



Central High School Family-Student Handbook

2023-2024

This handbook is meant to be a general guide of the procedures and rules of Central High School located in Cape Girardeau School District. Each building has specific rules and procedures for the same information found in this guide. Your school will be sending important information home with your student the first week of school. During the year your school will send home announcements about activities, programs, important calendar dates and general newsletters.

DESE Updates:

[Parent Right to Know](#)

Table of Contents

[Principal's Welcome Letter](#)

[Cape Girardeau School District Mission and Vision](#)

[Central Office Administration and High School Contact Information](#)

[Board of Education Meeting Dates](#)

[District Academic Calendar](#)

[CHS Building Calendar](#)

[Daily Class Schedules](#)

[Schedule Change Information](#)

[Library Information](#)

[Building Lockers](#)

[Hall Travel and Traffic](#)

[Main Office Telephone Use](#)

[Withdrawal from School](#)

[Student ID Cards](#)

[Lost and Found](#)

[Student Parking and Permits](#)

[Athletics and MSHSAA Requirements](#)

[Senior Activities](#)

[Clubs and Organizations](#)

[Cocurricular Activity Sponsors](#)

[Athletic Coaches Information](#)

[Building Staff and Support Staff](#)

[ABC Today Program](#)

[Assessments](#)

[Attendance and Absenteeism](#)

[Bus Information](#)

[Cell Phones and Communication Devices](#)

[Student Cell Phone Notification and Procedure](#)

[Parent Cell Phone / Electronic Devices Acknowledgement-Signature Form](#)

[Change of Address Process](#)

[Communication Information](#)

[Curriculum Information](#)

[Discipline and Behavior](#)

[Bullying / Cyberbullying Information](#)

[District Suicide Plan](#)

[Dismissal Procedures](#)

[Student Dress Code \(Policy JFCA\)](#)

[Dress Code for High School Students](#)

[Dress Code Discipline Procedures](#)

[Emergency Plans and Safety Drills](#)

[Enrollment Process](#)

[Food Services](#)

[Gift Delivery Notice](#)

[Grading Information](#)

[School Counseling](#)

[Graduation Requirements](#)

[Health Services](#)

[Homework](#)

[Honor Roll Policy](#)

[Insurance](#)

[Parents Rights](#)

[Safety and Security](#)

[School Parties](#)

[Search Notice](#)

[Special Education](#)

[Technology](#)

[Student Acceptable Use / Media Release Agreement](#)

[Volunteer Information](#)

[Asbestos Notification](#)

[Public Notice for Special Education](#)

[Non-Discrimination Notice](#)

[Discrimination / Grievance Procedures](#)

[Standard Complaint Resolution Procedure NCLB](#)

[Student Complaints and Grievances](#)

[Release of Directory Information \(FERPA\)](#)

[Parents Right to Know about Professional Qualifications](#)

[Parental Information and Resource Center \(PIRC\)](#)

[Senate Bill 319](#)

[Mandatory Placement at Central Academy](#)

[CGPS Survey of Children with Disabilities](#)

[District Policy Information](#)

Please review Acceptable Usage Agreement (Technology) and the Cell Phone Policy at the end of this Handbook.

August 2023

Dear Cape Senior Central High School Students:

Welcome to Cape Central Senior High School and welcome to the 2023-24 academic year!

As your principal, I am honored to welcome you personally back to CHS or to welcome some of you for the first time to our school. Our faculty, staff and administrators are all committed to providing the best possible experience for you in all facets of school life.

Senior high school is the place and the time to experience a wide variety of academic, athletic, and co-curricular opportunities, designed to support you as you prepare to make some of life's most critical decisions for your future. Research confirms that students who actively participate in high school life, both in and outside the classroom, are not only more successful in later life but are also happier now and in the future. All of our Cape Central students are encouraged to take the most rigorous course of study they can handle and to connect with our school through participation in one or many of the co-curricular programs from the arts to athletics.

Please take time to read our Cape Central mission, vision, values and goals that were designed to guide our growth and development as a total school community. By living these statements daily on our campus, I genuinely believe we can make our school the premiere senior high school not only in Southeast Missouri but also in our state and nation!

- Our Mission is to educate, encourage and assist all students who enter our doors to achieve their greatest potential during their life journey.
- Our Vision is to become a learning community that nurtures ability, celebrates achievement and honors diversity in a safe environment in which all students can reach their greatest potential.
- Our Values of dignity, integrity and justice will guide how we conduct ourselves daily and how we interact with all members and guests of our greater learning community.
- Our Goal is to develop supportive relationships within our learning community daily that will build in each individual a positive identity with our school and a sense of responsibility for learning.

It is my honor to be your senior high school principal. If I may be of assistance to you or to your family, please feel free to contact me.

Sincerely, Ms. Nancy Scheller, Principal

**CAPE GIRARDEAU NO. 63 SCHOOL DISTRICT
MISSION AND VISION**

DISTRICT MISSION STATEMENT

Educate *every* student to be a successful, responsible citizen.

DISTRICT VISION STATEMENT

A community of learners focused on success.

DISTRICT SLOGAN

Every student...every day!

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.

Central Administrative Office Contact Information

301 N. Clark Avenue, Cape Girardeau, MO 63701

Phone (573) 335-1867 · Fax (573) 335-1820

www.capetigers.com

Superintendent Dr. Howard Benyon	benyonh@capetigers.com
Deputy Superintendent Mr. Brice Beck	beckb@capetigers.com
Assistant Superintendent Mrs. Mandy Keys	keysm@capetigers.com
Assistant Superintendent Mr. Josh Crowell	crowellj@capetigers.com
Assistant Superintendent of Academic Services Mr. James Russell	russellj@capetigers.com
Secondary Academic Services Coordinator Mr. Nick Cato	caton@capetigers.com
Chief Financial Officer Ms. Lindsey Dudek	dudekl@capetigers.com
Director of Food Services Ms. Dana McClard	mcclardd@capetigers.com

CAPE CENTRAL HIGH SCHOOL

1000 South Silver Springs Road

Cape Girardeau, MO 63703

Central High School Web Page: chs.capetigers.com

Facebook: @wearect

Twitter: @We_Are_CT

Instagram: @wearect

CHS Main Office: 573-335-8228 CHS Fax Number: 573-334-1114

Ms. Nancy Scheller, Principal

Mr. Drew Church, Assistant Principal

Mrs. Danielle Staple, Assistant Principal

Mr. Marty Vines, Assistant Principal

Mr. Derek Gohn, Athletic Director

Counseling Office: 573-334-1111

Counseling Office Fax: 573-334-1147

Mrs. Beth Brunkhorst, Counselor

Ms. Nita DuBose, Counselor

Mrs. Julie Janzow, Counselor

Mrs. Angela Rash, Counselor

Mrs. Nancy Strothmann, RootEd Career Advisor

Dr. Lauren Brewer, Psy. Examiner

Meleia Sides LPC, On-site School Therapist, CCC

**Cape Girardeau Public Schools
Board of Education Meeting Dates
2023-2024**

Mondays - 6:00 p.m.

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

**Meetings are held at the Central Administrative Offices BoardRoom at 301 N. Clark unless otherwise
noted.**

School Board Members

Dr. Missy Phegley, President

Jared Ritter, Vice President

Paul Cairns

Casey Cook

Veronica Langston

Kyle McDonald

Matthew Welker



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 inclement 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.

Cape Central High School
2023-2024
School Calendar

School Begins.....	August 22
Labor Day (No School).....	September 4
Term 1 Ends.....	September 29
Parent/Teacher Conference (No School).....	October 19
Professional Development (No School).....	October 20
Term 2 Ends.....	November 9
Thanksgiving Holiday (No School).....	November 22, 23, & 24
Early Dismissal (11:15 AM) End of Term 3/End of Semester.....	December 20
Christmas Break.....	December 21 – January 5
Teacher Workday (No School).....	January 8
Martin Luther King Day (No School).....	January 15
Professional Development (No School).....	January 16
Term 4 Ends.....	February 13
Parent/Teacher Conference 12:00-7:30 pm (No School).....	February 15
Professional Development (No School).....	February 16
President’s Day (No School).....	February 19
Term 5 Ends.....	March 27
Professional Development (No School).....	March 28
Spring Break (No School).....	March 29 - April 1
Prom.....	May 4
Evening of Excellence.....	May 9
Baccalaureate.....	May 12
Graduation.....	May 19
Last Day of School (End of Semester/Early Dismissal).....	May 22

***Schedule Subject to Change**

23-24 Daily Class Schedule

Monday-Tuesday-Thursday-Friday

Wednesday

1 Period 7:35 – 8:20 A.M.

2 Period 8:25 – 9:10 A.M.

3 Period 9:15 – 10:00 A.M.

4 Period 10:05 – 10:50 A.M.

ADV Period 10:55 - 11:40 A. M.

LUNCH 5th Period

(Lunch times listed first)

A Lunch: 11:40 – 12:00 P. M.

