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ALTERNATIVE LEARNING EXPERIENCE (ALE)

A Parent Partnership Program  
of the Lynden School District

## Parent & Student Handbook 2023-24

Lynden Academy 360-354-6675 [la.lynden.wednet.edu](http://la.lynden.wednet.edu)

## Contact Info

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**School Phone** 360-354-6675

**Office & Classes** 1986 Main Street, Suite A  
Lynden, WA 98264

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

**Office Hours** Monday - Friday 8:30 a.m. to 3:00 p.m.

**Principal**  
Ellie Meenk  
[Meenke@lynden.wednet.edu](mailto:Meenke@lynden.wednet.edu)

**Office Staff**

**Registrar**  
Wendy Neff  
[NeffW@lynden.wednet.edu](mailto:NeffW@lynden.wednet.edu)

**Parent Coordinator**  
Sara Roulson  
[RoulsonS@lynden.wednet.edu](mailto:RoulsonS@lynden.wednet.edu)

**Finances & Library**  
Heidi Telling  
[TellingH@lynden.wednet.edu](mailto:TellingH@lynden.wednet.edu)

**Attendance**  
[Attendance@Lynden.wednet.edu](mailto:Attendance@Lynden.wednet.edu)

## **Teaching & Support Staff**

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## **WHO WE ARE**

We are the K-12 Alternative Learning Experience (ALE) Program in 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 (6<sup>th</sup>-12<sup>th</sup> Grade)
- Elementary Classes (Kindergarten-5<sup>th</sup> Grade)
- Electives (K-12) - Students can choose to participate in elective classes that take place onsite on Fridays.
- Lynden Academy's Home Connect (Remote Learning) - students work weekly with WSLPC on their learning plan but learn remotely, being fully homeschooled.

## **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.

## **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. They 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 mandatory mentoring program with Wendy Neff, Parent Coordinator which will include 2-3 training sessions.

## 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.

## 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.

## RUNNING START AND HOME CONNECT AND REPORTING REQUIREMENTS

Weekly Contact – Students enrolled in Running Start or Remote Learning are required to make contact with their WSLPC **every week**. They 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.

Home Connect (Fully Homeschool-No Onsite Classes)- Is available for those who wish to fully homeschool. This option provides the support of a rich, authentic connection with a certificated teacher who will touch base weekly with the student, as well as having access to our resource library. (This is not an online program). In Home Connect, the parent is choosing curriculum, mapping out the assignments, grading and teaching the content needed to cover the required subjects and 28 educational hours per week.

## 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 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.

## **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](http://www.schoolreport.org) and our district website [www.lynden.wednet.edu](http://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.

### **ABSCENCES/TARDIES**

If your student will be absent from school for any reason, please contact our Attendance Secretary at [attendance@lynden.wednet.edu](mailto:attendance@lynden.wednet.edu) or at 360-354-6675 option #2. You will need to give a reason for the absence.

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

### **ATTENDANCE & WEEKLY CONTACT**

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, Heidi Telling. You may also send her an email at [attendance@lynden.wednet.edu](mailto:attendance@lynden.wednet.edu). **You must also email your students teacher(s) to make weekly contact.**

Kindergarten to 5<sup>th</sup> 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 email [attendance@lynden.wednet.edu](mailto:attendance@lynden.wednet.edu) and their student's teacher with full academic details in an email each day a student is absent.*
- *After 2 Consecutive or 3 Cumulative missed weekly contact without valid justification student is considered unsatisfactory and a meeting with the principal will be scheduled.*

### **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](mailto:attendance@lynden.wednet.edu) or at 360-354-6675 option #2.

Students or parents who have any of the following symptoms may not be on campus:

- Fever (>100.4) or chills
- Cough (new, changed or worsening)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting or diarrhea

Here is a link to a handy flow chart to be used to determine if your child should attend school.

<https://www.lyndenhealthinfo.com/wp-content/uploads/2022/03/School-Symptom-Screening-Flowchart-3.10.22.pdf>

## **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. Students who drive to school should park in the west parking lot (closest to the Guide Meridian).

## **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.

6<sup>th</sup>-12<sup>th</sup> 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. ([https://www.lynden.wednet.edu/parents\\_\\_students/forms/volunteer\\_application](https://www.lynden.wednet.edu/parents__students/forms/volunteer_application)) They must also sign in and wear a volunteer tag while on campus.

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

## **Written Student Learning Plan & Monthly 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 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 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. 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)

#### Full-time student instructional hours:

Grades K-12 28 hours per week minimum

### **MONTHLY PROGRESS**

Canvas will be used to facilitate conversations between teachers, parents and students about home-based learning each month. All families will become familiar with Canvas 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 15<sup>th</sup> and 20<sup>th</sup> (except for the months of December or June when it could open earlier in the month to accommodate for breaks).
- Read teacher comments on monthly progress
- 6<sup>th</sup>-12<sup>th</sup> Grade Students who come onsite will complete this in MS Seminar (6<sup>th</sup>-8<sup>th</sup>) or HS Literature (9<sup>th</sup>-12<sup>th</sup>). 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 and/or with their certificated teacher (WSLPC).

## **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 our library software 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 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 SLP.

### **How do I access Curriculum?**

All LA families have access to the LA 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 requested material. A very limited amount of funds are budgeted for requested purchases outside of what our Library provides so we may not be able to process every request. 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 Written Learning Plan.

All materials are the property of the Lynden School District.

### **Curriculum Check Out and Return Procedure**

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 re-checked out at

the end of the school year for use the following year. Library returns can be placed in the return bin outside our front doors or in the main office.

## **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)
- 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. All classes must use approved curriculum.
2. After each class is completed student or parent 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 completed as part of our Language Arts Class (6<sup>th</sup> to 12<sup>th</sup> grade). The High School and Beyond Plan is the culmination of a seven-year process that helps students plan 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 6th grade and then continue to revise it throughout middle and high school to accommodate changing interests or goals. This is a state requirement and is necessary for a student to graduate from LA.

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?

### **Graduation Ceremony**

The graduation ceremony is planned by LA Staff in conjunction with the senior class and their parents. If you have a senior, please be active in making this a special event!

## **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. 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. Parents and/or guardians will always be contacted and actively 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 progress, behavior, missing assignments and/or grades.
- **Lunchtime in the offices:** 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 (Juels, 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 held financially responsible for any damage.

## **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:

- A. A health or safety hazard including possible 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 will be sent home. Repeat offenses may result in progressive discipline.

## **Electronic Devices**

K-8<sup>th</sup> 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 (including lunch). 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.

9<sup>th</sup> to 12<sup>th</sup> grade may use personal technology **if the teacher permits it**. 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 2PM.

## **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) 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 principal for an appeals process. Typical discipline is all students involved receiving an unchanging 0% on the projects found to be a result of cheating.

## **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](http://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 – David Vanderyacht, [vanderyachtd@lynden.wednet.edu](mailto:vanderyachtd@lynden.wednet.edu); 360-354-4443

Title IX Officer – Tim Metz, [metzt@lynden.wedent.edu](mailto:metzt@lynden.wedent.edu); 360-354-4443

Section 504 Officer – Tim Metz, [metzt@lynden.wedent.edu](mailto:metzt@lynden.wedent.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](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](https://lynden.wednet.edu/UserFiles/Servers/Server_1189/File/Parents_Students/Communications/Non-Discrimination_Sexual%20Harassment%20Statement.pdf)