

# LYNDEN HIGH SCHOOL

## 2023-24 STUDENT HANDBOOK

1201 Bradley Road  
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(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.

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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"> <li>• <b>“P” stands for “Pass”. This grade results in credit, but no GPA points.</b></li> <li>• All TA (teacher’s assistant), OA (office assistant). and library assistant classes are graded P/F.</li> <li>• 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.</li> <li>• A teacher may award any student a P if they have seen evidence of sufficient learning, but the gradebook calculation does not reach 60%.</li> <li>• A grade of P will earn credit but cannot be used to satisfy a prerequisite to move on to the next course.</li> <li>• 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.</li> <li>• 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.</li> </ul>
NC	59.99	0	<ul style="list-style-type: none"> <li>• “NC” represents “No Credit”. This grade is similar to F in that it results in no credit. However, unlike an F, this grade does not have a negative GPA impact.</li> </ul>
I	N/A	N/A	<ul style="list-style-type: none"> <li>• “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.</li> <li>• This grade may be used throughout the semester.</li> <li>• “I” will count as an “F” for athletic grade check purposes.</li> <li>• “I” must be converted to a final letter grade within the first three weeks of the following semester unless extenuating circumstances are documented.</li> </ul>
W			<ul style="list-style-type: none"> <li>• Students may withdraw from a class with no penalty and no record on their transcript on or before the 25<sup>th</sup> day in a class.</li> <li>• “W” may be used when a student withdraws after the 25<sup>th</sup> day in the class, but before the 50<sup>th</sup>.</li> <li>• If a student drops a class after the 50<sup>th</sup> class meeting, they will receive an F on their transcript regardless of their grade in the class.</li> </ul>

			<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
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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 8. Ignore grades of P, I, NC, or W.

*Example:* B, B+, B, A-, C+, A-, B+, B+, P →  $3 + 3.3 + 3 + 3.7 + 2.3 + 3.7 + 3.3 + 3.3 = 25.6$ ,  $25.6 / 8 = 3.2$

**Cumulative GPA:** Cumulative GPA is done the same way as Semester GPA, but using all grades that appear on your high school transcript. Do not simply average your semester GPA scores.

### 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.

## 2023-24 Bell Schedules

For the 2023-24 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 <sup>st</sup> Lunch	10:45 AM	11:15 AM
Period 4	11:20 AM	12:15 PM
Period 4	10:50 AM	11:45 AM
2 <sup>nd</sup> 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 <sup>st</sup> Lunch	11:30 AM	12:00 PM
Period 4	12:05 PM	12:45 PM
Period 4	11:35 AM	12:15 PM
2 <sup>nd</sup> 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 <sup>st</sup> Lunch	11:45 AM	12:15 PM
Period 4	12:20 PM	12:55 PM
Period 4	11:50 AM	12:25 PM
2 <sup>nd</sup> 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.

## 2023-24 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.

### SEMESTER 1

### SEMESTER 2

August 31 – First day of Semester 1 classes  
 September 4 – No school - Labor Day  
 October 9 – No school – Teacher Workday  
 November 9 – No school – Teacher Workday  
 November 10 – No school - Veterans’ Day  
 November 22 – Early release for Thanksgiving Break  
 November 23 & 24 – No school - Thanksgiving  
 December 18-January 1 – No school - Winter Break  
 January 15 – No School - MLK Jr. Day  
 January 25 - Last day of Semester 1 classes  
 January 26 – No school – Teacher Workday

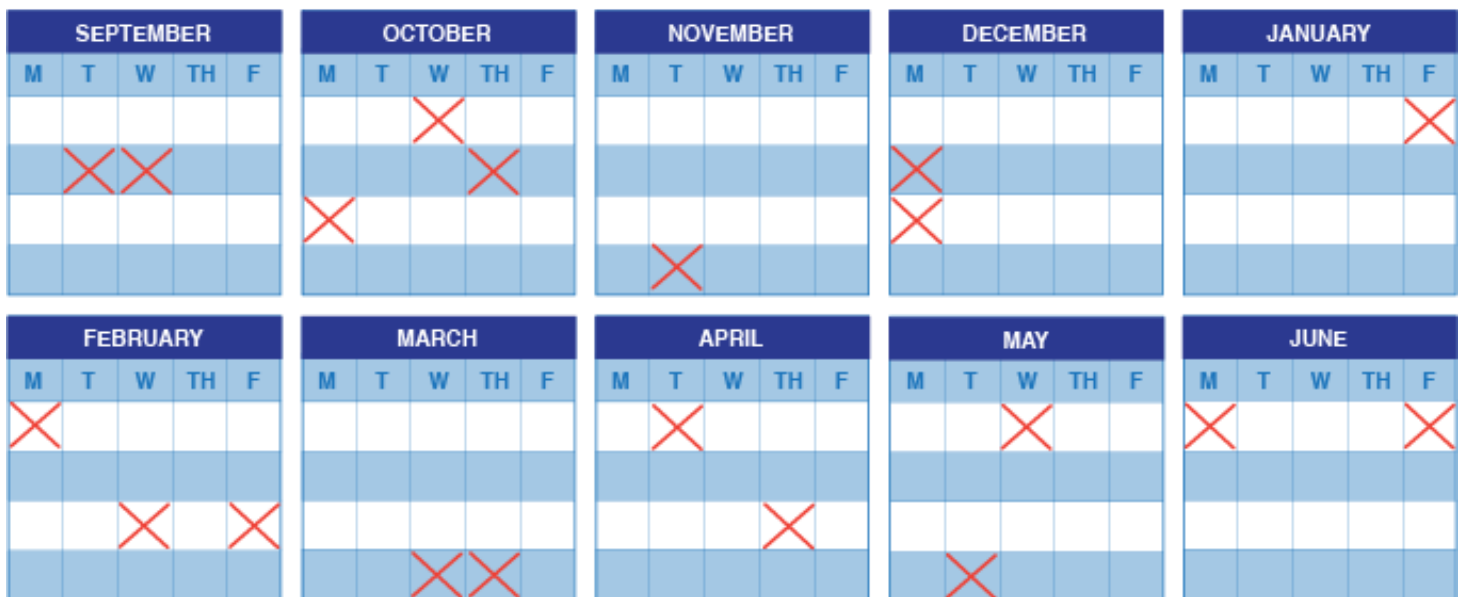
January 29 – First day of Semester 2 classes  
 February 19 – No school - Presidents’ Day  
 February 29 & March 1 – No school - Mid-Winter Break  
 March 11 – No school – Teacher Workday  
 April 1-5 – No school - Spring Break  
 May 17 – No school – Teacher Workday  
 May 27 – No school - Memorial Day  
 June 7 – Graduation  
 June 13 – Last day of Semester 2 classes  
*[As necessary, the following days will be used in order for make-up due to cancelations: June 14, 17, 18, 20, 21]*