5th 12:05 - 1:00 P. M.

B Lunch: 12:00 - 12:20 P. M.

5th 11:45-12:00, 12:25-1:00

C Lunch: 12:20 - 12:40 P. M.

5th 11:45-12:20, 12:45-1:00

D Lunch: 12:40 - 1:00 P. M.

5th 11:45 - 12:40

6 Period 1:05 – 1:50 P.M.

7 Period 1:55 – 2:45 P.M.

1 Period 7:35 – 8:25 A.M.

2 Period 8:30 – 9:15 A.M.

3 Period 9:20 – 10:05 A.M.

4 Period 10:10 – 10:55 A.M.

LUNCH 5th Period

(Lunch times listed first)

A Lunch: 10:55 – 11:15 A.M.

5th Period 11:20 – 12:15

B Lunch: 11:15 – 11:35 A.M.

5th 11:00 – 11:15, 11:40 – 12:15

C Lunch: 11:35 - 11:55 A. M.

5th 11:00-11:35, 12:00-12:15

D Lunch: 11:55 – 12:15 P. M.

5th Period 11:00 – 11:55

6th Period 12:20 – 1:05 P.M.

7th Period 1:10 – 2:00 P.M.

STUDENT SCHEDULE CHANGES

Student and/or guardian requested schedule changes will only be considered prior to the start of a new semester. Teacher initiated schedule changes will be made at the start of a new semester if requests are made to the student's assigned counselor. Any exception to this procedure must be approved by the building principal or designee.

LIBRARY

The Central library is located on the first floor across from the Main Office. It offers a variety of print and non-print resources for students and staff. The library hours are 7:05 A.M. to 3:30 P.M. Monday through Friday. Students coming from a class must present their corridor passes to the person at the circulation desk, if a student enters without a pass they will be immediately sent back to their classroom.

HALL LOCKERS

Student lockers will not be used during the 2023-2024 school year. Students requesting a locker due to special circumstances need to speak with their assigned assistant principal or the building principal for approval and locker assignment.

HALL TRAFFIC

During the 2023-2024 school year Central High School will utilize two way travel in the main academic hallways. There is no need for running, scuffling, loud talking, whistling, slamming doors, and standing in large groups that block the halls and the efficient flow of traffic.

TELEPHONE USE

Students will be called to the telephone during class only in cases of emergency. The office telephones are for school business. Therefore, requests for use should be made only when absolutely necessary. The classroom phones are also for school business and should not be used by any student unless permitted by the instructor. Students requesting to use the telephone should be sent to the main office with a written pass.

WITHDRAWAL FROM SCHOOL

Students who are transferring to another district or who are withdrawing from the Cape Girardeau No. 63 school for any reason shall notify the building principal or designee of the last day of attendance and complete necessary withdrawal procedures. The appropriate administrator or counselor will issue official notification concerning a student's withdrawal from school to teachers.

ID CARD GUIDELINES

The Cape Girardeau School District provides a photo ID for each secondary student attending school in our district. This ID card is used for library services, school dances, and is one part of our overall campus security plan. All cards, including replacement cards, are school property and must not be marked on or defaced in any way (i.e., by placing stickers on the cards, marking on them with any kind of pen or marker, punching holes in them or folding them).

LOST AND FOUND

Lost and found articles will be taken to the main office, inquiries for lost articles should be made there. Report lost articles immediately to the teacher supervising the class or activity. Lost books will be returned to the library.

STUDENT PARKING

Central High School has a limited number of student parking spaces. Parking will be restricted to eligible students who have purchased a parking decal. Students must present a valid driver's license and proof of insurance to purchase a parking decal. All parking spots will be numbered and correspond with a number on the decal; thus, each student will have an assigned parking spot. A vehicle will be legally parked when the decal is properly displayed on the rear window of the vehicle. **All vehicles parked on our campus are subject to search by school officials.** Central students may **not** park in the Career and Technology Center parking lot without written permission from the CTC director and CHS administration. Parking in handicapped spots is prohibited without proper authorization and will result in disciplinary action. Students are not permitted to drive to classes at the Career and Technology Center throughout the school day without prior written approval from both building principals.

ATHLETICS AND MSHSAA REQUIREMENTS

Central High School is a member of the Missouri State High School Activities Association and abides by the rules and regulations formulated by member schools for participation in interscholastic activities. A physical exam is required before a student can participate in interscholastic sports (practice or contests). The Missouri State High School Activity Association (MSHSAA) has updated their guidelines for student physicals. Physicals will now be valid for two years from the time of the physical exam. This will apply to any physical completed February 1, 2018 or after. Minimum student insurance is required of a student before he or she is permitted to participate in interscholastic athletics. Students earn letters by being on varsity and junior varsity squads.

FALL

CHEERLEADING
CROSS COUNTRY (B/G)
FOOTBALL
SOCCER (B)
SOFTBALL
SWIMMING (B)
TENNIS (G)
VOLLEYBALL (G)

WINTER

BASKETBALL (B/G)
CHEERLEADING
DANCE TEAM
TENNIS (B)
WRESTLING

SPRING

BASEBALL
GOLF (B/G)
SOCCER (G)
SWIMMING (G)
TRACK & FIELD (B/G)

Sports Tickets and Activity Passes

All tickets and passes are purchased online only at <https://chs.capetigers.com/athletics/tickets>.

All Sports Pass with Reserved Football Seat (Digital Pass) \$70.00 + \$3.00 fee

All Sports Pass (Adult Digital Pass) \$50.00 + \$3.00 fee

All Sports Pass (Student Digital Pass) \$25.00 + \$3.00 fee

Season Pass (Fall or Winter)

Sports Season Pass (Adult Digital Pass) \$40.00 + \$3.00 fee

Sports Season Pass (Student Digital Pass) \$20.00 + \$3.00 fee

Individual Sport Pass (Football, Boys Soccer, Volleyball, Boys Basketball, Girls Basketball or Girls Soccer)

(Adult Digital Pass) \$30.00 + \$3.00 fee

(Student Digital Pass) \$15.00 + \$3.00 fee

Individual Tickets

Adult \$4.00 + \$1.46 fee/Student \$2.00 + \$1.40 fee

SPORTSMANSHIP

Good sportsmanship is encouraging and promoting school pride through cheering and participating in a positive manner for all school activities. We believe active students are essential to building school pride. This can be accomplished by supporting the cheerleaders both at games and at pep assemblies. Treating visiting students and teams as guests with proper courtesies extended is equally important. MSHSAA has outlined the following as reasonable expectations of all fans.

Show respect for the opponent at all times. The opponent should be treated as a guest, greeted cordially on arriving, given the best accommodations and accorded the tolerance, honesty, and generosity, which all human beings deserve. Central cheers are to be directed to the home team rather than the opponent. Good sportsmanship is the Golden Rule in action.

Show respect for the officials. Officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decision of the officials.

Know, understand, and appreciate the rules of the contest. Knowledge of the current rules of the game and recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.

Maintain self-control at all times. A prerequisite of good sportsmanship requires one to understand her or his own bias or prejudice and to have the ability to recognize that rational behavior is more important than the desire to win. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.

Recognize and appreciate the skill and performance regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and goodwill that should not be looked upon as disloyalty. The ability to recognize quality and performance and the willingness to acknowledge it without regard to team membership is one of the highly commendable gestures of good sportsmanship.

MSHSAA ATHLETIC ELIGIBILITY STANDARDS:

1. Bona Fide Student

- In order to represent your school, you must be a bona fide student and meet all eligibility requirements. You must be regularly attending classes and you must meet the academic requirements in MSHSAA By-Law 2.3 and those of your school.

2. Citizenship

- You must be a creditable citizen. Creditable citizens are those students whose conduct - both in school and out of school - will not reflect discredit upon themselves or their school.
- NOTE: Conduct involving law enforcement must be reported to your principal or athletic director immediately as your conduct may affect eligibility or contest outcomes.

3. Sportsmanship

- If you commit an unsportsmanlike act while participating in an event, you could become ineligible.
- If your conduct as a spectator is found to be unsportsmanlike, you could be barred from attending any further high school contests.
- The unsportsmanlike conduct of any spectator, regardless of age, could cause that spectator to be barred from attending school contests.

4. Academics

- You must have earned, the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled in the semester, whichever is GREATER, at your school.
- For your current semester, you must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits which may be earned at your school, whichever is GREATER.
- Credits earned or completed after the close of the semester will not fulfill this requirement. Summer high school courses for FALL academic eligibility may count provided the course is necessary for graduation or promotion or is a core subject course, and credit is placed on the school transcript. No more than one unit of credit in summer school shall be counted toward fall eligibility.
- Students promoted for the first time into 9th grade are considered academically eligible for the first semester after promotion.
- Do not drop courses without first consulting with your school principal, athletic director or counselor to determine whether doing so will affect your eligibility.

