

LYNDEN HIGH SCHOOL

2024-25 STUDENT HANDBOOK

1201 Bradley Road
Lynden, WA 98264
(360) 354-4401

<http://hs.lynden.wednet.edu>

Mission: All students graduate College, Career, and Citizenship ready through high quality instruction and learning for every child, every day, and in every classroom.

The following handbook has been developed to help students and families of Lynden High School find and understand important information that supports the success of all students. Many of the explanations provided in this handbook derive from [Lynden School Board Policy and Procedure](#), which are hyperlinked whenever possible.

COMMUNICATION

Communication is critical to success. The best way to contact a staff member is through email. Staff should reply to emails within 2 school days. If you have not received a response within 2 school days, please feel free to call the office and ask the secretary to let the staff member know you are waiting for a response.

ADMINISTRATION	
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ACADEMICS

Grading, Progress Reports & Report Cards

Some classes use weighted categories (i.e., Assessments are 80% and HW is 20%), while other classes use a “total points” system. Teachers will explain their grading system at the start of each term. If a student is ever confused about how the grade for a class is calculated, they should contact their teacher. Progress can be monitored on Skyward ([Skyward Access](#)) throughout the term. Other programs may be used to track grades, but Skyward is the official grade. Final grades are permanently recorded on the student transcript at the end of the term and used for awarding credits and GPA points.

To get your login information, please contact the attendance office. Skyward is a helpful tool, but sometimes teachers have additional grades to input or additional information that tell a more accurate story. Parents should contact teachers early and directly as soon as there are any concerns about grades or academic progress.

Most classes at LHS use the grading scale noted below. This scale should be familiar since it is used at most schools across the state and country. There are some courses at LHS that may use different scales based on standards-based grading practices or performance/participation-based classes like Physical Education (PE).

	High	Low	Grade Points
A	100	93	4.0
A-	92.99	90	3.7
B+	89.99	87	3.3
B	86.99	83	3.0
B-	82.99	80	2.7
C+	79.99	77	2.3
C	76.99	73	2.0
C-	72.99	70	1.7
D+	69.99	67	1.3
D	66.99	60	1.0
F	59.99	0	0
P	100	TBD	<ul style="list-style-type: none"> • “P” stands for “Pass”. This grade results in credit, but no GPA points. • All TA (teacher’s assistant), OA (office assistant). and library assistant classes are graded P/F. • A student may request to be graded using P by completing a request form from the counseling center. Teachers may approve or deny a request based on the individual circumstances. • A teacher may award any student a P if they have seen evidence of sufficient learning, but the gradebook calculation does not reach 60%. • A grade of P will earn credit but cannot be used to satisfy a prerequisite to move on to the next course. • In the event there is more than one Valedictorian, selection of a Valedictorian Graduation Speaker will consider, among multiple criteria, any grade of P that was done to avoid GPA impact. • Students should be aware that a grade of “P” may be regarded as an F by some colleges and universities. When in doubt, students should consult their college of interest.
NC	59.99	0	<ul style="list-style-type: none"> • “NC” represents “No Credit”. This grade, like an F, results in no credit. Unlike an F, this grade has no GPA impact.
I	N/A	N/A	<ul style="list-style-type: none"> • “I” represents an “Incomplete” grade. This is often used when a critical assignment has not been completed or there is not enough information to assign a traditional grade mark. • This grade may be used throughout the semester. • “I” will count as an “F” for athletic grade check purposes. • “I” must be converted to a final letter grade within the first three weeks of the following semester unless extenuating circumstances are documented.
W			<ul style="list-style-type: none"> • Students may withdraw from a class with no penalty and no record on their transcript on or before the 25th day in a class. • “W” may be used when a student withdraws after the 25th day in the class, but before the 50th.

			<ul style="list-style-type: none"> • If a student drops a class after the 50th class meeting, they will receive an F on their transcript regardless of their grade in the class. • Students should be aware that a grade of “W” may be regarded as a failing grade by some colleges and universities. When in doubt, students should consult their college of interest. • In the event there is more than one Valedictorian, selection of a Valedictorian Graduation Speaker will consider, among multiple criteria, any grades of “W.” Any such grades will negatively impact their consideration for selection.
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Grade Point Average (GPA)

Grade Point Average is a summary calculation that is used for many purposes such as college and scholarship applications, class rank, and more. There are two GPA calculations that are often used:

Semester GPA: Add the points associated with your grades from just one semester and divide by the number of grades you had – typically the number of grades in one semester at LHS is six.

