

Lynden Academy
Parent & Student Handbook 2024-25



ALTERNATIVE LEARNING EXPERIENCE (ALE)

A Parent Partnership Program
of the Lynden School District

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

Contact Info

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Office & Classes	1986 Main Street, Suite A Lynden, WA 98264
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Office Hours	Monday - Friday 8:30 a.m. to 3:00 p.m.

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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 homeschooling families in the education of their children. We provide support through on-site classes, group activities, community events, workshops for home educators, and support from certificated teachers. We have a few options available in our program:

- Middle School & High School Classes (6th-12th Grade)
- Elementary Enrichment Classes (Kindergarten-5th Grade)
- Electives (K-8) - Students can choose to participate in elective classes that take place onsite on Fridays.
- Lynden Academy's Home Connect (Remote Learning) - students communicate weekly with a certificated teacher on their learning plan at home with parental support.

OUR MISSION

The purpose of Lynden Academy is to partner with families who operate best in a non-traditional school setting; to meet individual needs through appropriate rigor; and to prepare our students to function as successful and responsible citizens.

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 Student Learning Plan (SLP) 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 with the assistance of a certificated teacher.

STATEMENT OF UNDERSTANDING

Home-based Instruction and enrollment in an ALE are different educational models. Homebased instruction includes the following: - Instruction is developed and supervised by the parent or guardian as authorized under RCW 28A.200 and 28A.225.010. - The parents have filed an annual Declaration of Intent with the district. - Students are neither enrolled nor eligible for graduation through a public high school unless they meet all district and state graduation requirements. - Students are not subject to the rules and regulations governing public school, including course, graduation, and assessment requirements.

The public school is under no obligation to provide instruction or instructional materials, or to supervise the student's education.

Alternative Learning Experience (ALE) includes the following: - Is a public education enrollment option authorized under WAC 392-550. - Subject to all state and federal rules and regulations governing public education. - Curriculum and instructional materials meet district standards and are free from sectarian control or influence. - Learning experiences are: Supervised, monitored, assessed, and evaluated by a certificated teacher. May be planned in collaboration with the student, parent, and teacher. Provided via a Written Student Learning Plan (WSLP). Provided in whole, or part, outside the regular classroom.

ENROLLMENT

HOW TO ENROLL IN THE PROGRAM

Families wishing to enroll in Lynden Academy should fill out our interest form found on our website. After filling in the form, families will be contacted by a staff member. Staff will help them with the next steps. Admission is dependent on understanding program responsibilities and subject to limited space and available staffing.

REGISTRATION

Registration is done on the Lynden School District Website. Online enrollment needs to be completed and all necessary paperwork signed and turned in, the WSLP needs to be complete, and space availability must be determined prior to attending classes at Lynden Academy or participating in Home Connect.

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:

- Notify Registrar
- Return all non-consumable materials and unused consumable materials within 30 days of the withdrawal.
- Inform the 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.

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.

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.

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 screeners. This is a quick 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.

DRIVING SAFETY

When driving, please be **extremely cautious** in and around the school. The yellow zone in front of the building is a loading zone and parking is not allowed there.

ARRIVAL

We do not open our doors until 5 minutes before classes start. The yellow zone in front of the building is a loading zone and parking is not allowed there. If you need to walk your student up to the door, please park in the designated parking area.

DISMISSAL

K-5 students are dismissed to parents, by a staff member in a pickup line from the glass doors near the RAC/Gym at 2:00 pm. If your student's schedule is unique to them, please pick them up near the entry. If someone other than yourself will be picking up your student, please notify the office.

6th-12th Grade students exit from the main LA entrance at 2:00 pm. Please let the office know if someone other than yourself will be picking up your student.

PARENTS ON CAMPUS/VOLUNTEERS

Lynden Academy has an area for parents to connect and visit with each other. You are welcome to this area during school hours. Please help us to keep this area clean and tidy. Please remember to check in at the front office and wear a "Visitor" badge while onsite.

Parents are encouraged to volunteer 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. They must also sign in and wear a volunteer tag while on campus.

ATTENDANCE & WEEKLY CONTACT

ABSCENCES/TARDIES

Regular attendance is necessary for students to experience the full benefits of Lynden Academy. Failure to make weekly contact or attend classes 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 and report that absence to our attendance secretary. You may also send her an email at LAC-Attendance@lynden.wednet.edu

Students who arrive to class 15 minutes late will be considered absent and will require an excuse.

Attendance is incredibly important to our Lynden Academy onsite program. If a student has been absent for 25% or more of their class days in any given semester, they may lose their onsite status and be moved to the Home Connect Program.

WEEKLY CONTACT

If your student does not attend any onsite classes Monday-Thursday, a teacher from Lynden Academy will reach out to make weekly contact. This is a state requirement to be enrolled in our program.

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 missing week: we inform you of the rules about missing contact via email.*
- *Two consecutive weeks or three cumulative missing weeks: you are now unsatisfactory and will attend a meeting with our principal to make a plan for success called a plan of improvement.*
- *Four Consecutive or five cumulative missing weeks: you are unenrolled from our program, and we work to place you in another program.*

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. During the extended absence, weekly contact with the students SLPC (certificated teacher) is required.

