



LYNDEN ACADEMY

ALTERNATIVE LEARNING EXPERIENCE (ALE)

Parent & Student Handbook 2019-20

Moving Mountains Together!

Lynden Academy • 360-354-6675 • la.lynden.wednet.edu

Contact Info

School Phone	360-354-6675
Office & Classes	1986 Main Street, Suite A Lynden, WA 98264
Website	la.lynden.wednet.edu
Office Hours	Monday - Friday 8:30 a.m. to 3:30 p.m.
Principal	Ellie Meenk Meenke@lynden.wednet.edu
Office Staff	
Registrar	Angela Henderson HendersonA@lynden.wednet.edu
Parent Coordinator	Wendy Neff NeffW@lynden.wednet.edu
Finances & Resources Room	Heidi Telling TellingH@lynden.wednet.edu

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WHO WE ARE

We are the K-12 Alternative Learning Experience (ALE) Program of the Lynden School District and we are dedicated to assisting local home-based learning families in the education of their children. In this Program, we provide support through on-site classes, group activities, community events, workshops for home educators, and conferences with Written Student Learning Plan Consultants. We have a few options available in our program:

- Middle School & High School Classes (6th-12th Grade)
- Elementary Classes (Kindergarten-5th Grade)
- Friday Classes (K-12) - Students can choose to participate in elective classes that take place onsite on Fridays.
- Friday Only (limited availability) - students attend Friday Classes on-site weekly and will work weekly with WSLPC.

OUR MISSION

Lynden Academy students will demonstrate compassionate and responsible citizenship while engaging in an academically rigorous and supportive learning community.

PROGRAM DESCRIPTION

Students enrolled in Lynden Academy meet with certificated teachers on campus one or more days a week, depending on student's grade level and family choices. Staff and families work together to create a Written Student Learning Plan (WSLP) for both home and at school. This serves as a map for the student's learning each year. Parents are actively involved in Lynden Academy, overseeing their student's education as well as volunteering where needs arise. Parents have access to the Lynden Academy Library where they can borrow curriculum and resources to support learning at home. Families maintain a planner detailing learning, collect evidence of learning, track their student's hours and write goals for their student's academic achievement.

ENROLLMENT

HOW TO ENROLL IN THE PROGRAM

Families wishing to enroll in Lynden Academy should contact the Lynden Academy office at 360-354-6675 and speak to Angela Henderson, Registrar. She will help them with the next steps. Admission is dependent on understanding home educating responsibilities and subject to limited space and available staffing. New families participate in a mentoring program with Wendy Neff, Parent Coordinator.

REGISTRATION

Registration is done on the Lynden School District Website. If you need a computer to do so, one is available in Lynden Academy's main office. Online enrollment needs to be complete, the WSLP needs to be complete, and space availability must be determined prior to attending classes at Lynden Academy.

WITHDRAWING FROM THE PROGRAM

A student can be withdrawn from Lynden Academy at the discretion of the parent. To withdraw from the program, the parents must do the following:

- Schedule an “exit” meeting with the principal.
- Return all non-consumable materials and unused consumable materials within 30 days of the withdrawal.
- Inform resident school district of the change and complete appropriate paperwork. Sign another “Declaration of Intent to Provide Home-Based Instruction” with the resident school district (Revised Code of WA, Chapter 28A.225) **or** enroll in another public school.

EXTENDED TRAVEL AND ENROLLMENT

With approval of the principal, students may remain in the program for up to two weeks while they are on extended trips.

Prior to and during extended travel, it is important to get approval from LA principal at least two weeks prior.

FRIDAY ONLY/RUNNING START/INDEPENDENT STUDY CONTACT AND REPORTING REQUIREMENTS

Weekly Contact – Students enrolled in a Friday Only/Running Start/Independent Study basis are required to make contact with Mr. Noteboom **every week**. He will work with each family to determine a workable contact time. According to WAC 392-121-182, Sec 4(b), students will have direct personal contact “for the purposes of instruction, review of assignments, testing, evaluation of student progress, or other learning activities or requirements identified in the Written Student Learning Plan (WSLP) and must at minimum include a two-way exchange of information between a certificated teacher and the student”.

Contact that occurs between the parent and the certificated teacher **does not** meet the requirement for weekly contact. The contact must be between **the student and teacher** but may be supported by parents.

ANNUAL ASSESSMENTS

Lynden Academy takes the Smarter Balanced Assessment (SBA) – a state assessment per WAC 392-121-182, Sec (9) (a). The SBA is administered each spring.

