



LYNDEN
SCHOOL DISTRICT

Tradition + Pride + Excellence

District Handbook **2026-2027 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 -ḡisaṭrikaṭa haiṇḡabuka dā sasa-
karaṇa, kirapā karakē āpaṇē sakūla dē dafatara
vica jā'ō

Table of Contents

Administration.....	3
Board of Directors.....	3
26/27 Academic School Calendar	4
SCHOOLS	
Bernice Vossbeck Elementary.....	5
Fisher Elementary.....	5
Isom Elementary.....	5
Lynden Middle School	6
Lynden High School.....	6
Lynden Academy	7
PROGRAMS AND SERVICES	
Early Learning.....	8
Community Transitions	8
Migrant/Bilingual Program	8
Special Education	9
Family Community Services	9
Career and Technical Education (CTE).....	10
Transportation.....	10
Highly Capable Program.....	11
Health Services.....	11
Food Services.....	12
Parent & Community Involvement	13
ParentSquare.....	13
District Compliance Information.....	13
ANNUAL NOTIFICATIONS AND BOARD POLICIES	
District Officers	14
Section I: Student & Family Rights	
Family Educational Rights and Privacy Act (FERPA)	14
Administration of Surveys (Policy 3232).....	15
Instructional Materials	15
Opt Out Forms	15
Teacher and Paraprofessional Qualifications	16
Education Ombuds Awareness.....	16
Access to and Publication of Student Directory Information.....	17
Section II: Safety & Well-Being	
Harassment, Intimidation and Bullying (Policy 3207)	17
Non-Discrimination and Sexual Harassment (Policy 3205 and 3210)	19
Gender Inclusive Schools (District Policy 3211)	20
State Law	21
Maintaining Professional Staff/Student Boundaries (Policy 5253).....	22
SpeakUp Alert—Anonymous Tip Reporting Service	22
Section III: Discipline & Conduct	
Student Discipline (District Policy 3241).....	22
Video Surveillance (District Policy 6610)	23
School Regulations.....	23
Section IV: Academic Information	
Title I Parent and Family Engagement (District Policy 4130)	23
Annual School Reports	24
Annual Reporting of Achievement Levels.....	24
Digital Citizenship and Online Safety.....	24
Educational Services for Homeless Children and Youth	24
Section V: Health Notifications	
Asbestos & Pesticide Management	25

Administration

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

Superintendent.....David VanderYacht
Assistant Superintendent of Teaching & LearningDr. Julie van Wijk
Director of Human Resources & Staff DevelopmentMichelle Nilsen
Director of Student Services.....Tim Metz
Director of Special EducationRebecca Morgan
Director of Finance & OperationsBen Thomas
Finance Coordinator.....Megan Mather
Food Services DirectorNarlene VanBeek
Technology DirectorMark Brossow
Facilities DirectorKevin Burke
Transportation DirectorShane Stanfill
Accounts Payable.....Heather Lenssen
Student Data System Coordinator.....Kim Olson
Administrative Assistant to the Superintendent.....Kelly Boies
Administrative Assistant to Teaching & LearningKelly Hoekstra
Human Resources CoordinatorSuzie Graddon
Payroll & BenefitsKarie Olson
Payroll & BenefitsTeresa Silves
District Receptionist.....Jamie Noteboom

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

Website:
www.lynden.wednet.edu

Board of Directors

The Lynden School District Board of Directors typically meets at 6:30pm on the second and fourth 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:

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

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

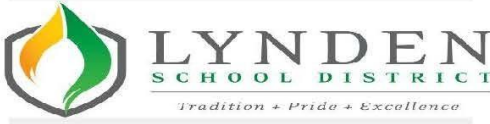
Khush Brar, DirectorBrarK@lynden.wednet.edu
Position No. 1; Term expires 2027

Danielle Ingham, DirectorInghamD@lynden.wednet.edu
Position No. 4; Term expires 2027

