

LYNDEN MIDDLE SCHOOL

Student Handbook 2026-2027



Our mission is to empower all students to become life-long learners through culturally responsive, compassionate, and skillful teaching because we believe every child deserves opportunities to attain success and joy in life.

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SECTION 1 – QUICK START GUIDE

Can I ride my bike, scooter, or skateboard to school?

Yes – however you will need to ride in on the trail on the north side of the school, along the tennis courts, and walk your bike or scooter to one of the bike racks behind the school. Bike racks are not locked, and the school is not responsible for lost items. Students, staff, and visitors may bring personal mobility devices onto school property; however, these devices may not be ridden on district property. Individuals must dismount and walk the device once they enter school district property and continue walking the device to and from designated parking or storage areas. Inappropriate use of bikes, scooters, and skateboards may result in loss of privilege to ride on campus.

What should I know about riding the bus?

Bus drivers will provide riders with an explanation of rules on the bus. In general, the same rules that apply at school apply on the bus. If your conduct on the bus is inappropriate or disruptive, you may face discipline at school and/or removal from bus service. Information on bus routes and pick-up times can be found online on the [Transportation Department website](#).

What time can I get to school? What time do I have to leave?

The doors open for student arrival at 7:20am. Cell phones, earbuds, smart watches, etc. should be put away upon entry to the building. Students who are not eating breakfast in the cafeteria may go directly to their first class of the day. At 7:30 students are expected to go to the hallways where their first class is. At 7:35 students are expected to go to their classrooms. Instruction begins at 7:40am and ends at 2:00pm. All students must be off campus by 2:05pm unless they are being directly supervised by a staff member as part of an activity.

How do I get into the building in the morning? What if I'm tardy?

Students who ride the bus, bike, or walk from the back of the school can enter through the doors to the commons. (See the map in section 5 of this handbook.) Students being dropped off will exit cars next to the covered area at the back side of the school and enter on that side of the building. If you arrive after school has started, you will need to come into the main entrance doors and stop in the office for a tardy slip.

When can I have a snack or drink my drink from the coffee stand?

All food or drink is to remain in the cafeteria. No sugary drinks or snacks are to be eaten in the hallways. Students must have teacher permission to eat snacks in the classroom.

What are the expectations for my behavior at school?

Lynden Middle School uses "PRIDE" to provide expectations for student behavior. Each letter in "PRIDE" stands for a character trait we expect from our students. Students at LMS are expected to demonstrate positivity, respect, involvement, dependability, and effort. For more information on what that means, see section 2 on the following page.

What if I don't meet behavior expectations at school?

Administrators and staff will work with students who don't meet behavioral expectations at school. Our goal is to use behavioral violations as an opportunity to reteach expectations, practice what students should do next time a given situation occurs, and to help students make amends for any wrongs they may have visited upon others. Take a look at the "Discipline" area of section 3 in this handbook for more details.

Does LMS have a dress code?

Yes, we do! Our dress code is meant to help students make good choices about what they wear to school. The basic guideline is simple: clothing should be safe, appropriate for a learning environment, and not distract from your education or the learning of others. Students may not wear clothing that creates a health or safety concern, and undergarments and private body areas must remain covered at all times. We want everyone to feel comfortable, respected, and ready to learn. For more details, please see the "Dress Code" area of section 3 of this handbook. Please note – individual teachers may have certain requirements that you will be required to follow while in their classrooms (such as no hats or hoods).

What does Public Display of Affection (PDA) mean?

Public displays of affection are prohibited at school. This includes, but is not limited to kissing, prolonged embraces, or sitting on laps. Students in violation of this policy will be directed to stop. Failure to do so or repeat offenses will result in school discipline including possible detention or in-school suspension.

Can my parent/guardian visit the school?

Yes! All visitors are required to report to the office and wear a visitor's badge on campus. Parents who wish to volunteer in classrooms should fill out a volunteer form found in our office. Non-LMS students cannot come on campus.

How do I see the counselor or other office staff?

