

June 2009

Dear ICS Families,

Welcome to the 2009-2010 academic year! The staff and I want to thank you for the continued unconditional support you give to your sons and daughters as they navigate through a rigorous academic curriculum. Your patience, flexibility, and mentoring combine well with ICS's integrated curriculum and instructional best practices model. We know the workload is challenging, and we are proud of your family's willingness and persistence to stay the course.

Before losing ourselves into the fabulously relaxing days of summer, I want to provide important information to launch the new academic year:

KEY DATES			
Registration	Wednesday	August 26 th , 2009	10:00am - 2:00pm
1st Day of School	Tuesday	September 1 st , 2009	7:30am - 2:05pm
ICS Camp 7th-9th Grades	Begin: Wednesday End: Friday	September 2 nd , 2009 September 4 th , 2009	6:40am 4:30pm
Curriculum Night	Monday	September 14 th , 2009	6:30pm
Taste of ICS	Saturday	December 5 th , 2009	
1st Semester Finals	Begin: Tuesday End: Thursday	January 19 th , 2009 January 21 st , 2010	7:30am – 11:50am 7:30am – 11:50am
Art Day	Friday	January 22 nd , 2010	7:30am - 2:05pm
Senior Evening <i>details to follow</i>	Monday	January 25 th , 2010	
7th Grade Parent Meeting <i>preceding PTSA Meeting</i>	Tuesday	February 9 th , 2010	6:00pm - 7:00pm
State Testing Window 7th & 8th grades 10th grade		May 12 th -May 21 st , 2010 March 16 th -18 th , April 13-15	
CP Presentations <i>State graduation requirement Absences require doctor's note</i>	Friday	March 26 th , 2010	
Focus Week <i>some trips may also include weekends which precede and follow these dates</i>	Begin: Monday End: Friday	May 24 th , 2010 May 28 th , 2010	
2nd Semester Finals Seniors	Begin: Tuesday End: Friday	June 1 st , 2010 June 4 th , 2010	7:30am - 2:05pm
2nd Semester Finals 7th through 11th grades	Begin: Wednesday End: Friday	June 9 th , 2010 June 11 th , 2010	7:30am – 11:50am
Senior Assembly & All School BBQ	Monday	June 14 th , 2010	7:30am - 2:05pm
Graduation	Tuesday	June 15 th , 2010	6:00pm
Last Day of School <i>Weather permitting ❌ snow !</i>	Wednesday	June 16 th , 2010	7:30am – 10:30am

REGISTRATION	
Date & Time	<p>Wednesday, August 26th 10:00am-2:00pm</p> <p>Please note that registration is not a competitive event at ICS. Staff will be on hand throughout the four hour period to:</p> <ul style="list-style-type: none"> • accept the required forms and fees, • distribute class schedules, • take school photos, and • recruit PTSA committee volunteers. <p>Early arrivals will not receive special consideration or recognition, and may face long wait times. However, families that arrive without completed forms and checks will be invited to complete their paper work and then return to the end of the line to register.</p>
<p style="text-align: center;">ICS Required Forms & Payment</p> <p><i>Class schedules will be distributed only to those students who present these completed forms at registration</i></p>	<ul style="list-style-type: none"> • Fee Collection Form – ICS fees are based on grade level and class schedule. Please select only the fees which are applicable 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 the total fees. • Emergency Notification Form – The information on this form is used for all routine and emergency communications to parents and emergency 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 an “Emergency Contact” will be allowed to pick up your student. Existing students must update the enclosed, pre-printed Emergency Notification Form in red ink. New ICS enrollees must complete all fields on the enclosed, blank Emergency Notification Form. • ICS Directory Update Form – The information on this form will be published in the ICS Directory which is widely used by ICS staff and families for contact information. Existing students are asked to update changes to contact information in red ink. New enrollees are asked to complete the form in its entirety for addition to the directory. • ICS Family Handbook Acknowledgement Form – The ICS Handbook for 2009-2010 will be published on the ICS website by August 7, 2009. Each student and each guardian must read the handbook, become familiar with the school policies, and present the Handbook Acknowledgment form, signed by student and guardians at the time of registration. • LWSD Directory Information Withhold Form - This form must be submitted to withhold your student’s directory information from external use, LWSD internal use, or ICS directory. The first page of the form provides an explanation of your options. The second page of the form must be completed including your choice of options. It must be submitted annually at registration (even if your submitted this form last year). • Nurse Alert Form – The parents of all students must complete the salmon colored Nurse Alert Form whether or not their students are currently taking medication(s). If the student takes medication at school on a regular basis, the LWSD Medication Authorization Form is also required. A copy of this form can be found on the ICS Website at http://www.lwsd.org/SiteCollectionDocuments/About-Us/District-Forms/Student-Health/Authorization-For-Administration-Of-Medication.pdf .
Lifetouch Forms & Payment	<p>School photos will be taken during registration. These photos will be used for student ID cards and the yearbook. Complete the Lifetouch form. If you are not placing an order for additional prints, complete only the student’s name and grade. If you are placing an order for prints, indicate your photo choices and attach a check, made payable to Lifetouch, accordingly.</p>

