



CAPE GIRARDEAU
PUBLIC SCHOOLS

Alma Schrader
Family-Student Handbook
2023-2024

1360 Randol Avenue Cape Girardeau, MO 63701
Phone (573)335-5310

Sandra Rhinehart, Principal
Joelle Vanpool, Adm. Assistant
Susan Owen, Counselor
Stephanie Craft, Psy Examiner

This handbook is meant to serve as a general guide to the procedures and rules of Cape Girardeau Public Schools. Each school has specific rules and procedures that can be found within their building handbooks. Individual school expectations and rules will be shared by your child's principal within the first two weeks of school. During the year, your school will send home announcements about activities, programs, important calendar dates and general newsletters. Please make sure the contact information you have on file at your child's school is up to date.

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DISTRICT MISSION STATEMENT

The mission of the Cape Girardeau Public Schools is to educate every student to be a successful, responsible citizen. *Every student ... every day!*

DISTRICT VISION STATEMENT

A community of learners focused on success.

DISTRICT COLLECTIVE COMMITMENTS

We will:

- Work together in collaborative teams to teach the district curriculum.
- Engage students through the use of instructional strategies identified as best practices.
- Constantly monitor student learning through the use of formative and summative assessments and the review of student performance data.
- Provide intervention strategies, including reteaching and reassessing, for students who do not demonstrate proficiency.
- Provide enrichment opportunities for ALL students.
- Provide a positive learning environment by establishing and teaching high behavioral expectations.
- Maintain our schools in a safe and orderly manner.
- Incorporate technology into the instructional process.
- Evaluate all staff each year to identify areas of growth and needed improvement.
- Engage in meaningful professional development to continuously improve student learning.
- Maintain communication between school and home.
- Promote community involvement in our schools.

BOARD OF EDUCATION

Dr. Missy Phegley	President
Jared Ritter	Vice-President
Casey Cook	Member
Paul Cairns	Member
Veronica Langston	Member
Kyle McDonald	Member
Matthew Welker	Member

BOARD OF EDUCATION MEETINGS

Meetings will begin at 6:00 p.m. and are held at the Central Administrative Offices at 301 North Clark on the following dates:

- July 24, 2023
- August 28, 2023
- September 25, 2023
- October 23, 2023
- November 20, 2023
- December 18, 2023
- January 22, 2024
- February 26, 2024
- March 25, 2024
- April 22, 2024
- May 20, 2024
- June 24, 2024

CENTRAL OFFICE STAFF

Howard Benyon	Superintendent	benyon@capetigers.com
Brice Beck	Deputy Superintendent	beckb@capetigers.com
Jamie Russell	Assistant Superintendent Academic Services	russellj@capetigers.com
Josh Crowell	Assistant Superintendent Support Services	crowellj@capetigers.com
Mandy Keys	Assistant Superintendent Special Services	keysm@capetigers.com
Lindsey Dudek	District Chief Financial Officer	dudekl@capetigers.com
Christa Turner	Federal Programs and Grant Specialist	turnerc@capetigers.com
Dana McClard	Director of Food Services	mcclardd@capetigers.com
Brian Hall	Technology Coordinator	hallb@capetigers.com
Brian Payne	General Counsel/Human Resources	payneb@capetigers.com
Kristin Tallent	Director of Communications	tallentk@capetigers.com
Tyson Moyers	District Athletic Director	moyerst@capetigers.com
Amy McDonald	Cape Public Schools Foundation	foundation@capetigers.com

ALMA SCHRADER MOTTO/SLOGAN

*Sweet Home Alma Schrader
We are Family*

ALMA SCHRADER MISSION

Learning and Serving Together

ALMA SCHRADER VISION

We envision a school in which staff:

- Build relationships with students, families and the community and hold them as the highest priority when educating students.
- Believes students learn best when they are taught in a safe environment where their unique needs are met.
- Create an active learning environment in which students are engaged.
- Creates a supportive family community.
- Participates in continuous growth and the implementation of current best practice.

ALMA SCHRADER COLLECTIVE COMMITMENTS

We will:

- Include dedicated time to collect, analyze, interpret, and use data as a basis for instruction.
- Involve staff in decision making.
- Implement consistent discipline policies and practices for all students.
- Have high expectations that are clear, reasonable and age appropriate for all students.
- Cultivate relationships of trust and respect with each other, our students, and their families.
- Maintain and strengthen our character education and social skills programs.

DISTRICT BUILDINGS INFORMATION

Alma Schrader Elementary

Principal: Sandra Rhinehart

- Phone: 573-335-5310
- Fax: 573-334-3871

Blanchard Elementary

Principal: Barbara Kohlfeld

- Phone: 573-335-3030
- Fax: 573-334-1319

Clippard Elementary

Principal: Amy Emmenderfer

- Phone: 573-334-5720
- Fax: 573-334-1067

Franklin Elementary

Principal: April Garner

- Phone: 573-335-5456
- Fax: 573-334-1140

Jefferson Elementary

Principal: Amber Walker

- Phone: 573-334-2030
- Fax: 573-334-1159

Central Middle School

Principal: Becky Wright

- Phone: 573-334-2030
- Fax: 573-334-1159

Central Junior High

Principal: Garrett Cook

- Phone: 573-334-2923
- Fax: 573-332-8746

Central High School

Principal: Nancy Scheller

- Phone: 573-335-8228
- Fax: 573-334-1114

CGPS Foundation Office

Director: Amy McDonald

- 573-657-0555

Career & Technology Center

Director: Brock Crowley

Asst Director: Travis Wilson & Emily Lanpher

- Phone: 573-334-0826
- Fax: 573-334-5930

Central Academy

Director: Zack Payne

- Phone: 573-335-5939
- Fax: 573-335-6041

Adult Education & Literacy – GED

Director: Becky Atwood

- Phone: 573-334-3669
- Fax: 573-335-1820

Cape Girardeau Public Schools Foundation

Director: Amy McDonald

- Phone: 573-651-0555
- Fax: 573-335-1820

Cottonwood Treatment Center

- Phone: 573-290-5888
- Fax: 573-290-5895

Early Childhood Program

Director: Sydney Herbst

- Phone: 573-573-339-1201
- Fax: 573-334-1159

Robinson Transport

Manager: Tara Bowers

- Phone: 573-651-5271
- Fax: 573-651-5281

Parents as Teachers

Director: Stephanie Ellinger

- Phone: 573-651-3703
- Fax: 573-335-1820

Educare

Director: Amy Loomis-McDonald

573-651-9171

FACULTY & STAFF ROSTER, 2023-2024

Allen-Patterson, Geneva	Cafeteria Staff
Ayers, Susan	4 th Grade Teacher
Brown, David	Kindergarten Teacher
Camp, Amy	Physical Education Teacher
Cook, Sarah	2 nd Grade Teacher
Coon, Amanda	Teacher Assistant
Craft, Stephanie	Psychological Examiner
Deal, Sarah	Teacher Assistant
Edmundson, Joanie	1 st Grade Teacher
Essner, Lindsey	Speech Language Pathologist
Frazier, Brandelin	1 st Grade Teacher
Gentry, Rebecca	Music Teacher
Glastetter, Tara	Special Education
Halfaker, Savanna	Teacher Assistant
Hanebrink, Kim	Nurse
Harris, Anthony	Custodian
Haynes, Carlyn	Cafeteria Staff
Hemby, Tori	Teacher Assistant
Hobb, Jan	Cafeteria Staff
Kuper, Lisa	Art Teacher
LeGrand, Bonnie	Reading Specialist
MacCubbin, Sara	Teacher Assistant
Mahy-Crawford, Sarah	2 nd Grade Teacher
McCoy, Shelly	Cafeteria Staff
McFerron, Kaitlin	4 th Grade Teacher
McGinty, Jessica	4 th Grade Teacher
Manley, Ashley	1 st Grade Teacher
Miller, Elizabeth	Reading Specialist
Miller, Melody	Teacher Assistant
Moore, Laekyn	Teacher Assistant
Morgan, Tammy	Kindergarten Teacher
Morris, Marlene	Cafeteria Manager
Neels, Lindsey	Kindergarten Teacher
O'Guin, Jessica	3 rd Grade Teacher
Owen, Susan	Counselor
Pickens, Kelsea	2 nd Grade Teacher
Pinson, Kasey	Special Education
Price, Amber	Librarian
Proffer, Courtney	District BCBA
Propst, Ashley	Library Media Assistant
Pruitt, Jeanie	Head Custodian
Randle, Heather	Student Behavior Interventionist
Rhinehart, Sandra	Principal
Rightnowar, Sabrina	Teacher Assistant

FACULTY & STAFF ROSTER, 2023-2024 Continued

Schlitt, Angela	Reading Specialist
Schroeder, Jennifer	3 rd Grade Teacher
Shaffer, Nikki	Speech Language Pathologist
Sheridan, Brad	English Language Teacher
Sterr, Elizabeth	3 rd Grader Teacher
Suhre, Kelly	Kindergarten Teacher
Vanpool, Joelle	Administrative Assistant
Wiseman, Molly	1 st Grade Teacher
Wyatt, Carly	2 nd Grade Teacher
Young, Rhonda	4 th Grade Teacher



CAPE GIRARDEAU PUBLIC SCHOOLS 2023-2024 Academic Calendar

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

8 Days

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

20 Days

October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 Days

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

19 Days

December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

14 Days

January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15 Days

February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

18 Days

March 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 Days

April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

20 Days

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

16 Days

Important Dates:	
One floating teacher workday taken between August 1 and August 14	
August 15, 16, 18, 2023	Teacher Professional Development
August 17, 21, 2023	Teacher Workshops
August 22, 2023 - First Day of School	
Sept. 4, 2023	NO SCHOOL - Labor Day
Oct. 19, 2023	NO SCHOOL - District-wide Parent/Teacher Conferences Elem/CMS: 11:00 am - 6:30 pm CJHS/CHS/CA: 12:00 - 7:30 pm
Oct. 20, 2023	NO SCHOOL - Professional Development Day
Nov. 22-24, 2023	NO SCHOOL - Thanksgiving
Dec. 20, 2023	1/2 Student and Teacher Day/1st Sem. Ends
Dec. 21, 2023 - Jan. 5, 2024	NO SCHOOL - Christmas Break
Jan. 8, 2024	NO SCHOOL - Teacher Workday
Jan. 15, 2024	NO SCHOOL - Martin Luther King Day
Jan. 16, 2024	NO SCHOOL - Professional Development Day
Feb. 15, 2024	NO SCHOOL - District-wide Parent/Teacher Conferences Elem/CMS: 11:00 am - 6:30 pm CJHS/CHS/CA: 12:00 - 7:30 pm
Feb. 16, 2024	NO SCHOOL - Professional Development Day
Feb. 19, 2024	NO SCHOOL - President's Day
March 28, 2024	NO SCHOOL - Professional Development Day
Mar 29 - April 1, 2024	NO SCHOOL - Spring Break
April 19, 2024	NO SCHOOL - Professional Development Day
May 17, 2024	Graduation
May 22, 2024	1/2 Student Day 1/2 Teacher Workday

INSTRUCTIONAL DAYS		
First Quarter	Oct. 18, 2023	41 days
Second Quarter	Dec. 20, 2023	39 1/2 days (81 Sem.)
Third Quarter	March 19, 2024	46 days
Fourth Quarter	May 22, 2024	41 1/2 days (88 Sem.)
Total Class Time		169 days

If more than six in-clement weather days are missed, make-up time may be added at the end of the school year.

REGULAR DISMISSAL SCHEDULE:
Elementary - 3:20 p.m.; CMS - 3:20 p.m.; CJHS - 2:45 p.m.;
CHS - 2:45 p.m.; CA - 2:30 p.m.

EARLY DISMISSAL SCHEDULE FOR INSTRUCTIONAL COLLABORATION:
Elementary - 2:30 p.m.; CMS - 2:35 p.m.; CJHS - 2:05 p.m.;
CHS - 2:00 p.m.; CA - 1:50 p.m.



ALMA SCHRADER ELEMENTARY

1360 Randol Avenue • Cape Girardeau, Mo. 63701

www.cape-tigers.com

Phone (573) 335-5310 • Fax (573) 334-3871

Principal
Sandra Rhinehart

**Psychological
Examiner**
Stephanie Craft

Counselor
Susan Owen

**Administrative
Assistant**
Joelle Vanpool

School Nurse
Kim Hanebrink

August 1, 2023

Dear Parents & Students,

The faculty & staff of Alma Schrader Elementary are pleased to welcome your family to ours for the 2023-2024 school year. I would like to take this opportunity to introduce myself. My name is Sandra Rhinehart, I have the privilege of serving as the building principal for Alma Schrader Elementary. I am starting my 23rd year in education and my ninth year as an administrator with Cape Girardeau Public Schools. I am beyond excited about getting the 2023-2024 school year started and I feel honored to work alongside each and every one of you to make this year the absolute best!

Listed below are the times and dates for our back-to-school night and the first day of school. I encourage your family to attend our back-to-school night event. This will be your family's opportunity to meet the teacher, find your student's classroom, and drop off school supplies before the first day of school on Tuesday, August 22.

Thursday, August 17, 2023~ Back to School Night
5:30-7:00 pm

- Meet the Teacher and Visit the Classrooms
- Visit the PTO Table for Parent Information
- Meet Mrs. Rhinehart and have a Popsicle with the Principal in the Café
- Other Information Available in the Gym: *Cub Club, Boys Scouts & Girl Scouts, Bus Information, Area Sports, Calendar of Events, Etc.*
- Look for more information on our Facebook page closer to the event.

Tuesday, August 22, 2023 – First Day of School
School Day~ 8:15-3:20 pm (Wednesday dismissal is 2:30 pm)

- Doors open daily at 7:30 am. All students should enter the school building through the gym door prior to 8:00 am. After 8:00 am, students will enter through the main doors.
- Our cafeteria begins serving breakfast every morning at 7:30 am. Both breakfast and lunch are FREE for ALL students.
- *Important reminder, every Wednesday is early dismissal at 2:30 pm.*

As many of you know, we use KidAccount for our dismissal process. We ask for your grace and patience for the first several days of school. It is always our goal to get your students to you as quickly as possible; however, safety will always be our first priority!

Also enclosed for your convenience is the district school supply list as well as our arrival and dismissal information. If you have any questions, please feel free to call the Schrader office at 573-335-5310.

Sincerely,

Sandra Rhinehart

Sandra Rhinehart, Principal
Alma Schrader Elementary

**District School Supply List
2023-2024**

PreKindergarten	1st - 4th Grade	5th Grade	6th Grade
backpack (regular size) crayons (24 ct.) glue sticks (2 ct.) washable markers (10 ct.) baby wipes water bottle change of clothes	backpack school box crayons (24 ct.) glue sticks (2 ct.) washable markers (10 ct.) pencils (12 ct.) scissors headphones - wired dry erase markers (4 ct.) plastic folders (2) erasers (2 ct.) wide-ruled notebooks x 2 wide-ruled loose-leaf paper water bottle highlighter colored pencils (12 ct.)	backpack crayons (24 ct.) glue bottle washable markers (10 ct.) pencils (12 ct.) scissors headphones - wired dry erase markers (4 ct.) folders (5) water bottle wide-ruled notebooks x 2 wide-ruled loose-leaf paper highlighter (2) pencil pouch wooden ruler (in/cm) Optional: computer mouse	backpack crayons (24 ct.) glue bottle washable markers (10 ct.) pencils (12 ct.) scissors headphones - wired dry erase markers (4 ct.) folders (5) water bottle wide-ruled notebooks x 2 wide-ruled loose-leaf paper highlighter (2) pencil pouch w/ holes 3-ring binder w/ zipper red pens (3) composition notebook Optional: computer mouse
Kindergarten backpack school box crayons (24 ct.) glue sticks (2 ct.) washable markers (10 ct.) pencils (12 ct.) scissors headphones - wired dry erase markers (4 ct.) plastic folders (2) erasers (2 ct.) wide-ruled notebooks x 2 wide-ruled loose-leaf paper water bottle highlighter colored pencils (12 ct.)	PreK - 6th Grade Optional: paper towels, gallon size zip-lock bags, sandwich size zip-lock bags, construction paper, glue bottles, kleenex, disinfecting wipes		
spiral notebook loose-leaf paper pens pencils highlighters scientific calculator	7th - 12th Grade pocket folders backpack water bottle earbuds		

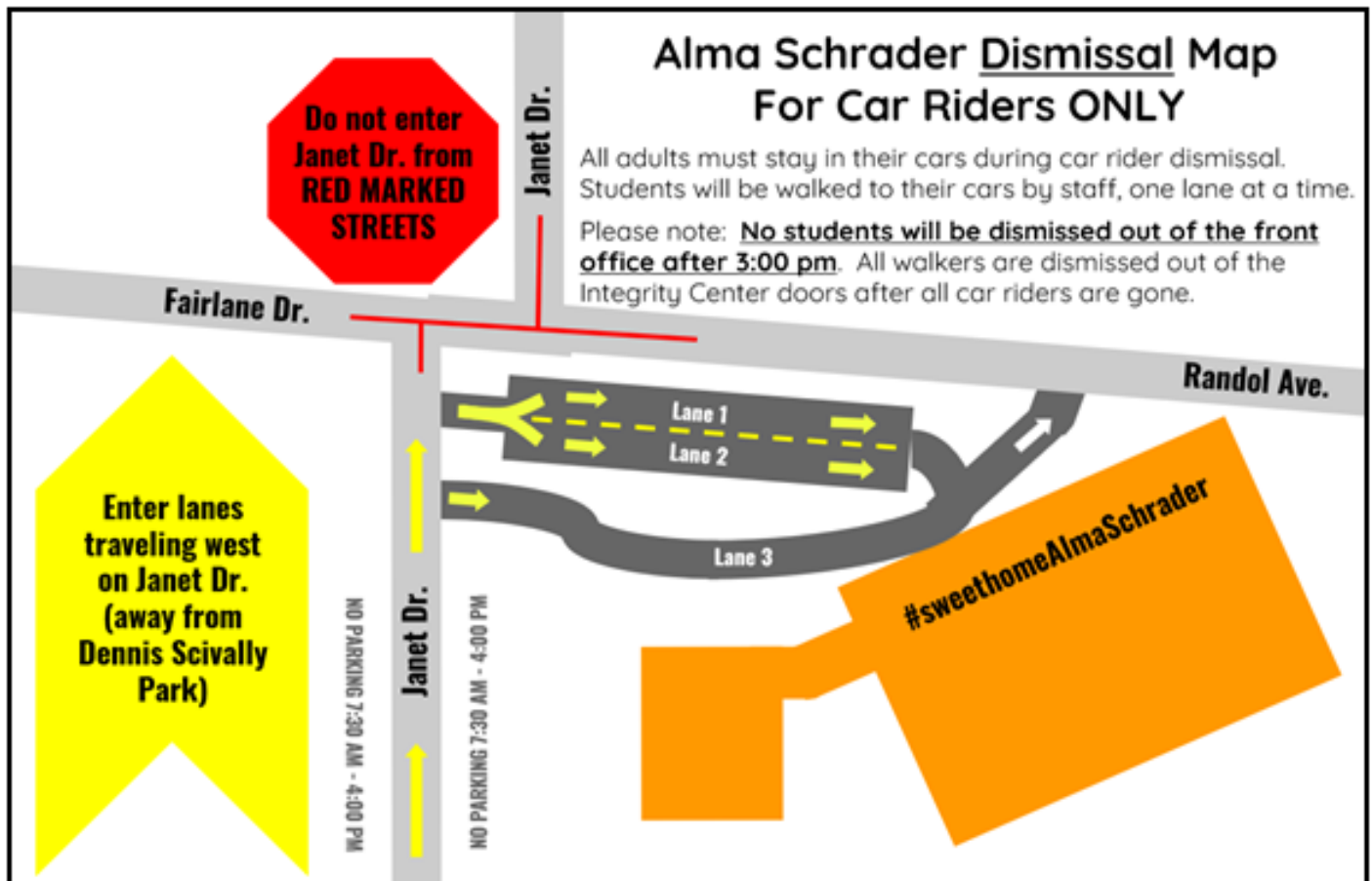
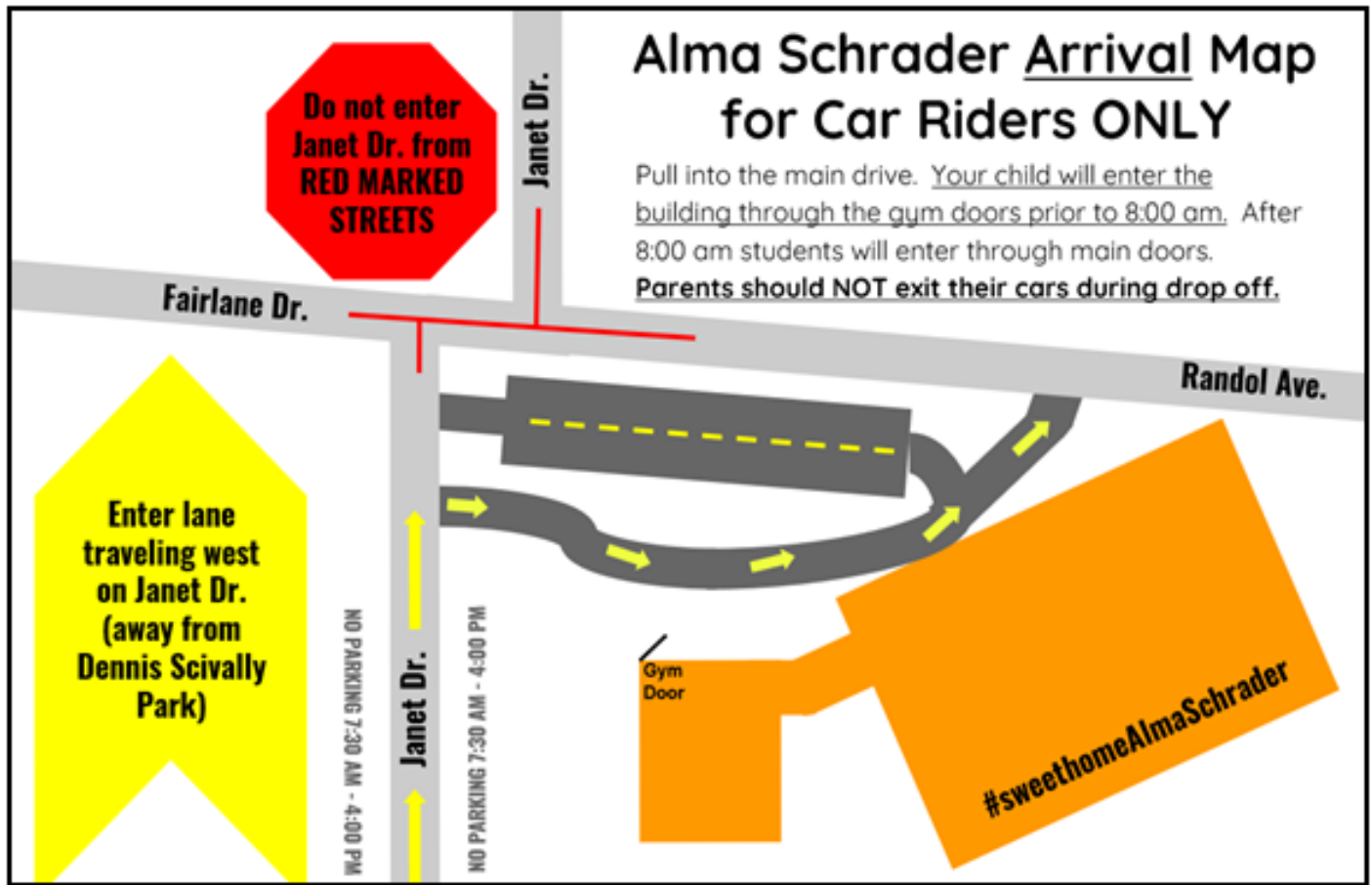
Additional supplies for specific classes may be required. Students will be advised of additional needs during the first few days of class.