5. Semesters of Participation

- You are eligible to participate in any sport for a maximum of four seasons (an exception is in place for schools sponsoring baseball or softball in both the fall and spring). Any part of a contest played during a season counts as a season of participation.
- Your eligibility to participate in high school activities begins when you first enter the 9th grade and lasts for the next *eight consecutive semesters (four consecutive years)*.

6. Age Limits

- If you reach 19 years of age prior to July 1, you will be ineligible the next school year.
- Over-aged 8th graders should be moved up to the senior high team to have eight semesters of eligibility.
- Over-aged 6th graders should be moved up to the 7th grade team to participate, because they will be ineligible as seniors.

7. Entering School

- You must enter school within the first 11 days of the semester in order to be eligible for that semester.

8. Recruiting of Athletes

You will be ineligible for your career at a school if you are influenced by a person to attend that school for athletic or activities purposes. You may, however, return to your original school and be ineligible for no more than 365 days.

9. Playing Under A False Name

- If you compete under an assumed or false name, you immediately become ineligible for up to 365 days.

10. Amateur and Awards Standards

- An athlete must maintain “amateur standing” 365 days a year in the sport concerned in order to participate in interscholastic athletics – the following restrictions govern the receipt of awards in both interscholastic play AND non-school competition/participation.
- After entering a member school, you will become ineligible *in the sport concerned* if you receive any of the following PROHIBITED awards for participating in an athletic contest or being an athlete:
- An award of cash, a gift-certificate/gift-card or an award that is the equivalent of cash is PROHIBITED for amateurs.
- Merchandise which exceeds a manufacturer's suggested retail price (MSRP) of \$250 is PROHIBITED for amateurs. However, there is no value limit in regard to awards which are symbolic in nature, such as medals, ribbons, trophies, plaques, etc.
- Awards should be approved in advance by your school.
- Commemorative jewelry may be presented by the school (i.e. championship ring or necklace) (no value limit).

11. Non-School Competition

- You may not practice for, or participate with, a non-school team or in any organized non-school athletic competition and for your school team *in the same sport* during the school sport season. Contact your school's athletic director for specific details in regard to individual sports (swimming & diving, tennis, golf, cross country, track & field, wrestling).
- You may participate on a school team and a non-school team in *different* sports during the same season; however, you may not practice for the non-school team or participate in organized non-school athletic competition *on the same day* that you practice with or participate for the school team *without prior approval of your school administrator*.
- You must receive approval in advance from your school principal or athletic director in order to miss school time to practice for, travel to or compete in organized non-school athletic competition.
- You will become ineligible in any sport in which you play as a member of a junior college, college or university team.
- Before you join a non-school team or enter any non-school competitive athletic event, your school principal or athletic director should be consulted to make certain these standards are met.

12. Contact with Coaches - No-Contact Periods

- All Sports: The seven days prior to the first allowable practice date each season is a no-contact period in which no "contact" takes place between school coaches and students enrolled in the member school, or who will be enrolled in the member school during the upcoming school year.

Sport-Specific

- Before attending any specialized athletic camp(s)/clinic(s) or group sport instruction, you should consult with your school principal or athletic director to make sure it meets the criteria published in the MSHSAA Official Handbook.

13. College Auditions and Tryouts

- You may participate in an event conducted by a college or university during the school year under certain conditions. Consult your athletic director.
- You may participate in a college tryout, audition or evaluation event conducted by a private organizer for a specific sport **outside** the school season of the sport concerned.
- You may not miss school time to travel to or participate in the event unless your absence is approved in advance by the school administrator.
- NOTE: See your administrator before signing up and agreeing to attend any such events.

14. Residence Requirements

- A student may be eligible at the public or nonpublic school located in the district in which the student's parents reside. In the case of a public multiple-school district, a student may be eligible at the school designated for the student to attend, based on parents' residence, by the board of education.

15. Transferring Schools

- If you transfer schools, you will be ineligible for 365 days, unless your circumstances meet one of the exceptions listed in the MSHSAA Residence and Transfer Rules (By-Law 3.10). Make an appointment with the school's athletic director to review these exceptions. Several, but not all, are described below.
- Exception 1: If you move with your entire family across a boundary line into your new school district, you will be eligible at your new school provided you were eligible in all other respects at your former school and provided there are no other issues with the transfer. You and your entire family must move to a new residence at the same time prior to attending classes.
- Exception 2: A student may be eligible immediately at the school of his or her choice upon first being promoted from the 8th grade into the 9th grade, provided the student is eligible in all other respects.
- Exception 10: Foreign Exchange Students are eligible for varsity competition for one year and only if they are seniors (semester 7 or 8), provided they are participating in an exchange program listed by CSJET. However, no member of the school's coaching staff for the sport concerned may serve as a host family, or eligibility of the student will be affected
- Always check with your school principal or athletic director before you transfer to determine whether it will affect your eligibility.
- Discipline follows a student to a new school. Being expelled from a school also causes 365 days of ineligibility for a student.
- You shall become ineligible for 365 days if you transfer to another school for athletic reasons.

16. Graduated Students

You will be ineligible to participate after graduation from a senior high school or its equivalent. Students who are granted an early release after their junior year are ineligible for further participation. *(NOTE: You are eligible to participate in state-series events which extend beyond the date of your school's graduation at the end of the spring semester of your senior year.)*

SENIOR ACTIVITIES

A number of senior activities are scheduled during the traditional school year. Fund-raising projects will be scheduled to finance these activities. Senior prom is a school-sponsored activity and will be supervised by school faculty/staff. The Senior All-Night Party is not school-sponsored and the school does not accept responsibility for it. Class funds will be used to support only those activities that are school-sponsored. These activities include Senior Prom and Commencement. Fund-raising projects will be scheduled to finance these activities as needed. The Senior All-Night Party and Senior Baccalaureate are not school-sponsored activities.

REQUIREMENTS FOR KING AND QUEEN CANDIDATES

Fall and Winter Homecoming Court

1. Candidates must be seniors
2. Candidates will be participants in athletics and band only
3. Candidates must have a C average (2.0) or higher
4. Candidates cannot have won a previous crown that school year.

Winter Ball

1. Candidates must be seniors
2. There will be only 12 candidates
3. Candidates must have a C average (2.0) or higher
4. Candidates will be nominated by the underclassmen. Each freshman, sophomore and junior will nominate one boy and girl candidate. Teachers will then check the GPA of the suggested candidates. If the GPA is not met, the candidate will be eliminated.
5. Candidates cannot have won a previous crown that school year.

CLUBS AND ORGANIZATIONS

*****Requirements for Clubs and Organizations**

Any student or group of students wishing to create a new club or organization must submit a written proposal to the building principal to include the purpose of the group, a faculty sponsor that has agreed to supervise the group's meetings and activities, proposed meeting dates, times, and location, a list of the group's activities (fundraisers and events), and any other pertinent information.

Air Force Junior Reserve Officer Training Corps (AFJROTC)

Marksmanship Team: This is an air-rifle competition team that follows the rules and standards of the 3-position (standing, kneeling, prone), 10-meter Civilian Marksmanship Program. Marksmanship develops self-confidence, self-control, and self-improvement. This team competes locally in the New Madrid Seismic Zone conference with the opportunity to progress to regional and national competitions. Fall training and competition season; Spring practice season.

CyberPatriot: This is a cybersecurity competition team focused on developing knowledge and skills on various computer operating systems and applications to resolve computer network vulnerabilities. This team competes in a nationwide cyber competition with the opportunity to progress to state and national competitions. Cybersecurity is a rapidly growing industry and members have the opportunity to receive scholarships and internships. Fall-Winter training and competition season.

Honor Guard: The AFJROTC Honor Guard is a prestigious team that presents the United States and Missouri flags and performs drill demonstrations in several community and school activities. Opportunity to compete in regional and national competitions. This is a year-round activity.

Rocket/Drone Team: This team focuses on hands-on learning about building and launching rockets as well as flying quadcopter and fixed-wing drones. Teams have the opportunity to participate in community events and compete in regional and national competitions. This is primarily a Winter-Spring activity.

Cadet Corps: This is a student-led organization where cadets have the opportunity to hold leadership positions and perform duties to support the AFJROTC program, such as unit logistics, finance, personnel, community service, and cadet operations. Leadership positions can be used on job resumes and college/scholarship applications

*AFJROTC is designed as a multi-year development program to instill the principles of leadership, management, responsibility, respect, and confidence. Participation is strictly voluntary. Though based on a military structure, there is absolutely NO military obligation associated with AFJROTC.

Honor Societies

Central has chapters of four honor societies: National Beta Club, The National Honor Society, International Thespian Society and National Technical and Vocational Honor Society.

Beta Club

Beta Club is a nationally affiliated honor society for freshmen, sophomores, juniors, and seniors. Club members must maintain a 3.2 cumulative GPA by the end of the first semester and uphold school and community standards. Members must also perform a required number of service hours (15 hour minimum) in the community and through the club.

