



CAPE GIRARDEAU
PUBLIC SCHOOLS

Franklin

Family-Student Handbook

2024-2025

1550 Themis, Cape Girardeau, MO 63701

Phone (573) 335-5456 · Fax (573)334-1140

<https://franklin.capetigers.com>

DESE Updates:

[Parent Right to Know](#)

[Federal Programs - Every Student Succeeds Act](#)

This handbook is meant to be a general guide to the procedures and rules of the Cape Girardeau School District. Each school has specific rules and procedures for the same information found in this guide. The District Handbook is located on capetigers.com under [district information](#). During the year your school will send home announcements about activities, programs, important calendar dates and general newsletters.

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Welcome Letter

Dear Families of Franklin Elementary School,

We wish to welcome you to another extraordinary school year at Franklin Elementary! For those families returning to Franklin we welcome you back. For our new families, we want to welcome you to not only our school, but our Franklin Family.

Our school is a family of educators who strive to engage and inspire each child every day. We honor kids' individual strengths and personalities, encouraging them to use their unique qualities to contribute to our school culture. We want to prepare kids to be knowledge seekers, lifelong learners, and to keep their childlike creative curiosity into adulthood. We honor the voice of children, for they can teach us so much about what they need in order to be successful.

Your child will learn valuable social skills at Franklin Elementary and parental engagement is crucial for student success. The core focus will be centered around safety, respect, and responsibility. We believe for students to perform at their maximum performance, it takes all of us to be onboard.

Be Safe

Be Respectful

Be Responsible

Be Kind

We encourage you to become involved in your child's educational journey throughout their time at Franklin. Please consider joining our Parent Teacher Association (PTA) where you can get plugged into our school and learn how you can contribute, volunteer to greet students in the mornings, read to students, help in classrooms, and much more!

Communication is extremely important and we want to provide as many opportunities to our families as possible. Join our Facebook Page "**Cape Franklin Elementary**" and **your child's Thrillshare Room**. Your child will be bringing home information about **Rooms** for you to join. This platform will allow you to communicate directly with your child's teacher and for your child's teacher to communicate with you.

We want to personally express how extremely excited we are to begin our new adventure this year. We look forward to building relationships, celebrating student successes, and learning and growing together. Please don't hesitate to contact me. I can be reached via email: deanr@capetigers.com or phone: 573-335-5456.

Roanne Dean
Franklin Elementary Principal

Franklin's Mission:

Franklin Elementary is an innovative school committed to the success of ALL!

Franklin's Vision:

Franklin Elementary will be a place where our families and community have a sense of belonging. The needs of the whole child will be met as we prepare every student to be a lifelong learner, rooted in creativity and critical thinking.

Franklin's Collective Commitments:

1. Staff will implement Boys Town Social Skills, Trauma Informed Practices, and Restorative Practices.
2. The RTI process will incorporate using SMART goals to differentiate instruction and celebrate success.
3. Teachers will set and celebrate classroom academic and behavior goals.
4. Teachers will communicate with families on a weekly basis about student behaviors and academic progress.
5. Staff will involve community members in school-wide events and the learning process.
6. Staff will build relationships with students practicing and modeling behaviors and social skills.

CAPE GIRARDEAU DISTRICT #63 MISSION, VISION, AND COLLECTIVE COMMITMENTS

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.
- Promote community involvement in our schools.

Opportunity for Parent Involvement

Student: _____ Grade: _____ Teacher: _____
Parent/Guardian: _____ Phone Number: _____

We believe the parents in our school community possess a great many talents and skills that would be of benefit to our students. We would like to invite you to become involved in our classroom and school wide activities during the school year. To help us identify what special interests or skills you might have that would be helpful, please complete this survey and return to your child's teacher. If you are willing to help in any fashion, we will contact you later to determine your availability.