Example: B, B+, B, A-, C+, A- → 3 + 3.3 + 3 + 3.7 + 2.3 + 3.7 = 19 → 19 / 6 = 3.17

Cumulative GPA: Cumulative GPA is done the same way as Semester GPA, but using all grades that appear on your high school transcript except for any grades of P, W, or NC.

Graduation Requirements ([Board Policy 2410](#))

Students must (1) meet all credit requirements, (2) complete a High School and Beyond Plan, and (3) meet their Personal Pathway requirements to graduate from Lynden High School.

Credit Requirements: Students must earn the required credits based on their Graduation Year. To have a College and Career Ready Transcript, we strongly recommend students exceed the minimum required courses and take classes that help prepare them for their post-high school pathway. [Click here for the LHS Four Year Planning Guide.](#)

High School and Beyond Plan: The High School and Beyond Plan (HSBP) is intended to help students develop a plan for their four years at LHS and the critical resources necessary to move to the next stage of life. This includes a resume, interest and skill inventories, the ability to clearly articulate future goals, and education related to colleges and careers. [Click here for more information about the HSBP.](#)

Personal Pathway: A Personal Pathway identifies the student’s post high school goal and lays out the critical milestones to get there. Those differ depending on whether the student’s goal after high school is attending college, a career, military enlistment, etc. Students must meet the requirements of their chosen Personal Pathway. [Click here to see the different pathway options at LHS.](#)

Valedictorian and Valedictorian Speaker Selection

Valedictorian is the student (or students in the case of a tie) with the highest cumulative GPA in their graduating class. Valedictorian(s) will be identified based on their final grades through Semester 1 of their senior year and finalized based on mid-term Semester 2 grades. All Valedictorians will be listed as such in the Commencement Program and indicated as “Class Rank: 1” on any requests for class rank. Additionally, the Valedictorian(s) who have earned at least 4 credits through classes on LHS campus may speak at the Commencement Ceremony. If there are multiple Valedictorians, those interested in speaking must submit their interest and a committee of staff, including at least the principal and one other staff member, will select the Valedictorian(s) to speak. Criteria will include, but is not limited to rigor of coursework taken, the number of credits earned on LHS campus, any grades of P, S, or W, the and the student’s HS discipline record.

2024-25 Bell Schedules

For the 2024-25 school year, students at LHS will take six classes each semester. Grades at the end of each semester will be final and recorded on the student's transcript. See the list of important dates on the following page.

MONDAY-TUESDAY-THURSDAY-FRIDAY

Regular Schedule

Period 1	7:50 AM	8:45 AM
Period 2	8:50 AM	9:45 AM
Period 3	9:50 AM	10:45 AM
1 st Lunch	10:45 AM	11:15 AM
Period 4	11:20 AM	12:15 PM
Period 4	10:50 AM	11:45 AM
2 nd Lunch	11:45 AM	12:15 PM
Period 5	12:20 PM	1:15 PM
Period 6	1:20 PM	2:15 PM

WEDNESDAY

1 Hour Late Start* + Activity Period**

Period 1	8:50 AM	9:30 AM
Activity	9:35 AM	10:00 AM
Period 2	10:05 AM	10:45 AM
Period 3	10:50 AM	11:30 AM
1 st Lunch	11:30 AM	12:00 PM
Period 4	12:05 PM	12:45 PM
Period 4	11:35 AM	12:15 PM
2 nd Lunch	12:15 PM	12:45 PM
Period 5	12:50 PM	1:30 PM
Period 6	1:35 PM	2:15 PM

SPECIAL SCHEDULES

Additional "Special Schedules" will be developed as needed for activities like assemblies.