Nick Sawka, DirectorSawkaN@lynden.wednet.edu
Position No. 5; Term expires 2029

26/27 Academic School Calendar

2026-2027 School Calendar



August 2026						
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 2026						
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 2026						
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 2026						
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 2026						
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 2027						
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 - Professional Learning Day
Aug 28	No School - Waiver Day
Aug 31	First Day of School for Students 1-12
Sep 3	First Day of School & Early Release for K & TK
Sep 7	No School- Labor Day
Oct 5	No School- Waiver Day
Oct 22-26	Early Release for 6-8- Conferences
Nov 11	No School- Veterans' Day
Nov 13	No School- Professional Learning Day
Nov 19-24	Early Release for K-5 - Conferences
Nov 25	Early Release P-12/ No Late Start
Nov 26-27	No School- Thanksgiving Break
Dec 21-Jan 1	No School- Winter Break
Jan 18	No School - Martin Luther King, Jr. Day
Jan 25	No School - Professional Learning Day
Feb 15	No School - Presidents' Day
Mar 4-5	No School - Mid Winter Break
Mar 15	No School - Waiver Day
Apr 5-9	No School - Spring Break
May 14	No School - Waiver Day
May 31	No School- Memorial Day
Jun 4	LHS Graduation
Jun 11	Early Release P-12 - Last Day of School
Jun 14-16	Weather Make Up Days (if needed)

February 2027						
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 2027						
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 2027						
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 2027						
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 2027						
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: Sept. 2 & 9, Nov. 25)

June 2 & 9:

No Late Arrival for 6-12
Late Arrival for K-5 only

School Board Approved March 12, 2026

	One Hour Late Start		Early Release for Grades Noted
	First/Last Day of School		Late Start for Grades Noted
	No School- Waiver Day		Early Release
	No School- Teacher Work Day		LHS Graduation
	No School- Holiday or Break		Weather Make-Up Days

Schools

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 Coral Bartlett
Secretary Marilyn Weeks
Secretary Kristen Brown
Secretary Michelle McIlvoy
Day Custodian Mason Wauda
Night Custodian Mark Selcho
Head Cook Wendy Nielson

Fisher Elementary

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

Principal Christie Long
Dean of Students Lisa Perigo
Counselor Tausha Caldarella
Secretary Cindy Huaracha
Secretary Jamie Palmer
Secretary Megan Vopnford
Day Custodian Keith Pine
Night Custodian Evelia Lopez-Villa
Head Cook Danita Branson

Isom Elementary

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

Principal Tim Doering
Dean of Students Jennifer Vachon
Counselor Elizabeth Grant
Secretary Kathy Kerven
Secretary Shannon Ruggenberg
Day Custodian Derrick Jones
Night Custodian Weston Parker
Head Cook Marge Roberts

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

Conference & Early Dismissal 12:05pm
Office Hours: 7:30am – 4:00pm

Fisher Daily Schedule*

Classes Start	8:55am
Late Start Wednesdays	9:55am
Kinder Lunch	11:00-11:20
2 nd Grade Lunch	11:20-11:40
4 th Grade Lunch	11:40-12:00
TK/ 1 st Grade Lunch	12:00-12:20
3 rd Grade Lunch	12:40 - 1:00
5 th Grade Lunch	12:20-12:40

Students Dismissed 3:05pm
Early Dismissal 12:05pm

Conference & Early Dismissal 12:05pm
Office Hours: 7:30am – 4:00pm

Isom Daily Schedule*

Classes Start	8:55am
Late Start Wednesdays	9:55am

Kindergarten	11:15-11:35
3 rd Grade	11:40-12:00
2 nd Grade	11:45-12:05
4 th Grade	12:05-12:25
1 st Grade	12:10-12:30
5 th Grade	12:30-12:50

Students Dismissed 3:05pm
Early Dismissal 12:05pm

Conference & Early Dismissal 12:05pm
Office Hours: 7:30am – 4:00pm

**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 Fiona Piasecki-Smith
 Counselor (A-L) Jack Hallmark
 Counselor (M-Z) Katie Delahunt
 Secretary Kelli Baar
 Secretary Wendy Kuplent
 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 (A-L) David Kish
 Assistant Principal (M-Z) 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 Sara Roulson
 Athletics/ASB Secretary Glenda Johnston
 Registrar Lisa Wilde
 Day Custodian Michael Sacks
 Night Custodian Oskar Toften
 Night Custodian Peter Trubnikov
 Night 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 Sonja Haehnel
Counselor Heidi Covington