International Thespian Society

Thespians are an international organization designed for advanced actors and stage technicians. Members are required to participate in Red Dagger and all main stage productions. Members are also required to help in the organization and presentation of outside projects. These projects are designed to perpetuate an interest in theater and provide a service for the community. Past projects have included Christmas presentations at West Park Mall, improvisations for D.A.R.E., project CHARLIE, project graduation, and stage presentations for the drug and alcohol awareness program during all school assemblies. Membership requires 10 points of theater work as designated by I.T.S. and formal invitations from current members.

National Honor Society

The National Honor Society chapter of Cape Central High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Students are selected by a faculty council which bestows this honor upon qualified students on behalf of the faculty of our school each spring. Members of the junior or senior class who have been in attendance at Cape Central High School the equivalent of one semester are eligible for membership.

The Faculty Council shall make its decision based on the following criteria:

SCHOLARSHIP—A student must have a cumulative GPA of 3.45 or better.

Those students who meet this criterion are invited to complete a Student Activity Information Form. This form is not an application form and does not guarantee selection into the National Honor society. It will provide information regarding the candidate's leadership and service.

LEADERSHIP—Leadership shall be determined by criteria such as the student's having demonstrated leadership in promoting school activities: having exercised influence on peers in upholding school ideas; having successfully held offices or positions of responsibility at school or in the community; having conducted business efficiently and effectively and been reliable and dependable without prodding; and having demonstrated leadership in the classroom, at work, in the community, and in school activities.

SERVICE—Service shall be determined by criteria such as the student's having worked well with others; having been willing to take on difficult or inconspicuous responsibilities; having cheerfully and enthusiastically rendered any requested service to the school or community; having been willing to represent the class or school in interclass and interscholastic competition; having done committee or staff work uncomplainingly; and having shown courtesy by assisting visitors, teachers, and students.

CHARACTER—Character shall be determined by criteria such as the student's having taken criticism graciously and accepting recommendations willingly; having consistently exemplified desirable qualities such as cheerfulness, friendliness, poise, and stability; having constantly demonstrated the highest standards of honesty and reliability; having shown courtesy, concern, and respect for others; and having observed instructions and rules, punctuality, and faithfulness both inside and outside the classroom.

To help the Faculty Council determine a student's having exemplified the leadership, service, and character required for membership in the National Honor Society, the Faculty Council uses two forms of input. First,

school disciplinary records are reviewed. Students with Out of School Suspensions will be disqualified from invitation into NHS. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. The Faculty Council shall make the final decision as to whether or not the student should be invited to membership in the National Honor Society. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Attendance at this ceremony is mandatory for membership in the Society. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. Each semester, members are required to complete three two-hour service projects and participate in each semester's group project. Students who are inducted as new members who are Seniors will be required to complete one two-hour project by the chapter's stated deadline.

Bands

Central High School offers concert band, marching band and color guard, and jazz band. Concert and marching bands are open to any student based upon successful audition. Color guard is selected in the spring by open audition. Jazz band is offered to current band and orchestra members or to experienced musicians who have auditioned with the band director.

Orchestra

The Cape Central Orchestra was formed in 1920. During its history, it has enjoyed a reputation as one of the finest high school performing groups in Southeast Missouri. Members begin instruction in the seventh grade and may receive private lessons outside of orchestra class. The Cape Central Orchestra presents four concerts each year. The orchestra also performs in and around our community and often travels to surrounding communities. Students participate in solo/ensemble festivals on the district and state level, and have consistently scored superior ratings for superior musicianship. The orchestra combines efforts with drama, choral, and band departments every other year to present a Broadway musical. The orchestra program provides quality experiences for each student and strives to maintain high standards.

Choir

There are a variety of choirs offered to Cape Central students.

Choir Activities:

1. Further music reading skills
2. Develop the voice through correct vocal technique
3. Gain confidence and poise as a performer
4. Explore music from styles throughout history emphasizing current trends in choral literature
5. Present concerts in the fall, at Christmas, early spring and a May Pop Concert
6. Offer opportunities to compete in the Spring Music District and State Festivals
7. Enter choral competitions with the choir in the spring
8. Represent Central High School throughout the community
9. Offer opportunities to sing and share the choral art with other high school singers in the Southeast District

Cheerleading

The Cheerleading Squad consists of students who are selected on the basis of teacher evaluations, an interview, and cheerleading skills and are required to maintain a "C" average in their classes. Cheerleaders

spend their summers attending cheer camp, learning and perfecting chants and cheers, and working on many fundraising projects. During the school year, cheerleaders practice twice a week in addition to cheering for the teams in the winter. The cheerleaders' main objectives are to provide support for their teams at athletic events and to encourage good sportsmanship among fans.

Dance Team

The Cape Central Dance Team is composed of students, grades 9-12. The team performs at various events including boys' and girls' home basketball games, occasional football games, and events requested by the school and community. The actual practice, performance, and competition season runs from September through March, the following year. However, the dancers' responsibilities extend beyond the typical season due to practices/ attendance at Summer Dance Camp, team bonding, fundraising, practice for occasional football games, and community performances. The dancers typically have 1-2 performances per and 3-4 practices per week during the season. The CHS Dance Team combines Jazz, Hip Hop, Contemporary Dance, Kick, and Pom elements to complete their dance style. Dance auditions (held in September of the school year) consist of performing a learned routine, and technical elements including turns, jumps, leaps, kicks, tilts, personal development, and teamwork. Any questions regarding the CHS Dance Team should be referred to the coach(es) of the team.

Distributive Education Clubs of America (DECA)

Students enrolled in the Marketing program at the Career and Technology Center are eligible to join. DECA is an integral part of the Marketing program and provides each student with the opportunity for personal and professional development. This organization focuses on leadership development, vocational understanding, reinforcement of academic skills and knowledge, civic consciousness, and social intelligence. Students who participate in DECA activities are more likely to have the self-confidence they need to successfully participate in the business arena.

E-Sports

CHS Esports is a club that allows students to play a variety of games on a variety of platforms. We have two main seasons- fall and spring. During each season, students will compete from school once a week in their game of choice against students from all over the US. Students compete each season for prizes and scholarship opportunities. Games include but are not limited to: Minecraft, Super Smash Bros, Rocket League, Chess, and NBA 2K. Students can choose to compete in one or both semesters each school year.

Family Career & Community Leaders of America (FCCLA)

FCCLA is a national organization of students who have taken or are taking a course in Family and Consumer Science classes. The mission of FCCLA is to promote personal growth and leadership development through life skills education while focusing on the multiple roles as a family member, wage earner, and community leader. Our goal is to improve personal, family, community and job/career life skills. Both young women and men are members of Family Career & Community Leaders of America. Each year members compete in events in which they are recognized for proficiency and achievement in chapter and individual projects, leadership skills, and occupational preparation. They have the opportunity to compete on the district, state and national level.

Fellowship Of Christian Athletes (FCA)

“Since 1954, the Fellowship of Christian Athletes has been challenging coaches and athletes on the

professional, college, high school, junior high and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. FCA is the largest interdenominational, school-based, Christian sports organization in America. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ." FCA welcomes all students to their weekly meetings.

Future Business Leaders of America (FBLA)

Future Business Leaders of America (FBLA) is a club organization on the local, district, state and national level. FBLA is a bridge from high school to the workplace or college working to improve student's leadership skills as well as some business skills that will transfer to almost any field such as interview skills, and networking. Activities include social events, community service and competitions. Competitions are open to all members and there are over 60 events to choose from including everything from public speaking, accounting, ethics, cybersecurity and so much more. The organization meets twice a month. Any student is welcome to join, they just need to pay the dues. See Mrs. Taylor in G218 or email her at taylor@capetigers.com

GSA

Gay-Straight Alliance (GSA) is a student-run club that brings together LGBTQIA+ and straight students to support each other, provide a safe place to socialize and create a platform to fight for racial, gender, LGBTQIA+, and economic justice. GSA welcomes any and all to join us at our bi-weekly meetings.

Multicultural Club

Multicultural Club is an opportunity for students to discover different cultures that are at CHS. Club members share international recipes, currencies, flags, way of life, ethnic dances, language and other relevant student-led topics. Issues and topics relating to heritage and people are discussed. The club works toward tolerance and understanding of all cultures, and promotes events and themes that foster cultural awareness.

Publications

The Central Light is the literary anthology of Central High School. Central students submit work for publication. Work of the highest quality is selected and compiled into an anthology published in May.

Members of the **Girardot Staff** are responsible for planning and producing the *Girardot* yearbook each year. Students learn how to use PageMaker for desktop publishing. Then, the actual design, layouts, writing and photographing begins. Most of the stories in *Girardot* are written in "feature" style. This type of writing is discussed in depth in Journalism I. If students are unable to take Journalism I class, they may waive this requirement with a high recommendation from their English teacher. Students must also possess organizational skills, an ability to work under the pressure of a deadline and the ability to work with many people. Because this is an extracurricular activity and a class, there will be a few "work nights" throughout the year. Most of these occur at deadline time.