Lynden Academy also administers STAR Assessments. This is an “in-house” assessment used as a tool for both Lynden Academy Teachers and home educators to help determine the best course of instruction in the areas of math and reading.

FAMILY INFORMATION

SCHOOL CLOSURE/LATE START INFORMATION

Lynden Academy will observe Lynden School District's school closures or late starts due to inclement weather or emergencies. Information about school closures and late starts are publicized on local radio stations, www.schoolreport.org and our district website www.lynden.wednet.edu.

The safety of our students and families is our top propriety. If schools are open but road conditions make it unsafe for you to travel to school, we encourage parents and student to use their own discretion. If you decide to keep your students home, please contact our Attendance Secretary at tellingh@lynden.wednet.edu or at 360-354-6675 option #2.

MEDICAL CONDITIONS

If a student has a serious medical condition and/or needs medication administered at school, a medication release form and/or health condition form must be filled out in the main office.

DRIVING SAFETY

When driving, please be **extremely cautious** in and around the school. The yellow zone in front of the building is a school bus loading zone and parking is not allowed at any time. Students who drive to school should park in the west parking lot (closest to the Guide Meridian).

PICK UP

All students exit from the Gym doors on the east side of the building. Students do not exit prior to 3PM or later, because classes end at 3PM. If you student's schedule is unique to them, please pick them up near the entry.

PARENTS ON CAMPUS

Parental presence on campus is instrumental in maintaining Lynden Academy's family-friendly and safe environment. Parent participation is an important aspect here at Lynden Academy; therefore, parents are encouraged to be on campus on a regular basis. We do ask that all parent volunteers sign in and wear a volunteer tag while on campus. Please take advantage of our two parent reception areas and stay on campus for a coffee and a chat. We have one located in the new foyer and one upstairs. Please ask Wendy Neff for help if you cannot find them.

PARENT INVOLVEMENT

To provide a safe environment for our children and to assist with small tasks which help to create a well-run school, we require each family to volunteer **at least** one hour a month. This can be accomplished in many ways: lunch supervision (most needed), classroom help, bulletin boards, special activities, set up/take down, etc. All volunteers are required to fill out a Volunteer Packet.

The Parent Coordinator is the one to go to – to find out how to help!

WINGS: ONLINE DATA PROGRAM

WINGS is an online data management system used to facilitate conversations between teachers, parents and students about home-based learning each month. All families will become familiar with WINGS and use it on a regular basis. Each family will be given a username and password during enrollment. Each student will also be assigned a Written Student Learning Plan Consultant (WSLPC) who will oversee the Written Student Learning Plan (WSLP). Our Parent Coordinator and/or your WSLPC will be happy to answer questions and concerns about the use of WINGS.

Parents and students use WINGS to do the following:

- Review Written Student Learning Plans (WSLPs)
- Input Monthly Progress (usually done mid-month and announced via email)
- Read teacher comments on monthly progress
- Access the Lynden Academy Library see what resources are available
- Monitor resources checked out from the Library and their return date

WRITTEN STUDENT LEARNING PLAN (WSLP)

Every student enrolled in Lynden Academy must have a Written Student Learning Plan (WSLP). The WSLP is the roadmap that guides the student's education and is developed by the certificated teacher in collaboration with the parent and the student using our online data management system, WINGS. The plan includes academic goals and objectives specific to the student that correlate to the Washington State Learning Standards, as well as a course description and minimum hours, curriculum materials, and services essential to meeting the goals. The learning plan is a flexible, working document that can be changed to meet needs of the students while continuing to meet state requirements. WSLPs must be completed and approved by a certificated teacher before a student is considered enrolled in the program.

Creating the Written Student Learning Plan: The WSLP will be developed and maintained on WINGS. The Parent Coordinator and a certificated teacher (WSLPC) will help you in developing the WSLP and will ensure that the state requirements of the alternative learning experience are met.

Once the WSLP is entered into WINGS, the WSLPC will approve the plan or contact you. The WSLPC will maintain the WSLP throughout the school year and this includes the development of the WSLP, supervision, monitoring, and evaluation of student progress (WAC 392-121-182 (4)). WSLPs must be in place and approved by the WSLP before the library can be accessed. All materials or services must be consistent with the goals listed in the WSLP and pre-approved by the WSLPC.

REQUIRED NUMBER OF CLASSES/HOURS

The state requires the following classes for a full-time (K-8) student — English Language Arts, Math, Social Studies, Science, Fine Arts, Fitness/Health. For High School class and credit requirements, please see the HS advisor, principal or registrar. Students may participate in many other activities that could be elective classes, but most activities can be added to these categories.

