

# ISOM ELEMENTARY SCHOOL

## LYNDEN SCHOOL DISTRICT

# FAMILY HANDBOOK

ISOM ELEMENTARY SCHOOL  
8461 Benson Rd., Lynden, WA 98264  
Phone: 360-354-1992

### LYNDEN SCHOOL DISTRICT BOARD OF DIRECTORS

Tonya Hickman, Ken Owsley,  
Khush Brar, Danny Martinez Jim Verburg,

### ADMINISTRATION

<i>Mr. David Vander Yacht, Superintendent</i>	<i>360-354-4443</i>
<i>Dr. Julie van Wijk, Asst. Supt. of Teaching &amp; Learning</i>	<i>360-354-4443</i>
<i>Mr. Ian Freeman, Principal of Lynden High School</i>	<i>360-354-4401</i>
<i>Mr. Vincent Riccobene, Principal of Lynden Middle School</i>	<i>360-354-2952</i>
<i>Mr. Tim Doering, Principal of Isom Elementary School</i>	<i>360-354-1992</i>
<i>Mr. Rex Fraser, Principal of Bernice Vossbeck Elementary</i>	<i>360-354-0488</i>
<i>Mrs. Mandy Jessee, Principal of Fisher Elementary School</i>	<i>360-354-4291</i>
<i>Mrs. Ellie Meenk, Principal of Lynden Academy</i>	<i>360-354-6675</i>
<i>Ms. Rebecca Morgan, Director of Special Education</i>	<i>360-354-2893</i>
<i>Mr. Shane Stanfill, Transportation Supervisor</i>	<i>360-354-5469</i>
<i>Ms. Molly Mitchell, Director of HR &amp; Acad. Services</i>	<i>360-354-4443</i>
<i>Mr. Ben Thomas, Director of Finance</i>	<i>360-354-4443</i>
<i>Mr. Tim Metz, Director of Student Services</i>	<i>360-354-4443</i>

# WELCOME TO ISOM ELEMENTARY SCHOOL!

*Isom is a TK through fifth grade school served by an amazing staff. Our goal is to partner with families in helping our students build a strong foundation in academic and social skills. Helping Isom students to be respectful and responsible citizens is a priority of each staff member. We have high expectations for ourselves and for our students, each of whom deserve our best every day. There is important information contained in this handbook. It will be most helpful if you and your children know and understand our basic policies and procedures. Our entire staff considers it an honor to invest in your child's education. Isom is a great place to learn! Please use the Lynden School District and Isom Elementary School websites to access information.*

*Sincerely,*

*Tim Doering, Principal*

## DAILY SCHEDULE

*Subject to change*

Monday, Tuesday, Thursday & Friday: Student's Day: 8:55 AM to 3:05 PM  
Most Wednesdays: 9:55 AM - 3:05 PM

### Morning Recess

10:40-10:55 1<sup>st</sup> and 2<sup>nd</sup>

### Lunch/Recess

11:10-11:50 K and 5<sup>th</sup>

11:35-12:15 3<sup>rd</sup> and 4<sup>th</sup>

12:10-12:50 1<sup>st</sup> and 2<sup>nd</sup>

### Afternoon Recess

12:55-1:10 TK

1:15-1:30 3<sup>rd</sup> and 4<sup>th</sup>

1:35-1:50 K and 5<sup>th</sup>

Early Release student day: 8:55-12:05

## ARRIVAL AND DISMISSAL TIME

*School begins at 8:55 AM and dismisses at 3:05 PM, except for most Wednesdays when we have a delayed start at 9:55 AM. Your child should not arrive at school earlier than 8:40 as no supervision is provided before that time. If your child is tardy, you need to sign him/her in at the office where they will receive a tardy pass. Please avoid, whenever possible, picking up your child before school dismisses. Children should be picked up no later than 3:05 PM.*

*Adult supervisors are on duty each recess and during the noon recess. No playground supervision is provided before in the morning or after the students are dismissed for the day and the buses have departed.*

