

Dear East Lynne Learning Community,

Welcome to another school year at East Lynne School 40 District. The teachers and staff are proud to partner with you in the education and well-being of each child in our learning community. Educational success for all students cannot be complete without an effective partnership with each family in the East Lynne School 40 District. We seek to build a strong relationship with each of you in order to best serve the educational needs of each student.

Our K-8 school district offers many opportunities for students to grow in their responsibility as a student and take ownership in their learning. This Parent/Student handbook shares with you the mission and vision for the East Lynne 40 School District learning community. It also includes important information regarding some of the policies and procedures established for the safety of our students and the smooth operation of our school. The intent of these policies, guidelines, and procedures is to ensure a safe and orderly environment conducive to effective teaching and learning.

Students and parents should study this handbook carefully and work closely with our staff as they participate in the instructional and extra-curricular activities at East Lynne School. Please read this information carefully and keep it for future reference. If you have questions or concerns, please feel free to contact the school (816) 925-2380 or send an email to Mrs. Vaughn (sonja.vaughn@elynne.k12.mo.us).

Our hope is that the partnership you develop with your children's teachers and the school will reflect a positive feeling about education and will be a pleasurable experience for everyone.

Wishing you a fantastic year,

Sonja Vaughn
Superintendent

EAST LYNNE SCHOOL

Every Student Every Day

MISSION

The East Lynne Learning Community will establish a safe learning environment where all students, being held to high expectations, excel and become life long learners.

VISION

Working together to provide a welcoming atmosphere with established routines ensuring the highest level of achievement for every member of the school community

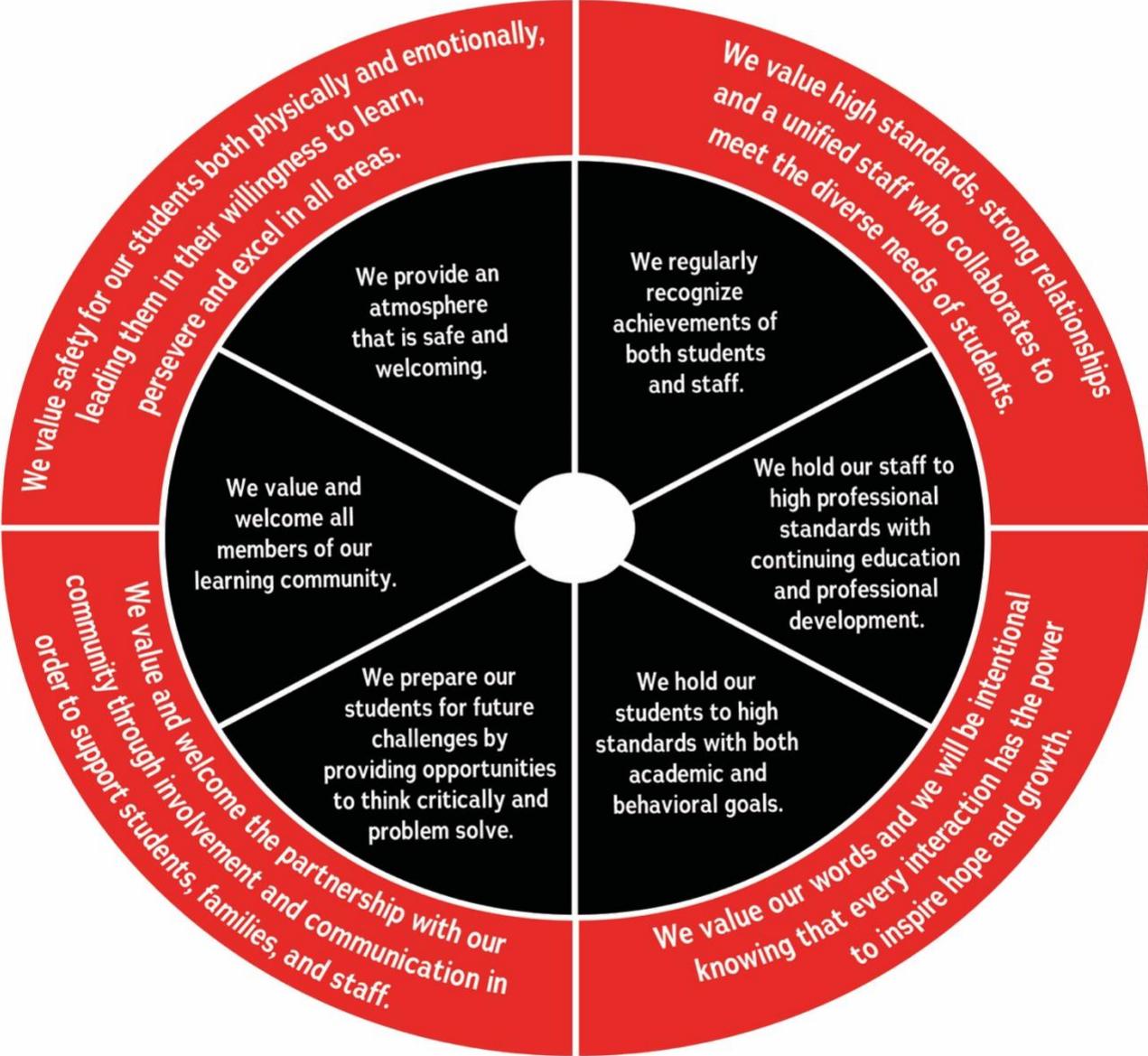
Having a unified staff that is highly qualified and dedicated to expand our knowledge and provide differentiated ways to achieve success