2023-2024 Alma Schrader FAMILY Master Calendar

(Dismissal @ 2:30 pm every Wednesday)

August	10	Kindergarten Academy~ 8:00-11:00 am
	17	Back to School Night~ 5:30-7:00 pm
	22	FIRST DAY OF SCHOOL~ Doors open daily at 7:30 am, Dismissal daily @ 3:20 pm
September	4	NO SCHOOL ~ Labor Day
	12	PTO Ice Cream Social~ 6:30 pm
	14	School Pictures Day
October	6	Good Citizen Assembly~ 2:00 pm, Schrader Gym
	10	PTO General Meeting
	18	End of 1st Quarter (41 days)
	19	NO SCHOOL ~ District Wide Parent/Teacher Conferences (11:00 am - 6:30 pm)
	20	NO SCHOOL ~ Teacher Professional Development
	29	PTO Trunk or Treat~ 4:00 pm (Schrader Parking Lot)
	31	Fall Party~ 2:15-3:00 pm
November	3	Good Citizen Assembly~ 2:00, Schrader Gym
	22-24	NO SCHOOL ~ Thanksgiving Break
	28	Picture- Retake Day
December	1	Good Citizen Assembly~ 2:00, Schrader Gym
	10	Candy Cane Lane~ Sunday, 3:00-4:00 pm
	19	Holiday Party~ 2:15-3:00 pm
	20	End of 2nd Quarter (39 1/2 days)
	21-Jan.8	1/2 Day of School~ Winter Break
January	8	NO SCHOOL ~ Teacher Workday
	9	First Day back FOR STUDENTS
	11	Kick Off for PTO KAT
	12	Good Citizen Assembly~ 2:00, Schrader Gym
	15	NO SCHOOL ~ Martin Luther King Day
	16	NO SCHOOL ~ Teacher Professional Development
February	2	Good Citizen Assembly~ 2:00 pm, Schrader Gym
	6	100th Day of School
	14	Valentine's Day Party~ 2:15-3:00 pm
	15	NO SCHOOL ~ District Wide Parent/Teacher Conferences (11:00 am - 6:30 pm)
	16	NO SCHOOL ~ Teacher Professional Development
March	19	NO SCHOOL ~ Presidents' Day
	1	Good Citizen Assembly~ 2:00, Schrader Gym
	19	End of 3rd Quarter (46 days)
	28	NO SCHOOL ~ Teacher Professional Development
April	29-1	NO SCHOOL ~ Spring Break
	5	Good Citizen Assembly~ 2:00, Schrader Gym
	8	2024 Total Solar Eclipse
	19	NO SCHOOL ~ Teacher Professional Development
May	22	PTO General Meeting
	3	Good Citizen Assembly~ 2:00, Schrader Gym
	6-10	Teacher Appreciation Week
	10	Play Day
	17	CHS Graduation Day
22	LAST DAY OF SCHOOL ~ Early Dismissal - 12:20 pm End of 4th Quarter (41 1/2 Days)	

Alma Schrader Arrival & Dismissal Procedures



Bus Riders & Daycare Van Riders: will exit from the Integrity Center when their ride arrives.

Walkers: will exit from the Integrity Center once all car riders are dismissed. Parents waiting for walkers should wait on the sidewalk along Randol Ave.

IMPORTANT: All dismissal changes must be communicated through the office no later than 2:30 pm daily.



ABCToday is a new initiative to Cape Public Schools which brings together the community & school to help students be successful. The ABCToday mission is to increase collaboration, decrease complexity, and improve student outcomes in Attendance, Behavior, and Course performance in reading and math. ABCToday follows 3 simple steps to impact these areas at each school in the district.

The ABCToday Process

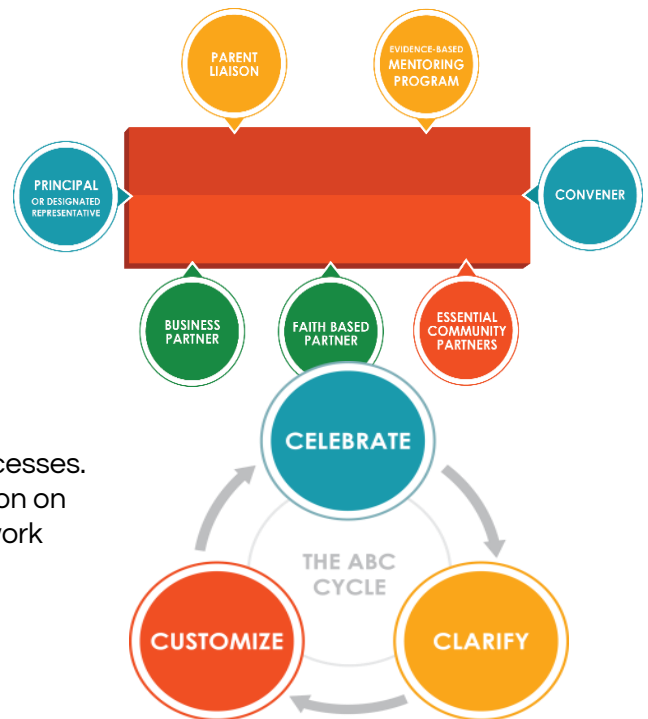
1. Review the ABCs! – ABCData

- A = Attendance
- B = Behavior
- C = Course performance in reading & math

In partnership with the school principal, ABCToday simplifies and analyzes days missed, discipline referrals, and math & reading grades to determine school-wide trends, successes, & challenges. This high-level information is used to help the school principal & community members to develop celebrations for successful students and solutions to challenges.

2. Bring the Community together! – ABCNetwork

The next step is to bring together community partners (such as non-profits, businesses, and churches) focused solely on improving the ABCs of students. This network is designed to respond—efficiently and effectively—to the individual successes and challenges of students and their families.



3. Get to work! – ABCCycle

The Network’s work begins with celebrating students’ successes. Next, principals and internal staff provide more information on where the Network can support students. Finally, the Network develops a plan to help the school.

TESTING SCHEDULE

TEST	PURPOSE	GR	DATE
ACCESS (Assessing Comprehension and Communication in English State-to-State)	Administered to students identified as English learners and given annually to monitor student progress in learning academic English	K-12	January-February
Achieve3000	Non-fiction reading assessment and practice	5-8	August & May
ACT (American College Test)	Achievement testing in areas of English, mathematics, reading, and science. Assesses general educational development and college readiness.	9-12 District 11-12 only	2/11/23 4/15/23 6/10/23 April - District
AP Tests (Advanced Placement)	Provides students with standardized measures of achievement in corresponding AP classes.	11-12	May
ASVAB (Armed Services Vocational Aptitude Battery)	Vocational aptitude.	10-12	October
Constitution Exam	State required	11	April
DIAL-4 (Developmental Indicators for the Assessment of Learning-4)	Screeners in areas of motor, cognitive, achievement, speech/language, social.	K PreK	July, August March, April
DRDP-K (The Desired Results Developmental Profile-Kindergarten© - Essential)	Assesses kindergarten readiness of individual children to identify where a child may require additional instructional supports	K	August - September
Early Childhood Special Education Screening	Ages and Stages Questionnaire assesses communication, gross motor, fine motor, problem solving, and social skills for possible delays	4 mos. – 5 yrs.	Monthly
Imagine Learning/Galileo	On-line diagnostic assessment that identifies students' instructional needs in reading and math.	K-8	3 times annually
Joliet	Screeners in areas of language (syntax, semantics, morphology, pragmatics, articulation, fluency, voice).	K, 2	November April
MAP-A (Missouri Assessment Program - Alternative)	Assesses special needs students' mastery levels in areas of communication arts and mathematics	3-8, 11	September - May
MAP (Missouri Assessment Program) Grade Level Assessments	English Language Arts Math Science	3-8 3-8 5,8	April-May
MAP (Missouri Assessment Program) End of Course Exams	Algebra I, English II, Biology, Government	9-12	December May June
Missouri Connections Test	Assesses vocational interests, skills and work values	7-12	varies
Missouri Student Needs Survey	Identify student needs for guidance curriculum assessment. Required administration every 3-5 years.	4-12	November
COG-AT	Measuring abilities across the symbol systems that are most highly correlated with fluid reasoning, problem solving, and success in school. Provides measures in Verbal, Quantitative, and Nonverbal reasoning. Screener for the Gifted Program.	2 2-7 new	September as needed
PSAT (Preliminary Scholastic Aptitude Test)	National Merit Scholarship qualification test.	10, 11	October
SAT (Scholastic Aptitude Test)	The SAT Reasoning test assesses achievement in the areas of critical reading, math, and writing.	10-12	3/11/23 5/6/23 6/3/23
W-APT (WIDA-ACCESS Placement Test)	Screening test administered to incoming students who may be designated as English Lang. Learners	K-12	On-going
WorkKeys (Applied Math, Reading for Information, and Locating Information)	Details skills needed to perform effectively in the workplace.	12	Spring
WorkKeys Readiness Screening Instrument	Details skills that are needed to perform effectively in the workplace. (Students enrolled at CTC)	11	September
USA TestPrep	Provides state-aligned curriculum benchmarks to support student achievement on MAP and EOC.	9-12	September March

OVERVIEW OF ELEMENTARY PROGRAMS

Parents as Teachers (PAT)

This is a program of parent education and early childhood screening required by the Early Childhood Development Act. It serves parents and their children from birth through entry into kindergarten. The program is partially funded by the state.

The staff members are certified Parent Educators. Services provided include home visits and group meetings with parents to provide them with information about the normal growth patterns and development of children from birth to age five. In addition to working with parents, vision, hearing, and developmental screening is provided for their children. This is a state-mandated program, which means our district must offer the services. It is voluntary for parents to participate in the program. You may reach the office of the PAT coordinator by calling (573)-651-3703.

Early Childhood Special Education (ECSE)

This program serves developmentally disabled three- and four-year-old children. It is a state-mandated program.

This program has specific requirements of the identification and inclusion of children in the program. Much of the curriculum is based upon the individual needs of the children as specified in their IEP (Individualized Education Program.)

Kindergarten

The Cape Girardeau Public Schools elementary program currently begins serving all children in a regular academic setting at age five with a full-day kindergarten program. Each kindergarten student receives regular instruction in pre-reading, pre-math, social studies, and science concepts, as well as other developmental skills needed for success in school. In addition, kindergarten students also receive weekly instruction in art, music, computer, library, and physical education.

Elementary Instruction Grades 1 through 4

The Cape Girardeau School District provides all students with regular instruction in reading, writing, language, spelling, mathematics, science, social studies, and health. In addition to these core academic subjects, each student receives instruction in art, music, physical education, and library science as specified in the state standards. Students attend classes in their neighborhood schools. There are five attendance centers: Alma Schrader Elementary, Barbara Blanchard Elementary, Charles C. Clippard Elementary, Franklin Elementary and Jefferson Elementary.

Library Services (LRC)

Each elementary school has its own library or Learning Resource Center. Five certified librarians staff the libraries. Our libraries contain books and other resource materials as required to meet Missouri School Improvements Program Standards and are fully automated for check-in/check-out and subject search. Library instruction is a part of the regular elementary instructional program.

- End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education.
- If chosen, the district will participate in the National Assessment of Education Progress (NAEP) as required by law. (Policy IL)

The school employs the following standardized tests for all children:

- The DIAL-4 for entering kindergarten students in the spring of the previous year OR at the beginning of the kindergarten year.
- The Otis Lennon School Ability Test for grade 2 in late September
- The Otis Lennon School Ability Test for transfer students new to the district
- The Missouri Assessment Program (MAP) for grades 5-8 in the spring
- The Missouri Assessment Program (MAP) for high school students in Algebra I, English II, Biology, and Government

The results of the student's performance are sent home via the student or through parent-teacher conferences. Further full-range testing is available to students through the special education process.

CAP (Central Assessment Program)

A schedule for CAP semester exams will be posted prior to the days of testing to prevent students from having an excessive number of exams on one day. Students will be expected to take the final exam when it has been scheduled unless postponed by the principal due to critical illness or other unusual circumstances.

SECOND SEMESTER SENIOR EXAMS

Final examinations given at the close of the second semester will be optional for seniors. Any senior in

ASSESSMENTS - [POLICY II](#)

Standardized Tests

The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law.

- The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).
 - The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.
 - The district will annually assess the English reading, writing and oral language skills of its students with limited English proficiency.
 - The district will administer a reading assessment to students in third, fourth, fifth, and sixth grades to determine whether additional reading instruction and retention are needed, as required by law.
- danger of failing for the semester would be wise to take the course exam with the hope of improving the semester grade.

ATTENDANCE AND ABSENTEEISM

School Hours

For Elementary and CMS doors open at 7:30am with school beginning at 8:15am. School dismisses at 3:20pm.

For CJHS doors open at 7:00 am with school beginning at 7:40 am. School dismisses at 2:45 pm.

For CHS doors open at 6:30 am with school beginning at 7:35 am. School dismisses at 2:45 pm.

Students should not arrive until the doors open and supervision begins. Students eating breakfast should report to the cafeteria.

There are early dismissals each Wednesday throughout the year for instructional collaboration. Dismissal time for those days are elementary 2:30 pm; CMS 2:35 pm; CJHS 2:05 pm; CHS 2:00 pm. Supervision will be provided during the hours stated above. The district will not be responsible for supervising students outside of the stated times. Parents should not drop off or leave children at the school during unsupervised hours.

CHS Early Arrivals

Before school starts daily, students may go to The Commons, Library, math tutoring or outside of the main entrance. A bell will ring at 7:25 A.M. signaling entry into the academic wing of the building.

Students are reminded not to congregate in the hallways of the academic wing. The early bell at 7:30 A.M. will indicate the time when students should go to the classroom. A tardy bell rings at 7:35 A.M., and students are to be seated in their first period class. Tutoring is offered Monday through Thursday each morning beginning at 6:30 am.

Absences and Tardiness

Please call the school office when your child is unable to come to school. If you send an e-mail to your child's teacher, please forward a copy to the office. Requests for homework may be made before 9:00 am and can be picked up in the office after 3:20 pm unless other arrangements are made. Parents are encouraged to provide medical documentation to verify the reason for absence when possible.

Punctual attendance means being at school at the required time each morning. A student who is frequently tardy interferes with the learning of classmates. Being punctual is also a part of learning to be responsible. The school day begins promptly at 7:35(CHS) 7:40(CJHS) or 8:15(Elementary and CMS). Students arriving after day begins are considered to be tardy.

Absences from school are cumulative. Instances of tardiness and partial hours of absence will be monitored and combined for an absence total. Parents of students who are habitually tardy and/or absent will be notified by letter.

Attendance Policy/Procedures

The Cape Girardeau Public School District will utilize intervention and engagement strategies as part of the district's overall approach to improve student attendance and achievement. If a student is chronically absent, parents will receive a letter regarding the absenteeism and the interventions in progress. The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents or that parents are in violation of the compulsory attendance law.

Students in grades K – 6 should have no more than TEN (10) absences in one school year. Students in grades 7 – 12 should have no more than FIVE (5) absences per semester. Absences for which we have received medical documentation from a physician, a dentist, or written documentation from the district's

school nurse which specifically accounts for the hours or days absent will be recorded as excused absences. If you have not supplied the school office with the appropriate medical excuse, we encourage you to do so within five days of receipt of the letter.

The Cape Girardeau School District uses a computerized student information system to record student data. This data includes student absences, tardies, and early student pick up times. This information is printed on your child's report card each quarter. The program is continually updated to be sure the information is current and accurate. When the updates occur, the system combines the number of tardies with the number of times your child has left school prior to dismissal times. Therefore, the information printed in the tardy box on the report card reflects the number of times your child has been tardy to school and the number of times they left school prior to dismissal time.

Attendance Awards

Perfect attendance - no recorded absences or tardies as documented by attendance records and sign in/out logs maintained in the office. Perfect attendance will be recognized periodically throughout the school year as well as at the end of the year.

BUS INFORMATION

Eligibility

Students living one mile from the school or students who would have to cross a high traffic street are eligible to ride the bus. If you are in doubt of your child's eligibility, please contact Robinson Transportation. Students may only ride their assigned bus as determined by the residence of parent or guardian. They **MUST** be picked up and dropped off **ONLY** at their designated bus stop. If parents need their children transported to alternative locations, such as daycare, babysitter, grandparents, etc., parents will need to arrange for private transportation. **Students may not ride a different bus with a friend unless notes from both parents are signed by the principal in advance.** Special review of circumstances and approval by administration must be done in advance if temporary bus change is requested. A note sent from home for alternate bus transportation on the same day of requested change will not be honored except in extreme circumstances as determined appropriate by administration to ensure the safety of students.

Bus Rules

Riding the school bus is a privilege, not a right. The building administrator may suspend students from riding the bus for a minimum of one to ten days. Suspension of over 10 days will be by the superintendent or his designee.

Students are asked to adhere to the following rules to maintain their bus riding privileges:

1. The driver is in charge. Students are to obey the instructions of the driver.
2. Students follow directions from the driver when crossing the street to board or leave the bus.
3. Classroom conduct is to be observed by students while riding the bus. Students should be orderly enough not to distract the driver.
4. Students should go directly to their seats and remain seated while the bus is in motion.
5. Students should keep head, hands and feet inside the bus and keep hands/feet off other students.
6. Students should neither purposely nor carelessly damage the bus.
7. Students should not throw objects in the bus or out the window.
8. Students should not stand in the roadway while waiting on the bus.
9. Tobacco or alcohol products are prohibited on the bus.
10. Disruptive students reported by the driver to the principal may be suspended from riding the bus.

When a student rider has had chronic discipline problems or when he or she is involved in a serious offense on the bus, building principals are asked to follow these guidelines in handling the situation.

Step 1 – Students involved in chronic misbehavior on the bus will be reported by the bus driver to the building principal on a referral form. These riders will be counseled by the principal and placed on probationary status as bus riders. This means both the student and his or her parents shall be informed that he or she will have his or her bus riding privileges taken away if the misbehavior continues.

Note: Step 1 should be bypassed for serious offenses.

Step 2 – If misbehavior continues, the principal has the authority to suspend the student from riding the bus to and from school for up to ten school days. The driver is to continue writing referrals on each individual so the principal and transit manager will have the time, date and information concerning the misbehavior.

Step 3 – Chronic or serious offenders should be called to the attention of the superintendent of schools by the principal. The superintendent may suspend these pupils from riding privileges for up to a semester if such action is warranted.