The Central High School Newspaper, **The Tiger**, is published approximately 8 times a year. Every month, staff members work diligently to prepare an award winning paper. The staff also writes the articles for each issue, takes photographs, and design the paper. We also now have a website and social media that the staff manages. In addition to writing, photography and/or design talent, students must possess organizational skills, an ability to work under the pressure of a deadline, and the ability to work with people. Design knowledge is a plus because Adobe InDesign and Canva are used to design the printed pages. Because the newspaper is a co-curricular activity and a class, there are usually two-three layout nights the week the paper is due to the *Southeast Missourian*. *The Tiger* Newspaper is distributed to the subscribers of the *Southeast Missourian*.

Red Dagger/Thespians

Red Dagger is open to all students interested in acting and/or technical aspects of theater. Specific areas of interest for students include: stage makeup, set design and construction, costumes, stage lighting, sound properties, publicity, study of acting, house and stage management. First organized in 1918, Red Dagger is the oldest student organization in existence at Central High School. Its aims were and remain to develop the dramatic ability of its members and to stimulate an interest in all aspects of theater arts.

Robotics

Each year, an exciting engineering challenge is presented in the form of a game. Students, with guidance from their teachers and mentors, build innovative robots and compete year-round. In addition to learning valuable engineering skills, students gain life skills such as teamwork, perseverance, communication, collaboration, project management, and critical thinking. The goal of the CHS Robotics team is to prepare students to become future innovators with an increased interest in STEM subject areas and pursuing STEM-related careers. Participants have access to tens of millions of dollars in college scholarships.

Scholar Bowl Team

Scholar Bowl is an organization for students who enjoy academic competition, who have a broad base of knowledge, and who have quick hands. A team consists of four players (one captain) who respond to toss-up questions by “ringing in” (*Jeopardy!* style.) The team that correctly responds may earn bonus questions. The Scholar Bowl Team competes with area schools in multi-team tournaments throughout most of the academic year. District and sectional tournaments are held in April; the state tournament is held in May. Players may apply at any time during the year. The CHS team (also known as the “Central Intelligence Agency”) has won over a dozen district and sectional championships.

Skills USA

This organization is for students enrolled in skill-training programs at the Career & Technology Center. The purpose of SkillsUSA is to develop leadership and craftsmanship skills through participation in local, district and state activities.

Speech, Debate, Performance and Acting

The Central High School Speech, Debate, Performance and Acting Team is a wonderful club for students who like to speak, argue or perform. The team competes against other local schools in the various areas: prose, storytelling, poetry, radio, original oratory, dramatic interpretation, humorous interpretation, and duet acting. The team also has Cross-Examination Debate teams, Extemporaneous Speaking, Public Forum Debate teams, and Lincoln-Douglas debaters. The speech and debate season is lengthy, running throughout the year with the state competition in Springfield in April. We invite new members to check us out anytime during the season.

Student Senate

Student Senate is the organization for you if you desire to make a difference in your school and community. Student Senate consists of the following:

1. President, Vice-President, Recording Secretary, Corresponding Secretary (these are elected at the end of each school year in an all-school election).
2. Class officers from each grade level and four (4) representatives.

3. At-large members selected through an application process

All members are expected to attend regular scheduled meetings, attend the Southeast District meeting in the fall, work a set number of concessions during winter sports season (fundraising project for organization), attend (and help decorate for) at least one school dance and participate in a fundraising activity for Special Olympics. Active membership requires a minimum 2.5 grade point average (3.0 for executive council members), a total of 30 participation points in the categories listed above and a minimum of 95 % school attendance.

The Student Senate will pursue ideas to improve the school surroundings and other environments, while working closely with the CHS administration to deal with issues deemed important by the student body. All elected and appointed members of CHS Student Senate are expected to fully participate for the good of our school and community.

Teen Library Advisory Group

Mission: The Teen Advisory Group collaborates with the librarian to provide student-perspective about library initiatives and policies. Promote readership for the student body via events, programming, and social media.

Who is included:

1. Students with an intrinsic interest in the success of the library.
2. Students who want to practice marketing and communication skills with a real-world audience.
3. Students who maintain Cs (minimum) in all of their classes and do not need to use academic support for intervention purposes.

THRIVE

Thrive is a club that is dedicated to educating students and community members on the environmental crisis and what they can do to help stop it. It is to raise awareness and act on this awareness through community service and educating oneself and those around them on the problem.

- Learn about environmental issues and our impact through documentaries and discussions
- Brainstorming changes we can make in our daily life
- Learn about sustainability initiatives (composting, soapmaking, etc.)
- Lobby with representatives
- Speak in the community (elementary schools, public library, etc.)
- Pick up trash in certain locations around town

Co-Curricular Activities (Non-Athletic) and Sponsors

Beta Club	Jennifer Criblez Angela Womack
Central Light (Student Creative Magazine)	Julie Stausing
Cheerleading Coaches	Patty Wamble Lisa Booton Drew Ritchie
Color Guard	Patricia Hensley
DECA (Distributive Education Clubs of America)	Sarah Estes
ELeague / ESports	Kyle Morton
FBLA (Future Business Leaders of America)	Theresa Taylor
FCCLA (Family Career and Community Leaders of America)	Lori Vines
Fellowship of Christian Athletes	Scott Sanders
Girardot Yearbook	Hannah Romine
GSA	Stacey Chicora Steven Morton
International Thespian Society	Jen Perez
Jazz Band	Josh LaMar Michael Harrer
Marching Band	Josh LaMar Michael Harrer Billy Keys
Mock Trial	Jennifer Criblez

Model UN	Jennifer Criblez
National Honor Society	Judith Crenshaw Patty Wamble
Orchestra	Andrew Hacey
Pep Band	Billy Keys
Red Dagger	Jen Perez
Robotics	Stacey Chicora
Scholar Bowl Team	Kelly Dupes Wendy ONeal
Speech and Debate	Judith Crenshaw
Student Senate	Nita DuBose Rebecca Kirchner
THRIVE	Jennifer Criblez
Tiger Dance	Jecala Moore
Tiger Newspaper	Molly Myers
Vocal Music	Jake White

CO CURRICULAR TEAMS and COACHES

Athletic Director	Derek Gohn
Baseball	Justin Lieser – Head Coach Tyler Propst – Asst. Coach Cooper Crosnoe – Asst. Coach
Basketball (Women)	Aaron Lee – Head Coach Sommer Perdue – Asst. Coach Garett Pannier – Asst. Coach
Basketball (Men)	Drew Church – Head Coach Mike Church – Asst. Coach Jeff Beck - Asst. Coach James Lane – Asst. Coach Quinn Poythress - Asst. Coach
Cross Country	Collin Sheridan – Head Coach – Asst. Coach Haley Rushin - Asst. Coach
Football	Kent Gibbs – Head Coach Tim McGuire – Asst. Coach Michael Shaddix – Asst. Coach James O’Neal – Asst. Coach Tim Billings – Asst. Coach Rich Payne - Asst. Coach Stephen Hemby – Asst. Coach Trevor Morehead – Asst. Coach Micah Janzow - Asst. Coach Tyler Propst - Asst. Coach Clayton McClard - Asst. Coach Al Young - Asst. Coach
Golf (Men)	Scott Sanders– Head Coach
Golf (Women)	Garett Pannier– Head Coach
Soccer (Men)	Jared Dobbs - Head Coach Duncan Mckinley - Asst. Coach
Soccer (Women)	Duncan McKinley - Head Coach - Asst. Coach

Softball	Jessica Compass – Head Coach Sarah Kitchen – Asst. Coach Brooke Whitledge - Asst. Coach
Swimming (Women and Men)	Dayna Powell – Head Coach Chad Sierman – Asst. Coach
Tennis (Women)	Corie Chuning – Head Coach Megan Gullette – Asst. Coach
Tennis (Men)	Dana Powell – Head Coach
Track (Women and Men)	Collin Sheridan-Head Coach Haley Rushin– Asst. Coach Corie Chuning - Asst. Coach Scott Schweinbold - Asst Coach - Asst. Coach Stephen Hemby - Asst. Coach
Volleyball	Haley Silman – Head Coach Robyn Foote – Asst. Coach Erika Hutchcraft - Asst. Coach
Wrestling	Ryan Leisure – Head Coach Preston Hobeck– Asst. Coach Guthrie Hume – Asst. Coach
Cheerleading	Patti Wamble – Head Coach Lisa Booton– Asst. Coach Drew Ritchie – Asst. Coach
Dance	Jecala Moore - Head Coach

