



LYNDEN PUBLIC SCHOOLS

# *District Handbook*

*2013-2014 School Year*



Lynden, Washington



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## Administration

1203 Bradley Road, Lynden, WA 98264  
Phone: (360) 354-4443; Fax: (360) 354-7662

**Office Hours**  
Monday-Friday  
7:30 AM-4:30 PM

Website:  
[www.lynden.wednet.edu](http://www.lynden.wednet.edu)

- Superintendent ..... Jim Frey
- Director of Teaching & Learning..... Elizabeth Hamming
- Director of Special Programs..... Steve Dahl
- Director of Finance & Operations..... Heidi Dyck
- Human Resources Coordinator .....Mandi Lenaburg
- Accounts Payable/Receivable .....Jody Morgan
- Administrative Assistant.....Ann Fullner
- Administrative Assistant..... Shari Shagren
- Payroll ..... DeeEtta Pullar
- Secretary/Receptionist..... Heather Lenssen
- Technology Coordinator ..... Jeff Leischner
- Director of Maintenance.....Joe Jorgensen
- Director of Transportation .....Brad Jernberg



## Board of Directors

The Lynden School District Board of Directors typically meets at 6:30 PM on the second and fourth Thursday of each month with a few exceptions. The calendar may be viewed on the district website or will be provided upon request. The meetings are held in the Lynden High School library located at 1201 Bradley Road unless otherwise posted. These meetings are open to the public. Meeting agendas are available on the district website.

Board members are elected at large to four-year terms by the voting public and serve without pay.

Current board members are:

- Steve Jilk, President.....(360) 354-2218  
Position No. 4; Term expires 2013
- Mike Haveman, Vice President.....(360) 354-8792  
Position No. 5; Term expires 2013
- Kevin Burke, WIAA Representative .....(360) 355-8331  
Position No. 3; Term expires 2015
- Dominic Shiu, Director.....(402) 319-6851  
Position No. 1; Term expires 2015
- Brian Johnson, Director .....(360) 354-5002  
Position No. 2; Term expires 2013

# 2013-14 School Calendar

Mon.	Tues.	Wed.	Thur.	Fri.	Mon.	Tues.	Wed.	Thur.	Fri.
AUGUST/SEPTEMBER					FEBRUARY				
26	27	28	29	30					
2	3	4	5	6	3	4	5	6	7
9	10	11	12	13	10	11	12	13	14
16	17	18	19	20	17	18	19	20	21
23	24	25	26	27	24	25	26	27	28
30									
OCTOBER					MARCH				
	1	2	3	4	3	4	5	6	7
7	8	9	10	11	10	11	12	13	14
14	15	16	17	18	17	18	19	20	21
21	22	23	24	25	24	25	26	27	28
28	29	30	31		31				
NOVEMBER					APRIL				
				1		1	2	3	4
4	5	6	7	8	7	8	9	10	11
11	12	13	14	15	14	15	16	17	18
18	19	20	21	22	21	22	23	24	25
25	26	27	28	29	28	29	30		
DECEMBER					MAY				
2	3	4	5	6				1	2
9	10	11	12	13	5	6	7	8	9
16	17	18	19	20	12	13	14	15	16
23	24	25	26	27	19	20	21	22	23
30	31				26	27	28	29	30
JANUARY					JUNE				
		1	2	3	2	3	4	5	6
6	7	8	9	10	9	10	11	12	13
13	14	15	16	17	16	17	18	19	20
20	21	22	23	24	23	24	25	26	27
27	28	29	30	31	30				