CELL PHONES/COMMUNICATION DEVICES

The school district understands and acknowledges that cell phones are a necessity for many students and parents. However, cell phones are now creating and posing many problems for the district and the safety of its students.

1. In the event of an emergency situation, cell phones used by students could jam the air waves and emergency personnel would not be able to make the necessary calls to quickly address and resolve the situation.
2. Use of cell phones by students in an emergency situation may cause a significant number of people to learn of the emergency and come to the school building out of concern or curiosity. This could interfere with the ability of emergency personnel to do their jobs or even get to the scene. In addition, a significant number of onlookers could interfere with the district's implementation of its emergency plan that may call for relocation of students to another location.
3. Cell phones are causing a large number of disruptions within the classroom (ringing/vibrating in class, constant text messaging, etc.) that disrupt the educational process and quality of education for the district's students.
4. Cell phones are used to bully and harass, to spread false information, make threats, intimidate, commit forgery, cheat, "sexting" and for other forms of inappropriate and illegal behavior.

For these reasons, the Cape Girardeau School District will be following and enforcing the following procedures and consequences for all students regarding cell phones. Students shall not use, display, or turn on cell phones during the regular school day, including instructional class time, class change time, breakfast, or lunch. These items must be kept in student cars or locked lockers. Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency.

First Offense: Warning and cell phone to be picked up by parent only.

Second Offense: Cell phone locked in the school office for five school days. Parent to pick up after day 5.

Third Offense: Three (3) days of ISS for student and cell phone locked in school office for five school days. Parent to pick up after day 5.

Fourth and Subsequent Offenses:

- ISS, 1-180 days OSS, or loss of user privileges and documentation in student discipline record.

STUDENT CELL PHONE NOTIFICATION AND PROCEDURE

The School District understands and acknowledges that cell phones are a necessity for many students and parents. However, cell phones are now creating and posing many problems for the district and for the safety of our students.

1. In the event of an emergency situation, cell phones used by students could jam the air waves and emergency personnel would not be able to make the necessary calls to address and resolve the situation quickly.
2. Use of cell phones by students in an emergency situation may cause a significant number of people to learn of the emergency and come to the school building out of concern or curiosity. This could interfere with the ability of emergency personnel to do their jobs or even get to the scene. In addition, a significant number of onlookers could interfere with the district's implementation of its emergency plan that may call for moving students to another location.
3. Cell phones frequently cause disruptions within the classroom (ringing/vibrating in class, constant text messaging, etc.) that disrupt the educational process and quality of education for our students.
4. Cell phones can be used to bully and harass; to spread false information; to make threats; to intimidate; to commit forgery; to cheat; to share inappropriate and/or illegal information such as "sexting."

For these reasons, the Cape Girardeau School District will follow and enforce the following procedures and consequences for all students regarding cell phones and other electronic communication devices such as pagers, personal digital assistants, or personal laptops. **Students shall not use, display, or turn on electronic communication devices during the regular school day, including instructional class time, class change time, breakfast, or lunch. Students should keep these items locked in their cars or their locked lockers.** Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency.

First Offense:	Warning and cell phone to be picked up by parent only.
Second Offense:	Cell phone locked in the school office for 5 school days. Parent to pick up after day 5.
Third Offense:	3 days of ISS for student and cell phone locked in school office for 5 school days. Parent to pick up after day 5.
Fourth + Offenses:	ISS, 1-180 days OSS, or loss of user privileges and documentation in student discipline record.

Parent Cell Phone/Electronic Devices Acknowledgment and Signature Form

Student's Name _____ Grade _____ Teacher's Name _____

My signature indicates that I have been given the cell phone policy for the Cape Girardeau School district. I understand that if my child's cell phone or electronic device is confiscated the procedure notice attached will be followed.

Parent's Signature _____ Date _____

CHANGE OF ADDRESS OR PHONE NUMBERS

For your child's safety and wellbeing, please notify the school immediately if you have a change of address and/or phone number either at home or at work. **In an emergency situation, we must have current information to contact a parent or designee.** In case of emergency, each student is required to have the following information on file in the school office:

1. Parent(s) or guardian(s) name(s)
2. Complete and current address
3. Home telephone number and parent(s) work telephone number
4. Emergency telephone numbers (friends or relatives)
5. Physician's name and telephone number
6. Medical Alert information

COMMUNICATION

Contacting Teachers

Effective communication is the cornerstone of any effective relationship. Your input, your presence and your participation are welcome at school. When you wish to contact a staff member at school, please follow the procedures listed (whether it relates to a classroom situation, questions about the curriculum, homework, visitations, etc.).

1. Make a phone call to the office to contact your child's teacher. We can give you a convenient time for all concerns. Also, all teachers can be reached through email.
2. If you need further communication, you may wish to contact the principal. It may be that the principal cannot see you that particular day; however, you will be given the earliest appointment possible.
3. Be assured that all of your concerns will be taken seriously. We hope you will take the time to share your many positive insights and feelings with teachers as well.

Parent/Teacher Conferences

Report cards are issued at the end of each quarter for grades kindergarten through sixth grade. Conference time is an opportunity for parents and teachers to evaluate a student's progress together. Parent/teacher conferences are scheduled for the fall and winter. Please check the district calendar for conference dates. It is extremely important for parents and guardians to attend both of these conferences. The staff will try to accommodate your needs in scheduling these conferences. Parents/guardians may expect contact from the teacher and/or principal should a conference be missed. Home and school communication is crucial to student success.

CURRICULUM

Curriculum Website

The entire curriculum website can be found at: www.capetigers.com.

Human Sexuality Instruction

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction. The health curriculum participation form can be found on the district website under "Curriculum & Assessment" (Health/Physical Education) as well as the building administrator's office.

Physical Education

Physical education is required for all elementary school students. If a student's participation has some limitations, this should be indicated with a written note from a doctor. Students who may not be able to participate in P.E. due to a temporary illness or injury should present verification from a physician stating such.

Every child needs to wear a pair of tennis shoes in order to be able to participate in P.E. This not only enables him or her to perform better but also gives them better traction on the gym floor to minimize accidents.

DISCIPLINE AND BEHAVIOR - [POLICY JG](#)

Student Discipline

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. No person employed by or volunteering on behalf of the Cape Girardeau School District No. 63 shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

Suspension and Expulsion

The terms "suspension" and/or "removal" is defined as exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" outlined in district policy. (Policy JGD) Suspension may be in-school or out-of-school. Regarding in-school-suspension, the student is deprived of attending regular classes, participating in co-curricular activities or school sponsored functions whether on campus or at another facility for the determined number of days, but the student is expected to attend school, report to the in-school suspension room, complete assignments, and behave appropriately. Regarding **out-of-school suspension**, the student is deprived of all the privileges of attending school, participating in classes, participating in, or attending any co-curricular activities or school sponsored functions whether on campus or at another facility for a determined number of days up to and including 180 school days. **Students who have been suspended may not be on any school district**

property or attend any Cape Girardeau Public Schools function whether on campus or off campus during the period of the suspension unless authorized to do so by the superintendent or principal. Please note, students may not be within one thousand feet of school if the student committed an act of violence, drug-related activity, or specified offenses.

The term "expulsion" is defined as exclusion for an infinite period. Procedures that should be followed to suspend a student differ from those that are required to expel a student. A principal may suspend a student for up to ten (1) school days. A superintendent may suspend a student for up to one hundred eighty (180) school days.

Principal's Suspension

Each building principal can suspend a student for up to ten (10) school days as a means of discipline. The suspension can be in-school or out-of-school. If suspended in-school, the students will be closely supervised by a staff member.

LIST OF INTERVENTIONS

Teachers and administrators may use a variety of interventions to help the student interact in a socially appropriate manner and succeed academically. These may include but are not limited to:

- Teach expectations at the beginning of the year and review on an ongoing basis.
- Behavior goals
- Academic goals
- Verbal praise for appropriate behavior
- Recognition for appropriate behavior
- Incentive plans for appropriate behavior
- Citizenship, effort, and improvement recognition
- Individual student incentive plans
- Positive telephone call/note home.
- Conference with student
- Redirection for inappropriate behavior
- Preferential seating
- Loss of privileges
- Refocus area in the classroom.
- Refocus area outside of the classroom.
- Student behavior reflection time
- Extra time for assignments
- Parent phone call
- Counselor contact
- Conflict mediation
- Social worker contact
- School Resource Officer (SRO) contact
- Behavior contract/goals
- Academic contract/goals
- Weekly progress report
- Student planner
- Lunch detention with teacher
- Parent conference including other school staff.
- Mid-Quarter Reports
- Monitor time and location of offenses.

LIST OF CONSEQUENCES

When a student fails to comply with the expectations, it may be necessary to assign appropriate consequences. These may include but are not limited to:

- Warning
- Parent notification
- Police notification
- Bus suspension
- Conference with the teacher, counselor, social worker, or administrator
- Loss of privileges
- After-school detention
- In-school suspension
- Out-of-school suspension
- Discipline Hearing
- Long-term suspension for up to 180 school days
- Expulsion

When a crime occurs on campus, it is reported to police as soon as possible. The district works cooperatively with police in such instances.

BULLYING/CYBERBULLYING- [Policy JCFE](#)

Bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

The district website has a link titled "[Stand Up! Speak Out! Stop Bullying](#)" which allows instances of bullying to be reported. This form is not for emergencies. If you feel this is an emergency situation immediately report to a trusted adult or call 911.

- First Offense: Detention, in-school suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense: 1-180 days out-of-school suspension or expulsion.



DISMISSAL PROCEDURES

Student Dismissal Precautions

It is the goal of the Cape Girardeau School District to provide a safe environment for students. The district recognizes that rules regarding the dismissal of students are a necessary part of the district's safety program. Students should be aware that leaving school during the day or failure to return after lunch without receiving proper permission and signing out in the office will be an incident of truancy. At the request of a parent, school personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport the student. During early dismissal students shall not be excused into any person's custody without direct prior approval and knowledge of the building principal or designee. Each building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to authorized persons. (Policy JEDB)

When parents separate or divorce, it sometimes results in conflicts concerning the custody of the child. At such times, one parent may ask that a child not be sent home with the other parent. These requests can be granted ONLY if they are supported by legal documentation. A copy of the document must be kept on file at school.

Signing Out During School Hours

Parents are requested to please make doctor and dental appointments at times others than school hours if at all possible. If your child must leave school early, please send a note advising the school of the time and nature of the reason for leaving early.

We ask that you come to the school office to check your child out if they must leave during the day. We also need to know when someone other than the parent/guardian will be checking a student out of school. Students must check back in upon returning before the end of the school day.

School Closing for Weather, Inc.

Parents/Guardians have the option of being added to their child's school Emergency Contact listserv by emailing the principal and providing a **daytime** email address. This listserv is used to inform parents of emergency situations including early school closings.

All district patrons can sign up for TigerText at <http://www.capetigers.com>. This allows patrons to receive text messages on their cell phones from any Cape Girardeau Public Schools of their choice to inform them of special situations such as early dismissals, as well as reminders about upcoming school-sponsored events (a cost may be incurred dependent upon cell phone provider services of the patron).

Occasionally, it is necessary to cancel school due to inclement weather, equipment failure, or public crisis. Announcements of school closings are made in a timely fashion through the local radio stations (KZIM, KGIR, KGMO, KAPE, and KWKZ) and television broadcasts (KFVS-TV) and are also listed on the district's website (www.capetigers.com) whenever possible. It is imperative that the home make plans with all members concerning where the children are to go, and other "special conditions" information. Please rehearse the plan before we need to apply it, and let the school know what we need to know to keep the children safe. If it is necessary to dismiss early, we will use the following dismissal times:

- Central High School - 11:20 am
- Central Junior High School - 11:35 am
- Elementary and Middle Schools - 12:00 pm

Lunch will not be served at the secondary school. However, lunch will be served at the elementary buildings and the middle school.

If the weather conditions and forecast are such that school personnel believe that the buses CAN operate safely by 8:30 am, we will plan to run on a 2-hour delayed start schedule.

Secondary schools will begin classes at 9:40 am and elementary schools at 10:10 am. School dismissal will be at normal times on these days.

Student DRESS CODE [Policy JFCA](#)

Student Dress Code Guidelines for Elementary Students

- Clothing should promote decency and modesty appropriate for a learning environment.
- The district prohibits any clothing that may disrupt or distract from the learning environment.
- Clothing shall be within one size of proper fit.
- Head coverings may not be worn in the building.
- All pants/bottoms must fit to waist and be hemmed.
- Students may only wear pajamas on Pajama Day.
- Boots, shoes, and sandals may be worn to school. Socks and tennis shoes should be worn on days the students have physical education classes.

Student Dress Code Guidelines for Middle School Students

- Clothing should promote decency and modesty appropriate for a learning environment.
- The district prohibits any clothing that may disrupt or distract from the learning environment.
- Clothing shall be within one size of proper fit.
- Head coverings may not be worn in the building.
- All pants/bottoms must fit to waist and be hemmed.
 - No holes and tears in pants that allow skin to show.
 - Shorts, skirts, dresses, jumpers, and skorts must be no shorter than two inches above the knee.
 - Leggings may be worn with an overlapping shirt, including when arms are raised.
 - Note: sweatpants, wind pants, athletic wear, and pajamas allowed on scheduled dress down days
- Crew-neck T-shirts, collared shirts, turtleneck shirts, and V-neck (with undershirt) must be proper length and fit.
- Boots and sandals may be worn, socks and tennis shoes should be worn on days the students have physical education classes.
- Prohibited:
 - House shoes, high heels, skates, or platform shoes.
 - Tank tops, spaghetti strap shirts, visible undergarments

Student Dress Code Guidelines for Secondary Students

General Information

- Clothing should promote decency and modesty appropriate for a learning environment.
- The district prohibits any clothing that promotes disruptive behavior.
- Undergarments should not be visible.

Shirts/Tops

Permitted:

- Crew-neck T-shirts, collared shirts, and turtleneck shirts.
- Dresses with sleeves and a collar or high crew neck. If designed to button at the neck, no more than the top button shall be unfastened.
- Vests, sweaters, V-neck sweaters, sweatshirts, pullovers, coats, jackets, and hoodies (must have an approved shirt underneath).

Please note:

- Shirts, designed to button at the neck, shall have no more than the top button unfastened.
- Shirts/Tops and Pants/Bottoms must overlap or be tucked in at all times, including when arms are raised.
- White tops must have either a white undershirt or white or flesh-colored undergarments.
- Hoods on clothing may not be worn over the head in the building.

Prohibited:

- V-neck, sheer/mesh/see-through, skin-tight, sleeveless, or excessively large tops.

Pants/Bottoms

Permitted:

- Pants, shorts, skirts, dresses, jumpers and skorts (must be no shorter than two inches above the top of the knee)

Please note:

- All bottoms must fit to the waist and be hemmed.

Prohibited:

- Shiny, leather or leather-like material, sagging pants, pajama pants, sheer/see-through and over-length styles.
- Holes, tears, or mesh in pants showing skin must be no higher than two inches above the top of the knee.

Accessories

Prohibited:

- House shoes, high heels, skates, or platform shoes.
- Hats, caps, sock hats, curlers, stockings, bandanas, head scarves, visors, hoods, wave caps, du-rags or other similar head coverings that cover more than 50% of the head.
- Spiked accessories or chains (including those attached to wallets or belt loops)
- Sunglasses
- Blankets

Discipline – Dress Code Violations

The school shall attempt to call the student's parent or guardian to determine whether the student has dress code appropriate clothing. If so, the parent will be requested to bring the clothing to school. If appropriate clothing can be provided, the student will be allowed in class. Discipline will be addressed based on policy JG.

Discipline – Dress Code Violations (Grades K-4)

First and Second Violation: The school shall attempt to call the student's parent/guardian to bring dress code appropriate clothing to school. If the parent cannot be reached or cannot provide standard clothing, an attempt will be made to find clothing at school. If appropriate clothing cannot be provided, the student will be retained from class. A letter will be sent home documenting the violation.

Continued Violations: The school shall attempt to call the student's parent or guardian to bring dress code appropriate clothing to school. If the parent cannot be reached or cannot provide standard clothing, an attempt will be made to find clothing at school. If appropriate clothing cannot be provided, the student will be retained from class. A letter will be sent home documenting the violation. A conference with parent/guardian will be required to discuss violations.

New Students - New students will be given one week to comply with the dress code.

Dress Down Days (out of school dress code days)

At the teacher or administrator's discretion, "Dress Down Days" (or out of dress code days) may be awarded to students. Students shall follow these Dress Down guidelines:

- Clothing shall be within one size of proper fit.
- Clothing shall be clean, in good repair, with no holes, cuts or tears.
- Only dress-code approved shoes may be worn.
- Shirts must have a high-neck or a crew neck.
- If button down shirts is work, only the top button may be unbuttoned.
- Tank-tops, see through clothing, and anything through which undergarments may be seen are prohibited.
- Bottoms must be no more than two inches above the knee.

Please note:

- Teachers and administration reserve the right to disapprove questionable clothing.
- Students attending school-sponsored fieldtrips must follow the CGPS Dress Code.
- Dress Code approved footwear must be worn daily.

EMERGENCY PLANS AND SAFETY DRILLS

Emergency Preparedness

The superintendent or designee has the responsibility for developing and maintaining the district's emergency preparedness plans and emergency drill schedules. The district will supply the schools with safety equipment and train the staff on emergency preparedness and violence prevention.

Emergency Drills

Fire, severe weather, tornado, bus evacuation, earthquake, bomb threat, lockdown, shelter-in-place, and evacuation) will be developed by the superintendent or designee in cooperation with the building principals. Bus evacuation drills will be conducted with bus riders at least once each semester in K-8. A minimum of two (2) drills for each type of drill will be conducted each year in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in drills shall be given early in the school year, and drills shall be held regularly throughout the year.

The decision to call for and execute drills will be the responsibility of the superintendent and/or the building principal. The district will cooperate and coordinate drills with other community agencies such as the fire department, law enforcement officials, emergency medical services and local emergency planning committees. (Policy EBC, §160.455)

It is imperative that students learn the importance of listening to the person in charge during all drill situations so this will become "second nature" should an actual emergency arise. We will insist upon our students observing SILENCE during all drills so that instructions can be heard, and procedures learned for the safety of all.

Emergency Evacuation Procedures

In case of an emergency situation that causes the evacuation of the school building (such as a fire, tornado, or earthquake), certain procedures will be followed. Notification of evacuation will be made through local media for early dismissal due to weather conditions. **Individual phone calls will not be made.** If appropriate, the first choice is to dismiss students from the front office to persons listed on the emergency cards or forms. If the building is deemed unsafe, a student pick-up point will be designated on the grounds. If emergency personnel believe we need to evacuate the school grounds, parents will be informed through local media sources of the pick-up point of the students. All parents or designees must sign students out with the designated staff member on-site.

Emergency Plans and Safety Drills (A.L.I.C.E Program)

The A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) Program takes a real look into an active shooter situation and teaches students and teachers what tactical advantages they have if a situation might occur that could keep them alive. The program is divided into five steps and every step is important.

Alert: Sound an alarm of the situation at hand and call the police, Information of the situation should be provided by all means possible including the Public Address System (Ex. Gunman in cafeteria)

Lockdown: Doors should be locked to provide a time barrier and give students and teachers time to recognize the threat. If they are not in the danger zone they should evacuate as quickly as possible.

Inform: If possible, keep teachers, students, and police up to date on the shooter's location inside the school.

Counter: Interrupt the physical act of the shooting. If the shooter walks into a classroom or hall and you have no escape route start throwing anything and everything you can at him to interrupt his shooting and his accuracy. This is a last resort and is a survival process to stay alive. If the shooter can be overpowered by multiple people after being distracted and hit with items swarm the shooter and detain him.

Evacuate: We want as many people away from the situation as possible. If during the alert stage or any other stage the student is not near the shooter, students should evacuate as quickly as possible.

Following these steps, evacuating, and getting away from the situation as quickly as possible is very important.

The Cape Girardeau School District is not teaching students or teachers fighting techniques. The district is teaching survival strategies that will save lives in the event of an active shooter situation. Do not take any part of this program out of context and portray it as putting students and teachers at risk unnecessarily. The safety of the students and teachers is our only concern, and we believe this program provides the best chance of staying alive in an active shooter situation.

ENROLLMENT

AGE/DOCUMENTS REQUIRED

Students enrolling in Missouri public schools must turn five (5) before August 1 of the school year for which they are enrolling. All students are to provide the registrar with birth certificates, social security numbers, immunization records, and proof of residency upon enrollment. In the event the students' parents or legal guardians are not the homeowners or primary renter of the residence, the person with whom they are residing will need to meet with the registrar to sign an affidavit stating the parents or legal guardians are residing in that residence.

Parents are also asked to complete enrollment forms and a developmental and health history form. In instances where there may be custody or visitation issues, it is very helpful to have copies of any legal documents which would indicate such arrangements. Such documents will be kept on file in the student's permanent folder.

