



ISOM ELEMENTARY SCHOOL LYNDEN SCHOOL DISTRICT

FAMILY HANDBOOK

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

LYNDEN SCHOOL DISTRICT BOARD OF DIRECTORS

Danny Martinez, Jim Verburg, Khush Brar,
Danielle Ingham, Nick Sawka

ADMINISTRATION

Mr. David Vander Yacht, Superintendent	360-354-4443
Mr. Tim Doering, Principal of Isom Elementary School	360-354-1992
Ms. Jen Vachon, Dean of Students	360-354-1992

WELCOME TO ISOM ELEMENTARY SCHOOL!

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

Sincerely,

Tim Doering, Principal

DAILY SCHEDULE

Subject to change

Monday, Tuesday, Thursday & Friday: 8:55 AM - 3:05 PM

Wednesday- Late Start: 9:55 AM - 3:05 PM

Morning Recess

10:30-10:45 2nd

10:45 -11:00 1st

11:00-11:15 5th

Lunch/Recess

11:15-11:55 K

11:40-12:20 3rd11:45-12:25 2nd12:05-12:45 4th

12:10-12:50 1st

12:30-1:10 5th

Afternoon Recess

1:25-1:40 K/3rd

1:40-1:55 4th

Early Release: 8:55 AM-12:05 PM

ARRIVAL AND DISMISSAL

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

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

ATTENDANCE

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

PARENTSQUARE

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

RELEASE OF STUDENTS

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

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

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

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

HOME A DIFFERENT WAY

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

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

BUS RIDING

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

Following bus expectations helps create a positive experience for everyone. Glass items, pets and medication are not allowed on school buses for safety reasons. Children should be extremely careful at bus stops and when crossing streets. Children should understand that bus stops become dangerous when pushing and shoving occur.

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

BUS SCHEDULE/SEVERE WEATHER

Information about school closures and/or delays due to inclement weather will be communicated through ParentSquare, the district website, and district social media pages. Local media will also be provided with this information, although we cannot control what they elect to do with it.

Operation of buses during snow or ice conditions: Modified bus routes may need to be implemented if road conditions are unsafe. If so, the district will include that information in their communication to families.

Lynden School District encourages families and staff to use their best judgement when traveling to and from school on inclement weather days.

BICYCLE RIDERS and WALKERS

Students are permitted to ride their bicycles to and from school. Students need to have a note signed once a year by a parent giving permission for their child to ride their bike to and from school. The school is not responsible for personal property. Please instruct your child thoroughly on bicycle safety. All children should wear bicycle helmets. Students are required to dismount and walk their bikes/scooter once they arrive on campus. Please review the district policy on E-Bikes and Personal Mobility Devices [here](#).

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

BREAKFAST AND LUNCH

Breakfast and lunch are eaten in the cafeteria. Students may bring lunch from home or have hot lunch at school. Breakfast and lunch are provided without charge to all elementary school students in our district. We still ask that families complete the application for free and reduced meals, to allow us to provide information that supports this program. Applications are available in the office or on our school website at www.lynden.wednet.edu. On the Department tab, select Food Service/Application.



PARKING

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

USE OF THE SCHOOL PHONE

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

INVITATIONS AND GIFTS

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

VISITING ISOM SCHOOL

You are encouraged to visit your child's classroom. Please notify the teacher of your visit in advance. All visitors are asked to first stop by the school office to **sign in and put on a "Guest" badge**. Please feel free to contact your child's teacher whenever there is a concern or

question. It is advisable to make an appointment so you will be assured of seeing the person you want to contact. Good times to reach teachers by phone are 8:20-8:40 AM and 3:05-3:15 PM.

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

VOLUNTEERING AT SCHOOL

For the safety of our students, anyone who volunteers in the classroom and/or accompany field trips with students is required to pass a background check. Forms are available [online](#) or at the school office and need to be completed and returned a minimum of 7 days before the event. Volunteering can occur after the forms have been processed. There is no cost involved and it is good for two years.

STUDENT INFORMATION

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

REPORTING STUDENT PROGRESS

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

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

PARENT – TEACHER CONFERENCES

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

SCHOOL SUPPLIES

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

CARE OF THE BUILDING

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

ITEMS NOT ALLOWED

Skateboards, roller skates, in-line skates, cell phones, iPads, radios, headphones, video games, trading cards and toys, toy guns and knives, cleated shoes, baseball bats and hard balls, golf balls, and gum are not allowed at school. Students in grades pre-K-5 are discouraged from bringing ECDs (electronic communication devices) to school. Please see the LSD Board Policy for more detailed information regarding ECD's. If your child must have a cell phone/smartwatch, it is required to be in their backpack for the entire school day.

DRESS CODE

We want Isom School to be a safe and friendly environment where students can excel in their learning. For this to work, we do have an expectation that students will come to school in appropriate clothing.

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

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

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

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

ABOUT YOUR CHILD'S HEALTH

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

Fever: Children with a fever should not be sent to school. A fever is considered to be at least one full degree above normal (98.6). If no thermometer is available, then feel the child's

forehead with the back of your hand. If it feels hot, keep the child at home. A child should be fever-free for 24 hours before returning to school.

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

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

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

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

MEDICATIONS AT SCHOOL

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

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

VACCINATIONS

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

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

ACCIDENT INSURANCE:

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

SAFETY DRILLS AND DISASTER PREPAREDNESS

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

LOST AND FOUND

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

Isom School Directory

Kindergarten

Janelle Hill
Savanna BVR
Megan Mitchell

First Grade

Justyn Freeman
Nikki Hermanutz
Alecia Zang

Second Grade

Cindy Boyd
Sally Heppner
Kristin Powell

Third Grade

Scott Donner
Marcy Kok
Sarah VanDyken

Fourth Grade

Tanya Assink
Teresa Stacey
Abby Turgeon

Fifth Grade

Alexandria Jaime
Erica Oostra
Chifundo Vis

Transitional Kinder

Karen Metz
Staci Lopshire

Counselor

Liz Grant

PE

Mitch Kornelis

Music

Josh Jorgensen

Library

Lori Hortegas

Technology

Amy Jacobs

Intervention

Laurie Silves

LRC

Eric Hanenburg
Parveen Cheema

ELRC

Alicia Cornejo

School

Psychologist
Jim Scarborough

Speech

Anna Gregovich
Taryn Gillispie

OT/PT

Catherine Lynch
Shannon Lanskis

Nurse

Marlene Adkisson

Custodians

Derrick Jones
Weston Parker

Food Service

Marge Roberts

Secretaries

Kathy Kerven
Shannon Ruggenberg

Para-Educators

Shelly Lovik
Hilda Pash
Robin Powell
Kara Kelly
Sam Lamp
Gladys Libolt
Meghan Bolt
Lisette Perry

Kylie Bratt
Jen Dickson
Tara Hanson
Selena Rodriguez
Jewel VanderHaak
Sara Williams
Jessie Mendoza

Lunch/Recess Supervisors

Carrilee Dyck
June Macy
Jewel VanderHaak

The remaining pages include the required language prescribed by the Office of the Superintendent of Public Instruction (OSPI)

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