



LYNDEN

SCHOOL DISTRICT

Tradition + Pride + Excellence

District Handbook

2024-2025 School Year

Lynden, Washington

Lynden School District No. 504

Para una versión española del Manual del Distrito,
por favor visite su oficina de la escuela.

Ika pajābī la'ī -ḍisaṭrikaṭa haiṇḍabuka dā sasa-
karaṇa, kirapā karakē āpaṇē sakūla dē dafatara
vica jā'ō

Table of Contents

Administration.....	4
Board of Directors.....	4
School Calendar	5

Schools

Bernice Vossbeck Elementary (Grades TK-5).....	6
Fisher Elementary (Grades TK-5)	6
Isom Elementary (Grades TK-5).....	6
Lynden Middle School (Grades 6-8).....	7
Lynden High School (Grades 9-12)	7
Lynden Academy (Grades K-12)	8

Programs and Services

Early Learning	9
Community Transitions.....	9
Migrant/Bilingual Program	9
Special Education.....	10
Family Community Services	10
Career & Technical Education.....	11
Transportation	11
Highly Capable Program.....	12
Health Services	12
Food Services	13
Parent & Community Involvement	14
ParentSquare	14
Opt Out Forms.....	14

School Board Policies and Procedures

District Officers	15
Harassment, Intimidation & Bullying.....	15
Parent and Student Rights in Administration of Surveys.....	16
Student Discipline	17
Gender Inclusive Schools.....	17
Video Surveillance	17
Title I Parent and Family Engagement.....	18
Maintaining Professional Staff/Student Boundaries	18

Annual Notifications

Annual Reporting of Achievement Levels	19
Annual School Reports.....	19
Access to and Publication of Student Directory Information.....	19
Non-Discrimination and Sexual Harassment Notice.....	20
Educational Services for Homeless Children and Youth	22
Education Ombuds Awareness.....	22
School Regulations	23
Family Educational Rights and Privacy Act (FERPA).....	23
SpeakUp - Tip Reporting Service.....	23
Digital Citizenship and Online Safety	24
Teacher and Paraprofessional Qualifications.....	24
Descriptive Guide.....	25
Asbestos Management.....	25
Pesticide Notification	25

Administration

516 Main Street, Lynden, WA 98264
Phone: (360) 354-4443; Fax: (360) 354-7662

Office Hours
Monday – Friday
7:30am - 4:00pm

Website:
www.lynden.wednet.edu

SuperintendentDavid VanderYacht
Assistant Superintendent of Teaching & LearningDr. Julie van Wijk
Director of Human Resources & Academic Services.....Molly Mitchell
Director of Student Services Tim Metz
Director of Special Education..... Rebecca Morgan
Director of Finance & Operations.....Ben Thomas
Assistant Director of Finance Jody Morgan
Food Services Director Narlene VanBeek
Technology Director Mark Brossow
Facilities Director Kevin Burke
Transportation Director Shane Stanfill
Accounts PayableHeather Lenssen
Student Data System Specialist.....Kim Olson
Administrative Assistant to the Superintendent..... Kelly Boies
Administrative Assistant to the Asst. Superintendent Kelly Hoekstra
Human Resources Coordinator Suzie Graddon
Payroll & Benefits Coordinator..... Julie Brossow
Payroll/Benefits & Human Resources Specialist Megan Mather
District Receptionist..... Jamie Noteboom

Board of Directors

The Lynden School District Board of Directors typically meets at 6:30pm on the first and third Thursday of each month with a few exceptions. Agendas are posted on the website before each meeting, and the meeting location is noted on each agenda. These meetings are open to the public. School board meetings are recorded and available on the district website.

Board members are volunteers elected at large to four-year terms by the voting public.

Current board members are:

Tonya Hickman, President HickmanT@lynden.wednet.edu
Position No. 4; Term expires 2025

Ken Owsley, Vice President..... OwsleyK@lynden.wednet.edu
Position No. 5; Term expires 2025

Khush Brar, Director.....BrarK@lynden.wednet.edu
Position No. 1; Term expires 2027

Danny Martinez, DirectorMartinezD@lynden.wednet.edu
Position No. 2; Term expires 2027

Jim Verburg, DirectorVerburgJ@lynden.wednet.edu
Position No. 3; Term expires 2027

24/25 Academic School Calendar

2024-2025 School Calendar



August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 26 - 27	No School - Teacher Work Days
Aug 28	No School - Waiver Day
Aug 29	First Day of School for Students 1-12
Sep 2	No School - Labor Day
Sep 4	First Day of School & Early Release for K & TK
Oct 7	No School- Waiver Day
Oct 10-11	Early Release for 6-8- Conferences
Nov 11	No School- Veterans' Day
Nov 15	No School- Professional Learning Day
Nov 21 - 26	Early Release for K-5 - Conferences
Nov 27	Early Release P-12/ No Late Start
Nov 28-29	No School- Thanksgiving Break
Dec 23- Jan 3	No School- Winter Break
Jan 20	No School - Martin Luther King, Jr. Day
Jan 24	No School - Professional Learning Day
Feb 17	No School - Presidents' Day
Mar 6 - 7	No School - Mid Winter Break
Mar 17	No School - Waiver Day
Apr 7 - 11	No School - Spring Break
Apr 21	Early Release for 6-8 - Conferences
May 16	No School - Waiver Day
May 26	No School - Memorial Day
Jun 6	LHS Graduation
Jun 11	Early Release P-12 - Last Day of School
Jun 12-16	Weather Make Up Days if needed