FOOD SERVICES/NUTRITION, [Policy ADF-AP\(1\)](#)

It is the goal of the Cape Girardeau Public Schools Nutrition Services Department to become a partner in your child's education by providing healthy, well balanced, and nutritious meals. The meals served in our school cafeterias meet the nutrient requirements of the Recommended Dietary Allowance and the Dietary Guidelines for Americans as set forth by the U.S. Department of Agriculture.

Breakfast

Breakfast will be offered at **NO CHARGE** to all students at all grade levels. Adult breakfast is \$2.10.

Lunch

Lunches will be offered at **NO CHARGE** to all students at all grade levels. Students are still able to purchase extra milk, entrees, and ala carte items if they have a positive balance on their account. Parents can send payment (cash or check) for these items in an envelope with the child's or children's name(s) on the outside which may be sent to the child's teacher or placed in the collection box outside the office. Pre-printed envelopes are available at the school office or the drop box. Parents may also access the Infinite Campus

Portal through the district website www.capetigers.com. The parent portal allows parents to access their child's meal account, view balances, monitor meal charges and make online payments. If you have more than one child in the district, you can handle all online prepayments from the same online account. In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. Parents placing money into multiple meal accounts will only be assessed the fee once per deposit transaction. Cape Girardeau School District will not profit from the use of this site. Students may debit their accounts daily by supplying a four-digit PIN number assigned to them upon enrollment.

Adult Breakfast Prices: \$2.35

Adult Lunch Prices: \$4.86

CHS Guidelines

Cape Central High School Tiger Café operates the cafeteria services under a closed campus policy. This means that students are required to stay on the school campus during all lunch periods. Students wishing to eat any food item must do so in the Commons. **Food is not permitted in other areas of the building.** The Tiger Café is open each morning offering a variety of items on an a la carte basis. The Tiger Café uses a computerized cashing system known as Point of Service (POS) system. The POS system operates much like a checking account or debit card system that requires money to be deposited into the account in advance of the card being used. Students must put money in the provided envelopes, complete the required information on the outside of the envelope, and deposit it in the designated drop boxes. **Students must deposit their lunch envelopes in the drop boxes by 8:30 A.M. in for the money to be available for that day's meal.**

All students must use their Student ID Number to purchase food items in the Café. Cash is not accepted on the lunch line. Students who do not have credit on their account for the day's meal should contact the Main Office or the cafeteria manager prior to the lunch period so arrangements can be made for the day.

With the exception of normal conversation, classroom conduct will be expected in The Commons. Trays, dishes, and litter should be placed in designated areas after a student finishes lunch. Students are not to take food or drinks into the halls or classrooms. However, students may have water in transparent water bottles. Faculty members have the right to exclude any food and or drink from their respective classrooms.

Cafeteria/Commons Rules

Students may bring their own meals from home if desired. Meals should be brought with the student to school from home. Parents and guardians are requested to not bring in lunches from outside vendors. Students and parents/guardians are also asked to refrain from packing soda or other sugary carbonated beverages in the lunch.

Distribution of Non-Commercial Foods

In the interest of providing a safe and healthy environment for all students, snacks brought by students or parents/guardians to share with other students or treats brought for parties should be purchased at a store or bakery. Food brought should be individually wrapped or in the original unopened container. Teachers may present learning activities involving food, providing that all ingredients are in the original unopened container and all participants use proper hand washing procedures and preparation is adequately supervised. This procedure does not include activities that occur outside the school day such as PTA dinners or Booster Club activities.

Nutrition Standards for Foods and Beverages Provided to Students during the School Day

All foods and beverages the district provides or makes available to students during the school day will meet or exceed the district-specific nutritional standards. This includes, but is not limited to, foods and beverages provided or made available to students for celebrations, classroom parties and birthdays, regardless of the source of the food. The district will provide parents/guardians and district employees a list of foods and beverages that meet or exceed district-specific nutrition standards and a list of healthy party ideas, including nonfood celebration ideas.

Nutrient	Snack	Entree
Calories	≤350 calories	≤650 calories
Sodium	≤480 mg sodium	≤ 700 mg sodium
Total Fat	≤14 g total fat (or ≤35% of calories)	≤25 g total fat (or ≤35% of calories)
Saturated Fat	<10% of calories	<10% of calories
Added Sugar	≤20 g added sugar. (or ≤35% of calories)	30g added sugar. (or ≤35% of calories)

GIFT DELIVERY NOTICE

There are occasions during the year that parents or special friends want to send flowers, etc., to students. We request that these mementos be delivered to the home and not to the school. The office will not accept delivery of these items.

GRADING INFORMATION

Grading Scales

Reporting key:

96 – 100% = A	83 – 86% = B	73 – 76% = C	63 – 66% = D
90 – 95% = A-	80 – 82% = B-	70 – 72% = C-	60 – 62% = D-
87 – 89% = B+	77 – 79% = C+	67 – 69% = D+	0 – 59% = F

Grading Scale and GPA Guidelines

4 point scale – weighted for Honors & AP

	Reg	Honors (+0.33)	AP (+0.67)
A	4.0	4.33	4.67
A-	3.67	4.0	4.34
B+	3.33	3.66	4.0
B	3.0	3.33	3.67
B-	2.67	3.0	3.34
C+	2.33	2.66	3.0
C	2.0	2.33	2.67
C-	1.67	2.0	2.34
D+	1.33	1.66	2.0
D	1.0	1.33	1.67
D-	0.67	1.0	1.34
F	0	0	0

The following grading scale has been adopted by the Cape Girardeau Public Schools for all students in grades 1-6:

E – Exceeds grade level expectations

Student demonstrates an advanced level of skill development. The majority of work in a particular area is above grade level.

M – Meets grade level expectations

Student consistently demonstrates skill development on grade level. Student is able to use the skill/standard with any assignment, lesson, etc.

I – Is developing toward grade level expectations.

Student demonstrates inconsistent skill development on grade level. Student knows the skill/standard once but is unable to effectively use that skill again with another assignment, reading, writing, etc.

N – Not meeting grade level expectations

Student demonstrates skill development below grade level.

*** -- Indicates a modified grade**

X – Indicates a concept has not been assessed

The following personal and academic behavior grading scale has been adopted by the Cape Girardeau Public Schools for all students in grades K-6:

- 1 – exhibits appropriate behavior
- 2 – making progress
- 3 – needs improvement

Used in all grade levels

Statement of Academic Honesty

Academic honesty is a necessary characteristic of all students in the Cape Girardeau Public Schools. Academic dishonesty is not acceptable behavior. Academic dishonesty includes the following: any action involving cheating or deception done to improve a student's grade and any action that aids another student in committing an act of academic dishonesty. Some examples of academic dishonesty are copying test or homework answers, copying written material, and presenting it as one's own, and letting another student copy one's work.

Students involved in cheating on tests, homework assignments, research paper, etc. will be penalized. A portion of the penalty will include a zero for the project with no opportunity for making up the work. The teacher will make personal contact with the parents and a copy of the cheating offense will be sent home. Also a record of the cheating offense will be included in the student discipline folder.

Weighted Grades

Provisions have been made for the weighting of grades in some of the more academic courses. Advanced Placement (AP) courses are weighted by adding two (2.0) additional grade points to the total grade points accumulated at the end of each semester for each AP class taken. Academic courses (those courses with "Academic" as the first word in the title) are weighted by adding one (1.0) additional grade point to the total points accumulated at the end of each semester for each academic class taken.

Repeated Course

If a student repeats a course, the following guidelines will be followed with regard to the student's transcript. If the student receives a failing grade (F) in the original course, the grade of F will remain on the student's transcript. If a student receives a passing grade of D- or higher in the original course, the original course grade will be replaced with RC, which stands for Repeated Course, and the repeated course will be listed with the higher of the two grades as the final course grade. With regard to the student's GPA, if the original grade is a grade of F, the grade of F and the grade earned in the repeated course will both be calculated in the student's GPA. If the original grade is a D- or higher, the repeated course grade will be calculated in the student's GPA. If the student should receive a lower grade in the repeated course, the higher of the two grades will be used in calculating GPA.

Class Rank

Class rank is calculated for all students at the end of each semester. All courses are included in calculating grade point averages. Central High School uses a 4.0 scale. Class rank is calculated by using a base unit of 1.0 for courses that carry one full unit of credit. Proportionate weight is given to those courses, which carry less or more credit.

GUIDANCE AND COUNSELING

The guidance and counseling program is an integral part of the total educational process. The program provides for the individual needs of the students by helping them to develop to their fullest potential. Students develop emotionally, socially, and educationally. The guidance program must address the issue of total growth and development.

Large group, small group, and individual counseling are available for all students. Large group counseling is developmental in nature and will be provided to all students in their individual classrooms throughout the school year. Large group counseling follows the Cape Girardeau Public Schools' Comprehensive Guidance Curriculum. Small group counseling will be provided on a variety of topics based on need. Parental permission will be obtained for students referred for small groups. Individual counseling is available to all students as deemed necessary. Students, teachers, principals, or parents/guardians can initiate individual counseling.

CHS Counseling Department

The Guidance and Counseling Department is an integral part of the total educational process. Counselors are available to assist students with career planning, academic advising and scheduling, vocational decision-making, and post-secondary planning. Students in grades 9 – 12 works with the same counselor throughout their high school years. The first letter of the student's last name is used to assign students for guidance services:

Ms. Angela Mueller (A-E)

Ms. Nita DuBose (F-L)

Ms. Beth Brunkhorst (M-R)

Ms. Angela Rash (S-Z)

Through model guidance class activities, students are introduced to the Missouri Connections program. It is available for student use throughout their education at CHS. Other classroom activities include transition from junior to senior high school for freshmen, post-secondary planning for sophomores and juniors, and transition planning for the seniors.

Model guidance activities introduce students to the information available in the guidance resource room which includes various publications and other printed material for Missouri and out of state schools. Central's Guidance Office provides the following to seniors to assist them with their planning: The Southeast Regional College Fair, a Financial Aid Workshop, and a publication entitled *For Seniors*. *For Seniors* is a bi-monthly that publication lists scholarships, college entrance testing dates, and college representatives visit dates.

Registration for the SAT and ACT is available throughout the year in the Guidance Office. ACT testing is conducted at Southeast Missouri State University and Notre Dame High School. The Department of Elementary and Secondary Education provides a free ACT test to all high school juniors which will be administered at Central High School in April. The score obtained on this ACT will count for admissions to colleges and universities. Our school is also a national test site for the SAT.

ACT and SAT Test Dates:

*See the Guidance office for more information.

HiSET (High School Equivalency Certificate)

An adult high school equivalency program is available for persons eighteen years of age and older who are not enrolled in a regular school-day program. This program shall meet the policies and guidelines established by the Missouri State Department of Education and the local Board of Education. The Director of Career Education administers this program. Students who are less than 18 years of age who are making application to enroll in the AEL (Adult Education and Literacy) program of the Cape Girardeau Career and Technology Center must have:

1. Written permission from the high school principal.
2. Written parental permission.
3. Been enrolled in high school during the current school year.

Commencement Recognition

- I. Missouri A+ High School Recognition
- II. Cape Central College Preparatory Studies Certificate
- III. National Honor Society
- IV. National Vocational-Technical Honor Society
- V. Top Ten Percent of Graduating Class
- VI. Valedictorian and Salutatorian

College Visitation

Students will be permitted to take two College Days during their junior and senior year to visit post-secondary institutions. Approval of the visit must be made prior to the day of absence by completing a college Day form in the Guidance Office. This form, along with documentation from the institution, must be returned to the Attendance Office the first day back at Central.

Academic Letters

With the increased emphasis on excellence in education, Central High School will recognize those students who made the An Honor Roll both semesters in the form of an academic letter. This will be a school letter with a lamp of knowledge insert.

HEALTH SERVICES

General Information

The school nurse is an integral part of the educational process in a school district. The school nurse is available to the children when accidents occur or when they become ill during the day. Please notify the school of any medical problems that your child may have.

Guidelines

The Health Services Department does not want children to miss school, but neither do the nurses want parents to send a sick or injured child to school and endanger him/her and /or the other children. Parents are encouraged to schedule doctor/dental appointments outside of the school day to protect the learning time.

If children have vomited or had diarrhea in the morning before school or have an elevated temperature (at or over 100 degrees) in the previous 24 hours, the Health Services Department asks that parents **Not** send children to school.

Parents of child/children with undetermined skin rashes, inflamed eyes with or without drainage, or signs of fever (at or over one hundred degrees) will be called and expected to pick up their sick child. A note from a physician may be required for the child to return to school.

The Missouri Division of Health Regulations require that children be excluded for communicable diseases, including but not limited to Chickenpox, Conjunctivitis (Pinkeye), Impetigo, Head Lice, Measles, Ringworm, Staph Skin Infections, Scabies, Scarlet Fever, and Strep Throat.

Doctor/Dental Appointments'

Parents are encouraged to schedule medical appointments outside of the school day to protect learning time.

Medication Administration

The administering of medication during school hours shall be restricted to necessary medication that cannot be given on an alternative schedule. The school district is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an Individualized Education Program (IEP). (Policy JHCD)

Prescription Medication: Medication prescribed by a physician will be given after a signed, parent/guardian permission form is obtained by the nurse. Medication must be brought to school in a pharmacy bottle with an original label containing the following:

- Name of the child
- Name of the medication
- Name of the physician
- Date of prescription
- Dosage
- Schedule of administration

Over the counter Medication: Must be in the original container. PreK-12th grades require a signed medication permission form by parent/guardian.

Inhalers: PreK-6th grades-Inhalers are kept in the nurse's office and require a signed medication permission form by parent/guardian. 7-12th inhalers may be carried by the student with signed medication permission form by parent/physician and kept on file in the nurse's office.

Screenings

Health screenings are coordinated by the school nurse. Health screenings of vision, height, weight, scoliosis, and blood pressure will be conducted on all students on an annual basis as follows.

Grade	Screening
K, 1, 3, 5, 7	Height, Weight, Vision
4, 6, 8	Scoliosis
7, 10	Blood Pressure
7, 10	Vision

All new students entering the district will be screened as well as those students at the request of the parent of teacher. Parent/Guardian will be notified by the school nurse if there is a concern regarding their child following any of the screenings. A permanent Health Record is maintained on every child by the school nurse. It is the responsibility of the parent/guardian to keep information on health conditions, medications, screenings, and emergency numbers current with the school nurse.

Physical Exams

Athletes and cheerleaders, grades 7-12 and cheerleaders, grade 7 (trying out for 8th grade cheerleading in March) are required to have an annual physical exam if issued on or after February 1st of the previous school year.

Immunizations

According to Missouri Department of Health and Senior Services; all students must present documentation of up-to-date immunization status, including month, day, and year of each immunization **before** attending school.

Religious and Medical exemptions are allowed. The appropriate exemptions card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT ¹	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap ²									1	1	1	1	1
MCV ³ (Meningococcal Conjugate)									1	1			2
IPV (Polio) ⁴	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR ⁵	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella ⁶	2	2	2	2	2	2	2	2	1	1	1	1	1

If you do not have a physician, you may call the Cape County Health Department at 1121 Linden Street at 573- 335-7846 to complete the necessary immunization requirements.

If you have any questions regarding the district's health services, please contact the nurse at your child's school or Ms. Mandy Keys at the Central Administrative Office at 573-335-1867.

Home Teaching for Long-Term Illness

If your child must be out of school for a prolonged period, contact the principal as soon as possible so that it can be determined whether your child qualified for services which would bring a teacher to your home or to the hospital.

HOMEWORK

Homework is an essential part of educational programming where students practice skills already presented in class, and parents are afforded the opportunity to monitor the progress of their children and the curriculum being presented. The student's performance on homework may be part of the grade assigned the students in each discipline.

Homework assignments are primarily the student's responsibility to complete. However, parents are encouraged to assist them if they have questions about how the assignment is to be done. Completed homework is generally expected to be returned the next school day.

Homework is an excellent activity to teach children responsibility and provide extra practice in needed skill attainment. Parents can reinforce this by providing a place and time for homework to be done. If students fail to return homework assignments, they may be expected to make them up at school during their free time such as recess. The teacher has the discretion not to accept late work.

HONOR ROLL POLICY (ELEMENTARY)

1. Honor roll shall include grades three through six.
2. Honor roll shall be calculated quarterly.
3. Honor roll shall use the subjects of Reading, Writing, Spelling, Math, Social Studies, and Science as areas of consideration.
4. Honor roll will be calculated using a scale and averaging system which is described below:

A	4.0	C+	2.33	D-	0.67
A-	3.67	C	2.0	F	0
B+	3.33	C-	1.67		
B	3.0	D+	1.33		
B-	2.67	D	1.0		
5. If a student attains a 3.0 average, he/she will achieve the "B" Honor Roll. If he/she attains a 3.67 average, he/she will achieve the "A" Honor Roll. A C- in a core subject will exclude a student from Honor Roll.
6. Physical education, art, music, work habit, and conduct grades will not be considered.

The office title of this honor roll should be Cape Girardeau Public Schools Academic Honor Roll.

HONOR ROLL POLICY (SECONDARY)

All subjects for which credit is granted are to be counted for Honor Roll. Honor Roll is published at the end of each semester. To be considered for Honor Roll, students must currently be enrolled in courses that offer a minimum of two units of credit and must have no grade below a C. (C- disqualifies the student from being on Honor Roll.)

A cumulative GPA of 3.67 or higher with no grade below a C qualifies for An Honor Roll while a 2.67 - 3.66 with no grade below a C would qualify a student for B Honor Roll.

INSURANCE

An accident insurance program is offered as a service for the district pupils. At the beginning of the school year forms are sent home with pupils explaining the cost to parents and the benefits received in case of accidents. This policy may be used as a supplement to cover costs not covered by personal insurance policies.

PARENTS RIGHTS

Classroom Observations

The district does not permit parents or their professional representatives to conduct an observation of the parent's child in a classroom placement or proposed educational placement. The district will make an exception for parents who invoke their right to an Independent Educational Evaluation (IEE) under the Individuals with Disabilities Education Act (IDEA) if the district has observed the student in the educational setting when conducting its own evaluation or re-evaluation under the IDEA. In such situations, the parent's independent evaluator shall have an equivalent opportunity to observe the student in his or her current educational setting and placement. Such an observation will not include the right to interview the student's teacher(s) and parents will not be permitted to accompany the independent evaluator. Parents who have invoked their right to an independent evaluation under IDEA must obtain permission from the superintendent or special education administrator at least six (6) business days prior to the time that the independent evaluator wishes to conduct the observation. The superintendent or special education administrator will, in consultation with the building principal, classroom teacher or teachers, determine the date, time and scope of the visit so as not to unduly interrupt instruction. Before the observation occurs, the parent(s) will be required to sign a properly completed release of information form that grants the outside individual permission to access confidential information regarding the child.

Directory Information Release (FERPA)

In compliance with Federal Law, Private Rights of Parents and Students, Section 99.3, and the Family and Educational Rights and Privacy Act (FERPA), public notice is hereby presented to parents of students attending the Cape Girardeau Public Schools that "Directory Information" may be released to the various communication media of the district as deemed necessary by school officials.

"Directory Information" includes the following information relating to a student:

The student name, address, telephone number, date and place of birth, parents names, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, record of attendance, degrees and award received, and most recent previous education agency of institution attended by the student, and other similar information.

A student's education record, or an official transcript thereof, shall be forwarded to an educational institution to which student makes an application to attend.

If you do not want information of this type released, notify in writing, the principal of the school where your child attends within two (2) weeks of the date of the commencement of any given semester in which the student is enrolled. (20 U.S.C. §1232g, 20 U.S.C. §7908, Policy JO, Procedure JO-AP)

The district is required to provide military recruiters and institutions of higher education the names, addresses and telephone numbers of secondary school students unless the parents/guardians or 18-year-old student submits a written request not to release the information without prior written consent.

PARENTS RIGHT TO KNOW ABOUT PROFESSIONAL QUALIFICATIONS

Cape Girardeau School District is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has, and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent-

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Surveying, Analyzing or Evaluating Students Inspection

Any parent may inspect, upon request, any instructional material used as a part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes, or other supplementary material, which will be used in connection with any survey, analysis, or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose, or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis, or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisal of other individuals with whom respondents has close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision, or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.
4. The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO. The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated. (Policy JHDA)

Notification of Requirement to Provide Information to Military Recruiters and Institutions of Higher Ed

CGPS is required to provide military recruiters and institutions of higher education the names, addresses, and telephone numbers of secondary school students unless the parents/guardians or 18-year-old student submits in writing the request not to release the information without prior written consent. (20 U.S.C. § 7908, [Policy JO](#), [Procedure JO-AP1](#))

Notification of Immunization Exemptions

Parents/guardians of preschool or students may ask if there is a student in their child's classroom who has an immunization exemption on file. The district shall not release the name of any child who has an exemption, the type of exemption, or any information other than the fact there is at least one student with an exemption. ([Policy JHCB](#))

TRAUMA INFORMED SCHOOLS INITIATIVE

Cape Girardeau Public Schools is a Trauma Informed school district. To learn more about the Missouri Department of Elementary and Secondary Education (DESE) Trauma-Informed Schools Initiative, [visit their website.](#)

PROMOTION AND RETENTIONS

Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth. It is the desire of the district to provide each child an appropriate educational program. Parents/guardians will receive prior notification and explanation concerning retention. However, Board Policy IKE stipulates **the final decision for any grade placement will rest with the school and district administration.**

We believe that grade advancement decisions should be based on a comprehensive individual assessment. An ideal response to a request for grade advancement would be to consider the following guidelines which have emerged from our experiences and our examination of the research literature. (Guidelines for Grade Advancement of Precocious Children, by Fedhusen, John F. Proctor, Theron B. Black, Kathryn N. Roeper, Review 027831193, Spring 2002, Vol. 24, Issue 3.)