Please complete the office referral form in the main office or send an email to request an appointment. Our office staff will get to you as soon as possible.

How do I sign up for sports?

Our school sports teams are open to 7th and 8th graders. Sign-ups happen through the Main Office by talking to Mrs. Baar. All sports forms are done [online through Final Forms](#).

What if I'm going to be absent?

Please have your parent report your absence to the office via phone (360-354-2952) or [email\(warners@lynden.wednet.edu\)](#). A doctor's note is required to excuse absences for dental, orthodontic, counseling, or medical appointments. If your absence is for a family event or trip and is more than 3 days in length, please have your parent print and submit the [Pre-Arrange Absence Sheet](#) at least **three days in advance**. It is essential that you talk to or email your teachers if you are absent to get any necessary work.

Will I get a locker?

Yes, students will be given the opportunity to sign up for a locker with their first core teacher. Students will be responsible for the proper care and treatment of their lockers. Students are strongly encouraged to keep their locker combinations private. The school cannot assume responsibility for items stored in lockers. Lockers are considered the property of the school and subject to searches.

How will I know that school is closed due to inclement weather?

School closures and/or delays due to inclement weather will be communicated by the district through ParentSquare, the district website, and social media pages. Local media will also be provided with this information, though we cannot control what they elect to do with it. In some cases, modified bus routes may need to be implemented if road conditions are unsafe. If so, that information will be included in communication sent out by the district.

What if I lose something at school?

Belongings that are found at school are placed in the lost & found cabinet in the cafeteria. Students who have lost items may look for them there. All items not claimed at the end of the year are donated.

What if I need to take medication at school?

Students who take medication at school need to have their doctor complete a form giving permission and guidelines to the school for administering the medication. The school nurse oversees this process. Students are not permitted to carry medication to or from school, nor are they allowed to carry medication during school or to self-medicate without prior approval from their doctor and our nurse. This includes all over the counter and prescription medications.

When can I use my personal cell phone at school?

Student cell phones are not permitted to be used for personal use during the day. This includes the use of earbuds (to listen to music on your phone) and smart watches (used to text or call). If you need to use your cell phone for any reason, please come to the office to do so or ask a staff member for permission to use in class. When you walk in the door, cell phones, earbuds, and any personal electronic devices should be stored in your backpacks, (not on your body) and remain out of sight during the school day to avoid distractions. Students who violate phone expectations listed above will be required to check their phone in (with teacher or front office) until the end of the school day. Repeated violations/serious infractions will result in a loss of on-campus phone privileges for an extended period of time.

What if I need to get ahold of a parent or guardian during the day?

Students may ask to use classroom phones or place a call from the office to listed parents/guardians and emergency contacts. Students may not use phones without permission. Do not use your personal device for this unless you get permission from a staff member first.

What if my parent needs to get ahold of me during the day?

Parents can contact the office and leave a message for their student. We do our best to relay messages to students during the course of the school day, but it can be challenging, especially if the messages come late in the school day. We encourage families to communicate after-school plans to their children prior to the start of the day to minimize the use of our office staff for this purpose.

SECTION 2 – STUDENT EXPECTATIONS

Student expectations at Lynden Middle School are driven by our “PRIDE” framework. Each letter in the word “PRIDE” stands for a different character trait we expect from our students. Please review the matrix below for specifics on how you can demonstrate your Lion “PRIDE” throughout your time at LMS!