Inspiring students to develop the attributes to thrive in an ever changing world understanding that success comes from their efforts and hard work



EAST LYNNE SCHOOL

VALUES COMMITMENTS



The **East Lynne School 40 District** has a goal for all students to learn strategies and techniques to effect positive change and create a healthy learning environment for everyone. We envision a school community where all students have the hope, skills and opportunities to live and learn safely and successfully, realizing their full potential. We are committed to create a climate and culture that is respectful where each member of our learning community feels valued and appreciated. Our district takes very seriously the way individuals treat each other.

The **East Lynne School 40 District** staff has clear expectations and guidelines for student behavior. When students step outside of these boundaries, teachers will hold them accountable and work with them to bring them back into acceptable behavior. In order to communicate about student behavior, teachers will keep in close communication with parents and guardians.

We are committed to:

Early Intervention

Utilizing the expectations that it's never okay to be disruptive or hurtful allows staff to intervene consistently with all students. A student will be asked one time per activity to stop a behavior that is disruptive or hurtful. Staff will intervene in a quick, kind, calm and firm manner if a student cannot meet this expectation.

Caring Confrontation

Caring Confrontation is a language of partnership when intervening with a student's disruptive or hurtful behavior. With the intent of creating awareness of the situation and one's actions, Caring Confrontation provides the student with an opportunity to meet the set standard and partner with the adult.

- "I see ..." (disruptive behavior)
- "Can you ..." (desired behavior)
- "Even though ..." (student's feelings)

A Protective Plan

Protective Plans provide an opportunity for the staff member and student to identify a missing skill and partner together to develop the skill. Teaching replacement skills and practicing our Goals For Life helps students manage their behaviors and move toward making life changes.

Goals for Life: Goals we help students obtain so they may have the life they want and deserve. Goals for Life are based on the beliefs that:

1. I can make good choices, even if I am mad.
2. I can be okay, even if others are not okay.
3. I can do something, even if I don't want to (or even if it's hard).

Outlasting the Acting Out

Maintaining a relationship and restrictions while guiding the student to identify what they need to work on and what steps need to be taken in order to correct the behavior guides them until the student is able to partner with and be coached by adults.

It is our goal to work with students and give them a balance of grace and accountability to problem solve and meet the daily challenges they face. We will be consistent in our expectations and hold students accountable while still giving them grace and letting them know we accept them. It is our goal for them to be successful.