School Staff 2023-2024

Nancy Scheller	Principal
Drew Church	Assistant Principal
Kent Gibbs	Interventionist
Derek Gohn	Athletic Director
Danielle Staple	Assistant Principal
Marty Vines	Assistant Principal
Katy Andersson	A+ Coordinator
Rebecca Allen	English Language Arts
David AuBuchon	English Language Arts
Ben Belanger +	Instrumental Music
Logan Bollinger	World Languages
Lauren Brewer	Special Services / Psych Examiner
Beth Brunkhorst	Counselor
Derek Brunkhorst	English Language Arts
Taylor Bryant	English Language Arts
Adam Cantalupo	Art
Stacey Chicora	Science
Judith Crenshaw +	World Languages
Jennifer Criblez	Social Studies
Jon Daniels	Art
Jared Dobbs	Physical Education / Health
Nita DuBose	Counselor
Kelly Dupes	Science
Kimberly Edwards	English Language Arts
Tyler Essner	Special Services
Julie Fuehne	Special Services
COL Michael Goodin	AFJROTC
Andrew Hacay +	Orchestra
Michael Harrer +	Instrumental Music
Kathy Harris	Positive Pathways
Stephanie Hayes	Librarian
Candice Heider	Social Studies
Patricia Hensley	Special Services
Kelly Henson	Special Services
Katie Hibbitts	Mathematics
James Hitt	Social Studies
Preston Hobeck	Industrial Tech
Duncan McKinley	Special Services
Tiffany Hollis	Social Worker
Veronica Hull	Business Education
Erika Hutchcraft	English Language Arts
Julie Janzow	Counselor
Micah Janzow	Science
Michelle Johnston	Special Services
Greg Jones	English Language Arts
Patricia Jump	Special Services
Billy Keys +	Instrumental Music
Swati Khot	Business Education
Aaron King	Physical Education
Rebecca Kirchner	Science
Viktoria Kisil	ELL
Jameson Kuper	Mathematics
Josh LaMar +	Instrumental Music

Justin Lieser	Physical Education	
Elizabeth Lukefahr	Mathematics	
Wendy Mayberry	Science	
Julie Matthews	Social Studies	
Ellen McAuley	Cottonwood	
Marsha Medlin	Special Services	
Deanna Mirly	Social Studies	
Jacala Moore	Girls Mentor	
Jachin Moore	Boys Mentor	
Kyle Morton	Science	
Mollee Myers	English Language Arts	
Kim Newman	Family and Consumer Science	
Wendy O'Neal	Teacher Mentor	
Quinn Poythress	Mathematics	
Kari Priest	Special Services, Speech and Language	
Brian Probst	Science	
Tyler Propst	Physical Education	
Ashley Radake	Physical Education /Health	
Barbara Randolph	Mathematics	
Angela Rash	Counselor	
Elizabeth Rehg	Special Services	
Shannon Ritter	Mathematics	
Garett Pannier	Special Services	
Jen Perez	Theater	
Hannah Romine	English Language Arts	
Aaron Ross	Special Services	
Kelli Ross	Special Services	
Emily Sandusky	Cottonwood	
Candice Schnurbusch	Special Services	
Scott Schweinbold	Physical Education	
Cheryl Sebaugh	Mathematics	
Sarah Shell	Family and Consumer Science	
Sherri Shirrell	ISS	
Meleia Sides	CCC School Therapist	
Kelley Snider +	Special Services, Speech and Language	
Peggy Starzinger	Special Services	
Julie Stausing	English Language Arts	
Jennifer Stevens	Central Studies	
Nancy Strothmann	College & Career Advisor	
Theresa Taylor	Business Education	
Shamira Ulrich	Spanish	
Crystal Verseman	Science	
Lori Vines	Family and Consumer Science	
Shelly Wallace	Cottonwood	
Adam Walker	Social Studies	
Patty Wamble	Business Education	
Valerie Ward	ELL	
Laniah Webster	Asst. Theater	
Macie Werner	ART	
Jake White	Vocal Music	Alysa
Woodson	Mathematics	
Angela Womack	Social Studies	
Patrick Zamudio	Special Services	

+ Faculty shared with other district buildings

Support Staff

Jackie Ainsworth
Anitra Armbruster
Pam Back
Heather Bartels
Erica Bradshaw
John Coon
Micah Easton
Tom Ellison
Twshaun Flemon
Sarah Guelbert
Laura Jones
Katherine Keirseay
Stacy Klusmeier
Megan Lang
Sandy Smith
Sherry Thomas
Sarah Watson
Rebecca Welker
Terri Wright
Matt Scroggins

Registrar
Administrative Assistant / Athletics
Library Assistant
Head Nurse
Teachers Assistant
Teachers Assistant
Teachers Assistant
Teachers Assistant
Teachers Assistant
Teachers Assistant
Teachers Assistant
Nurse
Administrative Assistant
Office Manager
Administrative Assistant
Teachers Assistant
Administrative Assistant
SRO

Cafeteria Staff

Libby Jansen
Millie Anglin
Robin Graham
Tonya Hull
Jennifer Miner
Cindy McConnell
Johnna Potter
Sharon Lange
Joy Floyd
Celeste Welch
Cassie Wright
Sheila Neighbors

Cafeteria Manager
Cook
Cook
Cook
Cook
Cook
Cook
Cook
Cook
Cook
Cook
Cook

Custodial Staff

David Paterimos
Alvin Ashworth
Lee Blessing
Anthony Nunley
Jordan Charbonneau
Earl Edmond
Doug Patrick
Lee Woodard

Head Custodian
Evening Custodian
Evening Custodian
Evening Custodian
Day Custodian
Day Custodian
Evening Custodian
Evening Custodian



ABC Today 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

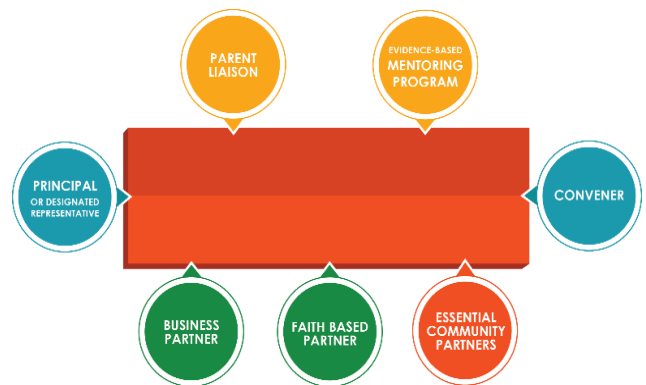
1. Review the ABCs! – ABCData

- 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.



ASSESSMENTS

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.
- 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)

CAP Exams (Central Assessment Program)

A schedule for CAP semester exams will be posted prior to testing dates 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, or prior approval is given by the principal due to critical illness or other extenuating circumstances.

SECOND SEMESTER SENIOR EXAMS

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

Doors open at 6:30 am for all students attending math tutoring (Tiger Den), students not attending tutoring can enter the building at 7:05 am. Students eating breakfast should report to the cafeteria. School begins at 7:35 am and dismisses at 2:45 pm.

Students should not arrive until the doors open and supervision begins. There are early dismissals each Wednesday (2:00 PM) throughout the year for instructional collaboration.

EARLY ARRIVALS

Before school starts, students may go to tutoring if they arrive before 7:05 AM. Any other students arriving will not be allowed in the building until 7:05 AM. Students are reminded not to congregate in the hallways of the academic wing. The early bell at 7:30 AM. will indicate the time when students should finish breakfast and prepare for instruction. A tardy bell rings at 7:35 AM, and students are to be seated in their first period class.

Absences and Tardiness

Please call the school office between 7:00 AM and 7:35 AM when your child is unable to come to school. If you send an email to your child's teacher, please include the building attendance secretary. 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 AM. Students arriving after 7:35 AM are considered to be tardy and should report to the attendance office/main office to receive a tardy pass prior to reporting to class. 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 absenteeism. The district will contact 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 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 attendance 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. This information can be monitored via parent portal using the available online application.

Attendance Awards

Students who work to maintain excellent school attendance will be recognized periodically throughout the school year by building leaders and in collaboration with the ABC Today Network.

BUS INFORMATION

Robinson Transportation (573) 651-5271

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 at (573) 651-5271.

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 unless approved 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 the 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 the maximum 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 and feet off other students.
6. Students shouldn't 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 a chronic discipline problem 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 10 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. Responsible usage of technology is expected of students at Cape Central. Students will be allowed to use cell phones while traveling the hallways, as long as they do not become a hindrance to a positive school culture. If a student abuses this privilege, they may lose all rights to access their cell phone during the school day. Usage of phones in the classroom, restrooms and locker rooms are prohibited in efforts to protect the privacy of others and the academic integrity of courses at CHS. Cell phones are expected to be set to silent during the school day to eliminate disruptions and/or interruptions. Headphones/earbuds are prohibited on all areas of campus except for the commons during breakfast/lunch.