1. There should be a comprehensive evaluation of the child's intellectual abilities, academic achievement development and level of social-emotional development.
2. Intellectually, the child should have a cognitive ability level 2 standard deviations above the mean or higher on a standardized measure of cognitive ability.
3. Academically, the child should demonstrate skill levels above the mean of the desired grade.
4. Socially and emotionally, the child should have demonstrated an absence of any serious adjustment problems. Additionally, the child should indicate a high degree of task commitment and motivation to learn.
5. Physically, the child should be in good health. The child's size should be considered because competitive sports may be viewed as important in later years.
6. The parents and child must have positive attitudes towards acceleration.
7. The child's advancement should occur at natural transition points such as the beginning of the new school year.
8. Grade advancement should be arranged on a trial basis. The child should be aware that if any major difficulties are experienced, he/she can request to be returned to the original grade. During the trial periods, support services should be available to the child and teacher as needed.
9. Care should be taken to avoid creating excessive expectations from grade advancement. The child should not be made to feel a failure if the move does not go well.

The following procedure will be implemented:

1. Parent/Guardian makes a request for Accelerated Promotion to the building principal.
2. The principal will review the guidelines for accelerated promotion with the parent/guardian and will request that the parent/guardian complete the form entitled "Parent/Guardian Request for Accelerated Promotion."
3. The principal will request that the current teacher complete a "Teacher Rating Scale" for the student.
4. After completing steps 2 and 3 above and upon receiving the completed forms, the building principals will convene a Review Team composed of the principals, the sending and receiving teachers, a guidance counselor, and a teacher of the gifted.
5. The team will review the current information regarding intellectual, academic, and social emotional development of the child.
6. If additional information is needed, the team will need written permission of the parent/guardian to administer the necessary assessments. (Permission request is included on the "Parent/Guardian Request for Accelerated Promotion.")
7. District personnel will administer the appropriate assessments when permission is received and will review all results.
8. The principal and/or Review Team will meet again with the parent/guardian to discuss the findings of the team, and to discuss the impact, issues, and considerations for accelerated promotion.

9. Within forty-five days of receiving the completed "Parent/Guardian Request for Accelerated Promotion," the principal will notify the Parent/Guardian of the decision regarding accelerated promotion. If accelerated promotion is determined to be the best way to meet the needs of the student, the promotion will be made at a time deemed appropriate by the Review Team, usually at a natural transition point.

SAFETY AND SECURITY

Appropriate Behavior

The Cape Girardeau School District believes that district events are a vital part of the total educational program and should be used as a means for developing positive social interaction, good sportsmanship, and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations.

To the end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics, and integrity at all district events and at all times while on district grounds. The district will work with the Missouri State High School Activities Association (MSHSAA) and other organizations to promote good behavior by the patrons at athletic and other events. The Board will work with parents, alumni associations, and local service organizations to keep appropriate behavior a top priority. The superintendent will establish procedures for crowd control at district events consistent with this policy.

Disruptive Conduct

If a visitor's conduct becomes disruptive, threatening, or violent, the superintendent, building principal or designee may require the visitor to leave. In extreme situations, the superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property except to attend a meeting of a public governmental body. The superintendent may make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian, or custodian will be supervised at all times. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

Enforcement

If a visitor prohibited from district property or events under this policy is on district property, district staff will contact law enforcement and/or escort the person from district grounds and inform the person of the district policy prohibiting his or her presence.

The superintendent, building principal or designee may file a report or sign a complaint with law enforcement on behalf of the district. The Board grants the superintendent or designee the authority to consult an attorney for guidance or to seek a court order banning the visitor from district property. A visitor denied access to district property may request to address the Board of the matter in accordance with Board policy. (Policy KK)

Building and Grounds Security

All school facilities have been provided and supported through tax dollars. It is the responsibility of the Board of Education, administration, professional and support staff members, and students to see that these facilities are cared for, used properly, and treated with respect. The superintendent, with the counsel of the administrative staff, will establish procedures for the proper use of school facilities to guard against damage or loss of school property by theft, vandalism, or misuse. These procedures will include preventive measures, as well as clear steps to follow when school property has been taken or damaged. (Policy ECA)

Access to school buildings and grounds outside regular school hours will be granted only to authorized personnel. When special events or activities are scheduled, the principal may request permission from the superintendent to employ special law enforcement services to give extra help in protecting school property.

No person shall carry a firearm, concealed weapon, or any other weapon readily capable of lethal use into any school, onto any school transportation, or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials. (Policy JFCJ)

In addition, acts of vandalism will not be tolerated and the Board shall seek legal action against those who participate in willful or malicious abuse, destruction, defacing and/or theft of the property of the Cape Girardeau School District No. 63.

Persons Prohibited on or Near District Property or Transportation

The district prohibits all persons who have pled guilty or nolo contendere to or have been convicted of or found guilty of violating the following provisions from being on or within 500 feet of any school building, district property, district activity or any vehicle used to transport students:

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
2. Incest, '568.020, RSMo.
3. Endangering the welfare of a child in the first degree, '568.045, RSMo.
4. Use of a child in a sexual performance, '568.080, RSMo.
5. Promoting a sexual performance by a child, '573.090, RSMo.
6. Sexual exploitation of a minor, '573.023, RSMo.
7. Promoting child pornography in the first degree, '573.025, RSMo.
8. Furnishing pornographic material to minors, '573.040, RSMo.

Despite the prohibition in this section, the superintendent may grant permission for a parent, guardian, or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or other events. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian, or custodian will be supervised at all times. If permission is not granted, the parent, guardian or custodian may seek permission from the Board. The superintendent will inform the principal and other relevant district staff of the scope of the permission granted.

Registered Sex Offenders

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled nolo contendere or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or at district activities held on district property except to attend meetings of a public governmental body. The superintendent may also make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian, or custodian will be supervised at all times. This section may not apply to a student entitled by law to be on school grounds for educational services if the student's presence is necessary to obtain those services. This section does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

Safety Concerns

Your child's safety at school is a top priority for the district. If you or your child is aware of a situation that jeopardizes the safety of anyone at school, immediately notify a member of the school staff. If you or your child would be uncomfortable bringing this situation to the attention of the school staff, call the Missouri School Violence Hotline at 866-748-7047. Your call will be anonymous.

Valuables

Personal possessions of significant value should not be brought to school as well as personal items such as radios, recorders, toys, electronic games, collector cards, balls, etc. The school administrators and staff cannot be responsible for valuables which students bring to school. **STUDENTS SHOULD LEAVE THESE TYPES OF ITEMS AT HOME.**

Visitors to the Schools

Parents and patrons of the school district are welcome to visit district schools and attend district events. The Board of Education encourages the participation and input of parents and patrons of the school district. At times, parents and patrons of the school district may desire to visit the school facilities. However, all visitors during the regular school day, including Board members, shall sign or check in at the building office prior to receiving permission from the building administrators to proceed elsewhere in the building, even if the visitor has received advance approval for the visit from the building principal or designee. The district discourages parents or others from using the school as a site for visiting students and may refuse the use of the school for that purpose. To ensure that building safety and an appropriate educational environment are maintained, the following additional procedures are required for visits by parents and patrons, including Board of Education members:

- The building principal or designee retains the right to restrict the time or manner of parent and patron visits to prevent a disruption, annoyance, distraction, hindrance, interruption or intrusion to any class or other school activities including, but not limited to, any instructional process. The building principal or designee may, with or without consultation with the classroom teacher, restrict the time or manner of such visits.
- No visitors should engage in any conduct or activity or allow his or her presence to cause a disturbance, annoyance, distraction, hindrance, interruption or intrusion to any class or other school activities including, but not limited to, any instructional process. The building upon a finding by the building principal or designee that the visitor's presence causes such an effect.
- Any person or persons who fail to leave the school premises upon the request of the building principal or designee may be reported to the proper legal authorities. The principal or designee may file a report to sign a complaint on behalf of the district.

- Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.
- The Board and administration will not tolerate any person or persons whose presence disturb classes or school activities or hinder the instructional process. If such person will not leave the school premises upon request, the principal or designee may contact the proper legal authorities. (Policy KK)

SCHOOL PARTIES

In the interest of providing a safe and healthy environment for all students, snacks brought by students or parents/guardians to share with other students or treats brought for parties should be purchased at a store or bakery. Food brought should be individually wrapped or in the original unopened container. Teachers may present learning activities involving food providing that all ingredients are in the original unopened container and all participants use proper hand washing procedures and preparation is adequately supervised. This procedure does not include activities that occur outside the school day such as PTA dinners or Booster Club activities.

SEARCHES - [POLICY JFG](#)

Student Search Notice

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Notice regarding searches including:

- Students have no expectation of privacy in lockers, desks, computers, or other district- provided equipment or areas.
- The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.
- The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
- Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law. (4th Amendment of U.S. Constitution, Policy JFG)

SPECIAL EDUCATION - [POLICY IGBA](#)

Special Education Services

Cape Girardeau Public Schools provides a full range of special education services for students (3 to 21 years of age) meeting the Individuals with Disabilities Education Act (IDEA) requirements and demonstrating a need for special and related services including Early Childhood (pre-school) Special Education and services for students identified with: Learning Disabilities, Speech and Language Impairments, Mental Retardation, Vision and Hearing Impairments, Physical Impairments, Emotional Disorders, and Other Health Impairments.

Additional non-handicapped services are available for students which include Gifted, English as Second Language, counseling, and tutoring.

Gifted Education

The gifted education program of the Cape Girardeau School District is designed to meet the unique needs and interests of identified students that are not met in the regular classroom. Every effort is made to conduct objective, periodic screening of all students within the district to identify students having exceptional mental and creative abilities. However, the intent of the Gifted Screening and Placement

Committee is to allow parents and teachers the opportunity to nominate students who might not otherwise have been selected through the district's screening procedures.

The deadline for parent nominations is September 30th for kindergarten students and January 15th for all other students. We ask that you have your nominations to the building level counselors on or before these deadlines to allow ample time for review of the nomination by the Gifted Screening and Placement Committee. Nominations received after these deadlines will not be acted upon until the following school year. Referrals will then be forwarded to the Screening and Placement Committee. Submitting a nomination does not guarantee further assessment.

Programs for Homeless/Migrant/English Language Learners

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Students who are homeless should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. The district shall also seek to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. For English language learners, the district shall take appropriate action to rectify the English language deficiency to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels. (**POLICY [IGBH](#), [IGBCA](#), [IGBCB](#)**)

STUDENT RECOGNITION

Citizenship/Good Character

Children who demonstrate superior citizenship and good character traits at school are recognized at monthly assemblies or by the school at large. Teachers may also recognize traits of good citizenship by rewarding students per incident.

TECHNOLOGY

TigerText

All district patrons can sign up for TigerText at www.capetigers.com. Choose "I am a parent" and click on "Tiger Text Alerts." This site will allow you to register for multiple buildings if you have children in different grade levels. This also allows patrons to receive text messages on their cell phones from any Cape Girardeau Public Schools of their choice to inform them of special situations such as early dismissals, as well as reminders about upcoming school-sponsored events. This site also has links for information concerning:

- School Board
- About Cape Schools
- Calendars
- Contact Information
- Bus Routes
- Policy Manual
- School Directory
- Student Handbook

Websites

Both the Cape Girardeau Public Schools and the individual schools operate a website available to the public. The district website can be accessed at www.capetigers.com. The school website can be accessed through links at this website. There are several useful tools on both websites to assist you in your communication with Cape Girardeau Public Schools. In addition, classrooms and grade levels within the building operate sites to assist parents in learning about classroom events. All staff members of the district can be contacted by e-mail. The district also has an app to help students and families stay up to date on school-related news. Search "Cape Girardeau Public Schools" in your phone's app store and download the app. Select "ALLOW" when prompted on initial download to ensure you receive notification. Open the app and navigate to the bottom menu, then tap "SETTINGS." Ensure your settings are turned on select the school(s) you want to receive notifications from within the school district.

Technology Usage

No student will be given access to the district's technology resources until the district receives *User Agreements* signed by the student and the student's parent/guardian. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

Students may not use, display or turn on cell phones during the regular school day, including instructional class time, class change time, breakfast or lunch. Students shall keep these items in student cars or locked lockers. Exceptions or waivers to this restriction may be made at the discretion of teachers/administrators in the event of an emergency. (Policy EHB-AP)

Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. Student's may be suspended or expelled for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies and procedures. Any attempted violation of the district's policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. (Policy EHB)

STUDENT ACCEPTABLE USE/ MEDIA RELEASE AGREEMENT

Cape Girardeau School District - Device and Electronic Information Resources

Introduction:

Electronic information resources and a computer are available to qualifying students in the Cape Girardeau School District. These resources include access to the computer, Internet, and other network files or accounts. Our goal in providing technology to students is to promote educational excellence by facilitating resource sharing, innovation and communication.

Scope:

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal or of no educational value. On a global network, it is impossible to control all materials. However, through a filtering and monitoring system, the district has taken precautions to restrict access to inappropriate materials. Users who access, publish or attempt to access or publish inappropriate material or illegal Internet sites will be subject to discipline.

The smooth operation of the network is dependent upon the proper conduct of the users who must adhere to strict guidelines, rules and regulations. Such are provided so that student users are aware of the responsibilities they are about to accept. In general, their responsibilities necessitate acceptable, ethical, and appropriate utilization of the electronic network resources.

Terms and Conditions of this Acceptable Use Agreement:

Each student applying for an account will participate in a discussion with his or her sponsoring teacher regarding proper behavior and use of the network. The student signature at the end of this Acceptable Use Agreement is legally binding. The signature also indicates the student and parent/guardian have carefully read and understand the terms and conditions of appropriate use and thereby agree to abide.

1. **Acceptable Use:** Acceptable use means that a student uses the computer, Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations as described in this agreement. Students, who publish on the Internet, must abide by the approved publishing procedures and district guidelines (Policies EHB & JG), which include informing, and involving a content sponsoring teacher. Students are responsible for the care of their computer and must report any damages immediately to the office.

2. **Privileges:** The use of a student computer and electronic information resources is a privilege and not a right. Inappropriate use of these resources may result in disciplinary action (including the possibility of suspension or expulsion), and/or referral to legal authorities. The principal, teacher/supervisor, or systems administrator may limit, suspend or revoke access to the student computer and electronic resources at any time.

3. **Network Etiquette:** Each student is expected to abide by the accepted rules of user etiquette. These rules include, but are not limited to, the following:
Be polite. Never send or encourage others to send abusive messages. Use appropriate language. (Whatever is written, sent, or received on an isolated terminal has the potential to be viewed globally.)
Use electronic mail appropriately: no sales, advertisements, or solicitations, etc. E-mail is not guaranteed to be private. Everyone on the system has potential access to e-mail. Parents or legal guardians may gain access to their student's e-mail upon request. Messages relating to or in support of illegal activities or inappropriate activities, as pertaining to this Acceptable Use Policy, must be reported to the principal, teacher/supervisor, or systems administrator. *(Continued)*

4. Unacceptable Network Use:

Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. This includes, but is not limited to: copyrighted material; threatening or obscene material; material protected by trade secrets; commercial activities by for-profit institutions; use of product advertisement or political lobbying, including lobbying for student body office; the design or detailed information pertaining to explosive computers, criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; inappropriate language. Illegal or inappropriate activities, including games, use of the network in any way that would disrupt network use by others, or activities of any kind that do not conform to the rules, regulations and policies of the Cape Girardeau School District are forbidden.

5. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user or of any other agencies or networks that are connected to the Network or the Internet system. Vandalism also includes but is not limited to; intentional damage to the student computer, intentional damage to another student's computer, abusive overloading of data on the server, or the uploading, downloading, or creating of computer viruses. Any engagement in network vandalism constitutes unacceptable use and will be subject to the appropriate disciplinary action.

6. **Security:** Security on any computer system is a high priority because of multiple users. Do not use another individual's account, share user ID or passwords, or log onto the system as the systems administrator. Any security concern must be reported to the principal, teacher/supervisor, or systems administrator.

7. **Privacy:** It is advised that students not reveal personal information, such as home address, phone numbers, password, credit card numbers or social security numbers, etc. This also applies to the personal information of others or that of organizations. When publishing on the Internet from a district device, students' photographs should not be identifiable by name. All data on the student computers is property of Cape Girardeau Public Schools and may be accessed by school personnel at any time.

8. **Updating:** Any account changes such as phone number, location, or address must be reported to the systems administrator in a timely manner.

9. **Service Disclaimer:** The Cape Girardeau School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Cape Girardeau School District will not be responsible for any damages the student, or their property may suffer while using this system. These damages may include but are not limited to loss of data because of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by student error or omission. Use of any information obtained via the information system is at the student's own risk. Cape Girardeau School District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

(Continued below)

Student Signature of Agreement:

Rules of conduct are described in this Secondary Student Acceptable Use Agreement for Cape Girardeau School District and apply when the electronic information system is in use. I understand any violations of the above provisions will result in the loss of my user account and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities. I therefore agree to maintain acceptable standards and to report any misuse of the system to the appropriate teacher or administrator. Also, should I choose to publish on the Internet, I will work under the guidance of a content sponsoring teacher.

Misuse or violation of this agreement comes in many forms but can be viewed as any messages, information or graphics sent or received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and/or other listings previously described in this user agreement. I agree to report any misuse of the electronic information resources to my principal, teacher/supervisor, or systems administrator.

I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that Internet use on my district computer may be monitored. I hereby agree to comply with the above-described conditions of acceptable use.

Student Name (please print): _____ **Grade:** _____

Student Signature: _____ **Date:** _____

PARENT OR GUARDIAN:

As the parent or guardian of the above-named student, **I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that electronic information resource accounts may be monitored.** I understand my child may be disciplined for inappropriate or unacceptable use of electronic information resources. I further understand that student use of the electronic information resource system is designed for educational purposes. I understand that it is impossible for Cape Girardeau School District to filter or restrict access to all inappropriate materials. I will not hold the Cape Girardeau School District responsible for inappropriate or unacceptable materials my child may acquire on the network system.

I hereby give my permission and approve the issuance of an electronic account for my child.

Parent or Guardian Name (please print): _____

Signature: _____ **Date:** _____

MEDIA RELEASE

I acknowledge that the district maintains a presence on the Internet, World Wide Web, and in different media outlets. I understand students' pictures could occasionally appear online and in media outlets as they participate in school and extracurricular activities. I understand students can be identified by name when receiving awards and as a part of extracurricular activities. I understand that as our students grow and learn, a whole community is backing them, celebrating what they are achieving, and that those media outlets encourage our community to share in that celebration.

I hereby give my permission and approve the use of pictures, video, and/or other likenesses of my child on the above-mentioned outlets.

Student Name (please print): _____ Grade: _____

Parent or Guardian Name (please print): _____

Signature: _____ Date: _____

VOLUNTEERS

The Board of Education recognizes that community and parent volunteers make valuable contributions to the district's schools and encourages volunteer participation in district programs. Further, parent and community involvement are essential components of high student achievement. The Board endorses a volunteer program and expects its professional staff to encourage and strengthen community and parent involvement in the schools.

The superintendent or designee will create appropriate procedures for attracting, screening, and training community and parent volunteers. Volunteering in the district is a privilege, not a right. The district will conduct screening and criminal background checks before any volunteer is placed in a position where he or she will be left alone with a student. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect the students or minimize disruption to the educational environment. Although volunteers will provide support services, they are not substitutes for the professional building staff. Volunteers will work under the direction and supervision of district staff. (Policy IICC)

ASBESTOS NOTIFICATION

Because of the health risks involved from the inhalation of asbestos fibers, the Environmental Protection Agency requires that each school inform parents of the presence of asbestos in their buildings. It is the Cape Girardeau Public School's intent to manage all remaining asbestos in a condition that is as safe as possible and in compliance with AHERA regulations. A copy of the school's asbestos management plan is available for public inspection in the principal's office. It will inform you of the location, type, and condition of all asbestos present in the building, but also the steps the school must take to make sure that it poses no risks to the health of our students and staff. If you have any questions concerning asbestos in your school, please feel free to contact Josh Crowell Assistant Superintendent at 301 N. Clark or call (573) 335-1867.

PUBLIC NOTICE FOR SPECIAL EDUCATION

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Cape Girardeau Public School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay.

The Cape Girardeau Public Schools assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Cape Girardeau Public Schools assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement, or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians.

Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Cape Girardeau Public Schools has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at Cape Girardeau Board of Education Office, 301 N. Clark, Cape Girardeau, Missouri Mo. The office is open Monday through Friday from 7:30 a.m. until 4:30 p.m.

This notice will be provided in native languages as appropriate.