2 HOUR LATE START

Typically, due to inclement weather

Period 1	9:50 AM	10:25 AM
Period 2	10:30 AM	11:05 AM
Period 3	11:10 AM	11:45 AM
1 st Lunch	11:45 AM	12:15 PM
Period 4	12:20 PM	12:55 PM
Period 4	11:50 AM	12:25 PM
2 nd Lunch	12:25 PM	12:55 PM
Period 5	1:00 PM	1:35 PM
Period 6	1:40 PM	2:15 PM

EARLY RELEASE

Wednesday Before Thanksgiving
Last Day of School in June

Period 1	7:50 AM	8:15 AM
Period 2	8:20 AM	8:45 AM
Period 3	8:50 AM	9:15 AM
Period 4	9:20 AM	9:45 AM
Period 5	9:50 AM	10:15 AM
Period 6	10:20 AM	10:45 AM
Lunch	10:45 AM	11:15 AM

Students may leave at 10:45 AM

Busses leave at 11:15 AM

*All Lynden Public Schools have a 1-Hour Late Start every Wednesday beginning mid-September through the end of May, except the Wednesday before Thanksgiving, which is an Early Release for Thanksgiving Break.

**Activity Period will be used for a variety of purposes including clubs, class meetings, and more. A schedule of LHS Activities will be included on a monthly calendar.

2024-25 Important Dates

The following are some of the important dates throughout the school year:

Late Start Wednesdays: All Lynden Public Schools have a 1-Hour Late Start every Wednesday beginning mid-September through the end of May, except the Wednesday before Thanksgiving which is an Early Release.

First Day of Semester 1: August 29, 2024

First Day of Semester 2: January 27, 2025

Last Day of Semester 1: January 23, 2025

Last Day of Semester 2*: June 11, 2025

*This date may change based on Weather Make-Up Days

School District Calendar: [24.25 School Calendar Approved 3.7.2024.pdf](#)

Attendance

Attendance Policy ([Board Policy 3122](#)): Attendance is **critical** to success in school. Students who are absent often miss important learning experiences that cannot be recreated or “made up” by simplified tasks and assignments. We will do the best we can to support all students every day they are in school and when absent, but attendance is important. The definition of “Chronic Absenteeism” is missing 10% or more of school days, whether they are excused or not. This means that a student who misses 18 days of school over the year is “chronically absent.” Many studies show that this level of absence has a significant impact on progress in school. Please make school a priority.

Absences Add Up

Chronic Absence = 18 days of absence = 2 days a month

SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER					JANUARY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
							X																	X
	X	X						X							X									
					X							X			X									
FEBRUARY					MARCH					APRIL					MAY					JUNE				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
X												X						X						X
			X											X							X			
				X									X											
						X	X								X									

Excused Absences

Students are expected to attend school in-person every day except for infrequent absences due to “excused” reasons. These include, but are not limited to, school activities, illness, religious, family emergency, disciplinary, or court. For a full list of acceptable absences and descriptions, please refer [Board Policy 3122](#).

If a student is absent for an excused reason, they are allowed an equal number of days to complete any missed work or an equivalent alternative. It is the student’s responsibility to communicate and arrange any necessary make-up work with the teacher.

To excuse an absence, a parent or guardian must either notify the office prior to the absence or **no later than two (2) school days of the student's return**. Accepted methods for notifying the attendance office are by calling, emailing, sending a note with the parent/guardian signature and reason for absence, or using Skyward. Students may not provide an excuse statement for their own absence unless they are legally emancipated. The computer phone system will attempt to call the primary phone number in Skyward for all unexcused absences. If an absence is not cleared within 48 hours, the absence will remain unexcused and be considered a truancy.

Unexcused Absences

An absence is "Unexcused" when

1. A student misses a class for a reason other than those listed in the "Excused Absences" section, or
2. An "excuse statement" is not submitted within two (2) school days of the absence.
3. A student is more than 10 minutes late to class.
4. A student leaves class for more than 10 minutes without approval.

Unexcused absences are considered truancy and can result in numerous interventions including school discipline, parent meetings, attendance classes, attendance contracts, restorative measures, community truancy board, and filing of a truancy petition with juvenile courts (BECCA Bill). Please see the required action steps beginning on [page 3 of Board Policy 3122](#)

Vacations

Family vacations are a valuable experience for children, but we ask that every effort be made to minimize missed school. Family vacations are not considered "Excused Absences" per Board Policy and, as such, extensions and/or make-ups for missed work are not guaranteed. If a pre-arranged absence form is completed and submitted to the attendance office at least 5 school days ahead of the absence, it may be considered for approval by administration as an "excused absence," which would allow for make-up of missed work during the absence. If there is cause to not approve the absence, the administrator or designee will contact the student and/or family.