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

SICKNESS

If your student has any of the following symptoms keep your student home and contact our Attendance Secretary at attendance@lynden.wednet.edu or at 360-354-6675 option #2.

Written Student Learning Plan & Monthly Progress Reporting

WRITTEN STUDENT LEARNING PLAN (WSLP)

Every student enrolled in Lynden Academy must have a Written Student Learning Plan. This is the roadmap that guides the student's education and is developed by the certificated teacher in collaboration with the parent and the student. 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, minimum hours, and services essential to meeting the goals. The learning plan is a flexible, working document that can be changed to meet the 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.

REQUIRED NUMBER OF CLASSES/HOURS

The state requires the below classes for a full-time (K-8) student. For High School class and credit requirements, please see the HS Advisor or Principal. 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:

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

1. Language Arts: communication, reading and writing
2. Math
3. Science
4. Social studies
5. Health and Physical Education
6. *An optional elective course*

9-12 Total of 6-7 (a combination of on-site and offsite classes, see graduation requirements for your graduation year)

Full-time student instructional hours:

Grades K-12 28 hours per week minimum

MONTHLY PROGRESS REPORTING

A Microsoft Form will be used to facilitate conversations between teachers, parents and students about home-based learning each month. All families will become familiar with this form and use it on a regular basis. 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 Canvas and monthly reporting.

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) on all courses.
- Read teacher comments on monthly progress (sent via email).
- 6th-12th Grade Students who come onsite will complete this in MS Seminar (6th-8th) or HS Seminar (9th-12th). If your student missed class the day it is completed, it is their responsibility to get it turned in.
- K-5 and Offsite Students/Parents will need to complete this task at home with their certificated teacher's support (WSLPC).

Lynden Academy local expectations for satisfactory progress.

- Students must make adequate progress in all their classes. They must be passing 50% or more of their courses onsite and offsite as determined by their certificated teachers.
- Students must complete their assignments. They must not have excessive missing assignments.

- Students must make weekly contact, every week.
- Attitudes and Behavior: students with excessive behavior issues will be given a behavior plan of improvement. If the student is unsuccessful in this plan, they may become unsatisfactory. If a student is involved in a dangerous or extreme behavior, they may be unsatisfactory prior to their behavior plan of improvement.

Lynden School Board Policy

A. Students participating in ALE will be evaluated monthly by a certificated instructional staff, or, for students whose written student learning plans include only online classes, school based support staff, to track student progress toward completion and to establish whether an intervention plan should be developed, in accordance with WAC 392-121- 182.

B. *The methods for determining satisfactory progress shall be outlined in the written student learning plan and may include:*

1. *Progress grades;*
2. *Assignment completion rates;*
3. *Non-academic factors such as attendance, attitude, and behavior; and*
4. *Local school expectations.*

RUNNING START AND HOME CONNECT

Running Start Running Start is a program in Washington State that allows qualified Juniors and Seniors in high school to attend college tuition free and earn college credits alongside high school credits.

Home Connect (Fully Remote-No Onsite Classes offered)- This option provides the support of a rich, authentic connection with a certificated teacher who will touch base weekly with the student to discuss progress towards academic goals, as well as having access to our resource library (This is not an online program) and assessments.

In Home Connect, the certificated teacher will work with the student and parent in selecting curriculum, mapping out the assignments, grading and supporting the content needed to cover the required subjects and 28 educational hours per week. The teacher will provide the curriculum and syllabus as well.

Weekly Contact Requirement – Students enrolled in Running Start or Home Connect (Remote Learning) are required to make contact with their WSLPC **every week**. The certificated teacher will work with each family to determine a workable contact time and written student learning plan. 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.

LYNDEN ACADEMY LIBRARY

MATERIAL & RESOURCES

Many materials & resources are available in the Lynden Academy Library. If the curriculum you are looking for is not available, a request for additional copies can be made by filling out our curriculum request form. Requests are processed on the first school day of the month. It could take up to 4-6 weeks to receive the requested material. Curriculum needs to be district approved, educational, non-religious, supporting primary/core curriculum, connected to

age level skill sets (standards) and directly supporting the Student's Written Learning Plan. All materials are the property of the Lynden School District.

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 CURRICULUM IS APPROVED

Like all public schools, LA provides curriculum that supports learning through onsite classes and the library. The 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 learning plan.

MATERIAL CHECK OUT & RETURNS

Families who are interested in checking out materials from the library can do so during library hours. Families can check out items by bringing them to the main office. Library items may be checked out again at the end of the school year for use the following year. Library returns can be placed in the return bin.

TECHNOLOGY

SCHOOL EMAIL, USERNAME & PASSWORD

Every student has a Lynden School District email address, and it is used to log into most programs as well as any school computer. The email is made up of four parts:

1. The last two digits of your graduation year followed by
2. Your last name followed by
3. Your first initial followed by
4. @lynden.wednet.edu

Some apps only use your "username," which is simply parts 1, 2, and 3 of your email without @lynden.wednet.edu.