<p>Aug 28 First Day of School</p> <p>Sep 2 No School - Labor Day Holiday</p> <p>Sep 19 P-12 Early Release (ER) for Students - Professional Learning Time</p> <p>Oct 10 P-12 Early Release for Students - Professional Learning Time</p> <p>Oct 31 P-12 Early Release for Students - Professional Learning Time</p> <p>Nov 11 No School - Veterans Day Holiday</p> <p>Nov 15 P-12 ER for Students - P-8 Report Card Prep 9-12 Profess. Learn.</p> <p>Nov 20-26 P-8 Early Release for Students - Conferences</p> <p>Nov 27 P-12 Early Release Exchange - Mandatory for Para Educators</p> <p>Nov 28-29 No School - Thanksgiving Break</p> <p>Dec 19 P-12 Early Release for Students - Professional Learning Time</p> <p>Dec 23-Jan 3 No School - Christmas Break</p> <p>Jan 17 P-12 ER for Students - P-8 Profess. Learn.; 9-12 Report Card Prep</p> <p>Jan 20 No School - Martin Luther King J.R. Holiday</p>	<p>Feb 5 P-12 Early Release for Students - Professional Learning Time</p> <p>Feb 14 Snow Make-up Day</p> <p>Feb 17 No School - Presidents Day</p> <p>Mar 5 P-12 Early Release for Students - Individually Directed</p> <p>Mar 6-7 No School - Mid-Winter Break</p> <p>Mar 28 P-12 Early Release Exchange - Mandatory for Para Educators</p> <p>Mar 31-Apr 4 No School - Spring Break</p> <p>Apr 16 P-12 Early Release for Students - Individually Directed</p> <p>May 7 P-12 Early Release for Students - Professional Learning Time</p> <p>May 20-21 P-12 Early Release - LHS Senior Boards</p> <p>May 26 No School - Memorial Day</p> <p>May 27 Snow Make-up Day</p> <p>Jun 6 P-12 Early Release for Students - Individually Directed</p> <p>Jun 11 Last Day of School - P-12 Early Release</p> <p>Jun 12 Snow Make-up Day</p>
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## Bernice Vossbeck Elementary

1301 Bridgeview Drive, Lynden WA 98264  
Phone: (360) 354-0488; Fax: (360) 318-8318

Principal..... Becky Midboe  
Counselor..... Tanya Robinson  
Head Secretary..... Kim Olson  
Assistant Secretary..... Linda Wiles  
Librarian..... Susan Fiebig  
Head Custodian ..... Bob Rienstra  
Evening Custodian ..... Lyudmila Yefremova  
Head Cook..... Marcia Crabtree

### Daily Schedule\*

Classes start .....8:50 AM  
K-1 Lunch/Recess ..... 11:00-11:45  
2-3 Lunch/Recess..... 11:30-12:10  
4-5 Lunch/Recess..... 12:05-12:45  
Students Dismissed .....3:00 PM  
Early Release Dismissal ..... 12:00 PM

Office Hours: 7:30 AM-4:00 PM



## Fisher Elementary School

501 N. 14th Street, Lynden, WA 98264  
Phone: (360) 354-4291; Fax: (360) 354-0952

Principal ..... Courtney Ross  
Counselor ..... Maria Hansen-Quine  
Head Secretary ..... Jan DeBoer  
Assistant Secretary ..... Esperanza Moreno  
Librarian..... Shelley Squires  
Head Custodian..... Keith Pine  
Evening Custodian..... Ryan Regner  
Head Cook ..... Joan TenKley

### Daily Schedule\*

Classes start.....8:50 AM  
K-1 Lunch/Recess ..... 11:20-12:00  
2-3 Lunch/Recess ..... 11:50-12:30  
4-5 Lunch/Recess ..... 12:20-1:00  
Students Dismissed ..... 3:00 PM  
Early Release Dismissal..... 12:00 PM

Office Hours: 7:30 AM-4:00 PM



## Isom Elementary School

8461 Benson Road, Lynden, WA 98264  
Phone: (360) 354-1992; Fax: (360) 354-5494

Principal..... David VanderYacht  
Counselor ..... Elizabeth Grant  
Head Secretary..... Carol Miner  
Assistant Secretary..... Kerin Clark  
Librarian ..... Laurie Hortegas  
Head Custodian ..... Larrin Weidenaar  
Evening Custodian ..... Derrick Jones  
Head Cook..... Janis Flue

### Daily Schedule\*

Classes start.....8:50 AM  
K-1 Lunch/Recess ..... 10:50-11:33  
2-3 Lunch/Recess ..... 11:30-12:10  
4-5 Lunch/Recess ..... 12:00-12:40  
Students Dismissed ..... 3:00 PM  
Early Release Dismissal..... 12:00 PM

Office Hours: 7:30 AM-4:00 PM

\*Lunch/Recess schedule may be subject to change



## Lynden Middle School

516 Main Street, Lynden, WA 98264  
Phone: (360) 354-2952; Fax: (360) 354-6631

Principal.....Tim Metz  
Assistant Principal..... Patrick McClure  
Counselor..... Laura Lupo  
..... Coral Bartlett  
Head Secretary.....Annette Kooistra  
Assistant Secretary..... Lois Mehlhoff  
Attendance Secretary..... Kathy Regner  
Librarian..... Paula Hardman  
Head Custodian..... Mark Smith  
Evening Custodians..... Edgardo Serrano  
.....Hattie Ramerman  
Head Cook.....Narlene VanBeek