Tardies

Being on time for class is an LHS expectation. Being tardy to class not only impacts the student's educational experience but also disrupts the educational process for others. Repeated tardiness will result in progressive disciplinary action.

Campus

Closed Campus

Lynden High School is a closed campus. Once students arrive on campus in the morning, they are to stay on campus for the entire school day unless they have checked out through the Attendance Office. Students needing access to their cars during the school day must get permission from the Attendance Office or an administrator. Failure to comply with the closed campus policy will result in progressive discipline.

Lockers

Hallway lockers are available for all students. Lockers are located in the main building or the 300 building.

PE Lockers and the locker room are only available for students who are in a PE class or a school sport.

Sharing lockers or providing your combination to other students is highly discouraged. Lockers may be searched based on reasonable suspicion and students are responsible for the contents and subject to discipline for any violation of school rules. Items left in lockers after the last day of school will be donated. Lockers can be checked out in the main office.

Lunch

Students may eat in the cafeteria, hallways of the main building, or outside directly behind the main building during lunch. Students must stay on campus. Students on lunch may only use restrooms in the main building. When possible, the gym may be open for student activity but students may not eat in the gym or access the locker rooms during lunch.

The following are NOT approved during lunch:

- Cars/parking lot
- Unsupervised classrooms
- Locker room
- Sports fields and facilities
- Barn
- Courtyard between 100/200 classrooms
- Courtyard between 200/300 classrooms
- Behind 300 building



Lost and Found

We try to support reuniting students with lost items. However, students must be aware that the school is not responsible for lost or stolen items. If you have lost or found an item, please visit the Main Office. Clothing is kept in a lost and found box and items of higher value (phones, jewelry, wallets, etc.) are kept secure in the office. Items in the Lost and Found are donated at the end of each semester.

Student Conduct Expectations ([Board Policy 3240](#))

Academic Honesty

Students must do their own work. Students may not copy from the work of others, put their names on other people's work, cut and paste inappropriately from the internet or from another electronic source, provide their work to other students who copy it, access other people's work inappropriately, nor access any teacher supplies or materials inappropriately. Students must follow test-taking procedures as described by the teacher or proctor. For instructions on how to do appropriate citation, see the "MLA Citation" link under the "[Library](#)" tab of the school website.

Both the student who submits work that is not theirs and the student that knowingly allows their work to be used for cheating or plagiarism will be subject to school discipline including, but not limited to, loss of credit for the assignment, loss of credit for the course, or removal from the course. All reported instances will be documented in the student's discipline record and discipline will be progressive.

Bus Conduct

To ensure safe and comfortable transportation, students must act responsibly when riding the bus. All school policies apply to conduct on school buses. Failure to follow them may result in suspension from school and/or denial of bus-riding privileges.

Cell Phones, Headphones and Other Personal Electronic Devices ([Board Policy 3245](#)):

Cell phones and other electronic devices can be useful, but also distracting and harmful when used at the wrong time or in the wrong way. The following are expectations regarding electronic devices at school:

1. Students are responsible for the use and security of their devices. Lost or stolen devices are not the responsibility of the school. The district will not be responsible for loss, theft, or destruction of devices brought onto school property or to school sponsored events;
2. Devices may be used during non-instructional time such as passing periods or lunch;
3. With the exception of devices used in accordance with a school health plan, 504, or IEP, devices will be silenced and stowed away at the start of class and remain out of sight during class time. Devices will not be used in class unless the teacher has explicitly approved the use.
4. Students shall not use personal devices to record videos/audio or take pictures of any student or staff member without consent;
5. When a school staff member has reasonable suspicion that an electronic device was used in a manner that violates the law or school board policy, the official may confiscate the device, and only return the device to a parent/guardian;
6. School officials may search a device if they have reasonable suspicion that a violation of law or school policy has occurred using the device or documented on the device. Content or images that violate state or federal laws will be referred to law enforcement;
7. School staff can confiscate a device being used during class without permission. Cell phones and other devices that are confiscated will be sent to the office where students may retrieve them at the end of the day. Phones and devices that are confiscated after 3rd period will remain in the office until the end of the day and turned into the attendance office the following school day to be returned during the student's lunch period.
8. Repeat incidents of electronics violations may require parents to retrieve the device from the office, or other disciplinary action.