As we hold students accountable for unacceptable behavior, we want them to look at their behavior and see the challenges that it brings. We want to offer accountability so that they can make the necessary changes.

There are **five levels of accountability**:

1. I did it.
2. I'm sorry.
3. It is causing me to not be successful
4. I accept the consequences.
5. I accept and need help

We will use the following strategies in grades PK-4 as we work together to be successful.

Safe Seat: A seat in the classroom away from other students to help a student regroup, process with an adult, then rejoin the class.

Buddy Room: A seat in another teacher's classroom to help a student regroup, complete a Think Sheet and process with an adult so they may return to the classroom Safe Seat.

Refocus Room: The student may need to refocus in the office with the principal. It is not a time where students are being disciplined or receiving consequences. Rather, it is where students can go to practice replacement skills, calm down, prepare an apology or create a plan to make better choices.

Class Meeting: Weekly meetings facilitated by the teacher to help students problem solve, plan events and maintain a positive classroom community.

Processing: Questions the adult asks the student so he/she may take ownership, practice skills and create a plan to make better choices.

Target Behavior Sheet: A daily visual of goals the student is working on to help him/her problem solve.

Think Sheet: A tool a student completes to help him/her take ownership of the problem, partner with adults and create a plan to be successful.

Triage: Daily adult "check in" to practice replacement skills, assess emotions, focus on what it means to have a successful day and formulate solutions to problems.

We will use the following strategies in grades 5-8 as we work together to be successful.

In order to communicate about student behavior, middle school teachers will keep a digital log of daily student behaviors and will follow the guidelines below.

Teachers will give marks in the digital behavior book for the following offenses:

B = behavior

A “B” will be given for excessive talking, disobedience/disrespect, poor attitude/rudeness, disturbing the learning of others, abusing the property of others, putting hands/body on other people or their property, and other behaviors that are disruptive, not following directions or inhibits the safety of others.

S = supplies

An “S” will be given when a student does not bring the required materials for success in the classroom.

A = assignments

An “A” will be given when a student does not complete homework or other expected assignments given by teachers.

T = tardy

A “T” will be given when a student is late to class on a regular basis.

- An accumulation of behavior marks will result in the following consequences:

(2) ‘B’ and/or ‘S’ marks in one day = a detention

(2) ‘A’ marks in one week = a detention

(5) ‘B’ marks in one week = office referral

(5) detentions in one quarter = ISS (in school suspension)

(2) ISS in one quarter = consequence per Mrs. Vaughn’s discretion

Detentions will be served on the Thursday of the week of school *after* the detention is earned. •

At the end of each quarter, students can earn an “incentive party” for appropriate behavior.

Students earn this reward if the following is true for them for the quarter:

- No more than one detention
- No office referrals
- No missing assignments

It is the goal of the **East Lynne 40 School District Staff** to partner with families and maintain excellent communication about daily activities, important announcements, and student progress. There are several ways the staff will communicate information. It is important for parents to sign up for the teacher Remind texts, schoolwide texts and to use the school webpage and social media venues to stay informed. If you need guidance in connecting with one of these communication tools please contact the office.

We will work as a staff to guide students to grow in their own personal responsibility of sharing information about homework, school activities and events. Listed below is the contact information you might need for our students.