Your Lynden School District password is formatted as follows: L*****! In your password, the *'s will be replaced by your unique student ID (your lunch number) which is available on your printed schedule or in Skyward.

OFFICE 365

All students have access to Office 365 on their student laptops. Office 365 is a web-based version of the Microsoft suite including Word, Excel, Teams, PowerPoint, and more. To access these programs, go to www.office.com and use your school email and password.

CANVAS

Canvas is a web-based platform that provides students and families with access to important resources for each course like syllabus, assignments, readings and more. To log in, click the Canvas shortcut on the desktop of a school-issued laptop or go to lynden.instructure.com Log in using your school email and password.

SKYWARD

Skyward is where you can find grades, missing assignments and attendance. There is Family and Student Access for Skyward. If you need help with log-in information, please contact the registrar.

ONE-TO-ONE LAPTOPS

Upon request, all students can be issued a student laptop and charger. All students are expected to bring their laptop and charger with them to school daily. Students should charge their laptops at home whenever possible to prepare for the upcoming school day.

LOST OR DAMAGED

The Lynden School Board has adopted a laptop replacement fee for middle and high school students. There will be a \$300 fine when major damage or loss occurs by a student. Additionally, there will be a \$10 loss fee for unreturned power cords, and a \$75 fee for damaged display screens.

K-12 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 for Juniors and Seniors. 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 and their parents/guardians: a behavior plan, monthly unsatisfactory progress report, movement to Home Connect, unenrollment from program. Parents and/or guardians will always be contacted and actively participate in the discipline process.

NICOTINE

Nicotine and nicotine related devices (Juuls, e-cigarettes, vape pens or any nicotine 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.

DRUGS & ALCOHOL

The use and/or distribution of any drug, alcohol or chemical on school property (building, parking lot or grounds) including any paraphernalia is prohibited. This includes any student who is using them, possessing them, selling them, or participating with them in any way.

PHYSICAL CONTACT

Students will not engage in any physical contact with staff and/or students on or around the school, regardless of intent.

VANDALISM

All acts of vandalism are prohibited. Guardians will be financially responsible for any repairs.

DRESS CODE

Students must dress in a manner that is safe and appropriate for school. Student dress will be regulated when, in the judgment of school officials, the student's dress presents:

1. A health or safety hazard including possible association or reference to a gang or hate group;
2. A material and substantial disruption of the educational process;
3. Lewd, profane, sexual, violent, drug-, tobacco-, or alcohol-related, or hate symbols; or
4. Visible undergarments or private parts.

Any student with clothing that violates these prohibitions, or which would reasonably intimidate another student, will be sent home and asked to correct their attire before being allowed to return to class.

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 2PM. If used, these items will be confiscated and given to the office for parents to pick up after school. We have a phone in our front office that students are welcome to use if necessary.

9th to 12th –See policy in High School Handbook

ACADEMIC INTEGRITY POLICY

Cheating is seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means. Plagiarism, unauthorized study aids (math apps, ChatGPT or other AI language models) and buying or selling homework are some, but not all examples of cheating. When students are involved in any of these activities, they will meet with their parents and the teacher or principal for an appeals process. The first instance of this results in a 50% and an option to resubmit your work for a 65%. A second offence results in an unchanging 0%.

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.

Beginning with the 2024-2025 school year, a new Washington state law (RCW 28A.300.286) requires each school district to include OSPI's Model Student Handbook Language in handbooks and on websites to notify their school community of district policies and procedures related to harassment, intimidation, and bullying (HIB); discrimination; sexual harassment; and gender-inclusive schools. If you have any questions, please direct them to Tim Metz MetzT@lynden.wednet.edu or David VanderYacht VanderYachtD@lynden.wednet.edu

[Our Schools Protect Students from Harassment, Intimidation, and Bullying \(HIB\)](#)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

[What is HIB?](#)

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

[How can I make a report or complaint about HIB?](#)

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our [district's reporting form](#) to share concerns about HIB (but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Tim Metz, Director of Student Services, metzt@lynden.wednet.edu, 360-354-4443) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's [HIB Policy 3207 and Procedure 3207P](#).

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210, visit <https://lynden.wednet.edu/school-board/board-policies-and-procedures/3000-students/>.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205, visit <https://lynden.wednet.edu/school-board/board-policies-and-procedures/3000-students/>.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Tim Metz, Director of Student Services, metzt@lynden.wednet.edu

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Tim Metz, Director of Student Services, metzt@lynden.wednet.edu

Concerns about disability discrimination:

Section 504 Coordinator: Tim Metz, Director of Student Services, metzt@lynden.wednet.edu

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Tim Metz, Director of Student Services, metzt@lynden.wednet.edu

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our district will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity
- Parents have the right under FERPA to request their student's educational records

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211, visit <https://lynden.wednet.edu/school-board/board-policies-and-procedures>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Tim Metz, Director of Student Services, metzt@lynden.wednet.edu

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the section above on discriminatory harassment.

Additionally, a resource on these matters is the Lynden School Board: [School Board – Lynden School District \(wednet.edu\)](#) and their policy 3211 and 3211P.

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