Cell phones may be confiscated by school personnel and held in the office for parent retrieval under the following circumstances:

1. Cyberbullying or Harassment
2. Spreading false information
3. Making Threats
4. Academic Dishonesty
5. Sexting
6. Photographs and or video recording is prohibited at all times
7. Usage in academic areas (classrooms)
8. Usage of cell phones in locker rooms
9. Other forms of inappropriate and illegal behavior

Teachers may permit students to use cell phones / headphones for academic purposes.

First Offense: Warning and cell phone to be picked up by parent/guardian from the main office.

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

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

Fourth and Subsequent Offenses:

•Assigned ISS and/or OSS, ranging 1-180 days. Loss of user privileges and documentation in student discipline records.

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 airwaves 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 instructional class time.*** Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency or if used for instructional purposes.

First Offense:	Warning and cell phone to be picked up by parent/guardian only.
Second Offense:	Cell phone locked in the school office for 5 school days. Parents to pick up after day 5.
Third Offense:	3 days of ISS for student and cell phone locked in the school office for 5 school days. Parents 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.

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. Medical Alert information

COMMUNICATION

Contacting Teachers

Effective communication is the cornerstone of any effective relationship. Your input, your presence, and your participation are welcome in our 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, 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 students assistant principal or the building principal. It may be that the assistant principal or building 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

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 and/or guardians may expect contact from the teacher and/or principal should a conference be missed. Home and school communication is crucial to achieving student success.

CURRICULUM

Curriculum Website

The entire curriculum website can be found at:

https://www.capetigers.com/departments/academic_services/curriculum

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. (Policy IGAEB)

Physical Education

Physical education is required for all high 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 student must dress out for physical education participation, dress code guidelines are designated by the department teachers. This not only enables him or her to perform better but also minimizes accidents.

Sexual Health / Abuse Instruction

The Board of Education recognizes that parents/guardians should be 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 will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction. The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. No district personnel or agents, acting in their official capacities, will encourage any student to have an abortion. In accordance with law, the district will provide trauma-informed, developmentally appropriate training to students in grades 6–12 regarding sexual abuse. (Policy IGAEB)

Trauma Informed-Schools Initiative- Department of Elementary / Secondary Education

The implementation of a trauma-informed approach is an ongoing organizational change process. A “trauma-informed approach” is not a program model that can be implemented and then simply monitored by a fidelity checklist. Rather, it is a profound paradigm shift in knowledge, perspective, attitudes and skills that continues to deepen and unfold over time. Some leaders in the field are beginning to talk about a “continuum” of implementation, where organizations move through stages. The continuum begins with becoming trauma aware and moves to trauma sensitive to responsive to being fully trauma informed.

<https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>

DISCIPLINE AND BEHAVIOR

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.

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 in-school or out of school 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.**

The term “expulsion” is defined as exclusion for an indefinite 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 (10) 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
- Positive Reinforcement for positive citizenship, effort, and improvement
- 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
- 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
- Parent conference including other school staff

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
- Juvenile Referral
- 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
- Long-term suspension for up to 180 school days
- Expulsion

School district policy information pertaining to student discipline can be viewed by following the provided link: <https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=JG&Sch=69&S=69&C=J&RevNo=1.21&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

The CHS code of conduct can be found through the www.capetigers.com website by selecting the high school webpage.

BULLYING/CYBERBULLYING

<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=69&Sch=69>

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

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.



DISTRICT SUICIDE PLAN

Please click the link below to access our district Suicide Plan:

https://drive.google.com/file/d/16lRzAXnKMOT2rbhEyBMMYrjN1QSAv6a/view?usp=sharing_eil&ts=5f11f0be

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 a failure to return without receiving proper permission and signing in/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. 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 other than school hours if at all possible. If your child must leave school early, please contact the school with information pertaining to 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 list by contacting the building principal and providing a *daytime phone*/email address. This list is used to inform parents of emergency situations including early school closings.

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.

- 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

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests. When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the criteria listed in Policy JFCA the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, as long as it is worn in a manner that does not promote disruptive behavior.

The dress code policy does not impose dress and grooming rules based on gender that would be in violation of Title IX. Where a bona fide religious belief or health need of a student conflicts with the district's dress code, reasonable accommodations may be requested for approval by the building principal. If a student cannot meet the dress requirements of this policy due to the family's financial condition, the parent or guardian should contact the building principal. The district will refer families to organizations that may assist.

Student Dress Code Guidelines for High School 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.
- Entire face must 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).
- Clothing must have appropriate language and may not contain words or graphics referring to drugs, alcohol or sex.

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.

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 mid thigh)

Please note:

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

Prohibited:

- Sagging 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.
- Spiked accessories or chains (including those attached to wallets or belt loops)
- Sunglasses
- Blankets

Dress Code Discipline Procedures

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.

Dress Code Violations:

First Violation – 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 placed in ISS or retained from class. A discipline letter will be sent home documenting the violation.

Second Violation – 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 placed in ISS or retained from class. A letter will be sent home documenting the violation. Students will be assigned one after-school detention.

Third Violation – 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 placed in ISS or retained from class. A letter will be sent home documenting the violation. Students will be assigned two after-school detentions and a conference with the parent or guardian will be required to discuss continued violations.

Fourth Violation – 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

placed in ISS or retained from class. A letter will be sent home documenting the violation. Students will be assigned three days In School Suspension.

Continued violations will result in more severe disciplinary action as deemed necessary.

Dress Down Days

At the 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.
- If button down shirts are worn, 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 field-trips 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, tornadoes, 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 situation 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 gunman 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

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. All meals served in our buildings 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.

Menus are posted on the district website: https://www.capetigers.com/departments/nutrition_services/schoolmenus, information is also shared daily through student announcements.

Parents/students should pay for their extras (any food purchased in addition to the free plate lunch) in advance, either monthly or weekly. Parents should send payment (cash or check) in an envelope with the child's or children's name(s) on the outside which may be placed in the deposit box outside the cafeteria. 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.

CHS Guidelines

Cape Central High School Tiger Cafe 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. The Tiger Café uses a computerized cashiering 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.

Trays, dishes, and litter should be placed in designated areas after a student finishes lunch. However, students may have water in bottles. Faculty and staff have the right to exclude any food and or drink from their respective classrooms.

Food Guidelines

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. **Delivery items from outside commercial restaurants will not be accepted by the main office of Central High School. These items will be held until the end of the school day or disposed of if the student chooses not to have the office hold them.**

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

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.

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/Dual Credit & AP

	Reg	Honors/Dual Credit (+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

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 or screenshotting tests or homework answers, copying written material and presenting it as one's own, and letting another student copy one's work, or giving another student access to work or files. Any use of an electronic translator such as, but not limited to Google Translate or Babel translate, on assignments, projects, or assessments in World Language classes is also considered academic dishonesty.

Students involved in cheating on tests, homework assignments, research papers, 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 .67 additional grade points to the total grade points accumulated at the end of each semester for each AP class taken. Honors/Dual Credit courses are weighted by adding .33 additional grade points to the total points accumulated at the end of each semester for each honors/dual credit course 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.

SCHOOL COUNSELING

The school counseling program is an integral part of the total educational process. The program provides for the individual needs of the students by helping them develop to their fullest potential. Students develop emotionally, socially, and educationally. The school counseling 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. Individual counseling is available to all students as deemed necessary. Students, teachers, principals, or parents/guardians can initiate individual counseling.

Counselors are also available to assist students with career planning, academic advising and scheduling, vocational decision-making and post-secondary planning. Students in grades 9–12 work 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:

- Mrs. Julie Janzow (A-E)
- Ms. Nita DuBose (F-L)
- Mrs. Beth Brunkhorst (M-R)
- Mrs. 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 school counseling 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 publication that lists scholarships, college entrance testing dates, and college representatives visit dates.

Registration for the SAT and ACT is available throughout the year in the school counselor's office. ACT testing is conducted at Southeast Missouri State University and Notre Dame High School. CGPS provides a free ACT test to all high school juniors which will be administered at Central High School in the spring semester. 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.

2023-2024 ACT Test Dates:

ACT Test Dates	Registration Deadline	Late Registration Deadline
September 9, 2023	August 4, 2023	August 18, 2023
October 28, 2023	September 22, 2023	October 6, 2023
December 9, 2023	November 3, 2023	November 16, 2023
February 10, 2024	January 5, 2023	January 19, 2023
April 13, 2024	March 8, 2024	March 22, 2024
June 8, 2024	May 3, 2024	May 17, 2024

July 13, 2024	June 7, 2024	June 21, 2024
---------------	--------------	---------------

*See the school counselor's office for more information.

2023-2024 SAT Test Dates:

<https://collegereadiness.collegeboard.org/sat/register/dates-deadlines>

*See the school counselor's 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
- VII. Associates Degree

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 school counselor's office. This form, along with documentation from the institution, must be returned to the attendance office the first day back at CHS.

