

International Community School

Student and Parent Handbook

2024-2025

International Community School
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 Kirkland, WA 98033-7116
 425-936-2380
 www.lwsd.org/school/ics

Dr. Jon Holmen, Superintendent
 Dr. Matt Livingston, Director
 Jacob Hendrickson, Principal
 Dr. Mike O'Donnell, Assoc. Principal
 Mamoonia Zia, Office Manager

Our Mission

The International Community School cultivates integrity, curiosity, complex reasoning, problem solving, and global awareness in every student with a rigorous, signature program of arts and sciences.

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Faculty and Staff

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Name	Position	Email
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Summers, Kristina	Registrar	krsummers
Welsh, Hannah	Teacher, Art	hwelsh
White, Samantha	Teacher, Math	samwhite
Zavala, Rebecca	HS Counselor	rzavala

Attendance

Regular school attendance is important for all students. Chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates.

Students may be excused from school, with the consent of their parents/guardians, for medical and dental appointments and to accompany their parents/guardians on out-of-town trips. Additional absences consistent with WAC 392-400-325 will also be considered excused.

Parents or guardians should notify the school in person, by phone, or in writing/email within 48 hours of an absence if they wish to have the principal consider it as an excused absence.

Students who demonstrate chronic absenteeism or tardiness may be required to meet with school staff or the building principal to develop a plan to support the student's educational progress.

All students are expected to remain on campus for the entire school day. There are exceptions for high school students whose parents request that they be excused during lunch and students whose parents request attendance at another school or school-related activity during the school day.

Sick Child

Please call the Safe Arrival line at 425 936 2381.

Missed Assignments

Students are allowed a reasonable opportunity to complete or turn-in assignments or tests missed during an excused absence. Assignments not completed because of an excused absence or tardiness should be made up in the manner provided by the teacher. Students will be allowed at least one makeup day for each day of an excused absence. If a missed assignment or test cannot be replicated, the teacher will either excuse that assignment or provide the student with an alternative assignment.

Truancy

Under Washington state's truancy law, RCW 28A.225.030, the school/district are required to take specific actions when students are truant. Parents will be notified whenever a student is absent.

A parent conference may be initiated after **three unexcused** absences in a month in order to improve the student's attendance.

The parent and school must enter into a contract to improve the student's attendance after **five unexcused** absences in a month, or the case may be referred to a Community Truancy Board,

The school district may file truancy petitions with the juvenile court after **seven unexcused** absences in a month, or **ten unexcused** absences in an academic year.

Tardies

Students are expected to be in class on time. Corrective action may be taken when tardiness becomes frequent or disruptive.

Leaving School Early

If a student must leave school for an appointment, the student must check out at the Attendance Office. The student must have permission from their parent/guardian and from the school before

leaving. No student will be released to any person other than student's parent or legal guardian without a parent's or guardian's permission. If a parent requests early dismissal by phone, the parent must speak directly with a school secretary or administrator and send a follow-up email as verification.

Attendance at ASB Activities

Any student who is absent or suspended from school on the day of a school event may not participate in the event. Students who participate in ASB activities, on or off campus, must have written parental approval to leave before the scheduled end of the event. Parents may be notified if a student chooses early departure.

Emergency School Closing

Listen to local radio stations beginning at 5:00AM for school closures during inclement weather. Emergency information is also available on the LWSD and ICS web sites.

In the event that inclement weather forces a school closure, all assignments will still be due once students return to school or on the original assignment due date, whichever date is applicable.

Student Visitors

ICS is a closed campus. All visitors must be approved by the principal.

Communication Between Home and School

Clear and accurate communication is important to you, the school, and your family. The ICS website is the central communication tool for school announcements and information:

www.lwsd.org/school/ics.

The ICS Newsletter is also sent regularly to all families of ICS students via ParentSquare. The ICS PTSA also provides information on its website. The ICS PTSA Newsletter is a weekly publication that goes out each Sunday with information on what's happening with PTSA at ICS, including upcoming events for you and your student, as well as volunteer opportunities. Sign up for the PTSA newsletter on the PTSA website.

Parent Access

Research shows that students do better when their parents are informed and involved in their education. Parent Access is a web-based tool to help parents stay informed and engaged with their students' education. Parent Access allows parents to view their students' attendance as well as customized contact lists for their students' teachers, beginning the second week of school.