### Regular Daily Schedule

Classes start .....7:40 AM  
6th Gr. Lunch..... 11:00-11:30  
Students Dismissed.....2:00 PM

### 7th/8th Gr. Schedule

1st Period..... 7:40-8:34  
2nd Period..... 8:38-9:32  
3rd Period..... 9:36-10:30  
7th Gr. Lunch..... 10:30-11:00  
4th Period (8th)..... 10:34-11:30  
4th Period (7th)..... 11:04-12:00  
8th Gr. Lunch..... 11:30-12:00  
5th Period..... 12:04-1:00  
6th Period..... 1:04-2:00  
Early Release Dismissal..... 11:00 AM

Office Hours: 7:00 AM-3:30 PM



## Lynden High School

1201 Bradley Road, Lynden, WA 98264  
Phone: (360) 354-4401; Fax: (360) 354-0991

Principal.....Todd Apple  
Assistant Principal..... Lisa McKeen  
Athletic Director..... Mike McKee  
CTE Director.....Randy Anderson  
Counselors.....Chris Elsner  
.....Christina Lynch  
..... Erin Shaffer  
Librarian..... Aimee Minckler  
Senior Projects..... Christy Maberry  
Head Secretary..... Teri Hilt  
Attendance Secretary..... Wendy Kuplent  
Athletics/ASB Secretary..... Glenda Johnston  
Registration Secretary..... Lisa Wilde  
Career Center Secretary..Shelly Williamson  
Head Custodian..... Slavic Shportko  
Evening Custodians.....Becky Clifton  
.....Charlie Weinheimer  
.....Peter Trubnikov  
Head Cook..... Jean Francisco

### Daily Schedule

Classes start..... 7:50 AM  
1st Lunch..... 10:45-11:15  
2nd Lunch..... 11:45-12:15  
Students Dismissed..... 2:15 PM

### Regular Schedule (55 min classes)

1st Period..... 7:50-8:45  
2nd Period..... 8:50-9:45  
3rd Period..... 9:50-10:45  
4th Period..... 10:50-11:45  
4th Period..... 11:20-12:15  
5th Period..... 12:20-1:15  
6th Period..... 1:20-2:15

### Modified Schedules

Early Release (25 min classes)..... 7:50-11:15  
1 Hr Weather Delay (45 min classes) .. 8:50-2:15  
2 Hr Weather Delay (35 min classes) .. 9:50-2:15

Office Hours: 7:00 AM-3:30 PM



## Lynden Academy

Principal: Chris Jorgensen  
Registrar: Linda Block  
Secretary: Heidi Telling  
205 S BC Avenue, Ste 102, Lynden, WA 98264  
Phone: (360) 354-0293

The Lynden Academy program is designed to provide families of Grade K–12 students the opportunity to combine the best aspects of home-based learning and the public schools. Students are enrolled in the Lynden School District and are given the opportunity to choose from a variety of classes and workshops, which support and supplement the parent’s teaching. Enrolled families meet on a predetermined, regular basis with an experienced educator/advisor. This advisor is knowledgeable in home-based instruction, setting goals, developing objectives, suggesting alternatives, recommending resources, and assessing progress. Advisors help parents and students achieve a successful and rewarding educational experience.

The Lynden Academy program is an alternative learning experience authorized through the Washington Administrative Code (WAC) 392-121-182. Enrollment is on a first-come, first-served basis. An Application for Non-Resident Admission form is required for each student that is not a resident of the Lynden School District. Enrolled students have access to co-curricular and other programs and services in the Lynden School District. Students are considered for admission to the Lynden Academy program without regard to religion, ethnicity, gender or disability.



## Community Transitions

Supervising Teacher: Susan Tucker  
205 S BC Avenue, Suite 113, Lynden, WA 98264  
Phone: (360) 318-8583

The Lynden School District Community Transitions Program, located at the New Hope Center, serves students ages eighteen through twenty-one who meet qualifying criteria under state and federal guidelines. The goal of this program is to prepare young adults for success on the job and in the community by providing students access to community jobs through transportation training and on-site supervised job coaching.