9. Students must comply with any additional rules developed by specific teachers and outlined in the course syllabus concerning the appropriate use of cell phones or other electronic devices in their classroom.
10. Students who do not comply with reasonable requests from teachers and staff will be subject to disciplinary action.

Note to Parents – Please avoid calling or messaging your student during class time. Refer to the bell schedule to determine when they are in class. If you need to contact your student during class, please call the Attendance Office 360-354-4401.

Compliance with Reasonable Requests ([Board Policy 3240](#))

Students must comply with reasonable requests, instructions, and directives of ALL school district personnel, including substitute educators, contractors, and volunteers. Failure to do so will result in disciplinary action.

Inappropriate Use of Technology ([Board Policy 2022](#))

Unauthorized access to information, computer piracy, hacking, tampering with hardware and/or software, and any attempt to bypass the Internet filter program, including but not limited to using a VPN, is prohibited. In addition, using technology to harass, intimidate, bully, post derogatory comments, or to view or distribute inappropriate internet content is prohibited. Inappropriate use of technology may result in restricted use or revoking access to technology and/or additional school discipline.

Destruction of Property

If a student damages or destroys school property, either intentionally or through neglect or willful negligence, the student will be responsible for the cost of repair or replacement, including the possibility of school discipline. The cost will be determined by the department that maintains that property; i.e., maintenance, technology, athletics, etc. It should be assumed that every backpack contains a laptop, and therefore should be treated as fragile.

Dress Code ([Board Policy 3224](#))

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:

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

Any student with clothing that violates these prohibitions, or which would reasonably intimidate another student, will be asked to correct their attire before being allowed to return to class. If unable or unwilling, the student may be sent home or kept in the office until the end of the school day. Repeat offenses may result in progressive discipline.

Expression of Opinion ([Board Policy 3220](#))

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expressions of opinion on school premises is to be encouraged so long as it does not substantially disrupt the operation of the school. The following guidelines shall be observed to assure both free expression of opinion and the orderly conduct of the school:

1. Neither verbal, symbolic, nor written opinion shall be expressed or disseminated in such a way as to interfere with or interrupt the normal conduct of classes or the movement to and from classes.
2. Verbal, symbolic, or written expression that would reasonably intimidate others or infer hatred, is prohibited at school and school-sponsored events. This includes items that appear on clothing, accessories, or vehicles.

3. Students wishing to disseminate their opinion by distributing pamphlets, leaflets, or other written material on school property to ten (10) or more people shall first submit the material to the principal or designee. A complete criteria and process will be provided upon request.

Freedom of Assembly ([Board Policy 3223](#))

Peaceful demonstrations are permissible; however, they must be held in designated places where they will present no hazards to persons or property and at designated times that will not disrupt classes or other school activities or take place at a time when school facilities are closed.

Public Display of Affection (PDA)

Public displays of affection are prohibited at school. This includes prolonged kissing and embraces. Students in violation of this policy will be directed to stop. Failure to do so or repeat offenses will result in school discipline including possible detention or in-school suspension.

Theft and Possession of Stolen Property

Theft is defined as possession of another person's property, regardless of value, without the person's permission. This can include personal property as well as school or district property. Theft or possession of stolen items will result in school discipline as well as possible financial restitution, if property is not recovered, and possible referral to law enforcement.

Exceptional Misconduct (Board Policy 3240)

The following behaviors are considered exceptional misconduct.

- **Possession or use of a fire actuating device (lighter, matches, etc.) or the creation of a fire**
- **Inappropriate use of fire alarms or extinguishers**
- **Fighting:** Engaging, Instigating, Promoting, or Filming of a fight
- **Vandalism:** Defacing, or destroying school or personal property
- **Use or Possession of a Weapon or Facsimile** including but not limited to anything that has a blade, anything that fires, launches, or throws a projectile, any item that explodes, or any item that is used with the intention of inflicting physical harm, as well as clear and substantiated discussion to purchase, sell, or use such items.
- **Use or Possession of Alcohol, Nicotine, Drugs, and other Controlled Substances** as well as associated paraphernalia, or clear and substantiated communication to purchase, sell, or use such items. This applies to any controlled substance, medication, stimulant, depressant, or mood-altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law, or prescribed by a medical practitioner.
- **Firearms:** Lynden School District is a gun-free zone. A student shall not possess, handle, or transmit any object which can be considered a firearm on school district property or school provided transportation. Students may not keep firearms or other dangerous weapons in their vehicle while parked on campus or the surrounding school zone. Any student who is determined to possess a firearm on any school district property, transportation, or school-sponsored activities at any facility, or in a personal vehicle while on any school district property, shall be expelled from school for not less than one year (12 months) under [RCW.28A.600.420](#), with notification to parents and law enforcement. Appeal for reinstatement may be made to the Superintendent.
- **Gang Conduct:** Any gang-associated conduct including but not limited to:
 - "Tagging" including on personal property such as notebooks, binders, or backpacks;
 - Dressing with gang significance including monochromatic outfits, bandanas, or hanging belts;
 - Hand sign, signals, or shakes with special meaning to a gang;
 - Gang-related personal styling including haircuts, shaved eyebrows, tattoos, or other body markings.