To register for Parent Access, please visit www.lwsd.org/Parents/Parent-Access/Pages/Parent-Access-FAQ.aspx. Please note, the email address you list as PARENT #1 is the email address that will be used for all electronic school communications.

If your email address for Parent Access changes later in the year, you must show a picture ID to the school registrar before making any changes to personal email addresses. Changes may not be done over the phone or by email. A spouse may change their spouse's personal email address in the person if that person is unable to come during school hours, provided they are already in the system. The registrar will enter the changed email address only after positive identification.

Phones

The office telephones are for school business use. Students may use the office phones for emergencies.

Grades 6-8: Cell phones are to be silenced and in backpacks. This includes whenever a student is on campus on a school day: before school, passing times, lunch, and after school.

Grades 9-12: Cell phones are to be silenced and in backpacks during class. High School students may access phones during passing times and lunch.

Textbooks

Students are responsible for textbooks assigned to them and will be required to pay for loss or damage. Students should place their name inside their books. Books are given a condition rating condition.

Lockers

There are no lockers at ICS. Please leave money and expensive devices at home. ICS assumes no responsibility for loss or damage to personal property brought on campus.

Lunch

Students are expected to eat and drink only within designated areas. ICS is a closed campus. Students are required to remain on campus the full school day unless the student has been signed out of the office by a parent/guardian. Students in grades 11 and 12 are eligible to leave campus for lunch with parent/guardian permission via a completed Off-Campus Lunch Permission Form (available from the attendance office).

Freedom of Expression

Freedom of student expression is part of the instructional process at ICS. However, this freedom is subject to reasonable regulation and may not be used to disrupt the educational program or interfere with the rights of others. ICS is a limited-open forum based on Public Law No. 88-377 and "The Equal Access Act."

Clothing

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary concern of students in consultation with their parents. Student dress shall not be regulated except when there is a reasonable expectation that a health or safety hazard shall be presented by the student's dress or appearance, damage to school property shall result from the student's dress, or the student's dress or appearance shall create material and substantial disruption of the educational process at the school.

In terms of this policy, disruption includes, but is not necessarily limited to student riotings, destruction of property, or widespread shouting, or boisterous conduct, or substantial student participation in a school boycott, sit-in, stand-in, walk-out, or other related forms of activity.

Clubs and Associations

ICS students have a wide variety of opportunities to be involved in Student Leadership Organizations under the Associated Student Body as well as clubs and interest groups through the ICS PTSA. More information on each of these clubs and organizations is available via the ICS ASB Teams Page.

Dances

School dances are intended for current ICS students. ICS Students in grades 9-12 may sponsor one guest per event. Guests must be currently enrolled in school (grades 9-12). The ICS student sponsor must obtain, complete, and submit a guest form prior to purchasing tickets and at least one week prior to the event. Exceptions to the guest requirements will be made only in exceptional circumstances and at the sole discretion of the principal. Admission to all dances will close one hour after the scheduled start time of the dance. A student that leaves a dance will not be readmitted.

Student Parking

- Students and parents must complete, sign, and date the student vehicle registration form.
- Students must possess a valid driver's license and proof of liability insurance.
- Students and parents must adhere to the LWSD Parking Policy and ICS Parking Policy.

LWSD Parking Policy

The Lake Washington School District does not assume liability for any property damage to any vehicle on its property. The owner/operator of all vehicles accepts responsibility for their own property and agree they are parking at their own risk.

Discipline Process

General Guidelines

The District may administer suspensions and expulsions for behavioral violations. In responding to behavioral violations:

Parents should be involved early in efforts to support students in meeting behavioral expectations and resolving behavioral violations.

The student's individual circumstances and the nature and circumstances of the behavioral violation must be considered to determine whether the suspension or expulsion, and the length of the exclusion, is warranted.

Students must be provided an opportunity to receive educational services during a suspension or expulsion and should not be prevented from completing subject, grade-level, or graduation requirements as a result of discipline.

The principal or designee must report all suspensions and expulsions, and the behavioral violation that led to each suspension or expulsion, to the Superintendent or designee within twenty-four hours after the administration of the suspension or expulsion.