School Board Approved March 7, 2024

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Wednesdays
One Hour Late Arrival for TK-12
 Except for:
 September 4th, 11th,
 November 27th, June 11th
 May 28th: Late Arrival for K-5 only
 June 4th: Late Arrival for K-5 only

No School- Teacher Work Day	Early Release for Grades Noted
No School- Waiver Day	Early Release- All Grades
First/Last Day of School	LHS Graduation
No School- Holiday	Weather Make-Up Day
No School- Break	

Bernice Vossbeck Elementary

1301 Bridgeview Drive, Lynden WA 98264
 Phone: (360) 354-0488; Fax: (360) 318-8318

Principal Rex Fraser
 Dean of Students..... Tawnee Parcher
 Counselor..... Tanya Robinson
 Secretary..... Marilyn Weeks
 Secretary..... Kristen Brown
 Secretary..... Michelle McIlvoy
 Day Custodian.....Mason Wauda
 Night CustodianMark Selcho
 Head Cook..... Wendy Nielson

BVE Daily Schedule*	
Classes Start	8:55am
Late Start Wednesdays	9:55am
TK/Kinder Lunch	11:00-11:20
1 st Grade Lunch	11:45-12:05
2 nd Grade Lunch	12:05-12:25
3 rd Grade Lunch	11:25-1:45
4 th Grade Lunch	12:25-12:45
5 th Grade Lunch	12:45-1:05
Students Dismissed	3:05pm
Early Dismissal	12:05pm

Fisher Elementary

501 N. 14th Street, Lynden, WA 98264
 Phone: (360) 354-4291; Fax: (360) 354-0952

Principal Mandy Jessee
 Dean of StudentsDena Riccobene
 Counselor Tausha Caldarella
 Counselor..... Heidi Covington
 Secretary Wendy Kuplent
 Secretary Cindy Huaracha
 SecretaryMegan Vopnford
 Day CustodianKeith Pine
 Night CustodianEvilia Lopez-Villa
 Head Cook.....Jill VanderGriend

Fisher Daily Schedule*	
Classes Start	8:55am
Late Start Wednesdays	9:55am
2nd Grade Lunch	11:05-11:25
Kinder Lunch	11:25-11:45
5 th Grade Lunch	11:45-12:05
TK & 1 st Grade Lunch	12:05-12:25
4 th Grade Lunch	12:25-12:45
3 rd Grade Lunch	12:45-1:05
Students Dismissed	3:05pm
Early Dismissal	12:05pm

Isom Elementary

8461 Benson Road, Lynden, WA 98264
 Phone: (360) 354-1992; Fax: (360) 354-5494

Principal..... Tim Doering
 Dean of Students.....Jennifer Vachon
 CounselorElizabeth Grant
 Secretary..... Kathy Kerven
 Secretary..... Sara Roulson
 Day Custodian..... Derrick Jones
 Night Custodian..... Angelica Villa-Moreno
 Head Cook..... Marge Roberts

Isom Daily Schedule*	
Classes Start	8:55am
Late Start Wednesdays	9:55am
K & 5 th Lunch	11:10-11:30
3 rd & 4 th Lunch	11:35-11:55
1 st & 2 nd Lunch	12:10-12:30
Students Dismissed	3:05pm
Early Dismissal	12:05pm

*Lunch/Recess schedules may be subject to change

Lynden Middle School

8750 Line Rd., Lynden, WA 98264
 Phone: (360) 354-2952; Fax: (360) 354-6631

Principal Vince Riccobene
 Assistant Principal Cyndi Selcho
 Dean of Students Christie Long
 Counselor Jack Hallmark
 Counselor Coral Bartlett
 Secretary Shelli Joss
 Secretary Kelli Baar
 Secretary Shannon Warner
 Day Custodian Larrin Weidenaar
 Night Custodian Edgardo Serrano
 Night Custodian Gracie Sotel-Herrera
 Night Custodian Ed Peacock
 Head Cook Melissa Fritz

LMS Daily Schedule

Classes Start 7:40am
 Late Start Wednesdays 8:40am
 Students Dismissed 2:00pm

6th Grade Schedule:

AM Core 7:40-9:32
 Elective 9:36-10:30
 AM Core 10:34-11:00
 Lunch 11:00-11:30
 PM Core 11:34-2:00

7th/ 8th Grade Schedule:

1st Period 7:40-8:34
 2nd Period 8:38-9:32
 3rd Period 9:36-10:30
 4th Period (7) 11:04-11:58
 Lunch (7) 10:30-11:00
 4th Period (8) 10:34-11:28
 Lunch (8) 11:30-12:00
 5th Period 12:04-1:00
 6th Period 1:04-2:00