## Family Community Services

Family Services (RTL) Coordinator: TBD  
Family Services (RTL) Secretary: Karen Sluss  
501 N 14th St., Lynden, WA 98264  
Phone: (360) 354-1549

The mission of the Family Community Services program is to:

- Ensure that all children are able to start the school day prepared to learn.
- Create and encourage a committed continuing partnership between schools, families, staff and communities.



- Provide opportunities for all young people to achieve at their highest learning potential through parent education, mentoring and/or tutoring.
- Strive for all students to live in a safe, healthy, and civil environment free of alcohol, tobacco, and other drugs.
- Provide opportunities for students to grow into productive community members.
- Advocate for parents and their children.

Contact the Family Services team if you need assistance with obtaining school supplies, housing, medical care, dental care or tutoring.



## Food Service

Food Service Director: Margie Bakker  
 Central Kitchen: 1301 Bridgeview Dr., Lynden WA 98264  
 Phone: (360) 354-7579

Lynden School District participates in the National School Lunch and School Breakfast programs operated under the jurisdiction of the United States Department of Agriculture and Washington State. Breakfast and lunch are available daily for all students in the district. A variety of entrée choices are offered daily at all schools as well as self-serve fresh fruit and vegetables.

The district uses a computerized system that allows parents or students to deposit money into an individual student meal account in increments of their choice. Students purchase meals using these pre-paid and ala carte accounts. Deposits into their account may be made with Food Service staff in the cafeteria in each building or on-line. Checks should be made payable to Lynden School District. Lynden School District will charge \$5.00 for any checks returned NSF. Students will receive a “low balance” notification. Parents can also access their child’s account information on-line. For information regarding on-line services, contact the Food Service Director.

### **Free or Reduced Eligibility**

The federal government and the State of Washington subsidize meals for students whose family income meets federal guidelines. Depending on income, some students receive reduced-price meals and others receive free meals.

*Families eligible for free or reduced price meals need to complete an application form each year with the exception of those who qualify for direct certification.* Forms are available at any school office or the District Office. For quickest processing, return completed forms to the District Office at 1203 Bradley Rd., Lynden, WA 98264. Free and reduced eligibility is completely confidential.

2013-14 Meal Prices		
	<u>Breakfast</u>	<u>Lunch</u>
Grades K-5	\$1.50	\$2.60
Grades 6-12	\$1.75	\$2.90
Adults	\$2.75	\$3.75
Reduced Price		
K-3	\$0.00	\$0.00
4-12	\$0.00	\$0.40
Individual Milk:	\$0.50	



## Health Services

Head Nurse: Kathy VanderVeen

Assistant Nurse: Karen Matheis

Assistant Nurse: Sharon Reese

If you need to contact the school nurse, call  
your child's school office.

### **Health Conditions**

Parents should notify the school nurse as soon as possible if their child has a health condition or any life-threatening illness. If the child has a life-threatening health condition, parents are required per District Policy 3413 to present a medication or treatment order addressing the condition prior to their child's attendance at school. This information should be submitted to the school nurse at their child's school. Following submission of the medication or treatment order, a nursing plan shall be developed for the child.

### **Immunizations**

Parents are required to provide proof of immunizations before a student may attend classes. As per state law (WAC 246-100-166), the requirements for children entering school are:

- Diphtheria, Tetanus, and Pertussis — 5 doses DTaP (last dose administered after 4th birthday)
- Hepatitis B — 3 dose series required for Grades K-12. (Series takes 6 months to complete. It must be started prior to enrollment but may be completed during first months of school.)
- Measles, Mumps, Rubella (MMR) — 2 doses; first dose after 12 months of age.
- Oral Polio Vaccine — at least 4 doses of OPV, with last dose administered after 4th birthday
- Varicella (chickenpox) — 2 doses for children enrolling in Grades K-4 (given on or after 1st birthday)
- Additional requirements for children entering Grade 6: must show proof of Tdap vaccine administered after 11th birthday and also provide proof of date of Varicella vaccine or the date of chicken pox disease.

State law requires a licensed health care provider to sign the Certificate of Exemption (CIS) for a parent or guardian to exempt their child from school and child care immunization requirements. The signature verifies that the provider gave the parent or guardian information about the risks and benefits of immunization. A parent or guardian can also turn in a signed letter from a health care provider stating the same information. The law applies to exemptions requested after July 22, 2011. A health care provider doesn't need to sign the form for parents or guardians who demonstrate membership in a church or religious group that does not allow a health care provider to provide medical treatment to a child.