NON-DISCRIMINATION NOTICE - [POLICY AC](#)

In accordance with the provisions of The Americans With Disabilities Act, Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972 and the Regulations thereunder, and P.L. 93-112; Rehabilitation Act of 1972 and Section 504 thereunder, it shall be the policy of the Cape Girardeau School District that no person shall, on the basis of age, sex, race, handicap, national origin, political or religious beliefs, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity conducted by the District, including the employment of professional and non-professional personnel.

Inquiries by persons concerning protection against discrimination assured them by The American with Disabilities Act, Title VI, Title IX and Section 504 of the Rehabilitation Act, and the Regulations may be directed by letter or telephone to the Director of Special Services, Central Administrative Office, 301 N. Clark, Cape Girardeau, Missouri, 573-335-1867.

Any person may also contact the Office for Civil Rights, U.S. Department of Education-Region VII-Kansas City, 601 East 12th Street, Room 248, Kansas City, Missouri 64106. Voice phone (816) 426-7277, fax (816) 426-3686 TDD (816) 426-7065, regarding the institution's compliance with the regulations implementing Section 504, Title II, Title VI, Title IX, and the Age Act.

DISCRIMINATION/GRIEVANCE PROCEDURES

The Cape Girardeau Public School System does not discriminate, either in employment or in its offerings for students, based on race, color, national origin, sex, or handicap as defined in Section 504, P.L. 93-112. The School System is forbidden to practice such discrimination by federal regulations. All complaints regarding discrimination will be resolved in accordance with District Policy AC.

1. Any person or persons who feel that he, she or they have been discriminated against in violation of the Board Policy prohibiting discrimination on the basis of race, color, national origin, sex, or handicap, in violation of P.L. 93-112, P.L. 380, or P.L. 586, shall apply for redress in writing to the

school official or teacher next responsible for the activity concerning which the alleged discrimination occurred. The school official or teacher upon receiving such complaint shall forward same, together with a statement of results of his or her investigation of the allegation and any action taken, through administrative channels to the designated coordinating officials.

The Title IX coordinator is Mr. Brian Payne 301 N. Clark Avenue, Cape Girardeau, Missouri 63701, and telephone (573) 335-1867.

The Compliance Officer is Mr. Brian Payne, 301 N. Clark Avenue, Cape Girardeau, Missouri 63701, and telephone (573) 335-1867.

The Assistant Superintendent of Special Services is Mandy Keys, 301 N. Clark Avenue, Cape Girardeau, Missouri 63701, and telephone (573) 335-1867.

1. Any person who does not receive satisfaction in response to the appeal to the "next responsible official" may appeal directly to the designated coordinating official (named above), who shall investigate and recommend appropriate resolution as prescribed by Paragraph 86.8 (a), Title IX Educational Amendments Act of 1972, and/or Paragraph 84.9 Section 504 of the Rehabilitation Act Amendments of 1974. Appeal may be made to the Regional Commissioner of Education, 601 East 12th Street, Kansas City, Missouri 64106.

STUDENT COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents or guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

- If the problem cannot be resolved at the building level a request can be made to the superintendent or designee.
- If the problem cannot be resolved at the superintendent level a written request can be made to appear before the Board of Education.
- The decision of the Board of Education is final (Policy JFH).

RELEASE OF DIRECTORY INFORMATION (FERPA)

In compliance with Federal Law, Private Rights of Parents and Students, Section 99.3, and the Family and Educational Rights and Privacy Act (FERPA), public notice is hereby presented to parents of students attending the Cape Girardeau Public Schools that "Directory Information" may be released to the various communication media of the district as deemed necessary by school officials.

"Directory Information" includes the following information relating to a student:

The student name, address, telephone number, date and place of birth, parents names, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, record of attendance, degrees and award received, and most recent previous education agency of institution attended by the student, and other similar information.

A student's education record, or an official transcript thereof, shall be forwarded to an educational institution other student makes application to attend.

If you do not want information of this type released, notify in writing, the principal of the school where your child attends within two (2) weeks of the date of the commencement of any given semester in which the student is enrolled. (20 U.S.C. §1232g, 20 U.S.C. §7908, Policy JO, Procedure JO-AP)

PARENTS RIGHT TO KNOW ABOUT PROFESSIONAL QUALIFICATIONS - [POLICY GBL](#)



CAPE GIRARDEAU
PUBLIC SCHOOLS

Dear Parent or Guardian:

In accordance with Federal Law, our district is required to inform you of certain information that you have the right to know.

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has, and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent.

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Please be at liberty to contact me for additional information.

Sincerely,
Christa Turner
Federal Programs & Grant Specialist

Blanchard Elementary School (Dr. Barbara Kohlfeld) ____
Clippard Elementary School (Amy Emmenderfer) ____
Franklin Elementary School (April Garner) ____
Jefferson Elementary School (Amber Walker) ____
Schrader Elementary School (Sandra Rhinehart) ____
Central Middle School (Becky Wright) ____
Central Junior High School (Garett Cook) ____
Central Senior High School (Nancy Scheller) ____
Cape Academy (Zech Payne) ____

PARENTAL INFORMATION AND RESOURCE CENTER (PIRC)

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation, and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and Schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent programs.

Missouri has two PIRCs-one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>.

SENATE BILL 319

Senate Bill 319 requires school districts to assess and determine the grade level reading ability of students in grade 4. Those who have been determined to be reading two or more grade levels below will be required to attend summer school and will receive an individualized "Reading Improvement Plan." However, if at the end of summer school, the student is still reading two or more grade levels below, the school will notify the parents that the student will be retained in 4th grade.

The classroom teacher and literacy coach will monitor students' reading progress throughout the school year with the following assessments: Developmental Reading Assessment (DRA, expected level is 40, two grade levels below is 28) and the Gates-MacGinitie Reading Test (expected level is 4.9; two grade levels below are 2.9).

This law does not apply to any student who fits into one of the following:

- Students receiving special education services.
- Students under a Section 504 plan that includes reading.
- Students determined to have limited English proficiency (ELL)
- Students who have been determined to have a cognitive ability level insufficient to meet the reading requirement (these students will still be given a reading improvement plan)

MANDATORY PLACEMENT AT CENTRAL ACADEMY

(Central Middle School, Central Junior High School, Central High School)

Principals may mandate placement at Central Academy for students who are not meeting educational or behavioral expectations of the sending school. Once placed, students will remain through the end of the current school year.

According to District Policy JCB, "The superintendent or designee may direct the intra-district transfer of students for the health, safety or welfare of the student, to maintain discipline and safety in the schools, to better meet the educational needs of the student or to address overcrowding in school."

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA) - [POLICY KLA](#)

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents

General Information

- 1. What is a complaint under ESSA?
- 2. Who may file a complaint?
- 3. How can a complaint be filed?

Complaints filed with LEA.

- 4. How will a complaint filed with the LEA be investigated?
- 5. What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department.

- 6. How can a complaint be filed with the investigated? Department?
- 5. What happens if a complaint is not resolved at
- 7. How will a complaint filed with the Department the local level (LEA)? be investigated?
- 8. How are complaints related to equitable services to nonpublic school children handled differently.

Appeals

- 9. How will appeals to the Department be investigated?
- 10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?

For these purposes, a complaint is a written 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 the 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.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 ²In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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 five days of the complaint being filed.
- 3. Resolution at LEA.** The LEA will then initiate its local complaint procedures 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 public.
- 5. Verification.** Within five 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, 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 nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services 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 Department's 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. This 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.

Missouri Department of Elementary & Secondary Education NCLB NONPUBLIC COMPLAINT PROCEDURES

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part E. Sec. 9503 requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt a complaint process for participation of private school children.

Who May File a Complaint

A local education agency (LEA) is required to provide to eligible private school children, their teachers, and their families Title I services or other benefits that are equitable to those provided to eligible public school children, their teachers, and their families. Private school officials have recourse through the complaint process if they do not believe their eligible children, teachers, or families are receiving equitable services.

Address to File a Complaint

The complaint should be addressed to Director, Federal Grants Management, Missouri Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, Missouri 65102-0480.

Definition of a Complaint

A private school official has a right to complain to the state educational agency (SEA) that the LEA did not engage in a timely and meaningful consultation process or did not give due consideration to the views of the private school officials.

Any dispute regarding the accuracy of low-income data for private school students also can be the subject of a complaint.

A formal complaint must be a written, signed statement that includes specific details of the situation of noncompliance by the local educational agency.

Alternatives for Filing Complaints

It is federal and state intent that complaints are resolved at a level nearest the LEA as possible. As described below, formal complaints filed with the SEA will be forwarded to the appropriate LEA for investigation and resolution. Informal complaints made to the SEA will be subject of an initial investigation by the SEA, but will be forwarded to the LEA if a formal complaint evolves. Precise processes in both instances are described below.

Informal Complaints Received by the SEA Office

Informal complaints (i.e., verbal and/or anonymous) to the SEA by individuals (who may ask not to be identified to the LEA) concerning nonpublic issues in an LEA will be investigated by the SEA, according to procedures deemed most appropriate by the SEA, within 10 days of receipt of the complaint. Findings of this investigation shall be reported to the complainant within 10 additional days. In the event that the complainant requests further investigation or a hearing, the complainant must file a signed written complaint. This formal complaint will be processed according to procedures outlined in sections below.

Formal Complaints Received by the SEA Office

1. *Record.* Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, and facts on which the complaint is based, will be initiated.
2. *Notification of LEA.* The SEA will inform the involved school district(s) of the complaint.
3. *Report by SEA.* Within thirty (30) days after receiving a complaint, the SEA will gather needed information including documentation and statements of the parties and may conduct an independent investigation. The SEA may provide technical assistance and may facilitate an appropriate resolution to the complaint through an on-site visit, if required.

Decision

The SEA will resolve the complaint and will provide the parties, a written summary of the 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.

The complainant or the LEA may appeal the decision of the SEA.

Appeals

Appeal to the U.S Department of Education

No later than 30 days following the written response by the SEA, or in the event the SEA fails to resolve the complaint within a reasonable period of time, the private school official may appeal the decision of the SEA to the secretary of the U.S. Department of Education. Such appeal must be accompanied by a copy of the SEA's written response, if available, and a complete statement of the reasons supporting the appeal.

The secretary must complete an investigation of the complaint and resolve the appeal within 120 days after receipt of the appeal.

Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators and nonpublic officials. LEAs are asked to distribute the complaint procedure to nonpublic entities during consultation meetings.
3. DESE will keep records of any complaints filed through this policy.

CGPS SURVEY OF CHILDREN WITH DISABILITIES

The Cape Girardeau School District intends to provide a free and appropriate public education, including appropriate special education and related services, either locally or through contractual arrangement, to all children ages three (3) through twenty (20) who reside in the district and have been evaluated and identified, in accordance with the provisions of PL 94-142. Private school children with disabilities, who have been designated to receive special education and related services, will receive services according to a services plan. The disabilities include autism, deaf-blindness, emotional disturbance, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay. (Early Childhood Special Education services will be available upon the child's third birth date.)

Families in the Cape Girardeau School District who have a child with a disability from 3 through 20 years of age that is not presently receiving some type of education service from the school district are requested to complete and mail this form to the Assistant Superintendent of Special Services, Central Administration Office, 301 North Clark, Cape Girardeau, Missouri 63701.

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SURVEY OF CHILDREN WITH DISABILITIES

Child's Name _____ Sex: Male Female Age _____

Birth Date _____ Ethnicity: Asian Native Hawaiian or Other Pacific Islander American Indian or Alaska Native Hispanic Black or African American White *(May check more than one box).*

Nature of Disability: _____

Name of Parent/Guardian: _____

Address: _____ Zip Code: _____

Phone Number: _____ School (if child is now in school): _____

Please complete and return this form by November 1, 2021. **DO NOT** complete this form if your child is receiving services from Cape Girardeau School District.

Assistant Superintendent of Special Services
Cape Girardeau School District
301 N. Clark
Cape Girardeau, MO 63701

CURRENT TEXTBOOKS

Cape Girardeau School District Current Textbooks Grades K-8

Subject	Grade	Book Title	Publisher	Copyright	Adoption
English Language Arts	K-2	Super Kids	Zaner Bloser	2015/2017	2021
	3-6	Into Reading	Houghton Mifflin Harcourt	2020	2021
	7-8	Into Literature	Houghton Mifflin Harcourt	2020	2021
	2-4	Jump into Writing	Zaner-Bloser	2021	2021
	5-8	Writables	Houghton Mifflin Harcourt	na	2021
Social Studies	K	Let's Find Out, Read-alouds	Scholastic, various	na	2015
	1	Scholastic News, Read-alouds	Scholastic, various	na	2015
	2	Networks-Who We Are as Americans	McGraw Hill	2014	2015
	3	Networks-US Communities & Neighbors	McGraw Hill	2014	2015
	4	Missouri History	McGraw Hill	2007/2009	2015
	5	Networks-US Early Years	McGraw Hill	2014	2015
	6-7	Networks-Discovering our Past: World Early Ages	McGraw Hill	2014	2015
	8	Networks-Discovering our Past: US Early Years	McGraw Hill	2014	2015
Science	K-3	Exploring Science	National Geographic/Cengage	2015	2016
	4-5	Science Fusion	Houghton Mifflin Harcourt	2017	2016
	5	Science Bits	Science Bits	2018	2018
	6	Earth & Space iScience STEMScopes	McGraw Hill Accelerate Learning	2017 2018	2016 2018
	7	Integrated iScience Course 2 STEMScopes	McGraw Hill Accelerate Learning	2017 2018	2016 2018
8	Physical iScience STEMScopes	McGraw Hill Accelerate Learning	2017 2018	2016 2018	
Mathematics	K-5	Math in Focus	Houghton Mifflin Harcourt	2015	2014
	6	Math Course 1	McGraw Hill-Glencoe	2015	2014
	7 Math	Math Course 2	McGraw Hill-Glencoe	2015	2014
	7 Pre-Algebra	Math Accelerated	McGraw Hill-Glencoe	2015	2014

	8 Math	Math Course 3	McGraw Hill-Glencoe	2015	2014
	8 Algebra A, I	Algebra I	McGraw Hill-Glencoe	2014	2014
Foreign Language	7	Asi se Dice Level 1A	McGraw Hill	2016	2017
	7	Exploring French	EMC	2018	2017
	8	Asi se Dice Level 1	McGraw Hill	2016	2017
Art	K-6	Multiple resources	N/A	N/A	2009
	7-8	Art	Scott Foresman	2005	2009
	9-12	Multiple resources	N/A	N/A	2009
Music	K-4	Multiple resources	N/A	N/A	2009
	5-6	Spotlight on Music	MacMillan-McGraw Hill	2008	2009
	7-8	Multiple resources	N/A	N/A	2009
Computers & Keyboarding	5-6	Typing Club School Edition	Online Platform	2018	2018
Computer Applications	7-8	Microsoft Office 365 (Shelly Cashman Series)	Cengage	2017	2018
Family/ Consumer Sci.	7-8	Discovering Life Skills	McGraw Hill	2016	2018
Industrial Tech.	7	Multiple resources	N/A	N/A	2009
	8	Exploring Drafting	Goodheart-Wilcox	2007	2009
	8	Modern Woodworking	Goodheart-Wilcox	2006	2009
Health	7	Teen Health /w. Human Sexuality	Glencoe	2009	2019
	8	Teen Health/w.Human Sexuality	Glencoe	2009	2019

Cape Girardeau School District Current Textbooks Grades 9-12

Department	Course	Book Title	Publisher	Copyright	Adoption
	English I, II, III, IV (including Honors)	StudySync	McGraw Hill	2021	2021
	Oral Communication	Public Speaking and Civic Engagement	Pearson	2016	2021

English Language Arts	Interpersonal Communication	Interpersonal Communication: Relating to Others	Pearson	2017	2021
	Speech & Debate	Basic Debate	Glencoe	4th Edition	2021
	Mythology	Mythology (Edith Hamilton)	Little Brown	1969	2021
	Journalism I, II	Multiple Resources	N/A	N/A	2021
	Literature of the Bible	The Bible and its Influence & NKJV Study Bible	Bible Literacy	2011	2021
	Literature of the Holocaust	Images from the Holocaust	National Textbook	1997	2021
	Shakespeare	Multiple resources	N/A	N/A	2021
	Creative Writing	Multiple resources	N/A	N/A	2021
	Honors Comp 1	Norton Field Guide to Writing, Beyond the Blank Page	WW Norton, Fountainhead Press	2019, 2019	2021
	Honors Comp 2	Norton Field Guide to Writing, Work in Progress	WW Norton, Fountainhead Press	2019	2021
	AP Literature & Composition	Literature: An Introduction to Fiction, Poetry, and Drama	Pearson	2005	2021
	Yearbook I, II, III	Multiple resources	N/A	N/A	2021
	Stagecraft	Multiple resources	N/A	N/A	2021
	Drama I, II	Multiple resources	N/A	N/A	2021
	ACT Preparation	Multiple resources	N/A	N/A	2021
	Embedded English/Language Arts (CTC)	Multiple resources	N/A	N/A	2021
	Biology	Biology	Glencoe	2017	2016

Science	Earth Science	Earth Science- Geology, The Environment, The Universe	Glencoe	2017	2016
	Conceptual Physics	Physics: Principles & Problems	Glencoe	2017	2016
	AP Biology	Biology: The Dynamic Science (AP Edition)	Cengage	2017	2016
	Chemistry	Chemistry: Concepts & Applications	Glencoe	2014	2016
	AP Chemistry	Chemistry (AP Edition)	Cengage	2014	2016
	Honors Chemistry	Introductory Chemistry: A Foundation	Cengage	2015	2016
	AP Physics	AP Physics	Glencoe	2016	2016
	AP Environmental Science	Living in the Environment	Cengage	2015	2016
	Anatomy and Physiology	Anatomy & Physiology	Prentice Hall	2006	2006
	Ecology I	Environmental Science	Holt	2006	2006
	Ecology II	Multiple resources	N/A	N/A	2016
	American History II	Networks-US History & Geo. Modern Times	McGraw Hill	2014	2015
	AP Comparative Government & Politics	Introduction to Comparative Politics	Cengage	2016	2015
	AP Human Geography	People, Place, and Culture	Wiley	2015	2015

Social Studies	AP US History Dual Credit	Out of Many, A History of the American People	Pearson	2016	2015
	AP US Government and Politics	American Government: Institutions and Policies	Cengage	2015	2015
	AP World History	World Civilizations: The Global Experience	Pearson	2015	2015
	Contemporary Issues	Various resources	na	na	2015
	Cultural World Geography I, II	Networks-Geography the Human and Physical World	McGraw Hill	2015	2015
	Government	Networks-The US Government Our Democracy	McGraw Hill	2016	2015
	Modern American History	Networks-US History & Geo. Modern Times	McGraw Hill	2014	2015
	Psychology	Psychology a Discovery Experience	Cengage	2011	2015
	Sociology	Networks-Sociology and You	McGraw Hill	2014	2015
	World History	World History	Pearson	2016	2015
	Algebra A, B, I	Algebra I	MH-Glencoe	2014	2014
	Geometry	Geometry	MH-Glencoe	2014	2014
	Algebra II	Algebra II	MH-Glencoe	2014	2014
	Algebra III, Trigonometry	Pre-Calculus	MH-Glencoe	2014	2014
	AP Probability and Statistics	Elementary Statistics	MH-Glencoe	2015	2014

Mathematics	DC College Algebra (MA134)	College Algebra	Pearson Educ.	2012	2014
	DC Trigonometry (MA133)	Trigonometry	Pearson Educ.	2014	2014
	DC Pre-Calculus (MA137)	Precalculus	Cengage	2014	2014
	AP Calculus (MA140)	Calculus of a Single Variable	Cengage	2014	2014
World Language	Spanish I	Asi se Dice Level 1	McGraw Hill	2016	2017
	Spanish II	Asi se Dice Level 2	McGraw Hill	2016	2017
	Spanish III	Asi se Dice Level 3	McGraw Hill	2016	2017
	AP Spanish	Temas	Vista Higher Learning	2014	2017
	French I	T'es Branche? Level 1	EMC	2014	2017
	French II	T'es Branche? Level 2	EMC	2014	2017
	French III	T'es Branche? Level 3	EMC	2014	2017
	AP French	Themes	Vista Higher Learning	2016	2017
	German I and II	n/a	Middlebury Online	n/a	2016
	Chinese I and II	n/a	Middlebury Online	n/a	2016
Art	All courses	Multiple resources	N/A	N/A	2009
Music	All courses	Multiple resources	N/A	N/A	2009
	Music Appreciation	Music: An Appreciation	Glencoe	2008	2009
	AP Music Theory	Tonal Harmony	Glencoe	2009	2009
	AP Music Theory	Music in Theory and Practice	Glencoe	2009	2009