Conference & Early Dismissal 11:00am
 Office Hours: 7:00am – 3:30pm

Lynden High School

1201 Bradley Road, Lynden, WA 98264
 Phone: (360) 354-4401; Fax: (360) 354-0991

Principal Ian Freeman
 Assistant Principal David Kish
 Assistant Principal Nicolette Rinker
 Athletic Director Mike McKee
 CTE Director John Grubbs
 Counselor (A-G) Chris Elsner
 Counselor (H-O) Erin Shaffer
 Counselor (P-Z) Christina Lynch
 Secretary Diane Marsh
 Secretary Alicia Blankers
 Attendance Secretary Esther Kimber
 Athletics/ASB Secretary Glenda Johnston
 Registrar Lisa Wilde
 Day Custodian Michael Sacks
 Evening Custodian Oskar Toften
 Evening Custodian Peter Trubnikov
 Evening Custodian Ryan Hubby
 Head Cook Debra Dugger

LHS Daily Schedule

Classes Start 7:50am
 Late Start Wednesdays 8:50am
 Students Dismissed 2:15pm

Regular Schedule:

1st Lunch 10:45-11:15
 2nd Lunch 11:45-12:15

Wednesday Schedule:

1st Lunch 11:30-12:00
 2nd Lunch 12:15-12:45

Early Dismissal 10:45pm
 Office Hours: 7:00am – 3:30pm

Lynden Academy

1986 Main St., Ste. A, Lynden, WA 98264
Phone: (360) 354-6675 Fax: (360) 354-3510

Principal Ellie Meenk
Secretary Wendy Neff
Secretary Heidi Telling
Secretary Tara Stauffer
Counselor Heidi Covington

Lynden Academy Daily Schedule

Classes Start 8:30am
Late Start Fridays 9:30am

Conference & Early Dismissal- 12:05pm
Office Hours: 8:30am - 2:30pm

The Lynden Academy program is designed to provide families of Grade K–12 students the opportunity to combine aspects of home-based learning in partnership with the Lynden public schools. Students are enrolled in the Lynden School District and are given the opportunity to enroll in a variety of classes and workshops, which support and supplement home based learning. Enrolled families meet on a predetermined, regular basis with an experienced educator/advisor. This advisor is knowledgeable in home-based instruction, setting goals, developing objectives, suggesting alternatives, recommending resources, and assessing progress. Advisors and families work together to ensure students achieve a successful and rewarding educational experience.

The Lynden Academy program is an alternative learning experience program authorized through the Washington Administrative Code (WAC) 392-121-182. An Application for Non-Resident Admission form is required for each student that is not a resident of the Lynden School District. Enrolled students have access to co-curricular and other programs and services in the Lynden School District.

Home Connect

Home Connect is a stand-alone program under the purview of Lynden Academy where parents serve as the primary educator and home is the classroom. The program provides a flexible option to families and students who wish to look outside of a traditional school setting. Certificated teachers partner with families to answer questions, address problems, and go over curriculum as needed. Teachers provide support through weekly check-ins with students. The program is open to students in Kindergarten through high school. Students who graduate from the Home Connect program earn a diploma through Lynden Academy. Students enrolled in Lynden Academy are also welcome to be involved and participate in the district's extra-curricular activities. For more information on Home Connect, please contact Lynden Academy at the phone number above.

Programs and Services

Early Learning

Lynden Preschool Program

The Lynden School District Integrated Preschool Program serves children ages three through five who meet qualifying criteria under state and federal guidelines. Non-qualifying students are integrated with qualified children as peer role models. The focus of the preschool program is to develop the knowledge and skills to be successful in the regular classroom, development of strategies and tools to help compensate for existing disabilities, and development of age-appropriate daily living skills to foster independence and self-reliance.

To make a referral, inquire about your child being a peer student, or for additional information regarding the preschool program, please contact the Preschool Office at (360) 354- 4443.

Launch Transitional Kindergarten

Launch Transition to Kindergarten is a free, full day, five days a week program for children who are at least 4-years old by August 31st. The program focuses on basic academic and social skills to help qualifying students get a jump start towards success in school. Students must reside within Lynden School District boundaries and enter based on need and/or ability such as financial, academic, and social-emotional needs and cannot be currently enrolled in another early learning program. Launch programs are located in the neighborhood schools of Bernice Vossbeck Elementary, Fisher Elementary, and Isom Elementary schools. If you have questions, please call the district office at (360) 354-4443.

Community Transitions

Supervising Teacher: Kristen Bock
516 Main Street, Lynden, WA 98264
Phone: (360) 354-4443

The Lynden School District Community Transitions Program, located at the Main Street Campus, serves students ages eighteen through twenty-two who meet qualifying criteria under state and federal guidelines. The goal of this program is to prepare young adults for success on the job and in the community by providing students access to community work experience, career training and on-site supervised job coaching.

Migrant/Bilingual Program

Administrators: Tim Metz & Molly Mitchell
Home Visitor: Teresa Mata
Records Clerk: Connie Hernandez
Office: 516 Main Street, Lynden, WA 98264 Phone:
(360) 354-4443

Throughout the school year, Lynden School District serves both bilingual and migrant students. The district provides assistance to these students through the Migrant Education Program for children of seasonal farmworkers and the State Bilingual Program for children whose home language is not English. Services involve English as second language (ESL) classes and/or tutoring as well as emphasis on maintaining academic skills and credit accrual between districts.