_____ Supervise Field Trips

_____ Create a bulletin board

_____ Make copies

_____ Assist w/ School Pictures

_____ Make Copies

_____ Reading to class: Morning/ Afternoon

_____ Reading to students: Morning/ Afternoon

_____ Fall, Winter, and Valentine Parties

_____ Assist w/ Music Concerts: Grade level _____

_____ Assist w/ Spring Pictures

_____ End of Year Picnics

_____ Assist in classroom or lunchroom

_____ Help cutting out patterns and/or materials for the teacher

_____ Help during drop off/pick up: AM/PM

_____ Teach a hobby or skill (Describe) _____

_____ Other: _____

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 of Academic Services: Mr. James Russell russellj@capetigers.com

Assistant Superintendent of Student Services: Mrs. Mandy Keys keysm@capetigers.com

Assistant Superintendent of Facilities Management: Mr. Josh Crowell crowellj@capetigers.com

Chief Financial Officer: Mrs. Lindsey Dudek dudekl@capetigers.com

Director of Food Services: Ms. Dana McClard mcclardd@capetigers.com

Agencies/Programs

Adult Education/GED 334-3669 Becky Atwood, Director 409 N. Clark

CGPS Foundation Office 651-0555 Amy McDonald, Director 301 N. Clark

Educare 651-9171 Amy Loomis-McDonald, Director 301 N. Clark (2nd floor)

Parents as Teachers 651-3703 Stephanie Ellinger, Director 301 N. Clark (2nd floor)

Franklin Elementary School

1550 Themis Street Cape Girardeau, MO 63701

Phone: (573) 335-5456

Fax: (573) 334-1140

2024-2025

8/15	Back-to-School Night (5:00-6:30 PM)
8/20	First Day of School
9/2	NO SCHOOL - Labor Day
10/16	Cheekwood School Pictures
10/17	NO SCHOOL - Parent/Teacher Conferences (11:00-6:30)
10/18	NO SCHOOL - Fall Break
11/1	NO SCHOOL - Professional Development Day
11/7	Music Concert- 3rd/4th Grade
11/14	Green Bear Presentation
11/21	Music Concert- 1st/2nd Grade
11/26	Picture Retake Day (Cheekwood)
11/27-11/29	NO SCHOOL - Thanksgiving Break
12/20	NOON DISMISSAL (Christmas Break Begins)
12/21-1/5	NO SCHOOL - Christmas Break
1/6	NO SCHOOL - Teacher Workday
1/17	NO SCHOOL - Professional Development Day
1/20	NO SCHOOL - Martin Luther King Day
2/13	NO SCHOOL - Parent/Teacher Conferences (11:00-6:30)
2/14	NO SCHOOL - Professional Development Day
2/17	NO SCHOOL - Presidents' Day
2/18	Cheekwood Spring Pictures
3/20	Music Concert- Kindergarten
3/21	NO SCHOOL - Professional Development Day
4/17-4/22	NO SCHOOL - Spring Break
5/21	Last Day of School (NOON DISMISSAL)

Early Dismissal Every Wednesday at 2:30 pm

Franklin Elementary School

School Staff

2024-2025

Roanne Dean – Principal
Carisa Sullinger – Admin. Assistant
Julie Pastrick – Nurse
Jamie Howard – Behavior Interventionist
Kiana Sanders – Counselor
Michele Beard – Psych Examiner
Jamie Blattel – Kindergarten
Lori Huey – Kindergarten
Alexandra Myers – Kindergarten
Katelyn Bauwens – First Grade
Ashley Coonce – First Grade
Allyson Lindberg – First Grade
Piccola Burcham – Second Grade
Dana Carlisle – Second Grade
Mary Rumbo – Second Grade
McKayla Allen – Third Grade
Mackenzie Cannon – Third Grade
Christi Fryman – Third Grade
Taylor Glueck – Fourth Grade
Anna Hunter – Fourth Grade
Cassandra Nanney – Fourth Grade
Tracy Fetterhoff – Library/Media
Sara Harrer – Music