THE FIRST DAY OF SCHOOL – SEPTEMBER 1ST

**Tuesday,
September 1st**

Full day from 7:30am – 2:05pm

- Meet in your homeroom to get your locker assignment.
- Bell schedule for the first day of school:

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

THE FIRST WEDNESDAY, THURSDAY, & FRIDAY OF SCHOOL

**Wednesday,
September 2nd
through
Friday,
September 4th**

- Grades 7th - 9th – ICS Camp 2009, a unique ICS community building tradition! Questions? Reference materials provided in this packet or email Vickie Castaneda at vcastaneda@lwsd.org.
- Grades 10th – 12th – Routine classes with regular bell schedule (below).

REGULAR BELL SCHEDULE

**Monday,
Tuesday,
Thursday, &
Friday**

Period 1	7:30 – 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

No adult supervision before 7:30am 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.

Wednesday

Period 1/4	7:30 – 8:45
Homeroom	8:50 – 9:15
Period 2/5	9:15 – 10:30
Period 3/6	10:35 – 11:50

No adult supervision before 7:30am and after 12:00pm. Please do not have your students on campus during unsupervised hours unless they are scheduled for an activity or a meeting.

EVERYDAY LIFE AT ICS

Dress Code

All students need to wear appropriate clothing while at school and while attending all 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. Furthermore, students who wear inappropriate clothing will be required to change clothes prior to returning to class or the activity. **No skin may be showing from a student's shoulders to mid-thigh.**