Harassment, Intimidation, and Bullying (HIB)

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, sex discrimination (including sexual harassment), disability discrimination, or discrimination based on gender identity, contact:

Tim Metz metzt@lynden.wednet.edu

Director of Student Services

Civil Rights Coordinator

Title IX Coordinator

Section 504 Coordinator

Gender-Inclusive Schools Coordinator

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 school 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
- Parents have the right under FERPA to request their student’s educational records
- 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

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.

Student Discipline ([Board Policy 3241](#))

“Discipline” means any action taken by the school district in response to behavioral violations. Discipline is intended to educate and deter similar future behavior. Discipline will be implemented in a way that is consistent, specific to the situation, severity, and frequency, preserves the dignity of the student, and limits the disruption to the learning of the student and their peers as much as possible. When a behavior creates a substantial disruption to the learning environment or poses a safety or health risk, exclusionary measures may be necessary.

Classroom Discipline

Teachers are responsible for ensuring the safe and orderly operation of the classroom. They have the authority to develop and implement a classroom discipline policy as well as assign consequences including but not limited to confiscation of materials or electronic devices, after-class individual conferencing, lunch detention, after-school detention, and temporary exclusion from the classroom.

Discipline Actions

Disciplinary actions will always be determined based on the unique circumstances of each situation. Actions that may be considered include but are not limited to:

- Conference with administrator, counselor, teacher, peer, or other school staff
- Education Classes
- Community Service
- Financial Restitution
- Assigned location/seating
- Temporary or permanent removal of privileges such as parking, technology, etc.
- Removal from course/program/activity
- Alternative Placement
- Recurring scheduled or unscheduled check-in
- Contract, written agreement, or safety plan
- Detention – Lunch or After school
- Suspension - in school or out of school
- Referral to police or outside services
- Expulsion

Health and Safety

Nurse & Medications ([Board Policy 3416](#))

Lynden High School has a nurse on campus to support student health needs. The nurse's office is across from the attendance office. Students are not allowed to possess any prescription or non-prescription medication while at school or during school-sponsored events. The nurse can keep and administer oral medication (prescription or non-prescription) during school hours if a [medication request form](#) is filled out and signed by both the physician and parent/guardian.

Immunizations ([Board Policy 3413](#)) [Washington Department of Health Immunization website](#)

Emergency Response ([Board Policy 3432](#))

There are a variety of emergency situations that may happen at school. Students should always follow the directions of the staff. Staff and students will be given instruction on, and practice, the expectations and procedures for different scenarios multiple times a year. Students should take all drills seriously so they understand them and can follow them quickly and correctly.

Technology

School Email & Username

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

See the example below:



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

Password

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. All classes at LHS have a corresponding virtual course within Canvas. 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.

One-to-One Laptops

All students are 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

Fines will be assessed for damaged laptops and/or chargers.

Tech Support

The LHS tech office is located across from the Main Office and is available during school hours. Tech support is available only for school issued technology - personal laptops or devices will not be supported.

Student Activities

Associated Student Body (ASB)

ASB is the student government system that is used at Lynden High School. The ASB consists of six Executive Officers as well as five or more Class Officers for each grade level, making a Senate of approximately 26-30 student in ASB positions. Students submit their intent to run for office each spring and elections are for the following year’s officers. Elections for Executive Officers for the following year occurs in February and elections for Class Officers for the following year occurs in March.

The ASB Senate is responsible for administering all ASB funds to support cultural, athletic, recreational, or social aspects of LHS. The ASB Senate and all officially recognized student groups are eligible to submit proposals for funded

activities to the ASB. Additional details about student government can be found in the [Lynden High School ASB Constitution](#) and details about the [ASB Executive Offices can be found here](#).