Rebecca Ramdial – Art
Haley Rushin – PE
Teresa Givens – Title 1 Reading
Loria Laramore – Title 1 Reading
Sabrina Shaffer – Title 1 Reading
Shelby Evans – Gifted
Sara Hemingway – Speech
Sarah Melchert – EL
Taylor Ainsworth – SPED
Jennifer McGill – SPED
Dawnisha Bell – SPED TA
Henrietta Dennis – Title 1 Math TA
Bekah Garner – Kindergarten TA
Julie Kern – SPED TA
Kiana Khedoo – SPED TA
Christy Miller – SPED TA
Annie Ren – Library TA
Reese Villagrana – SPED TA
Keith Brennecke – Head Custodian
Samantha Ruebel – Cafeteria Manager
Tosha Erlbacher – Cafeteria
Jon Freeman – Cafeteria
Felice Patton – Cafeteria

Franklin Daily School Schedule 2024-2025

7:30 am: Doors open and students report to the cafeteria

7:45 am: Students dismissed from cafeteria to gym

8:00 am: Breakfast ends and morning assembly begins

8:15 am: Tardy Bell rings

Lunch	
11:00-11:20	1st Grade
11:25-11:45	3rd Grade
11:30-11:50	4th Grade
11:55-12:15	2nd Grade
12:05-12:25	Kindergarten

3:20 pm Dismissal

Early Dismissal at 2:30pm every Wednesday for collaboration

December 20th & May 21st:

Early dismissal at noon

2024-2025 Franklin Encore Schedule

8:40-9:40 4th Grade	Art	Carlisle	Allen		Encore Collaboration	Encore Rotations/ Make up Days
	Media	Nanney	Hunter	Glueck		
	Music	Glueck/ Hunter	Glueck/ Nanney	Hunter/Nanney		
	PE					
9:40-10:40 2nd Grade	Art	Burcham		Coonce	Glueck	
	Media		Rumbo	Burcham	Carlisle	
	Music		Burcham/ Carlisle	Carlisle/ Rumbo	Burcham/ Rumbo	
	PE					
12:10-1:10 3rd Grade	Art		Cannon	Runzi	Nanney	
	Media	Cannon		Allen	Fryman	
	Music	Allen/ Fryman		Fryman/ Cannon	Allen/ Cannon	
	PE					
1:10-2:10 1st Grade	Art	Myers	Fryman	Lindberg	Hunter	
	Media	Coonce	Lindberg	Myers	Runzi	
	Music	Lindberg/ Runzi	Coonce/ Runzi	Huey/ Blattel	Lindberg/ Coonce	
	PE					
2:10-3:10 Kindergarten	Art	Rumbo	Huey		Blattel	
	Media	Huey	Blattel			
2:10-2:40	PE	Blattel	Myers		Myers/ Huey	
2:40-3:10	Music					



Student Dress Code Guidelines for Elementary Schools

Policy JFCA

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

ABC Today

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

The ABCToday Process

1. Review the ABCs! – ABCData

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

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

2. Bring the Community together! – ABCNetwork

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

3. Get to work! – ABCCycle

The Network's work begins with celebrating students' successes.

Next, principals and internal staff provide more information on

where the Network can support students. Finally, the Network

develops a plan to help the school.



ASSESSMENTS - [POLICY II](#)

Standardized Tests

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

- The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).
- The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic 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.

District Testing Schedule

TEST	
ACCESS (Assessing Comprehension and Communication in English State-to-State)	Administered to students and given to learners and given to progress in learning
Achieve3000	Non-fiction reading
ACT (American College Test)	Achievement test in mathematics, reading, general educational readiness.
AP Tests (Advanced Placement)	Provides students with of achievement in c
ASVAB (Armed Services Vocational Aptitude Battery)	Vocational aptitude
Constitution Exam	State required