If you fit either of these categories or know someone who may be eligible for these services, contact the Migrant/Bilingual Office at 360-354-4443.

Special Education

Administrator: Rebecca Morgan
516 Main Street, Lynden, WA 98264
Phone: (360) 354-4443; Fax: (360) 354-7662

Secretary Trina Gardner
School Psychologist..... Deborah Hull
School Psychologist..... Elizabeth Jorgensen
School Psychologist..... James Scarborough
School Psychologist..... Kelly Lam-Scholten
School Psychologist..... Gabrielle Roberts

The Lynden School District Special Education Program serves students between the ages of three and twenty-two who are identified under the Federal Individuals with Disabilities Education Act (IDEA). The district also partners with the Whatcom County Opportunity Council to provide services to qualified children ages birth to three. Special education services include individualized, specially designed instruction in academic, self-help, communication, motor, vocational and social skill areas. Individual Education Programs (IEP) are developed at least annually and include goals and objectives written for each student based on the results of formal and informal testing and observations. The Lynden School District special education staff includes special education teachers, school psychologists, speech language pathologists, occupational therapists, physical therapists, and educational assistants. As specified in federal and state law, students with disabilities are served in the least restrictive environment to the maximum extent possible.

Child Find Recruitment & Identification

Students in need of special education services may be brought to the attention of the school district by parents, childcare providers, educational staff, community agencies, or other concerned individuals. If you suspect that your child may need special services, or would like additional information regarding our programs, please contact the Lynden School District Special Education Office at 360-354-4443.

Family Community Services

Family Services Coordinator: Margaret Vailencour
Family Services Coordinator: Anna Hernandez
Mental Health Coordinator: Jordan Feigal
Migrant Records Clerk: Connie Hernandez
516 Main Street, Lynden, WA 98264
Phone: (360) 354-1549

The mission of the Family Community Services program is to:

- Ensure that all children are able to start the school day prepared to learn.
- Create and encourage a committed continuing partnership between schools, families, staff, and communities.
- Provide opportunities for all young people to achieve their highest learning potential through parent education and support.
- Strive for all students to live in a safe, healthy, and civil environment free of alcohol, tobacco, and other drugs.
- Provide opportunities for students to grow into productive community members.
- Advocate for parents and their children.

Contact the Family Services team if you need assistance with obtaining school supplies, housing, medical care, or dental care.

Career and Technical Education (CTE)

Director: John Grubbs
College and Career Coordinator: Lois Mehlhoff
Office: 1201 Bradley Rd., Lynden, WA 98264
Phone: (360) 354-4401

Career and Technical Education supports and guides all students, whether you need or want to go straight to work following graduation, or you already know that you are headed for a two-year or four-year college.

Through CTE at Lynden High School, students can explore opportunities in Agriculture, Architecture & Construction, Multi-media and Communication, Business, Marketing and Technology, Health Sciences, Human Services, Technology, Engineering and Mathematics. In addition, participation in clubs such as FBLA, FFA and others are encouraged.

The Lynden School District does not discriminate on the basis of sex, race, color, national origin, disability, or age in its program or activities and provides equal access to the Boy Scouts and other designated youth groups. The Lynden School District offers classes in many career and technical education program areas under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact CTE Program Director. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following people have been designated to handle inquiries regarding the nondiscrimination policies.

The District's Compliance Coordinator is: Mr. Tim Metz, Director of Student Services
The Districts Section 504 Coordinator is: Mr. Tim Metz, Director of Student Services
The District's Title IX Officer is: Mr. Tim Metz, Director of Student Services
516 Main Street, Lynden, WA 98264, (360) 354-4443.

Transportation

Supervisor: Shane Stanfill
Mechanics: Bill Chapin & Tom Wystup
Dispatcher: Brenda Dahlgren
Dispatcher: Monica Tiesinga
Office: 501 N. 14th Street, Lynden, WA 98264
Phone: (360) 354-5469

All students attending Lynden Public Schools may ride buses to and from school, with exception to students attending Lynden Academy and out of district transfers. Bus drivers are responsible for the conduct of children to and from school and are in full charge of the bus. Students must obey the driver quickly and willingly. A complete list of Bus Conduct Rules is enclosed, and also available on our district website.

Every day, drivers ensure that every child is delivered safely to his or her designated stop. Safety is the foremost concern of drivers and supervisors.

Bus stops for elementary students will be set as close to their home as reasonably possible. Due to fuel costs, middle and high school students' stops will be consolidated, but will be within reasonable walking distance from their home.

Prior arrangements must be made with the bus driver or transportation department if your child is having more than two extra children ride his or her bus for a party, scouts, 4-H, or any other group.

Questions about bus routes and pickup times may be directed to the transportation supervisor. In the event of an emergency school closure or delayed beginning of the school day, families will be notified via ParentSquare. Parents are also encouraged to check the district Facebook page and/or the district website for information on emergency schedule changes. This information will also be sent to local media & news sources.

Highly Capable Program

In order to develop the special abilities of each Highly Capable Program student, the district offers a highly capable program which provides kindergarten through 12th grade students selected for the program access to a basic education that accelerates learning and enhances instruction. Information is available on the district website under Departments /Teaching and Learning. You are welcome to contact the Teaching and Learning office with any questions at (360) 354-4443.