Instructional Staff

Julie Bell	Second Grade	julie.bell@elynne.k12.mo.us
Melessia Brauer	Middle School Science	melessia.brauer@elynne.k12.mo.us
Robin Casteel	Fourth Grade	robin.casteel@elynne.k12.mo.us
Jamie Droege	Kindergarten	jamie.droege@elynne.k12.mo.us
Heather Johnson	Middle School ELA & Librarian.	heather.johnson@elynne.k12.mo.us
Kaycie Mehrhoff	Art	kaycie.mehrhoff@elynne.k12.mo.us
Renee Potter	Special Services	renee.potter@elynne.k12.mo.us
Stacy Potter	Third Grade	stacy.potter@elynne.k12.mo.us
Susan Ripplinger	Title One	susan.ripplinger@elynne.k12.mo.us
Katie Schork	K-4 Music & Band/Choir	katie.schork@elynne.k12.mo.us
Jennifer Taylor	First Grade	jennifer.taylor@elynne.k12.mo.us
Forrest Thurman	Physical Education	forrest.thurman@elynne.k12.mo.us
Bailey Wileman	Middle School Social Studies	bailey.wileman@elynne.k12.mo.us
Donna Wilson	Middle School Math	donna.wilson@elynne.k12.mo.us
Emily Yoder	PreKindergarten	emily.yoder@elynne.k12.mo.us

Central Office

Lisa Holloway	Principal/Dir Student Services	lisa.holloway@elynne.k12.mo.us
Katie Johnson	Bookkeeper	katie.johnson@elynne.k12.mo.us
Regina Rushly	Admin. Assist/Attendance	regina.rushly@elynne.k12.mo.us
Sonja Vaughn	Superintendent	sonja.vaughn@elynne.k12.mo.us



The discipline policies (for more severe behaviors) outlined below are designed to maintain a proper learning environment, foster respect towards authority and property, and to ensure the orderly and safe operation of the school district. In cooperation with parents, teachers, students and the superintendent/principal, we institute guidelines to be used to insure consistent disciplinary action. See Board Policy 2655 for more information on our Bullying Policy.

Bullying (intentional intimidation or infliction of physical, emotional or mental harm)

First offense 1-3 days ISS

Frequent 1-180 days OSS

Defiance disrespect or threatening in nature of school personnel

First offense 1 day ISS

Second offense 2 days ISS

Frequent 3-10 days OSS

Defiance of school personnel with profanity:

First offense 1-3 days OSS

Frequent 3-10 days OSS

Use of verbal or written obscenity in class directed at another student.

(May be interpreted as sexual harassment)

First offense 1-3 days OSS

Frequent 1-180 days OSS

Defacing or destroying property during/after school

First offense 1-10 days OSS

Second offense 3-10 days OSS

Student will be responsible for payment. of damages Sheriff's department may be called in if deemed necessary

Injuring another student

First offense 1 day ISS -10 Days OSS

Frequent 5-10 Days OSS

Even if non-intentional. Example: tripping, poking with a pencil or pen, pulling desk out, etc.

Fighting - Both parties active participants:

First offense 1-3 days OSS

Frequent 5-10 days OSS

If the fight is instigated by one, the principal may suspend punishment for the innocent party. (Usually, any participant who throws a punch is considered to be a willing participant.)

Possession/or use of a weapon:

First offense 1-180 days OSS

Possible Second offense 3-180 days OSS or expulsion

Third offense Recommended expulsion from school

Notification of law enforcement

(Depending on the severity of the weapon and its use, at the principal's discretion, may immediately be considered a second offense violation.)

Possession or use of firearms

First offense 1 year suspension, referral to legal authorities

Second offense Expulsion, referral to legal authorities

Threatening or intimidating any student for the purpose of obtaining money or anything of value or with the promise or intent of bodily or emotional harm.

First offense 1- 3 days ISS

Second offense 3- 5 days OSS

Third offense 10 days suspension

Sexual Harassment (Physical Contact):

First offense 1-3 days OSS

Frequent 11-180 days OSS

Theft:

First offense 1-3 days OSS
Frequent 5-10 days OSS;
(sheriff’s office contacted)

Major Theft:

First offense 5 days OSS - recommended
expulsion from school
Second offense Recommended expulsion
(sheriff’s office contacted)

Skipping class

First offense 1 days ISS
Second offense 3 days ISS
Frequent 3-10 days OSS

Failure to serve ISS:

First offense ISS doubled
Second offense 1-3 days OSS
and ISS served when the
student returns.

