & Higher Science Students need a duplicate copy lab manual. These are available at the University Book Store in Bellevue. Sales persons can direct you to the correct type.

Transportation, Parking, & Traffic Flow

Bus Schedules & Metro Passes Parents of students who attend 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. In August, 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 2011-2012 parking permit. Parking spaces are limited. Seniors and juniors have priority. The parking permit fee is \$35/academic year. A copy of the ICS Parking Regulations and vehicle registration form is posted online at www.lwsd.org/school/ics. Parking citations of \$15/day will be issued to the owners of parked vehicles without a valid and visible parking permit. Students may bring their completed form and fee to the main office on August 31 from 8AM—2PM.

Refer to Traffic Flow Map 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:

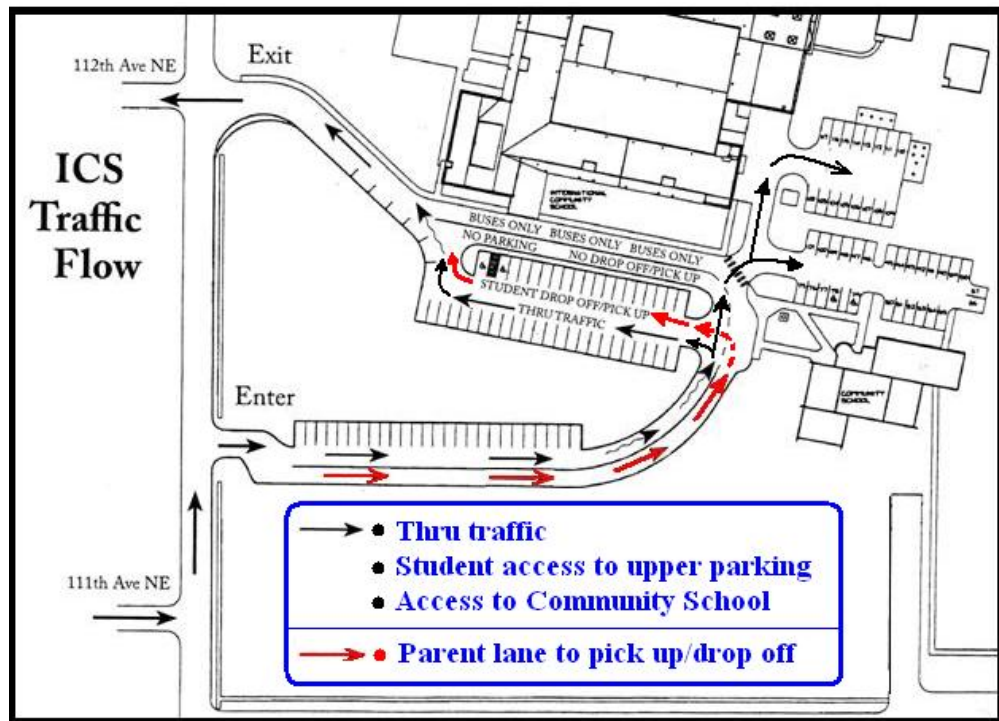
- Park in the lower lot and have students walk down

- If room permits park in the upper lot (this area is often full and patience is called for)
- Stop along the curb in the lower lot only
- Please allow at least 10—15 minutes for both drop-offs and pick-ups
- Please slow down. There is no prize for exiting the lot first.
- Please 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 jutting in and out of the traffic lines.

Please do not park in front of the Community Elementary School. Thanks!

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
- Vehicle closed-campus at lunch (please discuss this with your teen driver)



Communication—Key Factor in the ICS Success Formula

Faculty & 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.

www.lwsd.org/school/ics -- add it to your favorites or make it your homepage

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

- Announcements column is reserved for notices that impact the majority of students and families and are usually short-term.
- Calendar (Tandem) is the place for LWSd and ICS academic notices and social events. Check often for updates and/or changes to schedules.
- Public portals may undergo a change during the 2011-2012 year. Some teachers continue to post homework to the portals and others have begun posting to Communicator. Look for more information and links to Communicator later this fall.

- Database links are found on the library subsite and are vital to student research. Librarian Nicole Winard will send home access information for the databases to students through their school email. Save this information for home access to databases.
- School profile and staff contact information and office hours

www.lwsd.org →parent

Parent Access On LWS D Web Parent access helps parents stay informed and engaged with their 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 & FAX

Main Office Phone: **425-936-2380**

FAX: **425-889--6881**

Curriculum Night – September 12 – 6:30PM

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

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

Schedule

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

Focus Week – May 21—25, 2012

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 scheduled for May 21—25 and some travel might require the weekend on either end of this week. No refunds for FW fees.

Grading FW is a graded, curriculum-based activity and is posted to students’ transcripts.

Finals

Attendance 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.

Have a great summer with family and friends.

See you on Registration Day, August 31. Please note that September 6 is a full day of school with a 2:05 dismissal.

Respectfully,
Dr. Matthew Livingston