

Principal Update 04/11/2025

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International Community School News

Hello ICS Families

Spring break is finally here! Students and staff are both ready for this opportunity to rest up and recharge before the final sprint of the school year. I hope your family is able to reconnect and spend quality time together over the next week.

Have an amazing week off with your families!

Jacob

Updated Visitor Management Procedures

The district has recently updated procedures for all visitors that come to LWSD property. The details are clearly outlined below. The safety of our children and our community is our upmost priority.

Entry: Upon arrival, all visitors must use the Aiphone (doorbell system) to enter the building. Only one individual will be admitted at a time. If there is a family or single group, one person will speak for the group. Through the AiPhone, visitors will be asked for the following information prior to being granted access to the building:

- Their name
- Purpose of visit
- Do they have an appointment (if appropriate)

Entrance to the building may be denied if it is determined that the visitor has no legitimate business at the school.

People attempting to enter our campus without a purpose and are seeking public records request will be referred to the LWSD Resource Center in Redmond.

Updated Check-in Procedures: Upon entering the building, every visitor must proceed directly to the main office, check in at the front desk, and sign in on the district-approved visitor sign in sheet with the following information:

- Date of visit
- Name
- Time in
- Time out

- Vehicle make/model, color, and license plate number
- Purpose of visit/location

Badge Issuance: Visitors who will be proceeding beyond the front office will be issued a visitor badge that must be always worn and visible.

Check Out: All visitors must return to the Main Office to sign out and return their visitor badge before they leave campus.

Early Student Release: If you plan to take your student out of school early, you will be asked to show your identification to ensure the safety of your child.

International Night April 25

We are looking forward to seeing our community celebrate our cultural backgrounds on Friday, April 25 starting at 6pm. The PTSA is still looking for more food booth options. Please see the PTSA newsletter for link to sign up to support the event. We look forward to seeing you and your families at this event.

Testing Make Up Day

Make Up Day is scheduled for April 25th at 7:50am in the library. Only applicable to students who missed the testing (SBA and WCAS) during test week – these students will be notified via email.

Please reach out to our testing coordinator with any questions or concerns. (Melissa Shen: mshen@lwsd.org)

Report Cards

Term 3 report cards will be available in Skyward on Tuesday, April 21st. Please be aware that Skyward now treats Term 4 as a standalone grading period rather than a continuation from Term 3. Students and families are advised to refer to the Semester 2 grades for the overall grades, and only semester grades are considered official and calculated into a student's GPA. All grading questions should be directed to your student's teachers. A [staff directory](#) can be found on the ICS website.

Spring Break

School will be closed from April 14, 2025, to April 18, 2025.

Attendance

Phone: **425 936 2381**

Email: [**ICSAttendance@lwsd.org**](mailto:ICSAttendance@lwsd.org)

Please report student absences, late arrivals and early dismissal via email or phone call to Attendance. Include your students' name, grade, and reason in your message. Informing via teachers' emails, the main office, or responding to the newsletter email which is set to 'do not reply' is not recommended.

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 students' name and that you have informed them. Laptops must be brought into the office.

Label Personal Items

Please label all personal items with your students' name. If the item is lost, we can connect it back to them. Last year students lost headphones and cases, cell phones, backpacks, clothing, glasses, water bottles, jewelry and wallets.

Contact Information

Principal: Jacob Hendrickson

Associate Principal: Mike O'Donnell

Office Manager: Mamoona Zia

Attendance/Safe Arrival: 425-936-2381 or Email

Main Number: 425-936-2380

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