## ATTENDANCE

*The habit of regular and punctual attendance is strongly related to the success of every student. We ask that you help your child acquire this good work habit. If your child will be absent or tardy due to illness or an appointment, please call our office at 354-1992, or report their attendance via email or Parent Square. Students released for doctor or dentist appointments should check in and out through the office. Please send a written note when your child returns to school from an absence.*

## PARENTSQUARE

*The Lynden School District has partnered with ParentSquare, a proven technology for reliable communication between schools and student households. ParentSquare is a service to communicate absences, emergencies, weather-related closures/delays, early release notices, and meal balances. You will receive communication relating to your student via your phone # and email contact information on record at your child's school. Please make sure your contacts are up to date.*

*This program retrieves data from our school data program called Skyward. If your student is marked absent you will receive an automated phone call alerting you of their absence; the message advises how to proceed to excuse your student, if that has not been done. During inclement weather situations you will receive an automated phone call at approximately 6:00 AM, and email alerting you of the district plan on late arrivals or closures. You may opt-out of early AM weather-related communication by contacting the district office. As well, Early Dismissal Day notices will be sent two days prior to an early release day. Communication regarding meal balances under \$3.00 will be sent via an automated phone call and email alerting of the low fund balance.*

## RELEASE OF STUDENTS

*Children will be released from the classroom, building, grounds or building function only to a parent having legal custody, a legal guardian, or a person designated by the parent/legal guardian and listed on school records. This person must present to the satisfaction of the school office staff evidence of proper authority to remove the student from the school. All students must be picked up at the office and signed out.*

*To minimize disruption to learning, we ask that you try to avoid removing your child during the school day and avoid picking them up just before the end of the day. We understand that at times this is unavoidable.*

Should your child become ill at school, the office will first attempt to contact a parent or guardian at home or work. If the office is unable to reach a parent, they will call your emergency contact names listed on your child's records.

Should a student need to be sent home due to discipline, suspension, or expulsion (except in emergency expulsion), the principal shall attempt to inform a parent or guardian about the school's action and will request the parent come to school for the child.

### HOME A DIFFERENT WAY

Students are expected to go straight home by the usual means of transportation. If your child is to go home with a friend, on a different bus, or to be picked up early or by someone other than their parent/guardian, written permission or a phone call from a parent is required.

If we are not notified of a change in transportation by a note or phone call from the parent, we will send students home the usual way. Whenever possible, please try to avoid last minute decisions to change your child's plans concerning their way home. The office needs to be called before 2:30 PM with any transportation changes for the day. This will eliminate any confusion on your child's part and will ensure that he/she arrives safely at his/her destination. Also, the office should be informed of any changes in your child's daycare provider.

### BUS RIDING

Most of our students ride the bus to and from school. We want the ride to be safe and pleasant. Bus drivers and teachers go over safety rules with the children and we would like parents to support these rules at home. Bus rules are sent home with all children at the beginning of each school year.

Riding the bus is a privilege. If a student consistently misbehaves on the bus, they may lose this privilege. Glass items, pets and medication are not allowed on school buses for safety reasons. Children should be extremely careful at bus stops and when crossing streets. Children should understand that bus stops become dangerous when pushing and shoving occur.

Concerns about the bus should be directed to your child's bus driver or the transportation supervisor who may be reached at the bus garage (354-5469).

### BUS SCHEDULE/SEVERE WEATHER

Operation of buses during snow or ice conditions: The school district will inform families via ParentSquare and will post any delay in the bus schedules, cancellations of transportation for the day or cancellation of school to social media by 6:00 am. Please do not call the school office for this information.

Please listen to the following radio stations: KGMI 790 AM, KPUG 1170 AM, KWPZ 106.5 FM, KAFE 104.3 FM or KISM 92.9 FM, or check the district website for up-to-date information.

Operation of buses during a thaw and county-imposed road restrictions: Buses will run only on all-weather roads during a thaw following a long or severe freeze. The school district will be notified by the county commissioner, usually a day in advance, so notices can be sent home with students. It is recommended that you listen to the radio stations listed above for this information.

Parents are expected to get their children to all-weather roads and home again from the all-weather road drop-off point in the afternoon.