Lynden Academy Daily Schedule

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

Conference & Early Dismissal- 11:30am
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 in and participate in the district's extracurricular 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: Ryan Hastings
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: David VanderYacht
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 Shelli Joss
School Psychologist Deborah Hull
School Psychologist James Scarborough
School Psychologist Kelly Lam-Scholten
School Psychologist Gabrielle Roberts
School Psychologist Carrie Ruvelson

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.
- 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, ethnicity, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sexual orientation, gender expression or identity, homelessness, immigration or citizenship status, marital status, the presence of any sensory, mental or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability 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 District's 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

Director of Transportation: Shane Stanfill
Mechanics: Bill Chapin & Tom Wystup
Dispatcher: Brenda Dahlgren
Dispatcher: Heidi VanLoo
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 the exception of students attending Lynden Academy and interdistrict 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. Ensuring safety is the highest priority for drivers and staff. Buses do not stop in front of every house. Bus stops are set in accordance with the nationally recognized best practices and take into consideration safety, age groups and reasonable walking distances.

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: Aimee Speer—Lynden Middle School
Assistant Head Nurse: Amber Spidell—Lynden High School
Assistant Nurse: Marlene Adkisson- Isom Elementary 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 medically verified 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 7-12: 1 dose of Tdap vaccine administered on or after 10th birthday.

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; and 2) 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

2026-2027 Meal Prices

	<u>Breakfast</u>	<u>Lunch</u>
K-5	NO CHARGE	NO CHARGE
6-12	\$ 2.25	\$ 4.15
A-La-Carte Milk/Juice		\$.50

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 2026-2027 school year, meaning every student in all three elementary schools can eat lunch at school for free. This 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.

Parent & Community Involvement

Instructional Materials Committee (IMC)

This advisory committee reviews and recommends instructional core curriculum for use in our schools. Additional information about the committee's responsibilities, membership, and application process is available on the District website at <https://lynden.wednet.edu/departments/teaching-learning/instructional-materials-committee/>.

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 to register your account, or you can download the app here:



District Compliance Information

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.

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

Board Policies and Annual Notifications

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.

Section I: Student & Family Rights

Family Educational Rights and Privacy Act (FERPA)

The Lynden School District maintains student education records in accordance with The Family Educational Rights and Privacy Act (FERPA) and Board Policy 3231. FERPA gives parents and eligible students (students who are over 18 years of age or older or who attend a postsecondary institution) certain rights with respect to the student's educational records. These include:

- The right to inspect and review education 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 education 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 U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue SW, Washington, DC 20202-8520.

Administration of Surveys, Analysis or Evaluations

All instructional materials, including supplementary materials and teachers' manuals, used with any survey, analysis or evaluation in a program or project supported by federal funds are available for inspection by parents and guardians.

No student will be required as part of any project or program supported by federal funds to submit to survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Potentially embarrassing mental or psychological problems;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of close family members;
6. Privileged or similar relationships
7. Religious practices, affiliations, or beliefs of the students or student's parents; or
8. Income, other than information necessary to establish eligibility for a program; without the prior consent of adult or emancipated students, or written permission of parents.

The district will make arrangements to protect student privacy during the administration of surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes.

Should a parent wish to opt out their student from any student survey, analysis, or evaluation, they should email the building principal directly. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Instructional Materials

Upon a parent/guardian's written request based on sincerely held religious beliefs, the district will excuse a student from identified lesson(s) or material(s) and provide a reasonable alternative. Excused students will not be penalized academically.

Should a parent wish to opt out their student from specific lesson(s) or instructional materials, they should email the building principal directly. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

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- Whatcom County Library System Opt Out Form

More information can be found on our website 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.

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 Professional Educator Standards 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;

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.

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.

In accordance with RCW 28A.150.515, the District annually provides directory information for high school students to the Office of Superintendent of Public Instruction (OSPI). OSPI may share this information with the Washington Student Achievement Council, institutions of higher education, and other authorized partners for purposes including college awareness and outreach, admissions and enrollment information, and post-secondary education and financial aid opportunities. Families may prevent this disclosure by submitting the Restriction of Directory Information form by the stated deadline.