## 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**



## **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 and Other 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-class time such as passing periods or lunch;
3. Devices will not be used in class until the teacher has explicitly approved the use;
4. Devices will not be used to record or take pictures of any student or staff member without their 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 rules, 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 rules 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. Teachers have the authority to confiscate a device that is being used during class time without permission. Depending on the frequency and severity of the use, the teacher may return the device to the student or transfer possession to an administrator who will follow up with the student and/or parent;
8. 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.

*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, or Bullying ([Board Policy 3207](#)):** Lynden High School is committed to a safe and civil educational environment for all members of the school community; free from harassment, intimidation or bullying. “Harassment, intimidation or bullying (HIB)” means any intentional written, verbal or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 9A.36.080 (3) (race, color, religion, ancestry, national origin, gender identity, sexual orientation, mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal or physical act:
  - Physically harms a person or damages person's property;
  - Has the effect of substantially interfering with a student's education;
  - Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment;

- That the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the targeted person to actually possess a characteristic that is the basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include, but are not limited to, physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms, including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. “Intentional” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s). A student found in violation of the HIB policy will be subject to school discipline.

**Sexual Harassment/Title IX Sexual Harassment Policy:** Lynden High School is committed to maintaining an environment for learning and working that is free from sexual harassment and Title IX sexual harassment and such conduct is prohibited. It is also the policy of Lynden High School to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Sexual Harassment under Title IX includes, but is not limited to, unwanted sexual comments or conduct, sexual assault, dating violence, and stalking. Staff at Lynden High School take sexual harassment very seriously and are required by law to report all incidents of sexual harassment to law enforcement and other necessary agencies. For more information regarding Title IX, please visit [OSPI: Title IX Discrimination & Sexual Harassment](#)

**Reporting:** A victim or witness of HIB may report this as soon as possible to any school staff member, who will bring this to the attention of the administration. If desired, a report can be filed anonymously online at <https://lynden-wa.safeschoolsalert.com/>, which will report directly to the administration.

**Reprisal, retaliation or false accusations:** Reprisal, retaliation or deliberate false accusations against anyone reporting or thought to have reported HIB is prohibited regardless of whether the reported HIB is substantiated or was even reported. False accusations are strictly prohibited. Please use the guide below to make sure you are reporting for the right reasons:

- Are you reporting the situation to keep people safe or get someone in trouble?
- Have you tried (or can you try) to solve the situation on your own? Or does this require adult help?
- Was the behavior intentionally hurtful, or was it unintentional or accidental?
- Is the behavior dangerous, harmful, or threatening?

### **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:

Graduation Year  
26smithj@lynden.wednet.edu  
Last Name First Initial

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](http://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](http://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. The ASB Senate will be 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](#).

### Tentative Election Dates for 2023-24 Officers:

- February 14: Submit interest in running for 2023-24 ASB Executive Officer Position
- February 22: Election for 2023-24 Executive Officers
- March 7: Submit interest in running for a 2023-24 Class Officer position
- March 22: Election for 2023-24 Class Officers

### ASB Card

ASB may be purchased by any student. 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. ASB cards are \$35 and are available for purchase in the main office. The ASB card entitles the holder to attend regular season home athletic events for free and dances and other in-school activities at a discounted rate.

## 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.

Student Insurance	Application available in the ASB Office
ASB Card	\$35.00
ASB Card replacement	\$5.00
Yearbook	\$65.00
Yearbook after 9/9/22	\$70.00
Parking – Stadium Lot	\$10.00
Parking—Main lot	\$30.00

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.