Assemblies	Cafeteria	Classrooms	Hallways / Passing Time / Stairwells
Voice level: 0 to 4 Phone/earbud free zone	Voice level: 2/3 Phone/earbud free zone	Voice level: 1/2 Phone/earbud free zone	Voice level: 2 Phone/earbud free zone
P Use kind and respectful language. R Respect the nature of the assembly. Maintain/respect personal space. I SLANT D Follow teacher directions. Walk up/down bleacher steps. E Engage and participate.	P Use kind and respectful language. Be friendly and inclusive of others. R Maintain/respect personal space. Keep hands/feet/objects to self. I Wait calmly and patiently in food line. Keep all food and drinks in the cafeteria. D Clean up after yourself. Wait for table to be checked to go outside. E Stay seated. Walk outside when dismissed.	P Use kind and respectful language. R Maintain/respect personal space. Respect the learning environment. I SLANT Actively participate in tasks. Use materials responsibly. D Follow teacher directions. Clean up after yourself. E Be on time and prepared for class.	P Use kind and respectful language. R Keep hands, feet, and objects to self. I Use a pass at lunch and class times. Keep all food and drinks in the cafeteria. D Walk on the right side. Slide to the side when stopping. E Walk directly to class.
Afterschool Events	Restrooms	Rec Time	
Voice level: 0 to 4 Phone/earbud free zone	Voice level: 2 Phone/earbud free zone	Voice level: 4 Phone/earbud free zone	
P Use kind and respectful language. R Treat people and property with respect. I Engage with purpose. D Remain in designated areas. E Be prepared and actively participate.	P Use kind and respectful language. R Leave no trace. Clean up after yourself. Respect other’s privacy. I Go, flush, wash, leave. D Display pass on hook. One person per stall. E Use restroom at appropriate times.	P Use kind and respectful language. R Leave no trace. Clean up after yourself. Keep hands, feet, and objects to self. I Be friendly and inclusive of others. Keep all food and drinks in the cafeteria. D Return equipment safely when bells rings. Leave all food in the cafeteria. E Walk to class when bell rings.	

Positivity · Respect · Involvement · Dependability · Effort

SECTION 3 – POLICIES

The following policies are a summary and highlighting of the most relevant Lynden School District Board Policies that guide the student experience at Lynden Middle School. To review the full list of policies, please click [here](#).

ATTENDANCE (LSD BOARD POLICY 3122) –

Washington State legal code establishes responsibility for attendance at school as resting primarily with students and parents. Consistent attendance is critical to school success. It is challenging and sometimes impossible to make up a missed class, at least in its entirety, because of the unique circumstances of the lesson. Attendance is important. The definition of “Chronic Absenteeism” is missing 10% or more of school days, whether they are excused or not. This means that a student who misses 18 days of school over the year is “chronically absent.” Many studies show that this level of absence has a significant impact on progress in school. Please make school a priority. To excuse an absence a parent or guardian must either notify the office prior to the absence or no later than two (2) school days of the student’s return. If an absence is not cleared within 48 hours, the absence will remain unexcused and be considered a truancy.

Excused Absences

Below are valid excuses for absences and tardiness. (Medical appointments require a doctor’s note. This includes orthodontic, dental, counseling, physical therapy, etc...)

- Participation in school-approved activity or instructional program
- Absence due to illness, health condition, medical appointment, family emergency, religious purposes, court, judicial proceeding or serving on a jury, post-secondary program visitation, or scholarship interview, state-recognized search and rescue activities, and issues related to homeless status
- Absence for parental-approved activities, if agreed to by the principal and parent/guardian
- Absence resulting from disciplinary actions or short-term suspension
- Extended illness or health condition

Unexcused Absences

- The parent/guardian submits an excuse that does not meet the definition of an excused absence
- The parent/guardian fails to submit any type of excuse statement, whether by phone, e-mail, or in writing for the absence

Pre-Arranged Absence

Any absence of three or more days due to a family vacation or event must be pre-arranged with the school administration at least three days prior to the absence. Requests can be submitted by using [this sheet](#). Failure to pre-arrange the absence will result in unexcused absence and loss of credit during the days missed.

Tardies

Being on time to class is an expectation. Being tardy to class not only impacts the student’s educational experience but also disrupts the educational process for others. Repeated tardiness will result in progressive disciplinary action.

DISCIPLINE (LSD BOARD POLICY 3241, 3241P) –

All students who attend the district's schools will comply with the written policies, rules, and regulations of the schools, will pursue the required course of studies, and will submit to the authority of staff of the schools, subject to such discipline, including other forms of discipline as the school officials will determine.