Lockers	Lockers will be issued during homeroom on the first day of school, Tuesday, September 1 st . Lockers are shared – locker mates will be selected from within each student’s homeroom. Seniors will be issued lockers only upon request. Please encourage your student to use their locker as the textbooks and backpacks sometimes seem heavier than the students.
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 4 ways to fund this account as described on the LWSD website at http://www.lwsd.org/Parents/Breakfast-Lunch-Menus/Pages/Pricing-Payment.aspx . Some students may qualify for free or reduced price meals per LWSD guidelines which are also published on the LWSD website.
Supplies	Individual teachers will distribute supply lists. The traditional items still apply...paper, notebooks, pens, and pencils. Laptops and PDAs are also fine but are not required. Updated supply lists will be posted to the web-site.
I.S. & Humanities Level 2	All Level 2 I.S. and Humanities students are required to purchase <i>the MLA Handbook for Writers of Research Papers</i> , 7 th Edition, Published March 2009 by the Modern Language Association, ISBN: 9781603290241. Every ICS student is expected to abide by the MLA documentation conventions for citations. The book can be purchased through directly from MLA at http://www.mla.org/store/CID24/PID363 , Amazon.com, or at other on-line retailers.
Humanities Level 2 & Level 4	All students must purchase a standard size composition book (7" x 9 ½"). No spiral bound notebooks will be accepted.
Calculators	All students must purchase a Texas Instruments graphing calculator: TI-83 Plus, TI-83 Plus silver edition, or TI-84 Plus, or TI-84 Plus silver edition. This calculator will be used extensively in both math and science during the 6 years in our program. Exception: Calculators are NOT ALLOWED IN 7TH GRADE MATH CLASS UNTIL THE END OF THE YEAR . At that time, students will be required to purchase a graphing calculator. Please DO NOT bring calculators to class until instructed to do so.
7th & 8th Grade Math Students	Students will be provided 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. The \$15 fee for these supplies will be collected at registration with the ICS Fee Collection Form .
9th – 12th Grade Math Students	All students must purchase graph paper, 3 hole punched preferred.
Geometry Students	Students will need a: <ul style="list-style-type: none"> • Three-ring binder with 3 dividers and notebook paper which will be used for Geometry exclusively, No spiral bound notebook paper or separate paper will be accepted. • Ruler, • Protractor, and • Compass.
Science Students	Students in grade 9 or higher need a duplicate copy lab manual. These are available at the University Book Store in Bellevue. Ask for help and they can direct you to the correct type.

TRANSPORTATION, PARKING, & TRAFFIC FLOW

<p>Bus Schedules & Metro Passes</p>	<p>Parents of students who attend choice schools are responsible for transporting their student to the school. LWSD offers some shuttle-bus service for students attending a choice school which is outside of their neighborhood. In August, the LWSD Transportation office will notify choice school families of bus schedules and fees.</p>
<p>Student Parking</p>	<p>Students who park their vehicle on the ICS campus must have a valid and visible 2009-2010 parking permit. Parking spaces are limited. Seniors and juniors have priority. The parking permit fee is \$35.00 for the full school year. A copy of the ICS Parking Regulations and vehicle registration form has been included herein for seniors and juniors. Parking citations of \$15 per day will be issued to the owners of parked vehicles without a valid and visible parking permit.</p> <p>Students can pick up parking permits on August 12th, 2009 from 8:00am – 2:00pm. Be sure to bring the completed vehicle registration form and check, made payable to ICS.</p>
<p>Traffic Flow</p>	<p>For the safety of all students and their parents, only the yellow district buses may park in front of the main entrance to the school. For individual and carpool drop-off and pick-up, choose one of these options:</p> <ol style="list-style-type: none"> 1. Park in the lower lot and have students walk down to meet you. 2. If room permits and if you have the patience for it, park in the upper lot and have students meet you. The upper lot is very busy and is a true test of one's ability to remain calm. 3. Stop along the curb by the lower lot only and then have students meet you there. 4. Please allow at least 10 to 15 minutes for both the drop-off and the pick-up periods of the day. <p>PLEASE DO NOT PARK IN FRONT OF THE COMMUNITY ELEMENTARY SCHOOL. THANKS.</p> <p>The Transportation Management Plan for LWSD, ICS, Community School, the City of Kirkland, and our Houghton neighbors includes these restrictions:</p> <ul style="list-style-type: none"> • no on-street parking or stopping • no on-street drop-off/pick-up of students • continued emphasis on carpooling and bus rider ship • vehicle closed-campus at lunch (please make sure to discuss this with your teen drivers).

COMMUNICATION

Key Factor in the ICS Success Formula

<p>Faculty & Staff</p>	<p>We will be adhering to a 48-hour communication turnaround timeline. If you need to communicate with any ICS faculty or staff member, please use e-mail as this is our most efficient means of communication. We check our e-mail several times throughout the day. A complete e-mail list is published in the ICS Handbook and in the Student Directory.</p>
<p>ICS Web Site</p>	<p>The ICS web site is our Information Center. It is the communication tool that has something for parents, staff, and students. The features include the</p> <ul style="list-style-type: none"> • Announcements column is reserved for events that impact the majority of the students and staff of ICS. • Calendar is the source for identifying district events as well as ICS events. It includes testing dates, holidays, student activities, parent activities, clubs, field trips, and more.