Required Number of Offsite Classes for WINGS:

K-8 (a combination of off and onsite classes):

1. Language Arts: communication, reading and writing
2. Math
3. Science
4. Social studies
5. Art
6. Health and physical education

9-12 Total of 6-8 (a combination of on-site and offsite classes, see graduation requirements for your graduation year)

**** All students will have a class on WINGS titled: “Student Skills/Knowledge Acquired”** (Here, students are expected to share their monthly learning in all classes on and offsite – this can be scribed verbatim by parent) **

Full-time student instructional hours:

Grades K-12 28-29 hours per week minimum

UPDATING THE WSLP DURING THE SCHOOL YEAR

Please contact your WSLPC or the Parent Coordinator for any changes that need to be made to your learning plan.

WINGS MONTHLY PROGRESS

Parent/Student will:

- Document student **Monthly Progress** once a month between the 15th and 20th (except for the months of December or June when it could open earlier in the month to accommodate for breaks). Documentation will be made on each offsite class on the

student's WSLP. Classes taken at Lynden Academy do not have to be reported on by the parent as these classes are monitored and graded by Certificated Teachers.

- Document **Student Skills/Knowledge Acquired** on this named course. This is not a class so much as a place for the student and WSLPC to have direct communication about the students' progress in all classes (onsite and offsite). The reporting for this should be done by the student (dictation is acceptable for younger students) and must be written in first person. Progress should be on specific skill sets, not what a student likes or dislikes about the classes.

Lynden Academy Library

Families have access to curriculum in support of the goals in the Written Student Learning Plan (WSLP). Many materials & resources are available in the Lynden Academy Library. LA will keep track of curriculum borrowed from the Library through WINGS and order approved curriculum that is needed to support student learning at home and in classes. LA is not able to provide all resources that a family may want for their home education experience – but will have a variety of choices that are solid educationally and have cleared the Lynden School Board's approval process.

How is curriculum approved?

Like all public schools, LA provides curriculum that supports learning through the classes and the library. Curriculum must be approved by a School Board appointed committee and be substantially similar (See WAC 392-121-182) for all students in the Lynden School District. The Curriculum must reflect what is on the students WSLP.

How do I access Curriculum?

All LA enrolled families have access to WINGS and the LA Library– where parents can see what curriculum is available for borrowing, items will be checked out through WINGS. If the curriculum you are looking for is not available, a request for additional copies can be made through our finance secretary using a requisition form. Curriculum does need to be district approved, educational, non-religious, supporting primary/core curriculum, connected to age level skill sets (standards) and directly supporting the student's learning plan.

All materials are the property of the Lynden School District.

Curriculum Check Out and Return Procedure

The Library is located on the second floor of Lynden Academy. Families who are interested in checking out materials from the library can do so during posted library hours (Monday to Friday 1:30-3:30). Families can check out items by bringing them to the main office. Library items may be re-checked out at the end of the school year for use the following year.

Library returns can be placed in the return bin upstairs, just outside of the library.

How to Order

Curriculum:

- **The most concise way to borrow curriculum and/or educational materials is through the LA Library.**

- If you have special requests for curriculum not available in the Library, please fill in this [Instructional Materials Request Form](#) (also found on the LA Website's under For Families). Requests are processed on the first school day of the month. It could take up to 4 weeks to receive requested material. Filling in this form does not guarantee that the items will be purchased for your student. A very limited amount of funds are budgeted for requested purchases outside of what our Library provides.

HIGH SCHOOL INFORMATION

To earn a high school diploma at Lynden Academy, the student must:

- Earn required credits in specific courses per the student's graduation year (see the HS Advisor)
- All classes must be pre-approved by the principal.
- Portfolios and Records of hours will also be used to identify what learning standards have been met in each subject area, at each grade level.
- Steps for credit approvals
 1. Meet with principal before you create your learning plan.
 2. After each class is completed meet with the principal or HS Advisor. Credit will be granted based on completion of required work, quality of work, hours documented, proper documentation and grades.

High School & Beyond Plan:

The High School & Beyond Plan is run by the principal for 9th -12th grade and the 8th Grade teacher, Scott Noteboom. The High School and Beyond Plan is the culmination of a four-year process that helps all students think about their future and how to get the most out of high school, so that they're ready to pursue their adult lives, no matter what direction they plan to take. Students write their first plan in 9th grade and then continue to revise it throughout high school to accommodate changing interests or goals.