Alcohol, Tobacco or Vaping Products and Drugs

Students are forbidden to use or have in their possession on school property or at school functions tobacco or vaping products, alcohol or any controlled substance. Students are not allowed to use any tobacco or vaping products during school or at school sponsored activities. Students are forbidden to attend school or any school activity under the influence of alcohol or other controlled substances. The following consequences will be enforced:

Possession or any tobacco or vaping products

First offense 1 day ISS
Second offense 1-3 days OSS
Frequent 5-10 days OSS

Smoking, using tobacco or vaping products on school property.

First offense 1 day OSS
Second offense 3 day OSS
Frequent 5-10 day OSS

Under the influence of alcohol or drugs

First offense 1-3 days OSS
Second offense 5-10 days OSS

Possession of alcohol, drugs or drug paraphernalia.

First offense 3-10 days OSS
Second offense Recommend 10-90 days
suspension. (Parent and Sheriff’s office
notified.)

Selling or distribution of drugs or drug paraphernalia

First offense 10-90 day recommended suspension.
Second offense Recommended expulsion from school.
(Parent and Sheriff’s office notified.)

The **East Lynne 40 School District**, in cooperation with the juvenile office, Division of Family Services and law enforcement agencies, will recommend students for referral to drug and alcohol treatment. It is the intent of this policy for students that are involved in several “severe” discipline matters to be dealt with more severely than those that are involved in their first incident. If a student has received an in-school suspension or out of school suspension in a previous “severe” incident, they are automatically handled as a 2nd offense infraction, even if the offense is of a different nature.

Discipline Regulation Self-discipline is the most effective kind and students are expected to assume responsibility for their behavior. Self-respect and pride in one's school naturally results in good behavior. When a student's behavior is not acceptable, necessary action will be taken. According to state law, the teacher or school administrator shall have the same right as a parent to control or discipline a student during the time such student is in attendance or in transit to or from school or any school-sponsored function. Misconduct will be dealt with immediately. If detention is assigned, a student will be given at least one day's notice so transportation can be arranged. Transportation and arrangements are the responsibility of the student and the parent.

Students assigned to ISS (In-School-Suspension) will be responsible for all class work, but will accomplish it in an isolated setting away from the rest of the student body. (Students may be assigned a report for each day in ISS. All effort will be made to make disciplinary reports related to class work.)

OSS (Out-of-School-Suspension) will result in the student being suspended from school and all days missed will be "unexcused". All homework and/or tests may be recorded as zeroes and work may not be able to be made-up. Students suspended from school are not allowed to participate in any school activity or attend any school function while on suspension. (If an assignment or test covers material that spans the time of the suspension, the student will be able to make up the assignment or take the test.)

Items Prohibited in School

There are items that will not be allowed at school (other items may also be banned by the administration): aerosol cans, toy guns, water pistols, bean shooters, sling shots, knives, chains, lighters and matches, firecrackers, laser pointers, balls or weapons of any kind. These items will be confiscated and turned over to the office and parents may be required to make arrangements to pick up the item(s). Items that do not require parents to pick up will be returned to students at the end of the day or week. Some items may be held from students until the end of the school year. Local authorities will be contacted if deemed necessary. If any of the items need to be brought to school for an educational purpose, permission must be obtained ahead of time from the administration and the item will be left in the office when not used.

Search & Seizure

The school may conduct routine searches of lockers or student desks for missing property or when conditions are disorderly or unsafe. Searching of students, their property, and their possessions and the seizing of property deemed dangerous or disruptive to other students or to the orderly maintenance of the educational program or seizure of stolen property may be done under the direction of the superintendent. Searches for particular items or information or searches of particular individuals must be on reasonable suspicion.

Lockers and Student Desks (see School Board Policy 2150)

School lockers and student desks are the property of the Board of Education and are provided for the convenience of 5-8 students and as such, are subject to periodic inspection without notice. Locks are not mandatory, but may be provided by the student. The student's expectation of privacy is greatly increased if a lock is used.