	<ul style="list-style-type: none"> • Departmental public portals which students can access all with one click from the student sub-site. • LWSD databases which are so important to student research are available from the library sub-site from a school computer. These are also accessible off campus via a special login – see the librarian for details. <p>Please take a few minutes to examine the site at www.lwsd.org/school/ics .</p>																
Parent Access <i>on the LWSD Web Site</i>	LWSD Parent Access is a new tool to help parents stay informed and engaged with their students' education. It is available on the LWSD web site under the Parents tab. Once registered, you will have access to your student's class schedule, attendance records, teacher e-mail, teacher web sites, school web sites, culminating project progress (for seniors), grades and assignments through Web Grader , lunch balances, payment access for lunches, volunteer application form, and more.																
New Phone & Fax Numbers	The ICS Office phone and fax numbers will be changed shortly before the first day of school. The new numbers will be: <ul style="list-style-type: none"> • Phone = 425.936.2380 • Fax = 425.936.2382 																
CURRICULUM NIGHT – SEPTEMBER 14TH , 6:30PM																	
Purpose	This informative evening provides an overview of course curriculum and requirements. Parents will receive materials regarding: <ul style="list-style-type: none"> • Course descriptions • Course expectations • Student expectations • Grading policy • Homework and testing guidelines • Make-Up policy • Faculty office hours • Supply list details • Tips for parents about how to assist their scholars 																
Schedule	<table> <tr> <td>6:30pm</td> <td>Parents arrive and pick-up their student's schedule of classes.</td> </tr> <tr> <td>6:45pm</td> <td>Parents arrive in Period 1 classroom.</td> </tr> <tr> <td>6:45 to 6:57</td> <td>Period 1</td> </tr> <tr> <td>7:00 to 7:12</td> <td>Period 2</td> </tr> <tr> <td>7:15 to 7:27</td> <td>Period 3</td> </tr> <tr> <td>7:30 to 7:42</td> <td>Period 4</td> </tr> <tr> <td>7:45 to 7:57</td> <td>Period 5</td> </tr> <tr> <td>8:00 to 8:12</td> <td>Period 6</td> </tr> </table>	6:30pm	Parents arrive and pick-up their student's schedule of classes.	6:45pm	Parents arrive in Period 1 classroom.	6:45 to 6:57	Period 1	7:00 to 7:12	Period 2	7:15 to 7:27	Period 3	7:30 to 7:42	Period 4	7:45 to 7:57	Period 5	8:00 to 8:12	Period 6
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FOCUS WEEK – MAY 24th THROUGH MAY 28th, 2010																	
Purpose	Every year in the spring, the students, faculty, and parent volunteers leave the confines of the classroom to expand their educational horizons. The weeklong activities include local and distant learning opportunities, such as film and theater events, international cooking, unique sports, science exploration, and international travel. Focus Week is scheduled for May 24 th through May 28 th , 2010. Some Focus Week events may also include the weekends preceding or following the scheduled Focus Week.																
Grading	Focus Week is a graded, curriculum based activity and is posted to your student's transcript.																

FINALS

Attendance

The scheduled dates for 1st and 2nd semester finals are announced well in advance (see above). **No early finals will be given.** Each student is expected to take their finals during the scheduled times. Absences will require a doctor's note in order to make-up a final exam. Any make-up of 2nd semester finals will take place in August, shortly before the start date of the new academic year.

Have a fabulous summer with family and friends. Take care!

See you on September 1st at 7:30am.

Respectfully,

Cindy Duenas

Principal