Unless a student’s presence poses an immediate and continuing danger to others or an immediate and continuing threat to the educational process, staff members must first attempt one or more other forms of discipline to support students in meeting behavioral expectations before imposing classroom exclusion, short-term suspension, or in-school suspension. These other forms of discipline may involve the use of best practices and strategies included in the state menu for behavior developed under RCW 28A.165.035. Other forms of discipline may include:

- Behavior monitoring
- Mentoring

- Peer mediation
- Social skills instruction
- De-escalation strategies
- Restorative justice practices
- After-school detention (not more than 40 minutes per day)
- Lunch detention
- Community service (lunch duty, clean up around school)

Note that staff members are not restricted to the above list and may use any other form of discipline compliant with WAC 392-400-025(9).

The district has also established procedures to address grievances of parents or students related to other forms of discipline, classroom exclusion, and exclusion from transportation or extra-curricular activity. The grievance procedures include an opportunity for the student to share his or her perspective and explanation regarding the behavioral violation.

ELECTRONIC DEVICES (LSD BOARD POLICY 3245) _

Students at Lynden Middle School may use personal cell phones or electronic communication devices for instructional purposes only, when given permission by school staff. Personal use of cell phones or other electronic communication devices is not allowed during school hours (7:20-2:00).

Even if permitted due to instructional purposes, students may not use cell phones or other electronic communication devices to:

- Access or view Internet websites that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored activity
- Capture, record, or transmit audio and/or images of any student, staff member, or other person in the school without their permission
- Photograph or record video/audio in locker rooms, bathrooms, or on school busses or other district vehicles; similar use is prohibited in classrooms without teacher permission and/or for educational purposes
- Reasonably create in the mind of another an impression of being threatened, humiliated, harassed, embarrassed, or intimidated
- Capture and/or transmit test information or any other information constituting fraud, theft, cheating, or academic dishonesty

Possession of a cell phone or other electronic communication device by a student is a privilege that may be forfeited by any student who fails to abide by the terms and provisions of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the device. If multiple violations occur, a student may lose their privilege to bring a device to school for the remainder of the school year. Consequences of violation may include:

- Warning / Confiscation of device until the end of the day
- Confiscation of the device and return to parent at a meeting to discuss violation
- Confiscation of device and return to parent; privilege of having access to a device on campus

FREEDOM OF EXPRESSION (LSD BOARD POLICY 3220) _

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expression of opinion on school premises is to be encouraged so long as it does not substantially disrupt the operation of the school. Students are expressly prohibited from the use of vulgar and/or offensive terms in classroom or assembly settings.

Publications or other materials may be distributed on school premises in accordance with procedures developed by administration. Such procedures may impose limits on the time, place, and manner of distribution including prior authorization for the posting of such material on school property. Students responsible for the distribution of material which leads to a substantial disruption of school activity or otherwise interferes with school operations will be subject to corrective action, including suspension or expulsion, consistent with student discipline policies.

STUDENT DRESS (LSD BOARD POLICY 3224) _

Preserving a beneficial learning environment and assuring the safety and well-being of all students is a primary concern. Students' choices in matters of dress should be made in consultation with their parents. Student dress will only be regulated when, in the judgement of school administrators, there is a reasonable expectation that:

- a health or safety hazard will be caused by the student's dress or appearance, including possible membership in a gang or hate group;
- damage to school property will result from the student's dress; or
- a material and substantial disruption of the educational process will result from the students' dress or appearance

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's dress or appearance is inconsistent with any part of the educational mission of the school district. Dress or appearance may be prohibited if it includes the use of lewd, sexual, drug, tobacco, or alcohol-related messages, or gang-related apparel. The uniforms of nationally recognized youth organizations and clothing worn in observance of a student's religion are not subject to this policy.

STUDENT FEES, FINES, CHARGES (LSD BOARD POLICY 3520)

The superintendent or designee may approve the use of supplementary supplies or materials for which a charge is made to the student so long as the charge does not exceed the cost of the supplies or materials, students are free to purchase them elsewhere, or provide reasonable alternatives, and proper accounting is made of all money received by staff for supplies and materials..