Computer Use

Students will be given a device to use at school. All students will be issued a user ID when they enroll in school, if they do not have them from the previous school year. When students use their personal device or any computer in the building, they must use their user ID and password to log on to the school network. The user ID and password may not be shared with other students. Students will be held responsible for all activity performed on their device or computer logged on by the individual. Students should use the devices as directed by their teacher and should not use the devices for personal use. Discipline measures will be taken for improper or incorrect usage of the computers. Students should follow all guidelines outlined in the technology handbook and acceptable user agreement.

Care of School Property

Students will be held responsible for the proper care of all books, lockers and locks, supplies; apparatus or equipment furnished them by the Board of Education. Students who deface, damage, or lose school property, shall be required to pay for the damage or loss.

Cell Phone Use

Students are not permitted to have their cell phones out during the instructional day. Students are not to be on their cell phones during the school day. They are **not to** make phone calls, text messages, or take videos or photos using their phone during the instructional day. Cell phones should be placed on silent and kept in student backpacks or lockers. Cell phones are not to be used during the school day.

First Offense

In school suspension (1-10 days) or out of school suspension.

Subsequent Offense 1-180 days out of school suspension or expulsion

Lunch Money

All money sent in for meals will be placed on the student's account (breakfast and/or lunch). When money is sent in, the entire amount will be added to the student's account and change will not be given. Parents will be notified when the account is low. You will receive a letter notifying you of the account status.

Closed Campus

We operate a closed campus policy. Students must stay on the school grounds from the time they arrive until dismissal or until they are picked up by parents or go home on the bus. Students must bring a written parental request to the office to leave the campus for any reason. If it is necessary to leave school for any reason, a permit must be obtained from the office. The student must sign out in the office.

Student Dress Code

Students are expected to be neat and clean so that each student may share in fostering a positive and healthy atmosphere within the school. All students must wear shoes, boots or other type of footwear. Clothing or lack of clothing that will cause disruptive or undue attention to an individual will not be allowed. The following shall not be worn: tattered or torn clothing, slouched/sagging clothing, midriff/short tops, pajama pants, short shorts (the bottom of the shorts should be "finger-tip length"), clothing with inappropriate slogans/language, sexual connotation, alcohol or tobacco or vaping related articles, no undergarments shall be visible, and no chains or head gear allowed. As a rule, students will be covered from the shoulder to the mid-thigh. Additional dress regulations may be imposed upon students participating in certain extra-curricular activities. Class activities, which present a concern for the student's safety, may require the student to adjust his/her hair and/or clothing in the interest of maintaining safety standards.

Emergency Situations

In the event of illness or accident, school personnel will give emergency care to students. In the event of an emergency situation at school, the school telephone lines will be kept open for emergency calls. Civilian cars should be kept out of the area and streets kept clear for emergency vehicles, police, ambulance or fire department. Parents should tune to local radio/television stations for information. Instructions for evacuation of the building in case of fire or disaster have been given to all teachers and are posted in each classroom. Students are to follow the instructions explicitly. The teacher will review these procedures at the beginning of the year. In addition, practice drills will be held throughout the year

Before and After School

No student should be in the building before 7:50 a.m. or after 4:00 p.m. unless requested by a teacher or participating in a supervised activity. Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the next day. Students must have parents write a note if they are needing to change the way they are getting home from school. These arrangements must be made before school. Students are not permitted to call during the school day to see if they can go home with someone else after school. Both students need a note from a parent/guardian stating the permission is given. If parents need to call to change a student's dismissal routine, it should be done before 3:15 PM each day so that the office can give the communication to students.

Student Records (see Board Policy 2400)

Following is an abbreviated version of the board policy for complete information see Board Policy 2400. Student directory information will be released as deemed necessary by school officials. The school district designates the following items as directory information: student's name, parent's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, most recent previous school attended and photograph. Parents or eligible students will have ten (10) school days after the annual public's notice to view the student's directory information

and to provide notice in writing to the school district that they choose not to have this information released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as directory information without prior written consent.