Business	Accounting I	Century 21 Accounting Multicolumn Journal	Cengage	2015	2018
	Accounting II	Century 21 Accounting Advanced	Cengage	2015	2018
	Computer Applications	Microsoft Office 365 (Shelly Cashman Series)	Cengage	2018	2018
	Advanced Computer Applications	Microsoft Office 365 (Shelly Cashman Series)	Cengage	2018	2018
	Consumer Education	Personal Financial Literacy	Cengage	2017	2018
	Finance Management	Managing Your Personal Finances	Cengage	2016	2018
	Personal Finance	Managing Your Personal Finances	Cengage	2016	2018
	Business Law	Business and Personal Law	McGraw Hill	2016	2018
	Entrepreneurship	Youth Entrepreneurship	Youth Entrepreneurship	2016	2018
	Introduction to Business I	Principles of Business	Cengage	2012	2018
	Introduction to Business II	Principles of Business	Cengage	2012	2018
	Introduction to Photoshop	Adobe Photoshop Creative Cloud	Cengage	2012	2018
	Keyboarding	Century 21 Computer Applications & Keyboarding	Cengage	2009	2009
	Web Page Design	New Perspectives on HTML5, CSS3 and Javascript	Cengage	2018	2018

	Coding/Computer Programming	New Perspectives on HTML5, CSS3 and Javascript	Cengage	2018	2018
	Travel and Tourism	Travel and Tourism	Cengage	2013	2018
	Career Images	School to Career	Goodheart-Wilcox	2018	2018
	Business Management	Business Management	Cengage	2013	2018
	Introduction to Marketing	Marketing Dynamics	Goodheart-Wilcox	2006	2009
	Marketing Techniques	Marketing Essentials	McGraw Hill	2014	2018
	Sports Marketing	Sports Career Consulting Membership	Sports Career Cons.	N/A	2009
Family/ Consumer Sci.	Advanced Foods	Food for Today	McGraw Hill	2016	2018
	Family Meals	Food for Today	McGraw Hill	2016	2018
	Child Development I	The Developing Child Brain	McGraw Hill	2016	2018
	Child Development II	The Developing Child Brain	McGraw Hill	2016	2018
	Family Relations	Interpersonal Relationships	Goodheart-Wilcox	2018	2018
	Fashion Strategies	Apparel, Design, Textiles and Construction	Goodheart-Wilcox	2018	2018
	Housing and Interior Design	Housing	Goodheart-Wilcox	2018	2018
	Independent Living	Managing Life Skills	McGraw Hill	2016	2018
	Advanced Metals	Career Connections: Oxyfuel Cutting and Shielded Metal Arc Welding	Career Connection	2016	2018

Industrial Technology	Advanced Metals	Career Connections: Math for the Trades	Career Connection	2016	2018
	Advanced Small Engines	Small Gas Engines	Career Connection	2009	2009
	Wood Tech I	Workbook for MacDonald's Woodworking, 2nd	Cengage	2014	2018
	Wood Tech II	Workbook for MacDonald's Woodworking, 2nd	Cengage	2014	2018
	Intro to Engineering Design	One Trade Many Careers	Career Connections	2016	2018
Health/ Physical Ed	Health Unit in 9 th Grade Physical Ed.	Health	Prentice Hall	2014	2019
	Health 10 th Grade	Health	Prentice Hall	2014	2019
	Modified Health	Health	Prentice Hall	2014	2019

PARENT/GUARDIAN NOTIFICATION OF HEALTH CURRICULUM - [POLICY IGAEB](#)

Dear Parents/Guardians,

School Board Policy, IGAEB Teaching About Human Sexuality, requires the district to notify parents/guardians of the basic content in the district's human sexuality instruction and provide the right to remove a student from any part of that instruction.

The concepts of the human sexuality instruction in the health curriculum include:

- Reproductive system
- Adolescent health issues and sexually transmitted infections
- HIV/AIDS prevention education
- Abstinence
- Ways to identify sexual predators, safe and responsible use of the internet, potential consequences of inappropriate texting and the importance of open communication with responsible adults regarding any inappropriate situation, activity, or abuse.
- Trauma-informed, developmentally appropriate training on sexual abuse

The health curriculum for each grade level has specific learner objectives that are grade and age appropriate for each concept listed above. There is a scope and sequence of the human sexuality instruction located on the back of this notification. To view the complete K-12 health curriculum, you may request a copy from your school or electronically view on the district's curriculum and assessment website. You may also view materials used in implementing the health curriculum at your school.

If you have any questions or concerns about your child's participation in human sexuality instruction, please contact the school principal. **You have the right to remove your child from any part of the district's human sexuality instruction by completing and returning the bottom portion of this notification to the school principal.**

We look forward to working with you to prepare your child for a healthy and successful future.

Sincerely,

Mr. James Russell

Assistant Superintendent of Academics

Cape Girardeau School District

COMPLETE AND RETURN IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN THE FOLLOWING HUMAN SEXUALITY INSTRUCTION.

I DO NOT WANT MY CHILD _____ TO PARTICIPATE IN THE FOLLOWING HUMAN SEXUALITY INSTRUCTION (check those that apply).

___ Reproductive system

___ Adolescent health issues and sexually transmitted infections

___ HIV/AIDS prevention education

___ Abstinence

Parent/Guardian Signature

Date



CAPE GIRARDEAU
PUBLIC SCHOOLS

Dear Parent or Guardian:

As part of the provision of special education within this school district, Cape Girardeau Public Schools participates in the Missouri Healthy Children and Youth Program through MO HealthNet and the state's Department of Social Services. One of the goals is to enroll all eligible children, ages 0 to 19 years of age, in the HCY program so that healthcare services are available to them when needed.

Cape Girardeau Public Schools appreciates you taking the time to complete the MO HealthNet application for each of your children if you have not already done so. The online application can be found at www.mydss.mo.gov or you may call 855-373-4636 to request a paper application. The monies received as reimbursement to the school district for this participation will go toward enhancing our educational programming for all students in the school district. Please sign and return the bottom portion of this letter to your school to indicate you intend to apply or have already applied for enrollment in the MO HealthNet program.

Sincerely,
Mandy Keys
Assistant Superintendent of Special Services

I have read the letter above and _____ intend to apply for MO HealthNet for my children.

_____ have already applied for MO HealthNet for my children.

NAME

DATE

Please list below the names and ages of the children for which application has been/will be made.

Parent/Guardian Notification to Access Public Insurance

Dear Parents/Guardians:

For a number of years, Missouri has participated in a federal program called Medicaid School-Based Services. The program helps school districts by providing partial reimbursement for some medically related services listed on a student's individualized educational program (IEP). Under the Individuals with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2013, the requirements under the IDEA changed to be less burdensome for parents/guardians and schools. Before a school district may access your public insurance for the first time and every year thereafter, school districts must provide parents/guardians with written notification. So what does that mean?

What will you be asked to do?

You will be asked to give your consent in writing one time to release information from your child's education records, including information about the services your child receives through the IEP. This information is being released for the purpose of billing MO HealthNet and seeking partial payment for some medically related IEP services under the IDEA.

What type of information will be in the consent form?

The consent form must tell you the personally identifiable information that may be disclosed, such as your child's name, date of birth, Social Security number (if provided), Medicaid number or other identification, disability type, IEP and evaluations, types of services, times and dates of service, and progress notes. The consent form must also tell you the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

What does it mean if you give your consent?

By consenting, you state you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and the IEP services may be shared with the MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g., physician scripts, referrals) in order to access your MO HealthNet benefits.

Can you be required to enroll with the MO HealthNet Division (MHD) for public insurance?

You cannot be required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

Will your consent affect your family's MO HealthNet benefits?

No. Reimbursed services provided by your school district do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in MO HealthNet programs.

What if you change your mind?

You have the right to withdraw consent to disclose your child's personally identifiable information to the MO HealthNet Division for billing purposes at any time.

Will your consent or refusal to give consent affect your child's IEP services?

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

What if you have a question?

Please call your school district's Special Education Department with questions or concerns.

Parent/Guardian Notification to Access Public Insurance

Dear Parents/Guardians:

For a number of years, Missouri has participated in a federal program called Medicaid School-Based Services. The program helps school districts by providing partial reimbursement for some medically related services listed on a student's individualized educational program (IEP). Under the Individuals with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (called MO HealthNet in Missouri) for some IEP services provided at school.

In 2013, the requirements under the IDEA changed to be less burdensome for parents/guardians and schools. Before a school district may access your public insurance for the first time and every year thereafter, school districts must provide parents/guardians with written notification. So what does that mean?

What will you be asked to do?

You will be asked to give your consent in writing one time to release information from your child's education records, including information about the services your child receives through the IEP. This information is being released for the purpose of billing MO HealthNet and seeking partial payment for some medically related IEP services under the IDEA.

What type of information will be in the consent form?

The consent form must tell you the personally identifiable information that may be disclosed, such as your child's name, date of birth, Social Security number (if provided), Medicaid number or other identification, disability type, IEP and evaluations, types of services, times and dates of service, and progress notes. The consent form must also tell you the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will get the information.

What does it mean if you give your consent?

By consenting, you state you understand and agree that your MO HealthNet insurance will be billed to partially pay the cost of IEP services and that the necessary information about your child and the IEP services may be shared with the MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g., physician scripts, referrals) in order to access your MO HealthNet benefits.

Can you be required to enroll with the MO HealthNet Division (MHD) for public insurance?

You cannot be required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

Will your consent affect your family's MO HealthNet benefits?

No. Reimbursed services provided by your school district do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in MO HealthNet programs.

What if you change your mind?

You have the right to withdraw consent to disclose your child's personally identifiable information to the MO HealthNet Division for billing purposes at any time.

Will your consent or refusal to give consent affect your child's IEP services?

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits. My consent authorizes the school district to access my MO HealthNet benefits beginning August 15, 2020.

What if you have a question?

Please call your school district's Special Education Department with questions or concerns.

Notificación a los Padres/Apoderados para Acceder al Seguro Público

Estimados Padres/Apoderados:

Desde hace varios años, Missouri ha participado en un programa federal llamado Medicaid - Servicios en la Escuela. El programa ayuda a los distritos escolares mediante el reembolso parcial de algunos servicios médicos que figuran en el Plan Educativo Individualizado del alumno (IEP). De conformidad con la Ley para la Educación de los Individuos con Discapacidades (IDEA por sus siglas en inglés), los distritos escolares están autorizados a solicitar el pago a los programas de seguros públicos tales como Medicaid (llamado MO HealthNet en Missouri) para cubrir algunos servicios del IEP proporcionados en la escuela.

En 2013, los requisitos de IDEA cambiaron para ser menos onerosos para los padres/apoderados y las escuelas. Antes de que un distrito escolar pueda acceder a su seguro público por primera vez, y posteriormente cada año, debe notificar a los padres/apoderados por escrito. Entonces, ¿qué significa eso?

¿Qué se le va a pedir a usted?

Se le pedirá que dé su consentimiento por escrito una vez para dar información de los registros educativos de su hijo, incluyendo información acerca de los servicios que recibe a través de su IEP. Esta información se pide con el propósito de facturar a MO HealthNet y obtener el pago parcial de algunos servicios médicos del IEP bajo IDEA.

¿Qué tipo de información se presentará en el formulario de consentimiento?

El formulario de consentimiento le deberá indicar que información de identificación personal puede ser divulgada, tal como el nombre de su hijo, fecha de nacimiento, número de Seguro Social (si lo tuviera), número de Medicaid u otra identificación, tipo de discapacidad, IEP y las evaluaciones, tipos de servicios, fechas y horas de servicio, y notas de progreso. El formulario de consentimiento debe también indicar con qué propósito se solicita revelar la información (por ejemplo, el pago de MO HealthNet) y la agencia que recibirá la información.

¿Qué significa que usted da su consentimiento?

Al dar su consentimiento, usted indica que entiende y está de acuerdo con que su seguro MO HealthNet sea facturado para pagar parte del costo de los servicios del IEP y que la información necesaria acerca de su hijo y los servicios del IEP puede ser compartida con la División de MO HealthNet, un agente de facturación contratado, y/o un médico para obtener la documentación de respaldo necesaria (por ejemplo, las prescripciones médicas, derivaciones) con el fin de acceder a sus beneficios de MO HealthNet.

¿Puede usted ser obligado a registrarse con la División de MO HealthNet (MHD) para el seguro público?

Usted no puede ser obligado a registrarse o inscribirse en el seguro público para que su hijo reciba una educación pública gratuita y adecuada, incluidos los servicios del IEP.

¿Su consentimiento afectará los beneficios de MO HealthNet de su familia?

No. Los servicios reembolsados que su distrito escolar ha proporcionado, no limitan la cobertura, cambian la elegibilidad, afectan los beneficios o cuentan para los límites de las visitas o los recursos en los programas de MO HealthNet.

¿Qué pasa si cambia de opinión?

Usted tiene el derecho de retirar su consentimiento para que se proporcione información de identificación personal de su hijo a la División de MO HealthNet para fines de facturación, en cualquier momento.

¿Dar consentimiento o su negativa a dar consentimiento afectará los servicios en el IEP de su hijo?

No. Su distrito escolar debe proporcionar todos los servicios requeridos en el IEP a su hijo sin costo alguno para usted, si usted da o se niega a dar su consentimiento para que la escuela tenga acceso a sus beneficios de MO HealthNet.

¿Qué pasa si usted tiene una pregunta?

Por favor llame al director de Educación Especial de su distrito escolar, al 816-471-2582, si tiene preguntas o inquietudes.

One-Time Parent/Guardian Consent to Access Public Benefits and Release Personally Identifiable Information

With your consent, your school district is allowed to seek reimbursement from the MO HealthNet (Medicaid) Division for the purpose of payment for some services provided through an individualized education program (IEP) under the Individuals with Disabilities Education Act (IDEA) by accessing your or your child's public benefits.

School District Name: **Cape Girardeau Public Schools #63**

Student's Full Name: _____ Date of Birth: _____

The MO HealthNet (Medicaid) School-Based Services Program in Missouri:

- < Provides partial reimbursement to school districts for services such as occupational therapy, physical therapy, speech/language therapy, behavioral health services, audiology/hearing services, private-duty nursing, personal care services and transportation.
- < Does not affect a family's MO HealthNet (Medicaid) insurance benefits.
- < Helps school districts offset some of the costs of healthcare provided to children.
- < Is voluntary and requires parents/guardians to provide written consent for a school district to release information about their child and seek reimbursement from MO HealthNet to help pay for services in an IEP under the IDEA.

If your child receives any of the services listed above and qualifies for MO HealthNet benefits at any time during a school year, we request your permission to release information to allow the school district to access MO HealthNet (Medicaid) to help pay for school-based services.

By signing below, you are indicating the following:

- < I understand and give the school district permission to access my or my child's public insurance and release my child's education records and information about the services my child receives through the IEP in order to access MO HealthNet (Medicaid) to help pay for services under the IDEA.
- < I understand this may include sharing information with the MO HealthNet Division (MHD), their contracted billing agent, and/or a physician to obtain necessary documentation (e.g., physician scripts, referrals) to receive partial reimbursement for services provided through an IEP.
- < I understand information to be released may include: the child's name, date of birth, Social Security number (if provided), Medicaid ID or other identification, disability type, IEP and evaluations, types of services, times and dates services were delivered, and progress notes.
- < I understand that this consent will remain in effect at all times the district is responsible for providing IEP services to my child unless revoked by me and that I may revoke my consent at any time by notifying the school district in writing.
- < I understand that revoking my consent does not change the school district's responsibility to provide all required IEP services to my child at no cost to me.
- < Before giving my consent below, I was provided with a written notice telling me more about parental consent and the purpose of this form.
- < My consent authorizes the school district to access my MO HealthNet benefits beginning August 1, 2020.

Parent/Guardian Name (Printed or Typed)

Parent/Guardian Signature

Date

Application for Health Coverage & Help Paying Costs

Things to Know

Use this application to see what coverage choices you qualify for

- Affordable private health insurance plans that offer comprehensive coverage to help you stay well
- A new tax credit that can immediately help pay your premiums for health coverage
- Free or low-cost insurance from **MO HealthNet**. You may qualify for a free or low-cost program even if you earn as much as \$94,000 a year (for a family of 4).

Who can use this Application?

- Use this application to apply for anyone in your family.
- Apply even if you or your child already has health coverage. You could be eligible for lower-cost or free coverage.
- Families that include immigrants can apply. You can apply for your child even if you are not eligible for coverage. Applying will not affect your immigration status or chances of becoming a permanent resident or citizen.
- If someone is helping you fill out this application, you may need to complete Appendix C.

Apply faster online

Apply faster online at mydss.mo.gov.

What you may need to apply

- Social Security Numbers (or document numbers for any legal immigrants who need insurance)
- Employer and income information in your family (for example, from paystubs, W-2 forms, or wage and tax statements)
- Policy numbers for any current health insurance
- Information about any job-related health insurance available to your family

Why do we ask for this information?

We ask about income and other information to let you know what coverage you qualify for and if you can get any help paying for it. We will keep all the information you provide private and secure, as required by law.

What happens next?

Send your complete, signed application to the address on page 7. If you do not have all the information we ask for, sign and submit your application anyway. We will follow-up with you. You will get instructions on the next steps to complete your health coverage. If you do not hear from us, call 1-855-373-9994. Filling out this application does not mean you have to buy health coverage.

Get help with this application

- Online: mydss.mo.gov
- Phone: Call our Contact Center at 1-855-373-9994.
- In person: Any local Family Support Division office or there may be counselors in your area who can help. Visit HealthCare.gov or call 1-800-318-2596 for more information.
- En Español: Llame a nuestro centro de ayuda gratis al 1-855-373-9994.



NEED HELP WITH YOUR APPLICATION? Visit mydss.mo.gov or call us at 1-855-373-9994. Para obtener una copia de este formulario en Español llame 1-855-373-9994
MO 886-4537 (10-13)

IM-155L



CAPE GIRARDEAU
PUBLIC SCHOOLS

Dear Parent/Guardian:

As we move through the school year, there may be opportunities for treats or packaged items to be brought to school. Please be aware that there may be students in your child's class who have a food allergy. It is a good idea to ask the classroom teacher if there are any students with severe food allergies in the class before bringing in treats. By being aware, we can allow our students to participate in the safest manner possible.

Thank you for your attention to this matter. If you have any questions, please contact me at 335-1867.

Sincerely,

Mandy Keys
Assistant Superintendent, Special Services



CAPE GIRARDEAU
PUBLIC SCHOOLS

Dear CGPS Families:

Cape Girardeau School District sponsors student insurance through K&K Insurance Group, Inc. underwritten by AXIS Insurance Group, Inc. The student insurance is available as a voluntary option for all students enrolled in the Cape Girardeau School District and offers a low and high option plan. The school district requires accident insurance only of students participating in interscholastic athletics.

For general student accident insurance, please indicate your selection on the provided form and send with a check for the amount indicated in the envelope provided or enroll online. Parents are encouraged to use online enrollment. With online enrollment the parent is provided a confirmation at the end of the enrollment to print out for their records and is also emailed the same confirmation. Included in the email confirmation will be an ID card. The insurance will not go into effect until the insurance company receives the application and payment.

Students participating in interscholastic athletics, who wish to purchase this insurance, should give their forms, and checks to their coach or present confirmation of coverage with ID card.

Though many parents carry their own insurance, they find some costs are not covered under their policy. Please check to be sure your policy will cover injuries your child may sustain at school. Some policies will not cover physician specialist cost, dental work, etc.

You may direct any questions pertaining to the accident insurance program by calling the number on the insurance form or you can [visit their website](#).

Sincerely,
Howard Benyon, Ed.D.
Superintendent
Cape Girardeau Public Schools

2022-2023 Student Accident Coverage

Serviced by: K&K Insurance Group, Inc. Phone: 855-742-3135

**Remember to visit our website for faster enrollment: www.studentinsurance-kk.com
Online Enrollment—Secured Accident Coverage can be purchased any time throughout the year.**

ACCIDENT ONLY COVERAGE: The Policy provides benefits for loss due to a covered Injury up to the Maximum Benefit of \$25,000 for each Injury. Provided that treatment by a qualified, licensed Physician begins within 60 days from the date of Injury, benefits will be paid for Covered Medical Expenses incurred within 52 weeks from the date of Injury up to the Maximum Benefit per service as shown below.

