



Principal Update

March offers a time of reflection, anticipation, and perseverance in schools. Seniors have a lot to accomplish before June; as they continue to work on senior coursework, they are waiting to hear from colleges and make post-high school plans. As seniors begin to see themselves as graduates and on to the next adventure, the rest of our students have registered for next year's classes and are making spring and summer plans. Spring break is several weeks away, and we want to keep students engaged and motivated!

This March includes a change in the district mask policy, and we recognize the many feelings and experiences that come with this change. We will have students and staff who will choose to continue wearing a mask and others who will opt to attend school without a mask. Our expectation is that students and families will respect each community member's choice. Counselors will be available to help students navigate these changes, as we understand this will impact everyone differently. More detailed information about this change and changes to existing guidelines will come next week.

As events continue to unfold in Ukraine, ICS is working to ensure students feel a sense of safety and belonging when they arrive on campus. Russian and Ukrainian families are interwoven into our school community and may be experiencing strong emotions about what is happening. We recommend that students reach out to a trusted adult, at school or at home, if they need anything. For those personally affected by these current events, we acknowledge the many challenges that come with navigating this conflict from afar. Please know the ICS community is here to support and care for your student as events unfold.

Margaret Kinney

Attendance Guidelines

All absences must be verified by a parent or guardian. To report your student's absence, late arrival, or early dismissal, please

email ICSAttendance@lwsd.org or call the Attendance Hotline at 425-936-2381 within 24 hours to verify an absence. Please include your student's full name, date(s) absent, reason for the absence, expected arrival time if late, expected departure time if leaving early, and your name.

Student's may also bring a note to the Student Services Office before school or upon return to school. Notes must include the student's full name, date(s) absent, reason for absence, and the signature of a parent or guardian.

Late Arrival:

If your student arrives late to school, they must check in at the Student Services Office for an admit slip.

Early Dismissal:

If your student will be leaving school early, they must see Ms. Ruiz in the student services office before school. Parents MUST email ICSAttendance@lwsd.org or call the Attendance Hotline at 425-936-2381 to approve an early dismissal. Please include your student's full name, date(s) absent, reason for the absence, expected departure, and your name. Ms. Ruiz will provide your student an early dismissal pass for the teacher. The student must sign out in the Student Services Office **before** leaving the building. They can then meet a parent outside by the main entrance. If the student returns to school, they must check in at the Student Services Office. They will be given a pass back to class. **Students are not permitted to leave school grounds at any time without permission from the Students Services Office.**

Pre-Arranged Absences:

In the event of a family need or emergency that will require a student to miss two or more days of school, the student must complete the [Extended Absence Form](#), that is available in the student services office. Please complete the Extended Absence Form and **notify teachers at least one week in advance.**

**Important: If you were marked absent or late by a teacher and would like to discuss this, please talk to the teacher that marked you absent or late--
-not the attendance office**

COVID Safety

Thank you for keeping your student home if they have any COVID-like symptoms. We know it's difficult given the common cold and flu have similar symptoms. It seems our processes are constantly changing as we respond to evolving guidance. If you've been involved in a quarantine process, you also know things can move slowly. Please trust that we're doing everything we can to minimize any disruption to learning while also trying to keep everyone safe and healthy.

The district's [website](#) is the best place to find current information. If you don't find what you are looking for there, feel free to email [Mr. O'Donnell](#) with any questions.

Parents bringing items

There is a shelf inside the school entry for dropping off any items, such as lunches, books, or homework for your student. Please make sure that the item is labeled with your student's name and that you have informed them. Laptops must be brought into the office.

School Traffic Map

Please view the [Traffic Map](#) for student drop off and pick up.