The district may disclose student record information without consent when the disclosure is: to school officials who have a legitimate educational interest in the records, to officials of another school, upon request, in which a student seeks or intends to enroll, to comply with a judicial order or a lawfully issued subpoena, to law enforcement and juvenile justice authorities for the purpose of effective service to individuals requesting directory information so designated by the district, in connection with a student's request for or receipt of financial aid to determine the eligibility amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid, and to appropriate parties in a health or safety emergency.

Pursuant to the Family Educational Rights and Privacy Act, the district may disclose student record information to certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with audit or evaluation of certain state and federally supported education programs as allowed by law.

Medication (see School Board Policy 2870)

If it is necessary for a student to receive medication during school hours, the following information should be sent by your family physician with medication, along with a note from parents stating:

- Amount to be given at one time.
- Time of day to be given.
- Duration of the time medication is to be taken.

Medication must be left in the main office. No medication, including aspirin, is to be kept in a student's possession or locker. Tylenol (acetaminophen) may be given at school by the school nurse or trained designee according to standing orders and protocols, upon written authorization of the parent/guardian.

Self-Administration of Medication (see School Board Policy 2850)

A physician may recommend that an individual student with a chronic health condition, such as asthma or other potentially life-threatening respiratory illness, assume responsibility for his or her own medication as part of learning self-care. The Board may permit such a student to self-administer medication by way of a metered-dose inhaler, provided that the following conditions have been met.

1. The parents/guardians of the student must provide the Board with written authorization for the self-administration of medication, a written medical history of the student's experience with the respiratory illness, and a plan of action for addressing any emergency situations that could reasonably be anticipated as a consequence of administering the medication and having the illness.

2. The parents/guardians of the student must provide the Board with written certification from the student's physician that the student has asthma or other potentially life-threatening respiratory illness, and that the student is capable of and has been instructed in the proper method of self-administering the medication and has been informed of the dangers of permitting others to use the student's medication.
3. The Board must inform the parents/guardians of the student, in writing, that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration by the student, absent any negligence by the district, its employees or agents; or as a result of providing all of the above mentioned relevant information to the school nurse, absent any negligence by the district, its employees or agents or in the absence of a school nurse, to the school administrator.
4. The parents/guardians of the student must sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the student's self-administration of medication, and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the student's self-administration of medication.

Permission for the student to self-administer medication for asthma or other potentially life-threatening respiratory illness is effective for the school year for which it is granted, and is renewed for each subsequent school year upon meeting the conditions set forth above.

Inoculations of Students (see School Board Policy 2850)

All students attending the district schools shall be in compliance with state laws and regulations requiring immunization against poliomyelitis, rubella, rubeola, mumps, tetanus, pertussis, diphtheria, and hepatitis B. Proof of the immunizations must be furnished or the student will not be able to attend school until such proof can be given.

Student Athletic and Activities

Each middle school student is urged to participate in extra-curricular and co-curricular activities. The staff will encourage students to commit themselves to an activity and give their best efforts not only for the benefit of the club, or activity, but also for themselves.

Extracurricular activities are all those activities that are connected with the East Lynne School district but not part of any class nor used in determining any class credit or grade. East Lynne School offers after school opportunities through participation in the Art Club, Student Council and Outdoor Kids Club.

Co-curricular activities are all those activities connected with the East Lynne School District, which are a mandatory part of a class, used to determine class credit or grade. In the middle school, students will have the opportunity to participate in extra-curricular music classes such as band and choir. These electives are voluntary. While practices do occur during the school day, participation in these classes will require several out of

school requirements. Students will be expected to attend evening concerts, contests and other events that will be shared at the beginning of the school year.

Our students participate in the athletic programs with the Harrisonville School District. They will be expected to follow the guidelines, policies outlined in Missouri State High School Activities Association and by the Harrisonville School District. Students will be informed when and how to sign up for each of the athletic sports teams.