The board delegates authority to the superintendent or designee to establish appropriate fees and procedures governing the collection of such fees and to make annual reports to the board regarding fee schedules. Arrangements will be made for the waiver or reduction of fees for students whose families, because of their low income, would have difficulty paying the full fee. For programs governed by the National School Lunch Act, the USDA Child Nutrition Program guidelines will be used to determine qualification for waiver. The superintendent or designee will establish a procedure for annually notifying parents of the availability of fee waivers and reductions, including eligibility information for free or reduced-price meals. A student will be responsible for the cost of replacing any property belonging to others that are lost or damaged due to the student's negligence.

The district has established the following fee schedule to address damage to district issued computers:

- \$300 technology fine when multiple instances of major damage or loss occur by the student.
- \$75 fee damaged screens.
- \$10 fee for power cords that are not returned.

The information in the remainder of this section is required language prescribed by the Office of the Superintendent of Public Instruction (OSPI):

Our School Protects Students from Harassment, Intimidation, and Bullying (HIB)

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 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, Director of Student Services, 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 [reporting 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.

This response should include:

- 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 3207P](#).

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.

Our School Stands 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 3210, 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 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 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 investigation results.
- A determination of whether the school district failed to comply with civil rights laws.

- Any corrective actions or remedies that are needed.
- Information about how to appeal the decision.

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

If you disagree with the decision about 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 Procedure ([3210P](#)) and Sexual Harassment Procedure ([3205P](#)).

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.

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, 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.

Our School is Committed to Students and 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

SECTION 4 – BELL SCHEDULES

The Lynden Middle School student day runs from 7:40 to 2:00 and includes time for students to engage in academic and elective class work, as well as time for lunch and recreation. See below for specific class times.

MONDAY, TUESDAY, THURSDAY SCHEDULE (7:40AM START)

6 th Grade	
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

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

WEDNESDAY 1-HOUR LATE START (8:40AM START)

6 th Grade	
AM CORE	8:40-10:13
ELECTIVE	10:16-11:01
AM CORE	11:04-11:30
LUNCH	11:30-12:00
PM CORE	12:03-2:00

	7 th Grade	8 th Grade
1 st Period	8:40-9:25	8:40-9:25
2 nd Period	9:28-10:13	9:28-10:13
3 rd Period	10:16-11:01	10:16-11:01
4 th Period & Lunch	Lunch 11:01-11:31 4 th 11:34-12:19	4 th 11:04-11:54 Lunch 11:54-12:24
5 th Period	12:23-1:12	12:27-1:12
6 th Period	1:15-2:00	1:15-2:00

SECTION 5 – CAMPUS ENTRY MAPS

When entering or leaving school, there is a specific plan of how students will exit the building. Please see the maps below for specifics.

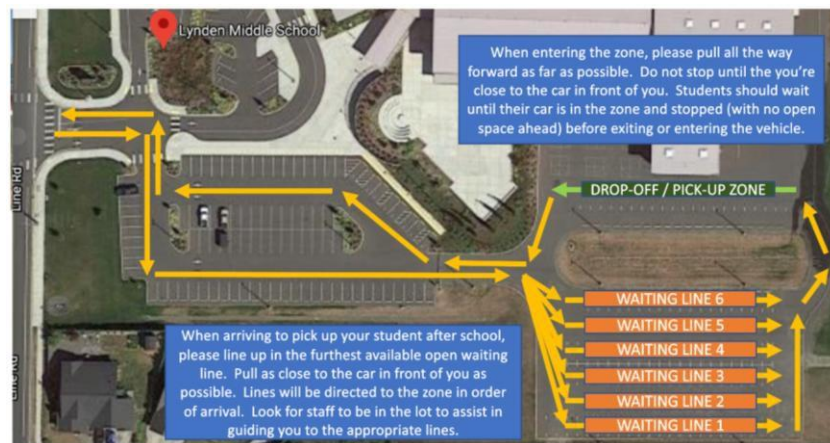
MORNING ENTRY (7:20-7:40)

- **Blue** = path for students biking (or skateboarding or scootering)
- **Yellow** = path for students walking to school
- **Red** = parent drop-off path in vehicles



AFTERNOON EXIT (2:00-2:05)

- Students walking home or getting picked up by parents will exit the main stairway/hallway.
- Students taking a bus or riding bikes home will exit the east and west stairwell exits from the grade level wings.
- Students will wait under the covered area at the back of the building.
- Cars should drive the route shown by yellow arrows and line up in the designated waiting lines to await their turn to go to the pick-up zone.