ASB Card

ASB Cards may be purchased by any student for \$35. Any student who participates in athletics, holds an ASB office, or an office in any officially recognized club or activity that receives ASB funds must purchase an ASB card. Benefits of an ASB card include FREE admission to regular season home athletic events, and discounts for dances and other in-school activities. Students who qualify for free or reduced lunch may also qualify for a FREE ASB card as well as other benefits. Please contact your counselor the main office for more information.

Assemblies

Assemblies are a part of the school day intended to promote pride and school spirit as well as provide variation in educational and enrichment experiences. Attendance is expected of all students. However, if a student does not wish to attend or should not attend for medical reasons, they must tell a staff member and an alternative plan will be developed.

Dances

All school expectations and consequences apply at dances. Students who exhibit inappropriate dancing may be asked to leave without a refund. Students will not be readmitted to a dance after leaving. Dances are open to all LHS, LC, and LA students in grades 9, 10, 11, and 12, as well as their guests who must be at least grade 9 but no older than 20. Picture ID and a Guest Application are required for all guests.

Fees and Fines ([Board Policy 3520](#))

Student fines and fees are recorded in their online Skyward profile. Students are expected to pay all fines and fees in the year they are issued. Transcripts and diplomas will not be released for any student with a fine or fee; this may impact transferring schools, scholarship applications, or college admissions.

ASB Card	\$35.00
ASB Card replacement	\$5.00
Yearbook	\$65.00
Yearbook – after Back to School Day	\$70.00
Parking – Stadium Lot	\$10.00
Parking—Main lot	\$30.00
Senior Spot Painting Add-On	\$10.00

Checks should be made payable to “Lynden High School.” The fee for returned or NSF checks is \$10.

Messages

Only messages from parents of students will be delivered to class. Messages should be left with the main office to be delivered during passing periods or immediately depending on importance. Parents are encouraged not to text message their students during class time.

Parking

Students may drive to school after completing the LHS Parking Agreement form (found in the ASB office) and purchasing a parking pass. Students parking is designated by white lined parking spots. Students must drive in a safe and responsible manner on and around campus (surrounding streets). Failure to do so may result in revocation of parking privileges, school discipline and/or referral to law enforcement. The school does not accept any liability or responsibility for vehicles or their contents.

Visitors

Visitors with legitimate purpose are permitted at LHS. The following rules are set to ensure visitations are safe and productive for all parties:

1. All visitors must register in the Main Office upon arriving at school.
2. All visitors must wear a visitor identification sticker in a visible place.
3. For classroom visits, visitors must provide 72 hours prior notice and receive approval by the teacher.
4. All visitors are expected to follow all school and classroom rules during their visit and may not interrupt classrooms or the teacher in any way during their visit.
5. All visitors must return their visitor badge to the Main Office as they leave campus.

Youth visitors (relatives, students from other schools, friends) are permitted to visit for legitimate instructional purposes and must follow the procedures above. However, “just for fun,” or “they don’t have anywhere else to go,” are not considered legitimate instructional reasons. Contact an administrator for more information.

Extracurricular Activities

Activities

LHS offers a variety of student-led clubs and activities. These are great opportunities to get involved in school and enjoy time with students who have similar interests. Some activities require enrollment in a class during the school day. Contact the advisor for more information.

Athletics

Lynden High School offers a wide variety of sports. We compete in the NW Conference in the 2A classification. Registration, schedules and results can be found online at the LHS Athletics Website: <https://lyndenathletics.com/>. There are lots of sports students can participate in or simply attend and cheer on their friends. Students must have a sports physical on file and complete all necessary forms on <https://lynden-wa.finalforms.com/>. We hold the students who represent Lynden High School to high expectations for academics, behavior, and community interaction, which are explained in the Athletic Code.

Clubs/Activities

Lynden High School offers a wide variety of student run and organized clubs and activities. Most of the clubs and activities meet each month during Activity Period but some may meet outside of school hours. Since clubs and activities change each year, LHS students will learn about the possible clubs and activities before Activity Period begins. In addition, students may create their own club or activity based on school and ASB guidelines. Please see the Athletics and Activities Coordinator for more information about starting your own club or activity.