Health Services

Head Nurse: Kathy Dodson—Isom Elementary, Lynden Academy, Pre-School

Assistant Head Nurse: Aimee Speer—Lynden Middle School

Assistant Nurse: Amber Spidell- Lynden High School

Assistant Nurse: Katie Struiksma—Fisher Elementary

Assistant Nurse: Heidi Polinder—Bernice Vossbeck Elementary

To reach the school nurse, please call your child's school office.

Health Conditions

Parents should notify the school nurse as soon as possible if their child has a health condition or any life-threatening illness. If the child has a life-threatening health condition, parents are required per District Policy 3413 to present a medication or treatment order addressing the condition prior to their child's attendance at school. This information should be submitted to the school nurse at their child's school. Following submission of the medication or treatment order, a health plan shall be developed for the child.

Immunizations

Parents are required to provide proof of immunizations before a student may attend classes. As per state law (WAC 246-105-030), the requirements for children entering school are:

- Diphtheria, Tetanus, and Pertussis — 5 doses DTaP (last dose administered after 4th birthday).
- Hepatitis B — 3 dose series required for Grades K-12. (Series takes 6 months to complete. It must be started prior to enrollment but may be completed during first months of school.)
- Measles, Mumps, Rubella (MMR) — 2 doses; first dose after 12 months of age.
- Intramuscular Polio Vaccine — at least 4 doses of IPV, with last dose administered after 4th birthday.
- Varicella (chickenpox) — 2 doses for all students (given on or after 1st birthday, or healthcare provider verified disease)
- Additional requirements for Grade 6-12: 1 dose of Tdap vaccine administered on or after 11th birthday and also provide proof of date of Varicella vaccine or the date of chicken pox disease.

State law requires a licensed health care provider to sign the Certificate of Exemption (COE) for a parent or guardian to exempt their child from school and childcare immunization requirements. The signature verifies that the provider gave the parent or guardian information about the risks and benefits of immunization. A parent or guardian can also turn in a signed letter from a health care provider stating the same information. The law applies to exemptions requested after July 22, 2011. Measles, mumps, and rubella may not be exempted for personal/philosophical reasons. Medical and religious exemptions may still be accepted but will require a health care provider's signature. To request an exemption a completed Certificate of Exemption must be submitted to the school or childcare center. A health care provider does not need to sign the form for parents or guardians who demonstrate membership in a church or religious group that does not allow a health care provider to provide medical treatment to a child.

While the law allows unimmunized children to attend school, it also allows the local health officer to order the school to exclude them from school during an outbreak. Students may be excluded from school if 1) immunizations provided are not complete for requirements; 2) student does not have a completed and signed CIS form (available at school); and 3) student is not immunized and a disease exposure occurs. (WAC 246-100-166 (6) & WAC 246-101-420 (7)). More information can be found at www.doh.wa.gov/public-health-provider.

Meningococcal vaccine and Human Papillomavirus (HPV) vaccine are not required for school attendance, but

families with adolescent students should have this information. Read more about each of these diseases, their causes and symptoms at <https://doh.wa.gov/you-and-your-family/immunization/diseases-and-vaccines>.

Medications

The following rules apply for administration of medication at school:

1. Authorization forms must be filled out prior to administration of any medication. This includes self-carry and self-administration. This form must be signed by both the physician and parent/guardian. These forms are available at any school office and on our website at <https://lynden.wednet.edu/parents-students/school-nurses/> . These forms must be updated each school year.
2. Medication (both prescription and non-prescription, including Tylenol), must be furnished in the original container from the pharmacy.
3. Student's name, dosage, name of medication, and times to administer need to be on the original container.

Food Services

Food Service Director: Narlene VanBeek
Central Kitchen: 1301 Bridgeview Dr., Lynden WA 98264
Phone: (360) 354-7579

Lynden School District participates in the National School Lunch and School Breakfast programs operated under the jurisdiction of the United States Department of Agriculture and Washington State. Breakfast and lunch are available daily for all students in the district. A variety of entrée choices are offered daily at all schools as well as self-serve fresh fruit and vegetables.

The district uses a computerized system that allows parents or students to deposit money into an individual student meal account in increments of their choice. Students purchase meals using these pre-paid and a-la-carte accounts. Deposits into their account may be made with Food Service staff in the cafeteria in each building or on-line. Checks should be made payable to: Lynden School District. Students and/or parents will receive notifications when they have a "low balance". Parents can also access their child's account information online. For information regarding online services, contact the Food Service Director.

Due to the passing of House Bill 1238, Lynden Schools qualifies for "universal feeding" for elementary students during the 2024-2025 school year, meaning every student in all three elementary schools can eat lunch at school for free. This new program does not apply to students at Lynden Middle School or Lynden High School. Families are encouraged to continue to fill out and submit the Free and Reduced meal applications if they qualify, as schools must continue to meet the program's thresholds to qualify for the universal feeding program each year.

Free or Reduced Eligibility

The federal government and the State of Washington subsidize meals for students whose family income meets federal guidelines. Depending on income, some students receive reduced-price meals and others receive free meals.