The High School & Beyond Plan will expand as each class is able to complete more of Lynden Academy's career and college readiness curriculum. Students will have sections to complete each year during which they will work with LA staff to complete the High School and Beyond Plan components and increase their career and college readiness. Lessons will revolve around three questions:

- Who am I?
- What, then, can I become?
- How do I become that?

The Career Cruising website (www.careercruising.com) provides students with access to a comprehensive career and college readiness program that will help them learn about potential careers that match their interests, skills, and learning styles. With that information in hand, students will also be able to determine the type of training or education that is needed after high school to prepare for their career(s) of interest. Students can then adjust their class choices each year to fit with their goals. The website also enables students to research colleges, explore

financial aid options build a resume and learn about in-demand career fields, among other features.

Graduation Ceremony

The graduation ceremony is planned by Scott Noteboom in conjunction with the senior class. If you have a senior, please be active in making this a special event!

BEHAVIOR EXPECTATIONS

LEAVING CAMPUS POLICY/STUDENT SUPERVISION

Once students arrive on campus in the morning, they are to stay on campus the entire day. At lunch, students must remain on the Lynden Academy campus. Vehicles and parking lots are off limits during lunch. Driving home or to town for lunch is not permitted. A Permission to Leave Campus Form is available upon request by a parent/guardian. Permission to Leave Campus must be approved by the principal (Permission to Leave Campus can be denied or revoked at the principal's discretion). Students should check out at the main office if leaving campus for any reason.

Students are NOT to be in the following areas without permission or supervision:

- Parent Area
- Gym
- Foyer (West)
- Parking Lot
- Outdoor Areas
- Office Area

NON-STUDENT VISITATION

Persons who wish to visit Lynden Academy classrooms shall request permission from the Principal with at least a 24-hour notice.

BEHAVIOR

Lynden Academy uses progressive discipline to help students monitor their behavior. Depending on the severity of the issue and the frequency of their behavior, students may or may not have one or more of these options at the discretion of the school administration. Parents will always be contacted and participate in the discipline process.

- **Unsatisfactory:** Student will be seen as unsatisfactory due to behavior for their monthly contact. This can occur due to attendance, weekly contact, monthly contact, behavior and/or grades.
- **Lunchtime Detention:** Student has lunch in the offices for 30 minutes for one or more days.

- **In School Suspension:** Student has one hour to 30 minutes in the offices for one or more days.
- **Home Suspension:** Parent is called to take a student home for ½ day and complete at home educational hours.
- **Short Term Suspension:** Student misses one week to 1 ½ weeks of contact (3-5 days of school). At home, educational hours are required.
- **Long-term at Home Suspension:** Student misses two weeks of contact (6 days of school). At home, educational hours are required.
- **Offsite:** Student is moved to our offsite educational services.
- **Expulsion:** Lynden Academy will no longer be a choice for this student.

Tobacco

Tobacco and tobacco related devices (Juuls, e-cigarettes, vape pens or any tobacco related products) are not to be on school grounds (building, grounds and/or parking lot). This includes any student who is using them, possessing them, selling them or participating with them in any way. Local police may be contacted.

Drugs and Alcohol

The use and/or distribution of any drug, alcohol or chemical on school property (building, parking lot or grounds) including any paraphernalia will immediately result in an immediate expulsion (1 to 3 month of unsatisfactory due to behavior). Local police will be contacted.

Physical contact

Student will not engage in any physical contact on or around the school, regardless of intent.

Vandalism

All acts of vandalism will result in immediate discipline and a possible police investigation. Families will be help financially responsible for any damage.

Dress Code

Our dress code is based on the philosophy that student dress should promote a sense of pride in self and respect for others:

- Tennis shoes should be worn if the student will be using the gym.
- Pants must fit securely at the waist.
- Shorts or skirts must be at least fingertip length.
- Shirt bottoms and waistbands of pants/skirts need to touch (no bare midriffs).
- Sunglasses should be removed when entering the building.
- Hats must be taken off and hoods taken down when on the Lynden Academy Campus.

Clothing not acceptable:

- Tank tops with Spaghetti Straps
- Spandex shorts
- Clothing promoting alcohol, drugs, or gang affiliation
- Clothing containing sexually suggestive content
- Slogans or insignias implying intimidation, discrimination, graffiti, or ridicule

- Chains, spikes

If a student's dress conflicts with the dress code, student will be sent home.