While the law allows unimmunized children to attend school, it also allows the local health officer to order the school to exclude them from school during an outbreak. Students may be excluded from school if 1) immunizations provided are not complete for requirements; 2) student does not have a completed and signed CIS form (available at school); and 3) student is not immunized and a disease exposure occurs. (WAC 246-100-166 (6) & WAC 246-101-420 (7)).

Meningococcal vaccine and Human Papillomavirus (HPV) vaccine are not required for school attendance, but families with adolescent students should have this information. Read more about each of these diseases, their causes and symptoms at: <http://www.doh.wa.gov/cfh/Immunize/meningoccal.htm>.

**Medications**

The following rules apply for administration of medication at school:

1. Authorization forms must be filled out prior to administration of any medication. This form must be signed by both the physician and parent/guardian. These forms are available at any school office. These forms need to be updated each school year.
2. Medication (both prescription and non-prescription, including Tylenol), must be furnished in the original container from the pharmacy.
3. Student’s name, dosage, name of medication, and times to administer need to be on the original container.
4. All medication should be ready to be administered and must not require preparation by building staff.
5. It is the parent/guardian’s responsibility to deliver and maintain an adequate supply to your child’s school. The medication may not be delivered by the child or the school bus driver.

Parents should also notify the school nurse if their child takes any regular medication at home for a health condition.



**Migrant/Bilingual Program**



Home Visitor: Theresa Mata  
 Records Clerk: Anne-Marie Estrada  
 Office: 1201 Bradley Road, Lynden, WA 98264  
 Phone: (360) 354-8714

Throughout the school year, Lynden School District serves both bilingual and migrant students. The district provides assistance to these students through the Migrant Education Program for children of seasonal farm-workers and the State Bilingual Program for children whose home language is not English. Services involve English as second language (ESL) classes and/or tutoring as well as emphasis on maintaining academic skills and credit accrual between districts.

If you fit either of these categories or know someone who may be eligible for these services, contact the Migrant/Bilingual Office at 354-8714.



Durante el año escolar, el Distrito de Lynden presta servicio tanto a estudiantes bilingües como a estudiantes migrantes. El distrito provee asistencia a estos estudiantes a través del Programa de educación migrante para hijos de trabajadores del campo y también a través del Programa estatal bilingüe para niños cuyo idioma del hogar no es inglés. Los servicios consisten de clases de ESL y de tutor y énfasis en asegurar habilidades académicas y acumulación de créditos entre distritos escolares.

Si usted satisface cualquiera de estas categorías—migrante o bilingüe—o conoce a alguien que puede ser elegible para obtener estos servicios, por favor llame a la Oficina Migrante/Bilingüe al teléfono 354-8714.



## Parent & Community Involvement

The district has several committees which rely on parent and community involvement. If you are interested in any of these, please contact any principal or the district office.

### **Instructional Materials Committee**

Meets quarterly at 4:00 PM. If interested in serving on this committee, contact the Director of Teaching & Learning, at 354-4443 ext. 6115.

### **LHS Career & Technical Education Committees**

Multiple advisory committees in all CTE curricular areas meet three times a year. For more information contact the CTE director 354-4401 ext. 5205

### **Lynden Music Boosters**

Goal: to support and promote music programs throughout the district at all grade levels. Meets at 7:00 p.m. on the second Tuesday of each month during the school year in the high school band room. Music Boosters can be reached at lyndenmusicboosters@hotmail.com.

### **Migrant Education Parent Advisory Council (M-PAC)**

All parents of migrant students qualify for the M-PAC. The M-PAC makes recommendations regarding the migrant program. The M-PAC meets three times during the school year. For information contact the Migrant Office at 354-8714.

Parent and community involvement is vital to our success. Our thanks is extended to those who have contributed in so many different ways.



## Special Education

205 S BC Avenue, Suite 115, Lynden, WA 98264  
Phone: (360) 354-2893; Fax: (360) 354-2785

- Director ..... Steve Dahl
- Secretary ..... Pam Hall
- School Psychologists ..... Robin Kaufman-Latham
- ..... Kathleen Keiser-Pate
- ..... Phil Koester
- Speech/Language Pathologists ..... Chelsey Caraco
- ..... Jane Rogers
- ..... Marilyn Stoops
- ..... Tressa VanLoo
- ..... Louise Webb
- ..... Ainsley Nix
- Occupational Therapists ..... Diana Bedlington
- ..... Beverly Voss-Cyr

**CHILDFIND**  
Recruitment and Identification  
Students in need of special education services may be brought to the attention of the school district by parents, child care providers, educational staff, community agencies, or other concerned individuals. If you suspect that your child may need special services or would like additional information regarding our programs, please contact the Lynden School District Special Education Office at 354-2893.