Families eligible for free or reduced meals need to complete an application form each year with the exception of those who qualify for direct certification. Forms are available at any school office or at the District Office. For quickest processing, return completed forms to the District Office at 516 Main Street, Lynden, WA 98264. Free and reduced eligibility is completely confidential.

Non-Sufficient Funds Notice

The Lynden School District will charge \$12.00 for checks returned with NSF.

2024-2025 Meal Prices

	<u>Breakfast</u>	<u>Lunch</u>
K-5	NO CHARGE	NO CHARGE
6-12	\$ 1.75	\$ 3.75
A-La-Carte Milk/Juice		\$.50

Parent & Community Involvement

Instructional Materials Committee

If you are interested in serving on the IMC, please reference the [IMC Application](#) to determine eligibility. Directions for submitting the application are outlined in the application as well.

Migrant Education Parent Advisory Council (M-PAC)

All parents of migrant students qualify for the M-PAC. The M-PAC makes recommendations regarding the migrant program and meets three times during the school year. For information contact the Migrant Office at (360) 354-4443.

Superintendent Advisory Committees

Superintendent VanderYacht will announce opportunities to serve on various advisory committees throughout the year.

Parent and community involvement is vital to our success. Thank you for your interest in serving our students through your participation in these committees.

ParentSquare

The Lynden School District has partnered with ParentSquare for district wide communication to families. Information including absences, school closures, meal balances, and emergency situations will be communicated through ParentSquare. Teachers and building-level staff will also use this platform to communicate information. Families can choose their preferred language, and choose to receive email, text, and/or app notifications. Go to [ParentSquare.com](https://parentsquare.com) to register your account, or you can download the app here:



Opt Out Forms

Information and opt out forms can be found on our district website at <https://lynden.wednet.edu/parents-students/forms/>. Available opt out forms include:

- Student Directory Opt Out Form
- Electronic Information Network Usage Opt Out Form
- ConnectEd Opt Out Form

More information can be found on our website under “For Parents and Students” regarding the opt out process for each of these if interested. Several other forms are available as well including attendance request forms, volunteer application forms, and flyer distribution request forms.

School Board Policies and Procedures

The Lynden School District School Board Policies and Procedures are posted on the district's website: www.lynden.wednet.edu under School Board. Any questions regarding board policies and procedures should be directed to the Lynden School District Office.

District Officers

Director of Student Services, Tim Metz, serves the district in the roles noted below.

- Title I Compliance Coordinator
- Title IX Officer
- Section 504 Officer
- Civil Rights Coordinator
- HIB (Harassment, Intimidation, Bullying) Compliance Officer

The next several sections will reference who to contact to report and/or discuss specific circumstances. Mr. Metz can be reached via email at metzt@lynden.wednet.edu or by phone at (360) 354-4443, ext. 3416.

Harassment, Intimidation and Bullying (Policy 3207)

Our schools protect students from Harassment, Intimidation, and Bullying. Schools are meant to be safe and inclusive environments where 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 students or damages their property
- Has the effect of greatly interfering with another student's education
- 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 (<https://lynden.wednet.edu/parents-students/forms/>) 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 students based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, 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-MetzT@lynden.wednet.edu, 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 of 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 corrected 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 processes, including important timelines, please see the district’s webpage or the district’s HIB policy 3207 and procedure (3207P).

Parent and Student Rights in Administration of Surveys (Policy 3232)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. These include rights to:

- A. Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the US Department of Education.
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Income, other than as required by law to determine program eligibility.
- B. Receive notice and an opportunity to opt a student out of —
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. Inspect, upon request and before administration or use —
 1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Parents who believe their rights have been violated may file a complaint with the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

Student Discipline (District Policy 3241)

All students will follow the reasonable rules of the district. Refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for discipline, suspension, or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff.

A copy of the district's policy can be reviewed at the District Office, 516 Main Street, Lynden WA or on our district website at: <https://lynden.wednet.edu/school-board/board-policies-and-procedures/>

Gender Inclusive Schools (District Policy 3211)

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

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

To review the district's Gender Inclusive School Policy 3211 and procedure 3211P, 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.

Video Surveillance (District Policy 6610)

The board authorizes the use of video surveillance on district property for the purpose of maintaining the health, welfare, and safety of students, staff, and visitors, and to protect district equipment and facilities. The board authorizes video surveillance in common areas on district property. However, the district will not install or use cameras in restrooms and locker rooms. The district may use footage from video surveillance for student disciplinary action.

A copy of the district's policy can be reviewed at the District Office, 516 Main Street, Lynden, WA 98264 or on our district website at <https://lynden.wednet.edu/school-board/board-policies-and-procedures/>.

Title I Parent and Family Engagement (District Policy 4130)

Parents of children receiving Title I, Part A services must be involved in the development of the district parent involvement policy and must be used to conduct programs and activities to involve parents in the planning and implementation of the Title I, Part A program, including promoting family literacy and parenting skills.

A copy of the district's policy can be reviewed at the District Office, 516 Main Street, Lynden WA or on our district website at <https://lynden.wednet.edu/school-board/board-policies-and-procedures/>

Title 1 School Complaint Procedures

Report your Title 1 concern directly to the Principal where your child attends. After processing the concern with the Principal, you can share your concern directly with the Title 1 Compliance Coordinator.