SCHEDULE OF BENEFITS: *Maximum Benefits Paid As Specified Below.*

Compare and Choose	Low Option Accident Only	High Option Accident Only
Maximum Benefit:	\$25,000 (For Each Injury)	\$25,000 (For Each Injury)
Deductible:	\$0	\$0
Inpatient Hospital Services		
Room & Board Expenses:	Up to \$150 per day/ Semi-private room rate	80% of Usual and Customary Charges/ Semi-private room rate
Miscellaneous Expenses:	\$600 maximum per day	\$1,200 maximum per day
Physician's Visits: (Limited to one visit per day)	\$40 first day/\$25 each subsequent day	\$60 first day/\$40 each subsequent day
Ambulatory Medical Center		
Emergency Room Treatment: (Treatment must be rendered within 72 hours from the time of the injury)	\$150 maximum	\$300 maximum
Surgery (*Allowance is calculated: 100% of Usual and Customary Charges for the 1st procedure, 50% of Usual and Customary Charges for the 2nd procedure, and 25% of Usual and Customary Charges for each additional procedure when performed through different incisions/portals.)	\$1,000 maximum	\$1,200 maximum
Assistant Surgeon	100% of Usual and Customary Charges (*Allowance is calculated: 20% of the surgical maximum for the surgery performed as indicated above.)	100% of Usual and Customary Charges (*Allowance is calculated: 25% of the surgical maximum for the surgery performed as indicated above.)
Anesthesia and its Administration	100% of Usual and Customary Charges (*Allowance is calculated: 20% of the surgical maximum for the surgery performed as indicated above.)	100% of Usual and Customary Charges (*Allowance is calculated: 25% of the surgical maximum for the surgery performed as indicated above.)
Outpatient		
Outpatient Physician Visits: (Limited to one visit per day)	\$40 first day/\$25 each subsequent day	\$60 first day/\$40 each subsequent day
Outpatient X-ray:	\$200 maximum	\$600 maximum
Outpatient Diagnostic Imaging Services:	\$300 maximum	\$600 maximum
Outpatient Laboratory:	\$50 maximum	\$300 maximum
Outpatient Physiotherapy: (Limited to one visit per day. Includes acupuncture; microthermy; manipulation; diathermy; massage therapy; heat treatment; and ultrasonic treatment)	\$30 first day/\$20 each subsequent day/ 5 days maximum	\$60 first day/\$40 each subsequent day/ 5 days maximum
Ambulance Services: (Air and Ground)	\$300 maximum	\$800 maximum
Medical Equipment Rental: (Includes Orthopedic devices)	\$75 maximum	\$140 maximum
Dental Services:	\$10,000 maximum per policy	\$10,000 maximum per policy term
Prescription Drugs:	\$75 maximum	\$200 maximum
Consultant:	\$200 maximum	\$400 maximum
Replacement of Eye Glasses, Contact Lenses or Hearing Aids:	100% of Usual and Customary Charges	100% of Usual and Customary Charges

THIS IS A BLANKET ACCIDENT ONLY POLICY.

U.S. Insurance coverage is underwritten by AXIS Insurance Company under group policy form series number BACC-001-0909, et al. Coverage is subject to exclusions and limitations, and may not be available in all US states and jurisdictions. Product availability and plan design features, including eligibility requirements, descriptions of benefits, exclusions or limitations may vary depending on local country or US state laws. Full terms and conditions of coverage, including effective dates of coverage, benefits, limitations, and exclusions, are set forth in the policy.

The amount of benefits provided depends upon the plan selected; the premium will vary with the amount of the benefits selected.

THIS INSURANCE DOES NOT COORDINATE WITH ANY OTHER INSURANCE PLAN. IT DOES NOT PROVIDE MAJOR MEDICAL OR COMPREHENSIVE MEDICAL COVERAGE AND IS NOT DESIGNED TO REPLACE MAJOR MEDICAL INSURANCE. FURTHER, THIS INSURANCE IS NOT MINIMUM ESSENTIAL BENEFITS AS SET FORTH UNDER THE PATIENT PROTECTION AND AFFORDABLE CARE ACT.

Choose Your Coverage Plan: *One-Time Payment For Accident Coverage*

PLEASE NOTE - FOR COVERAGE PLANS LISTED BELOW

Coverage Effective Date: A person's coverage takes effect at the later of the date his or her completed student accident enrollment form and premium is received by the company or the effective date of the policy issued to his or her school or school district.

Coverage Termination Date: Coverage ends on the earlier of the date his or her coverage has been in force for twelve months or the first day of the next school year. All coverage ceases if the policyholder cancels the policy or when the person ceases to be an eligible person per the definition below. Termination of coverage for any reason will not affect a claim which occurs before coverage ends.

	Low Option	High Option
24-Hour Accident Around-the-clock. Before, during and after school. Weekends, vacation and all summer including summer school. School sponsored and extracurricular sports excluding High School Football.	\$112.00	\$165.00
24-Hour Accident (Summer Only Coverage) Summer begins on the first day after the school year ends. Summer ends the first day of the next school year.	\$39.00	\$51.00
At-School Accident During the regular school term, on school premises while school is in session. Direct and uninterrupted travel to and from home and scheduled classes. School Sponsored and supervised activities and sports excluding High School Football. Travel to and from school sponsored and supervised activities and sports while in a school furnished or approved vehicle.	\$30.00	\$38.00
High School Football (Full Year) Play or practice of regularly scheduled football.	\$176.00	\$293.00
High School Football (Spring Only Rates) For new players who participate in spring training and not already insured under Football Coverage. Sports seasons are defined by your state high school athletic association.	\$76.00	\$124.00
High School Football and At-School Accident (Covers all athletics)	\$206.00	\$331.00
High School Football and 24-Hour Accident (Covers all athletics)	\$288.00	\$458.00

About Your Coverage

1. ELIGIBLE PERSONS: students of the policyholder who enroll and make the required premium contribution for the coverage selected are Eligible Persons under the Policy. Depending on the coverage selected, coverage may continue after graduation and between school years unless the person enrolls at a different school district.
2. The Master Policy is on file with the school district and is a non-renewable policy. The student coverage selected is non-renewable and requires the student to re-enroll each school year.
3. This is a limited benefit policy.
4. COVERAGE EFFECTIVE DATE: Insurance becomes effective for a student who enrolls and makes the required premium contribution on the latest of the following dates:
 - a. the Policy Effective Date;
 - b. the date the Company receives student's completed enrollment form and the required premium payment.

In no event will insurance for the Eligible Person become effective before the Policy Effective Date.
5. COVERAGE TERMINATION DATE: Coverage ends on the earlier of the date: he or she is no longer an Eligible Person, the end of the 1 year coverage term or the date the School's policy ends. All coverage ceases if the policyholder cancels the policy or when person ceases to be eligible. Termination of coverage for any reason will not affect a claim for a Covered Accident that occurs before the termination date.
6. LATE ENROLLMENT: Coverage may be purchased at any time during the school year. There is no premium reduction for any individual who enrolls late in the year.
7. CANCELLATION: Your coverage under the Policy will not be cancelled, and accordingly, premiums may not be refunded after acceptance by the Company.

Enroll online at:

www.StudentInsurance-kk.com

or by mail using attached enrollment form.

1. Complete and detach the enrollment form.
2. Make check or money order payable to Axis Insurance Company. Do not send cash. The Company is not responsible for cash payments.
3. Write your child's name on your check or money order.
4. Mail completed enrollment form with payment back to:
**K&K Insurance Group,
P.O. Box 2338
Fort Wayne, IN 46801-2338**
5. Your cancelled check, credit card billing, or money order stub will be your receipt and confirmation of payment.
6. Keep this brochure for future reference. Individual policies will not be sent to you.

Privacy Policy

We know that your privacy is important to you and we strive to protect the confidentiality of your nonpublic personal information. We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as permitted or required by law. We believe we maintain appropriate physical, electronic and procedural safeguards to ensure the security of your nonpublic personal information.

Administered by:

K&K Insurance Group, P.O. Box 2338,
Fort Wayne, IN 46801-2338

Cut out card and retain for your records

STUDENT INSURANCE CARD

Student's Name _____
If premium has been paid, the student whose name appears above has been insured under a Policy issued to:

School District: _____

Accident Only Coverage: 24-HOUR 24-HOUR (Summer Only Coverage)
 AT-SCHOOL FOOTBALL FOOTBALL (Spring Only) EXTENDED DENTAL

Paid by Check # _____ Amount Paid: _____ Date Paid: _____

Policy # _____

Underwritten by: AXIS Insurance Company
Claims Questions: K&K Insurance Group, Inc.
 1712 Magnavox Way • Fort Wayne, IN 46801 • 800-237-2917

COMMON EXCLUSIONS

In addition to any benefit or coverage specific exclusion, benefits will not be paid for any loss which directly or indirectly, in whole or in part, is caused by or results from any of the following unless coverage is specifically provided for by name in the Description of Benefits Section or Conditions of Coverage Section:

1. Intentionally self-inflicted injury, suicide, or any attempt while sane;
2. commission or attempt to commit a felony or an assault;
3. commission of or active participation in a riot or insurrection;
4. declared or undeclared war or act of war or any act of declared or undeclared war (unless specifically provided by this Policy);
5. flight in, boarding or alighting from an Aircraft or any craft designed to fly above the Earth's surface, except as: (a) a fare-paying passenger on a regularly scheduled commercial or charter airline;
6. travel in any Aircraft owned, leased or controlled by the Policyholder, or any of its subsidiaries or affiliates. An Aircraft will be deemed to be "controlled" by the Policyholder if the Aircraft may be used as the Policyholder wishes for more than 10 straight days, or more than 15 days in any year;
7. sickness, disease, bodily or mental infirmity, bacterial or viral infection or medical or surgical treatment thereof, (including exposure, whether or not accidental, to viral, bacterial or chemical agents) whether the loss results directly or non-directly from the treatment, except for any bacterial infection resulting from an accidental external cut or wound or accidental ingestion of contaminated food;
8. medical or surgical treatment, diagnostic procedure, administration of anesthesia, or medical mishap or negligence, including malpractice unless it occurs during treatment of injuries sustained in a Covered Injury;
9. voluntary ingestion of narcotics, poison, gas or fumes, unless prescribed or taken under the direction of a Physician and taken in accordance with the prescribed dosage;
10. the Insured Person's intoxication. The Insured Person is conclusively deemed to be intoxicated if the level in his blood exceeds the amount at which a person is presumed, under the law of the locale in which the accident occurred, to be under the influence of alcohol if operating a motor vehicle, regardless of whether he is in fact operating a motor vehicle, when the injury occurs. An autopsy report from a licensed medical examiner, law enforcement officers report, or similar items will be considered proof of the Insured Person's intoxication;
11. operating any type of vehicle or conveyance while under the influence of alcohol or narcotics or other intoxicant including any prescribed drug for which the Insured Person has been provided a written warning against operating a vehicle or conveyance while taking it. Under the influence of alcohol, for purposes of this exclusion, means intoxicated, as defined by the motor vehicle laws of the state in which the Covered Loss occurred;
12. an accident if the Insured Person is the operator of a motor vehicle and does not possess a valid motor vehicle operator's license, unless: (a) the Insured Person holds a valid learners permit and (b) the Insured Person is receiving instruction from a driver's education instructor;
13. participating in any hazardous activities, including the sports of snowmobile, ATV (all terrain or similar type wheeled vehicle), personal watercraft, sky diving, scuba diving, skin diving, hang gliding, cave exploration, bungee jumping, parachute jumping or mountain climbing;
14. Injuries compensable under Workers' Compensation law or any similar law;
15. aggravation, during a Covered Activity, of an injury the Insured Person suffered before participating in that Covered Activity, unless the Company receives a written medical release from the Insured Person's Physician;
16. benefits will not be paid for services or treatment rendered by any person who is:
 - a. employed or retained by the Policyholder;
 - b. living in the Insured Person's household;
 - c. an Immediate Family Member, including eligible domestic partner, of either the Insured Person or the Insured Person's Spouse; or
 - d. the Insured Person.

EXCLUDED EXPENSES

The following will not be considered Medically Necessary Covered Expenses unless coverage is specifically provided:

1. cosmetic surgery, except for reconstructive surgery needed as the result of a Covered Injury;
2. any elective or routine treatment, surgery, health treatment, or examination, including any service, treatment of supplies that: (a) are deemed by the Company to be experimental or investigational; and (b) are not recognized and generally accepted medical practice in the United States;
3. examination or prescriptions for, or purchase, repair or replacement of wheelchairs, braces, appliances, orthopedic braces, or orthotic devices;
4. repair or replacement of existing artificial limbs, eyes and larynx;
5. treatment of an injury resulting from a condition that the Insured Person knew existed on the date of a Covered Accident, unless the Company has received a written medical release from his Physician.

In no event will the Company's total payments for the Insured Person exceed the Total Maximum for all Accident Medical Benefits shown in the Schedule of Benefits.

Other Exclusions that apply to this Benefit are in the Common Exclusions Section.

ACCIDENT ONLY DEFINITIONS:

Covered Injury means Accidental bodily injury:

1. which is sustained by an Insured Person as a direct result of an unintended, unanticipated Covered Accident that is external to the body and that occurs while the injured person's coverage under the Policy is in force;
2. which results directly and independently from all other causes from a Covered Accident; and
3. which occurs while such person is participating in a Covered Activity. The Covered Injury must be caused through Accidental means. All injuries sustained by an Insured Person in any one Covered Accident, including related conditions and recurrent symptoms of these injuries, are considered a single injury.

Accident or Accidental: means a sudden, unexpected, specific and abrupt event that occurs by chance at an identifiable time and place while the Insured Person is covered under this Policy.

Covered Expenses: means expenses actually incurred by or on behalf of an Insured Person for treatment, services and supplies covered by this Policy. A Covered Expense is deemed to be incurred on the date treatment, service or supply that gave rise to the expense or the charge, was rendered or obtained.

Medically Necessary: means medical services that:

1. are essential for diagnosis, treatment or care of the Covered Injury for which it is prescribed or performed;
2. meets generally accepted standards of medical practice; and
3. are ordered by a Physician and performed under His care, supervision or order.

ACCIDENTAL DEATH AND DISMEMBERMENT BENEFITS:

Covered Loss must occur within 365 days of the Covered Accident. Not more than the Aggregate Limit of \$500,000 will be paid for all Covered Losses, Covered Accidents and Covered Injuries suffered by all Insured Persons as the result of any one Covered Accident that occurs under one of the Conditions of Coverage as specified above. This Aggregate Limit is payable only once, should more than one Condition of Coverage apply. We will pay the greater amount. If this amount does not allow all Insured Persons to be paid the amounts this Policy otherwise provides, the amount paid will be the proportion of the Insured Person's loss to the total of all losses, multiplied by the Aggregate Limit of Indemnity.

COVERED LOSS	BENEFIT AMOUNT
Loss of Life	\$10,000
Loss of Two or More Hands or Feet	\$10,000
Loss of Sight of Both Eyes	\$10,000
Loss of Speech and Hearing (in Both Ears)	\$10,000
Loss of One Hand or Foot and Sight in One Eye	\$5,000
Loss of One Hand or Foot	\$5,000
Loss of Sight in One Eye	\$5,000
Loss of Speech	\$5,000
Loss of Hearing (in Both Ears)	\$5,000
Loss of Thumb and Index Finger of the same Hand	\$2,500
Loss of all Four Fingers of the same Hand	\$2,500
Loss of all Toes of the same Foot	\$2,500
Exposure and Disappearance	Included

Enroll online for quicker service at www.StudentInsurance-kk.com or complete and mail this form

Student Accident Enrollment Form (School Year 2022-2023)

Student's Last Name: _____
Student's First Name: _____
Student's Middle Name: _____ Date of Birth: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Name of School District (required): _____
Name of School: _____
Grade Level: Pre-K/Headstart Kindergarten/Elementary Middle School High School/Above
Signature of Parent or Guardian: _____
Date: _____ Email Address: _____ Phone Number: _____

Student Insurance Plan Options — Check Your Selection:

Accident Only Coverage Plans	Low Option	High Option
24-HOUR	<input type="checkbox"/> \$112.00	<input type="checkbox"/> \$165.00
24-HOUR Summer Only	<input type="checkbox"/> \$39.00	<input type="checkbox"/> \$51.00
AT-SCHOOL	<input type="checkbox"/> \$30.00	<input type="checkbox"/> \$38.00
HIGH SCHOOL FOOTBALL COVERAGE Full Year	<input type="checkbox"/> \$176.00	<input type="checkbox"/> \$293.00
HIGH SCHOOL FOOTBALL COVERAGE Spring Only <i>For New Players</i>	<input type="checkbox"/> \$76.00	<input type="checkbox"/> \$124.00
HIGH SCHOOL FOOTBALL and AT-SCHOOL <i>Covers all athletics</i>	<input type="checkbox"/> \$206.00	<input type="checkbox"/> \$331.00
HIGH SCHOOL FOOTBALL and 24-HOUR <i>Covers all athletics</i>	<input type="checkbox"/> \$288.00	<input type="checkbox"/> \$458.00

Enclose check for total payment payable to: **AXIS INSURANCE COMPANY**. Checks, money orders, or credit cards accepted.

DO NOT SEND CASH

TOTAL ENCLOSED: \$ _____

See Important Notice - Fraud Warning on next page.

Mail this completed form with payment back to: **K&K Insurance Group, P.O. Box 2338, Fort Wayne, IN 46801-2338**

Complete this section only if you wish to pay with a Credit Card

Full name as it appears on card

First Name: _____ MI: _____ Last Name: _____

Billing Address (if different than above)

Street # _____ Address _____ Apt # _____

City: _____ State: _____ Zip: _____

Card Number: Expiration Date: Month: Year:

Cardholder signature: _____

Company does not issue refunds nor accept responsibility for cash payments. (Rejection of check or credit card by bank for any reason, will invalidate insurance.)

IMPORTANT NOTICE - FRAUD WARNING

- **In General, and specifically for residents of Arkansas, Illinois, Louisiana, Rhode Island and West Virginia:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
- **For residents of Alabama:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines and confinement in prison, or any combination thereof.
- **For residents of Colorado:** It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.
- **For residents of the District of Columbia:** WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.
- **For residents of Florida:** Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.
- **For residents of Kentucky:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.
- **For residents of Maine, Tennessee and Washington:** It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.
- **For residents of Oregon:** Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance may be guilty of a crime and may be subject to fines and confinement in prison.
- **For residents of Maryland:** Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.
- **For residents of New Jersey:** Any person who includes any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.
- **For residents of New Mexico:** ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.
- **For residents of New York:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.
- **For residents of Ohio:** Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.
- **For residents of Oklahoma:** WARNING: Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.
- **For residents of Pennsylvania:** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.
- **For residents of Texas:** Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.
- **For residents of Virginia:** Any person who with the intent to defraud or knowing that he is facilitating a fraud against an insurer submits an application or files a false or deceptive statement may have violated state law.



Underwritten by:
AXIS Insurance Company
 Serviced by:
K&K Insurance Group, Inc.

MANDATORY & VOLUNTARY BLANKET ACCIDENT MASTER INSURANCE APPLICATION

Coverage not available in the following states: AR, MD, NH, NY, WA

Application is hereby made for a plan of BLANKET ACCIDENT INSURANCE based on the following statements and representations:

Policyholder: Name of School/District _____
 Requested Effective Date: _____ Requested Termination Date (one year from the Requested Effective Date): _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Mailing Address (if different): _____
 Contact Name: _____ Title: _____
 Phone: _____ Fax: _____
 Email: _____

Mandatory Accident Coverage (Coverage selected by school/district)

Product Option	Grades	Total # of Insured	Rate	Premium
At-School Including Athletics & Activities				
At-School Excluding Athletics & Activities				
Athletics & Activities				
Field Trip				
School Band				
JROTC				
Other (Please Specify)				
Other (Please Specify)				
Other (Please Specify)				

Total Mandatory Premium Due: _____

Voluntary Accident Coverage

Estimated annual school enrollment (total number of students): _____
 Grades (mark one): PK-12 Elementary School Middle School High School
 Effective Date: _____

The terms and conditions of the requested plan of insurance may vary in certain states as required by the laws of those states. The terms of the policy when issued will govern. It is agreed the insurance applied for will not become effective unless a) this application is received and approved by AXIS Insurance Company based on current rules and requirements; b) the policy is accepted by the applicant; and c) the required premium is paid when due.

The applicant represents the information contained in this application is true and correct and forms the basis of the requested insurance. Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

POLICYHOLDER SIGNATURE

 Authorized Signature of Applicant

 Printed or typed name of Applicant's Authorized Representative

 Date

LICENSED BROKER/AGENT SIGNATURE

 Licensed Broker/Agent

 License Number

 Date

1712 Magnavox Way P.O. Box 2338, Fort Wayne, Indiana 46801
 phone: (855) 742-3135 • www.studentinsurance-kk.com • CA License #0334819

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[AXIS_FRAUD 0221]

VIRTUAL EDUCATION AND MISSOURI COURSE ACCESS PROGRAM

The Cape Girardeau Public School District provides access to virtual (online) coursework for student's grade levels K-12. Students and families interested in participating in the district virtual learning program must first apply during the district's **open enrollment period**. Prior approval from the Assistant Superintendent Mr. James Russell must take place before beginning online coursework. Please see district policy [IGCD: Virtual Course](#) and [IGCD-AP\(1\)](#) for enrollment processes, procedures, and/or expectations.

The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration of MOCAP. More information can be found by visiting the [MOCAP website](#).

MEDICATION AT SCHOOL - [Policy JHCD](#)

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district events/activities unless the student is allowed by law to do so and has been given permission in accordance with school policy. The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse (RN). Other district personnel may be required to administer medications to a student if they have been appropriately trained and are supervised by an RN.

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

AUDIO AND VISUAL RECORDING - [Policy KKB](#)

Because the district serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in Policy KKB.

COMMUNICATION BETWEEN STAFF MEMBERS AND STUDENTS - [Policy GBH](#)

Staff members are encouraged to communicate with students and their families for educational purposes using a variety of effective methods, including electronic communication. Staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district, or the staff members uses his/her own personal electronic devices, accounts, webpages, or other forms of electronic communication. If a staff member violates the Policy GBH, he/she will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

[POLICIES](#)



You may go to www.capetigers.com and click on "District Info" to review the [District Policy Manual](#). If you would like a personal copy of any policy, please notify your school office and one will be provided for you.