Reasonable efforts should be made to return the student to the student's regular educational setting as soon as possible and allow the student to petition for readmission at any time consistent with the section on readmission within this regulation.

Students may not be suspended or expelled from school for absences or tardiness. Students may be denied admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the district while under suspension or expulsion. Students may return to their regular educational setting following the end date of the suspension or expulsion, unless an exception is made consistent with District policy.

Codes of Conduct

Significant Disruptive Behaviors Exceptional Misconduct

Any conduct that materially and substantially interferes with the educational process is prohibited. However, the following infractions have been judged so serious in nature and/or so serious in terms of disruptive effect upon the operation of the school(s) that students may be subject to an emergency expulsion and/or suspension (short-term or long-term) for a first time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline if they so decide. This may include restitution for property damage or loss, and/or restitution to victims if appropriate. All of the following acts listed below in the summary chart are specifically prohibited on school grounds, on school-sponsored transportation (including authorized school bus stops), at school events off school grounds, or off-campus if such conduct causes disruption at school. Law enforcement may be informed.

Other Disruptive Behaviors to Education Process

Other disruptive behaviors to education process including but not limited to those listed below may result in corrective action ranging from possible suspension, expulsion, restitution, or referral to law enforcement authorities or other agencies depending on the severity of the offense.

Athletic/Activities Code of Conduct

As members of a school team or WIAA sponsored activity that represents Lake Washington School District, students are expected to make a strong personal commitment to rules of training and conduct in order to maintain a strong, healthy body and represent their school in an exemplary fashion. To that end, the following rules apply to all students participating in interscholastic athletics/activities or attending a team-related activity such as out-of-season camps or tournaments. These rules will apply at all times throughout the school year, which is defined as beginning with fall tryouts to the last day of school, and includes any summer team-related activities. They will remain in effect for one calendar year from date of signature.

Bus Conduct

Lake Washington School District's school bus conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of these rules may be sufficient reason to discontinue bus-riding privileges for the student involved, and in certain cases could cause suspension from school.

Rules for passengers' conduct on school buses will be made available to each student at the beginning of each school year. These rules will also be posted in each bus. These rules and procedures also apply to students who ride charter buses or other contracted transportation provided by the school district. Safety may be compromised if the driver becomes distracted by students who violate the rules.

The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members, or chaperones assigned to accompany students on buses have primary responsibility for the

behavior of students in charge. However the bus driver shall have final authority and responsibility

Prohibition of Discrimination and Harassment

Human Dignity

Recognizing and valuing that we are a diverse community, part of our mission is to provide a positive, harmonious environment where diversity is respected and encouraged. A major aim of education in Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with that aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or characteristics. We expect this value to be manifested in the daily behaviors of students, staff, and volunteers.

Nondiscrimination

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, including gender expression or gender identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights	Title IX	Section 504/ADA
Human Resources 16250 NE 74th St Redmond WA 98052 425-936-1266 civilrights@lwsd.org	Athletics & Activities 16250 NE 74th St Redmond WA 98052 425-936-1367 titleix@lwsd.org	Special Services 16250 NE 74th St Redmond WA 98052 425-936-1407 section504@lwsd.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact your school or the district office or [view the nondiscrimination policy online](#).

Harassment, Intimidation and Bullying

All students have the right to learn in an environment that is free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying means any intentionally written message or image (including those that are electronically transmitted) or verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, creed, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, marital status, age, mental or physical disability or other distinguishing characteristics, honorably discharged veteran or military status, or the use of a trained guide dog or service animal by a person with a disability, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, "put-downs," jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically transmitted messages or images.

You can report harassment, intimidation or bullying to any school staff member, the school principal, or to the district's Compliance Officer (Director of Student Services: StopBullying@lwsd.org). You also have the right to file a complaint. For a copy of the district's harassment, intimidation and bullying policy and procedure, contact the school or the district office, or [view the district's harassment, intimidation and bullying policy online](#).

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member, the school principal, or to the district's Title IX Officer, who is listed under Nondiscrimination above. You also have the right to file a complaint. For a copy of the district's sexual harassment policy and procedure, contact the school or the district office, or [view the district's sexual harassment policy online](#).