SECTION 6 – LOG-IN INSTRUCTIONS

All students at Lynden Middle School will be checked-out a school-owned laptop for academic use. See below for instructions on how to log-in, as well as how to access student email and Canvas.

SCHOOL EMAIL ADDRESSES & PASSWORDS:

Your Lynden School District email address is made up of three parts: 1) the last two digits of your graduation year, 2) your last name, and 3) your first initial, followed by “@lynden.wednet.edu”. See the example below.

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

Your Lynden School District password is formatted as follows: L0123456! In your password, the numbers 123456 will be replaced by your unique student ID (your lunch number) which is available on your printed schedule or in Skyward if you don't know yours.

LOGGING-IN TO A SCHOOL-PROVIDED DEVICE:

Step 1: Turn on the laptop using the power button 

Step 2: The first screen will be a “Terms of Service” agreement. You must click “Okay”

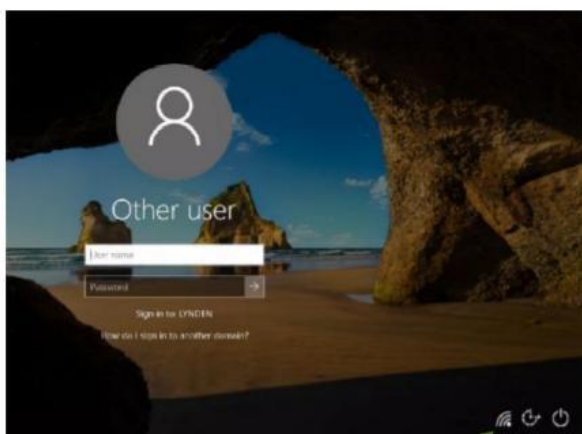
Step 3: Log-in to the device using the following information

Username: 26smithj

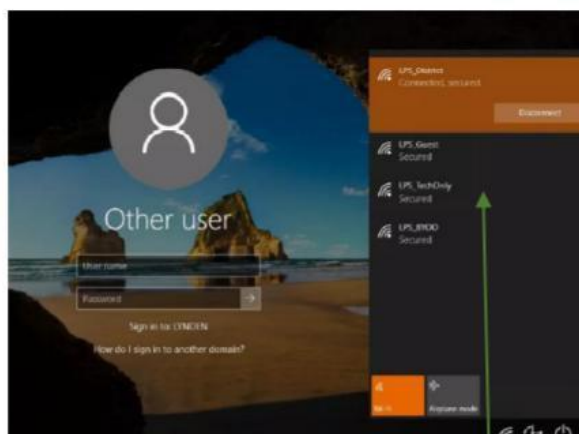
Password: L0123456!



Step 4: Your device should log-in. Please connect your device to your available WiFi connection by clicking on the WiFi icon in the bottom right corner of the screen. Find the WiFi network and login.



Click on the WiFi icon in the bottom right of your screen.



Find your WiFi network and login.

Step 5: Open Google Chrome (link on desktop). The first page that opens will be ContentKeeper. Log-in to ContentKeeper using your Lynden School District email address and password – as explained at the beginning of this section.



Once those steps are completed the device is ready for use. You will need to follow those same steps each time you log-in to the device.