### BICYCLE RIDERS and WALKERS

Students are permitted to ride their bicycles to and from school. Students need to have a note signed once a year by a parent giving permission for their child to ride their bike to and from school. The school is not responsible for personal property. Please instruct your child thoroughly on bicycle safety. All children should wear bicycle helmets.

Students who regularly walk to and from school need to have a note signed by a parent once a year giving permission for their child to walk.

### BREAKFAST AND LUNCH

Breakfast and lunch are eaten in the cafeteria. Students may bring a lunch or purchase meals. Lunches may be purchased on a daily basis or pre-paid for as many days as you desire. Meal prices will be sent home along with some additional information at the beginning of the school year. Applications for free and reduced meals are available in the office or on our school website at [www.lynden.wednet.edu](http://www.lynden.wednet.edu). On the Department tab, select Food Service/Application.

Breakfast & Lunch prices: (subject to change)

	Breakfast	Lunch
Full Price	free	free
Reduced K-3	free	free
Reduced 4-5	free	fre
Free K-5	free	free



### PARKING

We ask that visitors use the parking lot and avoid driving through and/or parking in the bus lane. Parking in the pick-up and drop-off lane is not permitted. Designated visitor parking spots are located close to the school and are to be used when you need to leave your vehicle.

### USE OF THE SCHOOL PHONE

The school telephones are intended for school business use. The office staff will make every effort to deliver urgent messages from parents to students. Students will be allowed to use the telephone for calls of an urgent nature with permission by a school employee. Calls to see if one student can go home with another are not permitted; after-school "play-dates" must be pre-arranged.

### INVITATIONS AND GIFTS

We want to be sensitive to the feelings and needs of our students and ask that you do not bring gifts or invitations for parties, get-togethers etc. to school unless you have one for every student in the classroom.

### VISITING ISOM SCHOOL

You are encouraged to visit your child's classroom. Please notify the teacher of your visit in advance. All visitors are asked to first stop by the school office to sign in and put on a "Guest" badge. Please feel free to contact your child's teacher whenever there is a concern or question. It is advisable to make an appointment so you will be assured of seeing the person you want to contact. Good times to reach teachers by phone are 8:20-8:40 AM and 3:05-3:15 PM.

Visits to our school by other children are discouraged. Our program is set up to accommodate your child. Children not enrolled as part of our program take extra time from our staff, thus taking away from the education of our students.

### VOLUNTEERING AT SCHOOL

For the safety of our students, anyone who volunteers in the classroom and/or accompany field trips with students is required to pass a background check. Forms are available online or at the school office and need to be completed and returned to us five days before the event. Volunteering can occur after the forms have been processed. There is no cost involved and is good for two years.

### STUDENT INFORMATION

The school is responsible for your children approximately six hours a day. It is important that we have up-to-date information such as address, current telephone numbers and emergency contacts. Please call the office if any information needs to be updated on your child's records. Inform the school as soon as possible if you are moving.

### REPORTING STUDENT PROGRESS

Report cards are sent home three times per year. The first report card is covered in a parent-teacher conference in mid-November. The second report card is sent home in March, and the last one is sent home on the last day of the school year.

Please take time to go over progress reports with your child. This is an important part of their learning process as well. If you have any questions, please feel free to contact your child's teacher.

### PARENT - TEACHER CONFERENCES

Conferences regarding student progress are scheduled in November. Conferences are a very important part of the educational process for your child and Isom Elementary School strives for 100% parent involvement.

### SCHOOL SUPPLIES

A list of student supplies is sent home at the end of the previous school indicating the items teachers ask students to furnish. Some of these items are used as shared supplies in the younger grades.

### CARE OF THE BUILDING

Good citizens will take pride in keeping our buildings, grounds and equipment neat and in the best condition. As parents and teachers, we can work together with our students to emphasize responsibility and respect for our facilities.

### ITEMS NOT ALLOWED

Skateboards, roller skates, in-line skates, cell phones, iPads, radios, headphones, video games, trading cards and toys, toy guns and knives, cleated shoes, baseball bats and hard balls, golf balls, and gum are not allowed at school. Students in grades Pre-K-5 are discouraged from bringing ECDs (electronic communication devices) to school. Please see the LSD Board Policy for more

detailed information regarding ECD's. If your child must have a cell phone/smartwatch, it is required to be in their backpack for the entire school day.