If unsatisfied with the outcome after processing your Title 1 concern with the Title 1 Compliance Coordinator, you can share your concern directly with the Superintendent. If unsatisfied with the outcome after processing your Title 1 concern with the Superintendent, you can share your concern with the Office of Superintendent of Public Instruction (OSPI). Information on how to file a complaint can be found at: www.k12.wa.us/policy-funding/grants-grant-management/closing-educational-achievement-gaps-title-i-part/citizen-complaints-federal-programs.

Maintaining Professional Staff/Student Boundaries (District Policy 5253)

This policy is to provide all staff, students, volunteers and community members with information about their role in protecting children from inappropriate conduct by adults. This policy applies to all district staff and volunteers. For purposes of this policy and its procedure, the terms "district staff", "staff member(s)", and "staff" also includes volunteers.

A copy of the district's policy can be reviewed at the District Office, 516 Main Street, Lynden, WA or on our district website at: <https://lynden.wednet.edu/school-board/board-policies-and-procedures/>

Annual Notifications

Annual Reporting of Achievement Levels

The Lynden School District reports annually on the results of the approved assessments used to determine student achievement. Each parent receives information on the level of their child's achievement in addition to the level of achievement of their child's school.

Washington State utilizes the following assessment tools:

- Smarter Balanced Assessment (SBA) for Grades 3 - 8 ELA and Math; Grade 10 for ELA and Math.
- Washington Comprehensive Assessment of Science (WCAS) Grades 5, 8 and 11 in Science.

All students are required to meet statewide graduation requirements in order to earn a diploma. The goal is that more students will be better prepared to meet 21st-century demands in their working and personal lives. Families, students, and educators can learn more about each of the Graduation Pathways, including what each requirement is designed to do and how students will be supported. To earn a high school diploma, a student must: Earn high school credit; Pass state tests or an approved Pathway alternative to those tests; Complete a High School and Beyond Plan. OSPI has several resources to help understand graduation requirements at <https://www.k12.wa.us/student-success/graduation>.

Annual School Reports

Annually, the district provides a report card on each district school. The report includes student demographics, student achievement data, assessment summaries, and teacher qualifications. You may view the report cards at: www.washingtonstatereportcard.ospi.k12.wa.us.

Access to and Publication of Student Directory Information

Federal law requires an annual notification to parents that the school district is permitted to release and publish student directory information without family/student consent. The Lynden School District defines this directory information as the student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received, and the most recent previous school attended. Directory information is also subject to public records requests.

Federal law also requires school districts to provide military recruiters with the same access to directory information of 11th and 12th grade students as that provided to post-secondary educational institutions and prospective employers. This directory of information includes names, addresses, and telephone listings.

The district allows families who do not want directory information released to opt out by completing a Restriction of Directory Information form, which is available at every school office. This form must be submitted to the school office by October 3rd. A copy of this form is kept at the school. This Restriction of Directory Information must be renewed annually. If a form is not received by the October 3rd deadline, it will be assumed that there is no objection to the release of directory information.

Non-Discrimination and Sexual Harassment

Our schools stand 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 3210P visit <https://lynden.wednet.edu/school-board/board-policies-and-procedures/>.

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.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law. To review the district's Sexual Harassment Policy 3205 and Procedure 3205P visit <https://lynden.wednet.edu/school-board/board-policies-and-procedures/> .

What should my school do about discriminatory and sexual harassment?

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

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

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

Concerns about discrimination:

Civil Rights Coordinator: Tim Metz, Director of Student Services, MetzT@lynden.wednet.edu, 360-354-4443

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Tim Metz, Director of Student Services, MetzT@lynden.wednet.edu, 360-354-4443

Concerns about disability discrimination:

Section 504 Coordinator: Tim Metz, Director of Student Services, MetzT@lynden.wednet.edu, 360-354-4443

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Tim Metz, Director of Student Services, MetzT@lynden.wednet.edu, 360-354-4443

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 district's board of directors 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?

1. 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

2. 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

3. **U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>

Email: orc@ed.gov

Phone: 800-421-3481

Educational Services for Homeless Children and Youth

The Lynden School District will provide written notice to the parent or guardian of a homeless child or youth (or, in the case of an unaccompanied youth, the youth) that the District will:

- Provide contact information for the local liaison for homeless children and youths and the State Coordinator for Education of Homeless Children and Youths;
- Provide assistance to the parent or guardian of each homeless child, youth, or unaccompanied youth to exercise the right to attend the parent's, guardian's, or unaccompanied youth's choice of schools;
- Coordinate with the local school districts to provide transportation and other necessary services; and
- Provide a full range of education and related services, including services applicable to students with disabilities;
- Not have homeless children or youths to attend any separate school for homeless children or youths;
- Provide the same services to homeless children and youth including transportation services, educational services, and meals through the school meals programs; and
- Assure that homeless youth are not stigmatized by school personnel.