The Lynden School District Special Education Program serves approximately 350 students between the ages of three and twenty-one who are identified under the Federal Individuals with Disabilities Education Act (IDEA). The district also partners with the Whatcom County Opportunity Council to

provide services to qualified children ages birth to three. Special education services include individualized, specially designed instruction in academic, self-help, communication, motor, vocational and social skill areas. Individual Education Programs (IEP) are developed at least annually and include goals and objectives written for each student based on the results of formal and informal testing and observations. The Lynden School District special education staff includes special education teachers, school psychologists, speech language pathologists, occupational therapist, physical therapist, and educational assistants. As specified in federal and state law, students with disabilities are served in the least restrictive environment to the maximum extent possible.

### **Integrated Preschool Program**

The Lynden School District Integrated Preschool Program serves children ages three through five who meet qualifying criteria under state and federal guidelines. Non-handicapped students are integrated with the qualified children as peer role models. The focus of the preschool program is to develop the knowledge and skills to be successful in the regular classroom, development of strategies and tools to help compensate for existing disabilities, and development of age appropriate daily living skills to foster independence and self-reliance.

To make a referral, inquire about your child being a peer student, or for additional information regarding the preschool program, please contact the Special Education Office at 354-2893.



## **Transportation**



Supervisor: Brad Jernberg  
Mechanic: Vern Miedema  
Secretary: Ruth Lunde  
Office: 501 N. 14th Street, Lynden, WA 98264  
Phone: (360) 354-5469

All students attending Lynden Public Schools may ride buses to and from school. Bus drivers are responsible for the safe conduct of children to and from school and are in full charge of the bus. Students must obey the driver quickly and willingly. A complete list of bus rules are available at each school, as well as in Board Policy 3200, Students Rights and Responsibilities.

Every day, drivers see that every child is delivered safely to his or her designated stop. Safety is the foremost concern of drivers and supervisors.

Bus stops for elementary students will be set as close to their home as reasonably possible. Due to fuel costs, middle and high school students' stops will be consolidated but will be within reasonable walking distance from their home.

Prior arrangements must be made with the bus driver or transportation supervisor if your child is having more than two extra children ride his or her bus for a party, scouts, 4-H, or any other group.

Questions about bus routes and pickup times may be directed to the transportation supervisor. In the event of an emergency school closure or delayed beginning of the school day, families are asked to listen to the radio from 6:00 to 8:00 AM for schedule information or check the district website at [www.lynden.wednet.edu](http://www.lynden.wednet.edu).



## Annual Notifications

### **Access to and Publication of Student Directory Information**

Federal law requires an annual notification to parents that the school district is permitted to release and publish student directory information without family/student consent. The Lynden School District defines this directory information as the student’s name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received, and the most recent previous school attended. Directory information is also subject to public records request.

Federal law also requires school districts to provide military recruiters with the same access to directory information of 11th and 12th grade students as that provided to post secondary educational institutions and prospective employers. This directory information includes names, addresses, and telephone listings.

The district allows families who do not want directory information released to opt out by completing a Restriction of Directory Information form, which is available at every school office. This form must be submitted to the school office by October 15th. A copy of this form is kept at the school. This Restriction of Directory Information must be renewed annually. If a form is not received by this date, it will be assumed that there is no objection to release of directory information.

### **Asbestos Management**

The annual Asbestos Management Program training and inspection has been completed. Federal law requires that notification be given to patrons, students, employees, and workers about the location of asbestos, potential hazards and the procedures being used to manage asbestos. A management plan is available at Fisher Primary, Lynden Middle School, Lynden High School and in the District Office for unrestricted review by the Environmental Protection Agency, state officials, general public, school employees and parents of students.