### DRESS CODE

We want Isom School to be a safe and friendly environment where students can excel in their learning. In order for this to work, we do have expectations for how students come to school in appropriate clothing.

Shoes: We have recess, P.E., and time in the cafeteria. Wearing flip-flops on the playground equipment area or in P.E. are not appropriate. Students wearing them can get injured more easily. Shoes need to enclose the heels and toes. If flip flops are worn to school, appropriate shoes need to be brought along for recess and P.E.

Shirts: We do not allow any words or pictures that are inappropriate or disrespectful (i.e. violence, controlled substances, sexually explicit information, gang related material etc...).

Hats: Hats are not to be worn in the buildings unless students are given permission (If it is severe weather, then hats, gloves and other warm clothing is important to wear). Hats may be worn at recess. Any items like bandanas and other things that cover the face are not allowed.

Accessories: Any item worn that would suggest gang affiliation is not allowed. (This might include chains for wallets, clothing, necklaces or other items). If a student wears a hooded sweatshirt, the hood should only be worn in a respectful manner (not indoors and not used to hide the face).

### ABOUT YOUR CHILD'S HEALTH...

Sick Children: If your child has a fever or is obviously not well, we ask that you please keep him/her at home. This helps your child recover more quickly and helps to prevent other students and staff from becoming ill. A child that contracts a contagious disease or condition, such as pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice), will be sent home from school and must remain at home until the condition or the disease is treated.

Fever: Children with a fever should not be sent to school. A fever is considered to be at least one full degree of temperature above normal (98.6). If no thermometer is available, then feel the child's forehead with the back of your hand. If it feels hot, keep the child at home. A child should be fever-free for 24 hours before returning to school.

Cold: A child with cold symptoms of a runny nose and/or a deep hacking cough belongs at home, even if they are not running a fever. Greenish discharge from the nose is a sign of a bacterial infection. Please have a doctor check this condition. If your child has a sore throat with a fever and/or white spots on the back of the throat, call your doctor.

Headaches: A child with a headache, stiff neck, and chills along with a high fever should be seen by a doctor.

Vomiting: Children who have vomited in the afternoon or evening should remain at home the following day especially if they have not been able to eat or drink other than clear liquids.

Head lice: If head lice are discovered, the parent will be notified if possible, and information given related to detection and elimination of head lice. The student is not sent home from school unless the parent wants to pick up the student. Students need to be treated prior to returning to school.

### MEDICATIONS AT SCHOOL:

Because of recent changes in Washington State Law in regard to administration of oral medications at school, the following rules now apply.

- The medication must be furnished in the ORIGINAL container from the pharmacy, with the student's name, the name of the medication, and the dosage to be given. Non-prescription medication must be furnished in the original container from the manufacturer.
- All medication should be ready to be administered and must not require any preparation by building staff.
- It is the parent's responsibility to deliver and maintain an adequate supply (not more than one month supply) of medication at the school.
- The medicine MAY NOT be delivered by the child or school bus driver. If delivered by the student or bus driver, medication will not be dispensed and the parent will be contacted to come to school to verify medication and amount.
- An "Authorization for Administration of Oral Medications at School" form must be filled out prior to administration of any medication including Tylenol and MUST be signed by both a physician and parent or guardian.

### VACCINATIONS

In accordance with Washington State Law WAC 246-405-030, your child must have the following immunizations completed before entering kindergarten.

- 4 doses of DTP or DT vaccine with the last dose on or after the fourth birthday
- 3 doses of oral polio (OPV) or 4 doses of Inactivated Polio vaccine (IPV) with the last dose on or after the fourth birthday
- 2 doses of Measles, Mumps and Rubella (MMR) vaccine on or after the first birthday
- 3 doses of Hepatitis B vaccine
- 2 varicella (chicken pox) vaccination

### ACCIDENT INSURANCE:

School accident insurance is available for students at a very reasonable rate. Application forms are available in the school office.