Parents or guardians of homeless youth (or any unaccompanied homeless youth) within the Lynden School District should contact:

Family Services Coordinator, Margaret Vailencour
516 Main St., Lynden, WA 98264
Telephone: (360) 354-1549

Education Ombuds Awareness

The Washington State Governor's Office of the Education Ombuds (OEO) is an independent state agency that helps to reduce educational opportunity gaps by supporting families, students, educators, and other stakeholders in communities across Washington State in understanding the K-12 school system and resolving concerns collaboratively. OEO services are free and confidential. Anyone can contact OEO with a question or concern about school. OEO listens, shares information and referrals, and works informally with families, communities, and schools to address concerns so that every student can fully participate and thrive in our state's public schools. OEO provides support in multiple languages and has telephone interpretation available. To get help or learn more about what OEO does, please visit their website at: www.oeo.wa.gov/en or call 1-800-297-2597.

School Regulations

School regulations and expectations for students will be given to all students by each school building. It is important for parents to become familiar with these rules and procedures in order for consistency and support to take place (Board Policy 3241, Student Discipline). Lynden School District has a gun free policy (Board Policy 4210, Regulation of Dangerous Weapons on School Premises) that includes one-year mandatory expulsion for firearms, mandatory notification for student violations to parents/ guardians and law enforcement and allows the expulsion to be modified by the chief school district officer or designee on a case by case basis.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age certain rights with respect to the student's educational records. These include:

- The right to inspect and review a student's records within 45 days after the district receives a written request from the parent and/or student over 18 years of age. The parent or eligible student should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of information in a student's records that the parent or student over 18 years of age believes to be misleading or inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the records as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
- The right to consent to disclosures of personally identifiable information in a student's file, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - The right to file a complaint concerning alleged failures by the district to comply with FERPA requirements with the Family Policy Compliance Office, US Department of Education, 400 South Maryland Avenue SW, Washington, DC 20202-5901.

SpeakUp Alert—Anonymous Tip Reporting Service

The Lynden School District uses SpeakUp Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to us in different ways, 24 hours a day, 7 days a week, 365 days a year. Easily report anonymous tips on bullying, harassment, drugs, vandalism, or any safety issue you're concerned about.

Phone/Text: (360) 505-0070

Email: speakup@lynden.wednet.edu

Digital Citizenship and Online Safety

As our students engage with educational technology, it becomes increasingly necessary to model and explicitly teach digital citizenship and online safety. Ensuring that students understand how to wisely use technology and navigate media is an essential skill for our learners to be productive in life and learning. Safe online behavior should frequently be part of classroom discussion, teaching the learner how to use technology in meaningful, productive respectful, and appropriate ways in their school life and personal life. In the Lynden School District, digital citizenship and online safety are explicitly taught by district staff, guest speakers, and law enforcement. The classroom is not the only place where digital citizenship should be discussed and modeled. It is important for the community and parents to get involved and remain educated in this discussion.

Teacher and Paraprofessional Qualifications

In compliance with the requirements of the Every Student Succeeds Act (ESSA) the Lynden School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s) or instructional paraprofessional(s).

The following information may be requested for teacher(s):

1. Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived.
3. The college major and any graduate certification or degree held by the teacher.
Whether the student is provided services by paraprofessionals, and if so, their qualifications.

The following information may be requested for instructional paraprofessional(s):

Paraprofessionals must work under the supervision of a certified teacher. Beginning July 23, 2023, all employed paraeducators must meet the following minimum employment requirements:

- Be at least 18 years of age and hold a high school diploma or its equivalent

In addition, a paraeducator must meet **one** of the following:

- Have received a passing score on one of the assessments approved by the board
- Hold an associate degree or higher from an accredited college or university
- Have earned 72 quarter credits or 48 semester credits at the 100 level or higher at an accredited college or university
- Have completed an apprenticeship as a paraeducator, in a program registered with the Washington State Apprenticeship and Training Council

Paras are also required to participate in a fundamental course of study class, which teaches classroom management and other skills, through the district that employs them. These requirements are significantly more stringent than the requirements established by previous policies, which only required paraeducators to complete at least two years of higher education.

If you wish to request information concerning your child's teacher(s) and/or instructional paraprofessional's qualification, please contact the Lynden School District Office at (360) 354-4443;

Descriptive Guide

The Lynden School District website is intended to provide the public with access to information on educational programs, staffing, budget, and special levy information. In accordance with RCW28A.320.090, Lynden School District is authorized to spend funds for the purpose of preparing this information for the general public.

As required by WAC 180-16– 240, the public is hereby notified that Lynden School District is in compliance with all state program requirements for basic education.

Lynden School District is an equal opportunity employer and is in compliance with Title IX of the education amendments of 1972.

Asbestos Management

The annual Asbestos Management Program training and inspection has been completed. Federal law requires that notification be given to patrons, students, employees, and workers about the location of asbestos, potential hazards and the procedures being used to manage asbestos. A management plan is available at the District Office and Lynden High School for unrestricted review by the Environmental Protection Agency, state officials, general public, school employees and parents of students.

Pesticide Notification

Upon request, the district will provide notification to staff and parents of the district's pesticide, methods and its posting and notification requirements. The District complies with the requirements of law regarding pesticide notification, posting and record keeping.

The District's procedures for notification will include posting of sites of pesticide applications and record keeping, including an annual summary report of pesticide usage.

Office of the Superintendent
Lynden School District No. 504
516 Main Street
Lynden, WA 98264

Non-Profit Org.
Permit No. 62
Lynden, WA
98264