ACADEMIC LETTERS

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

GRADUATION REQUIREMENTS (Grades 9-12)

The state minimum high school graduation requirements comprise 24 units of credit that must be earned prior to graduation. The requirements are stated in terms of the number of units of credit that must be earned in each of several subject areas. To earn one unit of credit, a student must meet all the course requirements and earn a passing grade in a course.

<https://dese.mo.gov/quality-schools/graduation-requirements-how-many-credits-does-student-need-graduate-0>

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 100 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.

Dental Appointments

Parents are encouraged to schedule doctor/dental appointments outside of the school day to protect the learning time.

Over-the-Counter Medications

The district may administer over-the-counter medication to a student if the district has received permission to do so from the parent/guardian. Over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications

The district may administer prescription medication to a student if the district has received permission to do so from the parent/guardian and appropriate direction on how the medication is to be administered. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Medications District Personnel Will Not Administer

Unless required by law to administer a medication to accommodate a disability, nurses who question the necessity of administering a particular medication during the school day may, after consultation with the superintendent or designee, require a written directive by the student's healthcare provider that states why the medication must be administered at school. The district may also refuse to administer any medication for other reasons listed in this policy. The district will not administer any medication that is not regulated by the U.S. Food and Drug Administration.

The district may refuse to administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text unless the district has verified the dosage with the prescriber. Except for the medications that are used only in an emergency situation, the district will not knowingly administer the first dose of any medication. The district expects parents/guardians to administer medications at home or by coming to the school to administer the medications themselves when possible.

Staff, students and all other individuals are prohibited from possessing or administering any medication that is illegal pursuant to state or federal law on district grounds, on district transportation or during district activities. The superintendent or designee is authorized to obtain a legal opinion from the district's attorney when there is a question regarding the legality of administering any medication.

Medical Marijuana and Cannabidiol (CBD) Oil

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.

In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy.

When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication.

Student Possession and Self-Administration of Medications

The district prohibits students from possessing or self-administering medications unless the student is allowed by law to do so and has been given permission in accordance with this section.

A student with an IEP or Section 504 plan may possess and self-administer medications in accordance with the IEP or Section 504 plan. Students who do not have an IEP or Section 504 plan may possess and self-administer medications in accordance with 1) or 2) below:

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 a 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	Visión

All new students entering the district will be screened as well as those students at the request of the parent or teacher. Parents and guardians 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.

Immunizations

According to the 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. Deena Ring 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 a tool to be used for learning and practice. All late work must be completed and turned in prior to the assessment date for the given unit to receive credit. Teachers may deduct up to 30% for late work.

HONOR ROLL POLICY

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 the Honor Roll.) A cumulative GPA of 3.67 or higher with no grade below a C qualifies for A-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.

MO HealthNet for Kids

The MO HealthNet for Kids provides medical care for children under 19 years of age whose family income falls within certain guidelines. More information can be found at:

<https://mydss.mo.gov/healthcare/mohealthnet-for-kids>

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 reevaluation 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 awards received, and most recent previous educational 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)

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.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) applies to the programs and activities of a state education agency (SEA), local education agency (LEA), or other recipient of funds under any program funded by the U.S. Department of Education. It governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program). Reference district policies (JHC, JHDA, KI).

Student Records Release Notice

Disclosure of information from a student's education records will be made only with the written consent of the parent or eligible student, subject to the following exceptions. The district may disclose education record information without consent in accordance with law, including when the disclosure is: To school officials who have a legitimate educational interest in the records. To officials of another school in which a student is enrolled or seeks or intends to enroll as long as the disclosure is for purposes related to the enrollment or transfer. Directory information. If the district annually notifies parents and eligible students that directory information may be released without prior written consent and gives parents and eligible students the opportunity to notify the district in writing that they do not want the information released, the district may release directory information without prior consent. To military recruiters or institutions of higher education that have requested the names, addresses and telephone listings of secondary school students. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. To organizations conducting studies for or on behalf of the district or other educational agencies or institutions to develop, validate or administer predictive tests, administer student aid programs or improve instruction if the legal requirements for disclosure are met. To state and local authorities, when allowed by state statute, if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed may be required to certify in writing that the information will not be disclosed to any other party except as allowed by law or with the written consent of the parent. To accrediting organizations to carry out their accrediting functions. To parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1986. To parents of a student who is not an eligible student unless a court order, statute or legally binding document relating to divorce, separation or custody prohibits the release of the record. To the student. To comply with a judicial order or a lawfully issued subpoena. Unless otherwise ordered, and except in cases where a parent is a party to a court proceeding involving child abuse or neglect or dependency matters and the order or subpoena is issued in the context of that proceeding, the district will make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. In connection with a student's request for or receipt

of financial aid to determine the eligibility, amount or conditions of the financial aid or to enforce the terms and conditions of the aid. To authorized representatives of the comptroller general of the United States, the attorney general of the United States, the secretary of the U.S. Department of Education or state and local education authorities in connection with an audit or evaluation of federally or state-supported education programs or for the enforcement of or compliance with federal legal requirements relating to these programs. To appropriate parties when there is an articulable and significant threat to the health or safety of a student or other persons. The nature of the threat and the persons to whom the information was disclosed must be recorded. To an agency, caseworker or other representative of a state or local child welfare agency or tribal organization who has a right to access the student's case plan, as determined by the state or tribal organization, when such agency or organization is legally responsible for the care and protection of the student. This disclosure is limited to student records or information from those records used for the purpose of addressing the student's education needs. To other persons authorized to receive education records pursuant to FERPA and 34 C.F.R., Part 99, or other applicable laws.

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 teacher's manuals, films, tapes or other supplementary material, that 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 parents.
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 have 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 programs.

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 non-emergency, 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)

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 weapons 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 electronics, toys, 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.** The school district is not liable for stolen property (including cell phones) that are not properly secured on school grounds.

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 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 visitor 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 a 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

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. School administrators may search a student's person and/or property while on campus, without prior parent permission, if there is reasonable suspicion of a threat to the school community. 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.
- The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
- Additional searches of bags, purses, coats, electronic devices, and other personal possessions and vehicles in accordance with law. (4th Amendment of the U.S. Constitution, Policy JFG)

SPECIAL EDUCATION

Special Education Services

Cape Girardeau Public Schools provides a full range of special education services for students 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, Intellectual Disability, Vision and Hearing Impairments, Physical Impairments, Emotional Disorders, and Other Health Impairments.

Additional non-handicapped services are available for students which include English learners, counseling, and tutoring.

Programs for Homeless/Migrant/English 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 the 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 learners, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English learners (EL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels. (Policy IGBH, IGBCA, IGBCB)

TECHNOLOGY

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 the 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 email.

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 cell phones during the regular school day in the academic areas of the school. Cell phones should be set to silent and put away while in the hallways, locker rooms, and classrooms. 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 virtually 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 generally 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 email. Parents or legal guardians may gain access to their student's email 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 a systems administrator.

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 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 IDs or passwords, or log onto the system as the systems administrator. Any security concern must be reported to the principal, teacher/supervisor, or a systems administrator.

7. **Privacy:** It is advised that students not reveal personal information, such as home address, phone numbers, passwords, credit card numbers or social security number, 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 as a result of delays, non-deliveries, mis-delivery, 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.

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 Neil Glass, 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 children 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

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 nonprofessional 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.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

DISCRIMINATION/GRIEVANCE PROCEDURES

The Cape Girardeau Public School System does not discriminate, either in employment or in its offerings for students, on the basis of 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 a complaint shall forward the 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 Deputy Superintendent as the Title IX coordinator is Mandy Keys, 301 N. Clark Avenue, Cape Girardeau, Missouri 63701, and telephone (573) 335-1867.

The Deputy Superintendent as Compliance Officer is Mr. Josh Crowell , 301 N. Clark Avenue, Cape Girardeau, Missouri 63701, and telephone (573) 335-1867.

The Director for 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.

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: Policy KL, KL-AP. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to

resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

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 awards 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 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)

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.

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 please visit their website online.

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 is 2.9).

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.

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."

Cape Girardeau School District

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.

=====

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, 2022. **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

POLICIES



You may go to www.capetigers.com and click on “District Info” to review the district policy manual: https://simbli.eboardsolutions.com/SB_ePolicy/SB_Policy_Overview.aspx?S=69&Sch=69.

If you would like a personal copy of any policy, please notify your school office and one will be provided for you.

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 virtually 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 a 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 generally 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 email. Parents or legal guardians may gain access to their student's email 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 a systems administrator.

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 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 IDs or passwords, or log onto the system as the systems administrator. Any security concern must be reported to the principal, teacher/supervisor, or a systems administrator.

7. **Privacy:** It is advised that students not reveal personal information, such as home address, phone numbers, passwords, credit card numbers or social security number, 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 as a result of delays, non-deliveries, mis-delivery, 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.

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.

Acceptable Use Agreement Signature Page

I have read the 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 the 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: _____

**CAPE GIRARDEAU SCHOOL DISTRICT
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/guardian 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 the school office for 5 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.

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 _____