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 and on the district website. 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.

Section II: Safety & Well-Being

Harassment, Intimidation and Bullying (Policy 3207)

We strive to make our school a safe and inclusive environment 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 explains what HIB is, what to do when you see or experience it, and how our school responds to it.

What is HIB?

State law (RCW 28A.600.477(5)(b)(i)) defines HIB as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school."

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report or complaint about HIB?

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report

anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer, (Tim Metz, 360-354-4443, MetzT@lynden.wednet.edu) who helps prevent and respond to HIB.

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an [Incident Reporting Form](#).

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the HIB [Incident Report Form](#), and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened)
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

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

For the student named as the “targeted student” in a complaint: If you disagree with the school district’s decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they’ve assigned) to review the investigation. They will send you a written decision.

For the student named as the “aggressor” in a complaint: A student found to be an “aggressor” in a HIB complaint may not appeal the decision of the investigation itself. They can, however, appeal any corrective actions (consequences) that come from the HIB investigation findings.

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

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 3207.

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member’s behavior, ask your school for information on how to report it.

Sexual Harassment and Non-Discrimination (Policy 3205 and 3210)

Our schools stand against discrimination. Discrimination can happen when someone is treated differently or unfairly because of a **protected status**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, 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 behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student's protected status and is serious enough to create a hostile environment. A **hostile environment** is created when behavior 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/3000-students/>.

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously 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 accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, 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/3000-students/>

What should my school do about discriminatory and sexual harassment?

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening 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 to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

- Concerns about discrimination:
Civil Rights Coordinator: Tim Metz, Director of Student Services, metzt@lynden.wednet.edu
- Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator: Tim Metz, Director of Student Services, metzt@lynden.wednet.edu

- Concerns about disability discrimination:
Section 504 Coordinator: Tim Metz, Director of Student Services, metzt@lynden.wednet.edu
- Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: David VanderYacht, Superintendent, vanderyachtd@lynden.wednet.edu

To **submit a written complaint**, describe the behavior or incident that you believe may be discriminatory. 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 so the school district can investigate it promptly. You must submit your complaint within one year of the behavior 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 will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. The 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
- Information about how to 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. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important deadlines, see the school district's Nondiscrimination Policy (3205) and Procedure (3210P).

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

Harassment, intimidation, or bullying (HIB) can be discrimination if it is based on a protected status. 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 address your concerns.

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 schools will:

- Address students by their requested name and pronouns, whether or not they have legally changed their name.
- Update students' gender designation so they accurately reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
- Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and 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/3000-students/>. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: David VanderYacht, Superintendent,

vanderyachtd@lynden.wednet.edu. For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the section on discriminatory harassment.

State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, would violate state law. Under ESHB 1296, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- Civil rights and nondiscrimination (RCWs 28A.640 and 28A.642)
- Harassment, intimidation, or bullying (RCW 28A.600.477)
- Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170, 28A.320.230, and 28A.320.235)
- Use of restraint or isolation (RCW 28A.600.485)
- Student discipline (chapter 28A.600 RCW)

How do I make a complaint about willful noncompliance with state law?

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at [How to File a Complaint](#), and follow any applicable processes. If none exist, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

Who else can help with HIB, Discrimination, or Willful Noncompliance Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

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, as well as complaints alleging willful noncompliance with state law under ESHB 1296.

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

OSPI Office of Legal Affairs (For more details on the willful noncompliance complaint process)

- Website: ospi.k12.wa.us/educator-support/educator-conduct/state-law-noncompliance-complaints
- Email: OLA@k12.wa.us

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

The Washington State Office of the Education Ombuds works with families, communities, and schools to help solve problems so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution, coaching, facilitation, and training on family and community engagement and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

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: www.ed.gov/
- Email: ocr@ed.gov
- Phone: 800-421-3481

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/>

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

Section III: Discipline & Conduct

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/3000-students/>.

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/6000-management-support/>.

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.

Section IV: Academic Information

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/4000-community-relations/>.

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.

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: <https://reportcard.ospi.k12.wa.us/>.

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>.

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.

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 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

Section V: Health & Safety Notifications

Asbestos Management

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.