### SAFETY DRILLS AND DISASTER PREPAREDNESS

Emergency drills are necessary for the safety of students and staff. Drills are held throughout the year when an alarm is sounded over the public address system. Students are continually taught and reminded of Isom School evacuation and other emergency procedures.

### LOST AND FOUND

The school maintains a "Lost and Found" for unclaimed clothing. Students and parents are encouraged to check the "Lost and Found" for articles of clothing. School supplies, etc. that have been lost or misplaced can be claimed in the school office. Parents are requested to place suitable identification on clothing, lunch boxes, glasses, watches, etc. in order to help us return these items to their owners. Unclaimed items will be donated to local charities at the end of June.



## Isom School Directory

### Kindergarten

Janelle Allison  
Savanna BVR  
Megan Mitchell

### First Grade

Justyn Freeman  
Nikki Hermanutz  
Alecia Zang

### Second Grade

Cindy Boyd  
Sally Heppner  
Kristen Powell

### Third Grade

Scott Donner  
Marcy Kok  
Sarah VanDyken

### Fourth Grade

Tanya Assink  
Teresa Stacey  
Abby Turgeon

### Fifth Grade

Cindy Jaquay  
Melissa Warner  
Chifundo Vis

### Transitional Kinder

Karen Metz

### Counselor

Liz Grant

### STEAM

Tiffany McDonald

### PE

Mitch Kornelis

### Music

Josh Jorgensen

### Library

Lori Hortegas

### Intervention

Laurie Silves

### LRC

Parveen Cheema  
Eric Hanenburg

### ELRC

Alicia Cornejo

### School Psychologist

Jim Scarborough

### Technology

Shawna Bowman

### Speech

Caitlyn Malone

### OT/PT

Catherine Lynch  
Shannon Lanskis

### Custodians

Derrick Jones  
Angelica VillaMoreno

### Nurse

Kathy Dodson

### Food Service

Marge Roberts  
Theresa Pierce  
Rachael Berdan

### Secretaries

Kathy Kerven  
Sara Roulson

### Dean of Students

Jen Vachon

### Para-Educators

Kylie Bratt  
Jen Dickson  
Tara Hanson  
Kara Kelly  
Sam Lamp  
Gladys Libolt  
Shelly Lovik  
Hilda Pash  
Robin Powell  
Selena Rodriguez  
Jewel VanderHaak  
Emily VanderYacht  
Sara Williams  
Stephanie Winter

### Lunch/Recess Supervisors

Megan Bolt  
Carrilee Dyck  
June Macy  
Jewel VanderHaak

The following information is required by OSPI to be published in all student handbooks.

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

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

### What is HIB?

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

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

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

### How can I make a report or complaint about HIB?

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

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

### What happens after I make a report about HIB?

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

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

### What is the investigation process?

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

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

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

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

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

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

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

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

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

## Our School Stands Against Discrimination

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

### What is discriminatory harassment?

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

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

### What is sexual harassment?

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

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

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

### What should my school do about discriminatory and sexual harassment?

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

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

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

Concerns about discrimination:

Civil Rights Coordinator: Tim Metz, Director of Student Services, [metzt@lynden.wednet.edu](mailto:metzt@lynden.wednet.edu)

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Tim Metz, Director of Student Services, [metzt@lynden.wednet.edu](mailto:metzt@lynden.wednet.edu)

Concerns about disability discrimination:

Section 504 Coordinator: Tim Metz, Director of Student Services, [metzt@lynden.wednet.edu](mailto:metzt@lynden.wednet.edu)

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Tim Metz, Director of Student Services,  
[metzt@lynden.wednet.edu](mailto:metzt@lynden.wednet.edu)

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

### What happens after I file a discrimination complaint?

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

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

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

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

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

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

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

### Who else can help with HIB or Discrimination Concerns?

#### Office of Superintendent of Public Instruction (OSPI)

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

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

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](http://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto: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](http://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

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

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools.

OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

## Our School is Gender-Inclusive

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

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

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

Tim Metz, Director of Student Services, [metzt@lynden.wednet.edu](mailto:metzt@lynden.wednet.edu)

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