Electronic Devices

K-8th grade students are not permitted to use electronics for personal use (iPods, cell phones, gaming devices, cameras, e-readers, video cameras, etc.) while attending Lynden Academy from 8:30AM to 3PM (including lunch). If used, these items will be confiscated and given to the office for parents to pick up after school. Cell phones may be used after final dismissal (3PM) to make necessary calls.

9th to 12th grade may use personal technology if the teacher permits it during class. Teachers will confiscate technology if not used with their permission and give it to the office for student and/or parent to pick up at 3PM. During clubs (lunch) student is required to ask permission of club teacher.

Weekly Contact (Attendance and Truancy)

Regular attendance (also called weekly contact) is necessary for students to experience the full benefits of Lynden Academy. Failure to make weekly contact will impede your student's ability to attend Lynden Academy. If a student is absent for any reason (including pre-planned trips), the parent must notify the office (360) 354-6675 Option 2 and report that absence to our attendance secretary, Heidi Telling. You may also send her an email at TellingH@lynden.wednet.edu.

Kindergarten to 5th grade students must complete all at home hours if they are absent. Middle and High School, students are expected to make up all missed assignments and hours when they are absent.

- *One week of missing contact:* Parent must contact Heidi Telling office (360) 354-6675 Option 2 with full academic details in an email each day a student is absent. She will connect the student to our Offsite Weekly Contact Coordinator when their attendance reaches weekly contact.
- *Two consecutive weeks of missing contact:* Parent and student will conference with principal to create a plan of improvement. Student is considered unsatisfactory.
- *Three cumulative weeks of missing contact* (from enrollment date of current school year to current date): Parent and student will conference with principal to create a plan of improvement. Student is considered unsatisfactory.
- *4 consecutive weeks or 5 cumulative weeks:* Student is immediately expelled (Lynden Academy withdraws student or rescinds transfer).

ACADEMIC INTEGRITY POLICY:

PHILOSOPHY

Honesty is a value that holds each person to tell the truth and to defend the truth. Honesty supports intellectual growth and creates a fair learning environment. Integrity is firm adherence to our values with or without the presence of others. In an environment of honesty and integrity, the work we turn in is our own. The Academic Integrity Policy affirms that we value learning for its own sake, and that we therefore demand personal integrity and intellectual honesty in all academic work.

DEFINITION

Having academic integrity means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creations and opinions of others (i.e. intellectual property)

You are acting with academic integrity to the extent that you demonstrate these values, and in particular:

- Take full credit for your own work and give full credit to others who have helped you, influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized.
- Report breaches of academic integrity to a teacher or principal.

WHAT IS CHEATING?

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means. Some examples of what cheating looks like:

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own.
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment.
- Using forbidden materials to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Missing class in order to avoid turning in an assignment or taking a test.
- Doing more or less than your share of a group project without permission from your teacher.

- Allowing other students to cheat off of your work.

SKATEBOARDS, SKATES, ETC. NOT PERMITTED

Due to safety and insurance constraints, the Lynden School District has prohibited the use of skateboards, scooters, skates, rollerblades, skate shoes, etc. Bicycles are allowed only as transportation to and from campus during school hours.

DON'T BORROW, SOLICIT OR GAMBLE AT SCHOOL

Students are not permitted to borrow or solicit money from other students, staff, or the office for non-school related causes. No gambling.

RIGHT TO APPEAL PROCESS

If a student is accused of one of these incidents he/she will be afforded an appeal process that is outlined in Board Policy 3200.

THE RULES APPLY TO SCHOOL SPONSORED ACTIVITIES

Rules and policies for behavior and dress apply to students who attend any school-sponsored activity.

RESOURCES

The Lynden School District's Student Rights and Responsibilities documents may be found at www.lynden.wednet.edu under the Board tab, Board Documents, Board Policies under 3000. You may also obtain a copy from our main office.

NON DISCRIMINATION STATEMENT

Lynden School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator – Jim Frey; freyj@lynden.wednet.edu; 360-354-4443

Title IX Officer – Tim Metz, metzt@lynden.wednet.edu; 360-354-4443

Section 504 Officer – Tim Metz, metzt@lynden.wednet.edu; 360-354-4443

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 your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

https://www.lynden.wednet.edu/board/board_documents

SEXUAL HARRASSMENT STATEMENT

https://lynden.wednet.edu/UserFiles/Servers/Server_1189/File/Parents_Students/Communications/Non-Discrimination_Sexual%20Harassment%20Statement.pdf