ACCESSING CANVAS (OUR LEARNING PLATFORM)

- Step 1: Open Google Chrome (link on desktop)
- Step 2: Navigate to Lynden Middle School's website (<https://lynden.wednet.edu/lynden-middle-school/>)
- Step 3: Hover over "Students" on the top right side of the page and select "Canvas and Clever Touch."
- Step 4: Click on the Canvas Icon and log in to Canvas
- Step 5: Once Canvas is logged-in, you will see your classes on your dashboard. Select the course you want to access to be taken to that class's homepage

ACCESSING EMAIL

- Step 1: Open Google Chrome (link on desktop)
- Step 2: Navigate to Lynden Middle School's website (<https://lynden.wednet.edu/lynden-middle-school/>)
- Step 3: Select "Email" in the menu located on the right side of the page.
- Step 4: Use your school email address and password to log-in

SECTION 7 – SCHOOL SUPPLIES

Students should make sure they have their supplies with them at school daily for use in their classes. Families can support students by making sure supplies which run out or are lost are replenished in a timely manner. Without these supplies students will be unable to successfully engage in their learning.

7 TH GRADE	8 TH GRADE
○ Backpack / Tote Bag ○ 2" or 3" binder with 6 dividers OR 6 Pocket Folders OR Accordion Folder ○ Composition Books (2) ○ Plastic Folder w/ Pocket (1) ○ Pencils (24) ○ Sharpies ○ Highlighters (5) – pink, yellow, green, blue, orange ○ Colored Pencils (minimum 12 colors) ○ Earbuds with 3.5mm jack ○ College-Ruled Notebook Paper ○ Pink Erasers (2-3) ○ Glue Sticks ○ Scissors ○ Ruler (must include standard and metric measurements) ○ Calculator w/ Sq Rt (recommended TI-30)	Required ○ 1 quad-ruled (graph paper) composition book ○ 3 composition books ○ Pencils-to be replenished throughout the year ○ Yellow, Green, Orange, & Pink Highlighters ○ A ruler ○ A basic set of colored pencils (8-12 colors) ○ A simple calculator with a square root button ○ 3-ring binder ○ Blue and Red pens ○ Notebook paper Suggested ○ A backpack/tote bag ○ A way to organize your papers-binder, folders, accordion folder, etc. ○ Scissors ○ Pencil top erasers or one large eraser ○ Fine black sharpie ○ Earbuds/headphones with 35 mm jack
6 TH GRADE	6 TH 7 TH 8 TH Elective Classes
○ Backpack / Tote Bag ○ 1 ½" or 2" binder with 5 dividers ○ Pencil Pouch ○ Composition Books – 2 minimum ○ Pencils ○ Pens – Assorted Red, Blue, and Black ○ Highlighter ○ Colored Pencils (minimum 12 colors) ○ Earbuds with 3.5mm jack ○ College-Ruled Notebook Paper ○ Eraser Tops or Pink Erasers ○ White board markers (minimum of 2)	Elective Class Supplies: ○ 9" x 12" Sketch Book (Art Students Only) ○ Earbuds with 3.5 mm jack (General Music) ○ Pocket Folders with fasteners (Drama) ○ T-Shirt, Shorts, & Athletic Shoes (PE Students) ○ Green/Gold/White Reversible Jersey* (PE Students) <i>*needs to be purchased at Hats Off Lynden or online through Amazon or Epic Sports</i>

SECTION 8 – CONTACTING US

As the school year gets underway, both student and parent may need assistance in contacting school staff. Here are some easy ways to get the help you need!

Lynden Middle School Office: 360-354-2952

- Option 1 = Shannon Warner, Attendance Secretary
- Option 2 = Aimee Speer, School Nurse
- Option 3 = Kelli Baar, ASB & Athletics Secretary
- Option 4 = Wendy Kuplent, Registrar
- Option 5 = Jack Hallmark, Counselor A-L
- Option 6 = Katie Delahunt, Counselor M-Z
- Option 7 = Fiona Piasecki, Dean of Students
- Option 8 = Cyndi Selcho, Assistant Principal
- Option 9 = Vincent Riccobene, Principal
- Extension 3123 = Terry Mata, Spanish and Multilingual Support

Staff Email Addresses are available on our website at https://ms.lynden.wednet.edu/l_m_s_staff