### **Bullying, Intimidation, and Harassment Policy (District Policy 3207)**

The District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” (HIB) means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including slurs, rumors,

jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The district's HIB compliance officer is Mr. Jim Frey, Superintendent. All formal and informal complaints should be directed to him at the District



**Non-Discrimination Notice (Equal Opportunity)**

The Lynden School District #504 complies with all federal rules and regulations and does not discriminate on the basis of race, color, religion, creed, national origin, gender, sexual orientation including gender identity, marital status, age, families with children, disability, use of a guide dog or service animal, honorably discharged veteran or military status or any other basis prohibited by law. This holds true for all district employment and other opportunities. Inquiries regarding compliance procedures may be directed to the District Office at 354-4443.

The District's Compliance Coordinator for State Civil Rights Laws is:

Mr. Jim Frey, Superintendent  
1203 Bradley Rd., Lynden, WA 98264  
Telephone: (360) 354-4443 Ext. 6110

The District's Section 504 Coordinator is:

Mr. Steve Dahl, Director of Special Programs  
1203 Bradley Rd, Lynden, WA 98264.  
Telephone: (360) 354-4443 Ext. 7101

The District's Title IX Officer is:

Mr. Tim Metz, Principal of Lynden Middle School  
516 Main St, Lynden, WA 98264.  
Telephone: (360) 354-2952 Ext. 4112



**Educational Services for Homeless Children and Youth**

The Lynden School District will provide written notice to the parent or guardian of a homeless child or youth (or, in the case of an unaccompanied youth, the youth) that the District will:

- Provide contact information for the local liaison for homeless children and youths and the State

- Coordinator for Education of Homeless Children and Youths;
- Provide assistance to the parent or guardian of each homeless child, youth, or unaccompanied youth to exercise the right to attend the parent’s, guardian’s or unaccompanied youth’s choice of schools as provided for in the NCLB Act;
- Coordinate with the local school districts to provide transportation and other necessary services as provided for in the NCLB Act; and
- Provide as full range of education and related services, including services applicable to students with disabilities as provided for in the NCLB Act.;
- Not require homeless children or youths to attend a separate school for homeless children or youths;
- Provide comparable services to homeless children and youth including transportation services, educational services, and meals through the school meals programs; and
- Assure that homeless youth are not stigmatized by school personnel.

Parents or guardians of homeless youth (or any unaccompanied homeless youth) within the Lynden School District should contact:

Family Services Coordinator  
 501 N 14th St, Lynden, WA 98264  
 Telephone: (360) 354-1549



**Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age certain rights with respect to the student’s educational records. These include:

- The right to inspect and review a student’s records within 45 days after the district receives a written request from the parent and/or student over 18 years of age.

The parent or eligible student should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- The right to request the amendment of information in a student’s records that the parent or student over 18 years of age believes to be misleading or inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the records as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

- The right to consent to disclosures of personally identifiable information in a student’s file, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.



- The right to file a complaint concerning alleged failures by the district to comply with FERPA requirements with the Family Policy Compliance Office, US Department of Education, 400 South Maryland Avenue SW, Washington, DC 20202-5901.



### **Highly Capable Students (District Policy 2190)**

The Lynden School District recognizes that the district serves students who have attained academic excellence in a number of fields. The 2013-2014 school year is a planning year for the Highly Capable Students program. The community will be invited to participate in this planning year and you are welcome to contact Elizabeth Hamming, Director of Teaching & Learning, with questions at 354-4443 or email at [hamminge@lynden.wednet.edu](mailto:hamminge@lynden.wednet.edu).



### **Internet Safety**

Public schools are eligible to receive internet service at a reduced government rate called e-rate. In order to qualify for e-rate, school districts are required to follow specific rules regarding internet usage. One of the new requirements is to implement an internet safety curriculum K-12 that teaches about appropriate online behavior, cyber bullying and social networking and chat rooms. Lynden School District has chosen a program called i-Safe which is published by a non-profit agency. The i-Safe curriculum is a comprehensive program that covers a wide range of internet safety issues using a unique approach that integrates the elements of current research and current best practices on instruction. Lessons are designed to be grade-level age-appropriate. Included in the curriculum is a parent information page that will be sent home with students as the lessons are presented. Parents are invited to learn more about internet safety by logging into [isafe.org](http://isafe.org).



### **No Child Left Behind Notifications**

The Federal No Child Left Behind (NCLB) Act has created many opportunities for parents to become better informed concerning the qualifications of public school staff and the achievement level and progress of their students. We encourage all parents to become fully engaged in learning about the provisions of the NCLB Act and take an active part in helping their children and our schools to reach the ambitious achievement goals we have set.