In addition to athletics, students can also be involved in our Scholastic Quiz Bowl, competing against other schools in our conference. Students will be required to participate in after school practices and Quiz Bowl meets.

Participation in all interscholastic athletics and activities is a privilege and carries with it responsibilities to the community, staff, and students.

Each year our student council organizes middle school dances. Attendance at middle school dances will be limited to students who are in good standing academically and in terms of behavior.

Attendance (see Board Policy 2300)

Our staff believes it is very important for students to be present in order to learn and be successful. Our school policy on attendances and absences is outlined below. It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum. The purpose of the instructional process in our learning community is to assure all students an opportunity to receive the best possible education governed only by their ability and interest. The instructional format for courses offered requires that students attend classes regularly. The compulsory attendance statute of the State of Missouri also reinforces this expectation.

Truancy – An elective absence, which was not approved in advance by parents and/or by school officials. Truancy is a violation of state statutes as well as school regulations and will result in in school suspension.

Suspension (out-of-school) – An absence due to suspension may be required by school authorities as disciplinary action for inappropriate student behavior. One of the consequences of suspension from school is the lost opportunity for learning. Students are not allowed to receive credit for make-up work missed due to an out of school suspension. Assignments such as major term projects major exams, final exams, etc., which generally exceed the time reference of the suspension, should be accepted by a teacher for credit.

Excessive Absence – Will be defined as missing more than 3 days per quarter. Students who have excessive absences may serve the following consequences: detention or ISS to make up the absence, a conference with the administration, counselor, parents and teachers. The Cass County Juvenile Division may also be contacted.

Attendance Guidelines

Daily Absence Reporting

1. Parents should notify the office each day a student is absent.
2. If the parent fails to notify the school, the school may contact the parent.
3. All absences, including those approved in advance by parents or school officials, will count against a student's days absent. The student should be careful in the use of absences because excessive absences may result in consequences and affect a student's academic achievement.
4. The school encourages doctor and dental appointments after school hours or on Mondays (when students are not in session) to reduce the number classes missed for medical reasons.
5. Students who leave school during the school day without prior parental consent and without checking through the office will be considered truant.

Make-up work is permitted and is graded for full credit for all absences with the exception of suspension. It is the student's responsibility to check with his/her teacher(s) as to work missed during the absence, the procedure to follow and the amount of time in which to complete the work. When absences are anticipated, the student is to contact his/her teacher(s) to determine what assignments are to be completed during the absence or completed and turned in prior to the absence. Any assignment not completed within the allotted time designated by the teacher may receive no grade. **During In-School-Suspension**, assignments will be given to the student and collected and returned to the teacher(s) at the end of the day unless otherwise notified.

Attendance after Illness

Students who are kept home from school or are sent home during the school day for fever, diarrhea or vomiting must be free of those symptoms for 24 hours before they return to school. If this is not observed initially, the school will send the student home.

Wellness

The safety, health and well-being of all members of the school community is of utmost importance. All students are responsible for adherence to the most recent procedures established by the district to protect the community from and reduce the spread of COVID-19 and/or other contagious diseases. Please refer to the wellness plan for more details.

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all employee groups, associations or organizations who meet and confer with representatives of the **East Lynne 40 School District** are hereby notified that this institution does not discriminate on the basis of race, color, religion (belief or non-belief), ancestry national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the East Lynne 40 School District's compliance with the regulations implementing Title VI, Title IX, ADA, or Section 504 is directed to contact the Superintendent.

The following describes the procedures parents and students should take to file a complaint about any of the programs at **East Lynne 40 School District**.

Missouri Department of Elementary & Secondary Education
 Every Student Succeeds Act of 2015 (ESSA)
 COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

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1. What is a complaint?

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.
2. Notification of LEA. The LEA will be notified of the complaint within ten days of the complaint being filed.
3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA, will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. Verification. Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to private school children handled differently?

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Bullying (Policy 2655)

The East Lynne 40 School District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Cyberbullying means bullying as defined above through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or

retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office. The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying.

The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.