Prohibited Items

Alcohol, Drug and Tobacco

According to the Drug-Free Schools and Communities Act, schools must be totally free of unlawful drugs or alcohol. No one is allowed to possess, transfer, sell, use, solicit, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school sponsored events or activity. Drugs include inhalants, prescription drugs beyond a daily dose, over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any illegal or other substance representative as such.

Dangerous Weapons

The safety of students and staff in our schools is paramount. As such, it is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school district

premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

Weapons prohibited by this policy include firearms, as defined under federal and state law, explosives, items capable of causing bodily harm, and objects, including toy weapons or look-alikes, that appear to be weapons or that can be used to cause bodily harm, regardless of size. Dangerous weapons are defined by state law as firearms, sling shots, sand clubs, stun guns, metal knuckles, certain knives, "nun-chu-ka" sticks, "throwing stars," and air guns, including BB guns and paintball guns. Weapons apparently capable of producing bodily harm are also prohibited as defined in RCW 9.41.270 as now or hereafter amended. Laser pointing/projecting devices are also prohibited for student use or possession.

Fake weapons or props for District-approved activities such as school plays or assemblies, approved presentations or military displays, and starter pistols used for sports activities, are permitted with prior approval of the building principal. The fake weapons or props may not be capable of firing any projectiles, must be under the control or supervision of the adult activity sponsor, and must be locked up when not in use for the activity.

Under RCW 9.91.160, it is unlawful and a violation of this policy for a person under eighteen years of age, unless the person is at least fourteen years old and has with written parental or guardian permission, to possess personal protection spray devices on school district property. Providing or transferring a personal protection spray device to someone who is prohibited from possessing such a device is also a violation of this policy. Any use of a personal protection spray device must be consistent with RCW 9A.16.020.

Any student found to have in his or her possession, or in his or her desk or locker, or on school district premises, any dangerous weapon or replica of a dangerous weapon defined in RCW 9.41.270 may be subject to parent notification, police contact, suspension, emergency expulsion or expulsion. In instances involving a firearm, students will be subject to a one-year expulsion.

Health Room/Medication

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the office. The secretary or trained volunteer will take the student's temperature. If the student's temperature is 100 degrees or higher, the parent will be called to arrange transportation home. If a student does not have a temperature but feels seriously ill, the parent will also be called to arrange transportation home.

Parents should inform the school on the Nurse Alert form if their child has a serious/life threatening health condition. Some examples of life threatening health conditions are diabetes, seizures, severe allergies, asthma and/or a cardiac condition. This list is not all inclusive.

The Lake Washington School District's medication policy states that medication will be administered between 11:00 and 1:00 p.m. daily. Exceptions require nursing approval. Medications that are given three times a day (antibiotics) should be given at home in the morning, afternoon, and evening. Students may not medicate themselves unless the health care provider indicates that they may do so. This must be documented on the student's medication

order. Should medication need to be administered at school, parents must have their child's health care provider sign the Lake Washington School District medication form (#4023), provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); and bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school. The parent must pick up any unused medication by the last day of school.

Child Find

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying students age birth to 21 years with a suspected disability who reside within the boundaries of Lake Washington School District and are currently not receiving special education services. Child Find services are conducted throughout the year in Lake Washington School District through the guidance team process. If you or your parents have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist, or other guidance team member. You may also call the Special Services main office at 425-936-1201 or the District Child Find office at 425-936-2760 to request Child Find information.

Enrollment

Inter-District Transfer Agreements and In-District Variances

Students in Washington state may apply for an Inter-District Transfer Agreement to attend a school in a different school district or may apply for an In-District Variance for attendance in another, non-resident school within the Lake Washington School District. Both Inter-District Transfer Agreements and In-District Variances are determined on a space-available basis. Refer to our school district website for timelines and processes.

Student Records/FERPA

The Lake Washington School District is required to protect families from unauthorized release of certain information about its students. However, directory information may be released without permission of parents unless parents register their objection prior to September 15 of each school year.

Directory information is routinely used by the District in news releases, school event programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the news media or law enforcement).

This information will not be released for commercial purposes. For more information, consult the Parent Information Booklet distributed at the beginning of the school year.

Tip Reporting

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

- Phone: 425-529-5763
- Text: Text your tip to 425-529-5763
- Email: 1342@alert1.us
- Web: <http://1342.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1342.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.