### **Annual Measurable Objectives (AMO)**

Beginning in 2012 all districts report on Annual Measurable Objectives (AMO). The goal established by NCLB is to have 100% of students meeting or exceeding the state's minimum competency standards in reading and mathematics by the year 2014. While the writers of NCLB reauthorization of ESEA had the right goals in mind, the methodology for determining whether schools were meeting students' needs was too simplistic. The one-size-fits-all approach has proven ineffective as a mechanism for accountability and, as a result, has stifled state efforts to improve achievement and make progress in education. It failed to account for meaningful progress and the good work schools were doing to meet the needs of their students.

AMO targets are more realistic and less punitive. We start by determining the "proficiency gaps" for the "all students" group and every subgroup. The proficiency gap is the percentage point difference between that group's current level of proficiency and 100 percent, as measured using the scores from the baseline year of 2011. Our state's goal is to cut proficiency gaps in half by 2017.

Because the proficiency gaps are calculated at the school level, targets will vary by school and subgroup. To report testing results in a subgroup, schools and districts must have a minimum number of students in that subgroup to ensure the data is statistically reliable. While higher thresholds were approved in prior years for some subgroups, Washington was required this year to use the common size of 20 as the minimum number of students for accountability calculations across all nine subgroups.

### **Annual Reporting of Achievement Levels**

The Lynden School District reports annually on the results of the approved assessments used to determine student achievement. Each parent receives information on the level of their child's achievement in addition to the level of achievement of their child's school.

Washington State has selected the Measurements of Student Progress (MSP) for Grades 3-8. The MSP Mathematics and Reading tests are administered in all grades 3-8. Writing is administered in grades 4 and 7 and Science is administered in grades 5 and 8. The MSP testing window is April 23-May 30, 2014.

Washington State has selected the High School Proficiency Exams (HSPE) for Grades 10-12 as the approved assessment tools for Reading and Writing. The tests will be administered March 18-20, 2014. In addition, End of Course (EOC) exams are administered between May 28-June 11, 2014 in Grades 7-12 for Algebra, Geometry and Biology.

All students must successfully meet or exceed the reading, writing, and mathematics standards in order to graduate. Students who do not meet the standard will be given several opportunities for successful completion of the assessments. Students who meet the standard may also retake all or portions of the test to improve their scores. Students should expect to take additionally required courses if they have not met standard, particularly in mathematics.



### **Parents Right-to-Know Professional Qualifications of Student's Teachers**

The Lynden School District receives funds under Title I of the federal No Child Left Behind Act (NCLB) and will provide to parents on request, information regarding the professional qualifications of their student's classroom teachers, including:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the student is provided services by paraprofessionals and, if so, their qualifications.

Parents may request the above referenced information by contacting the Lynden School District Superintendent's Office at 1203 Bradley Road, Lynden, WA 98264. All such requests must be made in writing and will be responded to in a timely manner.

### **Protection of Pupil Rights**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include rights to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the US Department of Education.
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - *Inspect, upon request and before administration or use —*
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.



**Pesticide Notification**

Upon request, the district will provide notification to staff and parents of the district’s pest control policies, methods and its posting and notification requirements. The District complies with the requirements of law regarding pesticide notification, posting and record keeping.

The District’s procedures for notification will include posting of sites of pesticide applications and record keeping, including an annual summary report of pesticide usage.



**School Board Policies and Procedures**

The Lynden School District School Board Policies and Procedures are posted on the district’s website, [www.lynden.wednet.edu](http://www.lynden.wednet.edu) under Board Information. Any questions regarding board policies and procedures should be directed to Mr. Jim Frey, Superintendent.



**Non-Sufficient Funds Notice**

The Lynden School District will charge \$5.00 for checks returned with NSF.



**School Regulations**

School regulations and student rights and responsibilities (Board Policy 3200, Students Rights and Responsibilities) packets will be given to all students at each school building. It is important for parents to become familiar with these rules and procedures in order for consistency and support to take place. Lynden School District has a gun free policy (Board Policy 4210, Regulation of Dangerous Weapons on School Premises) that includes one-year mandatory expulsion for firearms, mandatory notification for student violations to parents/guardians and law enforcement, and allows the expulsion to be modified by the chief school district officer or designee on a case by case basis.

Office of the Superintendent  
Lynden School District No. 504  
1203 Bradley Road  
Lynden, WA 98264

Non-Profit Org.  
Permit No. 62  
Lynden, WA 98264