DIAL-4 (Developmental Indicators for the Assessment of Learning-4)	Screeners in areas of motor, cognitive, achievement, speech/language, social.
Early Childhood Special Education Screening Imagine Learning/Galileo Joliet MAP-A (Missouri Assessment Program -Alternative) MAP (Missouri Assessment Program) Grade Level Assessments MAP (Missouri Assessment Program) End of Course Exams Missouri Connections Test Missouri Student Needs Survey	Ages and Stages Questionnaire assesses communication, gross motor, fine motor, problem solving, and social skills for possible delays. On-line diagnostic assessment that identifies students' instructional needs in reading and math. Screeners in areas of language (syntax, semantics, morphology, pragmatics, articulation, fluency). Assesses special needs students' mastery in areas of communication arts and mathematics. English Language Arts Math Science Algebra I, English II, Biology, Government Assesses vocational interests, skills and aptitudes. Identify student needs for guidance curriculum assessment. Required administration every two years.
COG-AT	Measuring abilities across the symbol system. These are most highly correlated with fluid reasoning, problem solving, and success in school. Measures in Verbal, Quantitative, and Nonverbal reasoning.

	Screeners for the Gifted Program.		
PSAT (Preliminary Scholastic Aptitude Test)	National Merit Scholarship qualification test.	10, 11	10/13/2021
SAT (Scholastic Aptitude Test)	The SAT Reasoning test assesses achievement in the areas of critical reading, math and writing.	10-12	8/28/21 10/2/21 11/6/21 12/4/21 3/12/22 5/7/22 6/4/22
W-APT (WIDA-ACCESS Placement Test)	Screening test administered to incoming students who may be designated as English Lang. Learners	K-12	On-going
WorkKeys (Applied Math, Reading for Information, and Locating Information)	Details skills needed to perform effectively in the workplace.	12	Spring
WorkKeys Readiness Screening Instrument	Details skills that are needed to perform effectively in the workplace. (students enrolled at CTC)	11	September
USA TestPrep	Provides state-aligned curriculum benchmarks to support student achievement on MAP and EOC.	5-12	September, November, December, March

OVERVIEW OF ELEMENTARY PROGRAMS

Parents as Teachers (PAT)

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

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

Early Childhood Special Education (ECSE)

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

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

Kindergarten

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

Elementary Instruction Grades 1 through 4

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

Library Services (LRC)

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

ATTENDANCE AND ABSENTEEISM

School Hours

Elementary doors open at 7:30am with school beginning at 8:15am. School dismisses at 3:20pm. Students should not arrive until the doors open and supervision begins. Students should report to the cafeteria. There are early dismissals each Wednesday throughout the year for instructional collaboration. Dismissal time for those days are elementary 2:30 pm.

Absences and Tardiness

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

Punctual attendance means being at school at the required time each morning. A student who is frequently tardy interferes with the learning of classmates. Being punctual is also a part of learning to be responsible. The school day begins promptly at 8:15 for Elementary. Students arriving after 8:15 am are considered to be tardy. If you are dropping off your child please allow the student time to walk from the car to their classroom.

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

Attendance Policy/Procedures

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

Students in grades K – 6 should have no more than TEN (10) absences in one school year. Students in grades 7 – 12 should have no more than FIVE (5) absences per semester. Absences for which we have received medical documentation from a physician, a dentist, or written documentation from the district's school nurse which specifically accounts for the hours or days absent will be recorded as excused absences. If you have not supplied the school office with the appropriate medical excuse, we encourage you to do so within five days of receipt of the letter.

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

BUS INFORMATION

Eligibility

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

Bus Rules

Riding the school bus is a privilege, not a right. The building administrator may suspend students from riding the bus for a minimum of one to ten days. Suspension of over 10 days will be by the superintendent or his designee. Students are asked to adhere to the following rules to maintain their bus riding privileges:

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

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

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

Step 2 – If misbehavior continues, the principal has the authority to suspend the student from riding the bus to and from school for up to 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.

CHANGE OF ADDRESS OR PHONE NUMBERS

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

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

Student Cell Phone Notification and Procedure

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

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

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

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

Parent Cell Phone/Electronic Devices Acknowledgment and Signature Form

Student's Name _____ Grade _____

Teacher's Name _____

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

Parent's Signature _____ Date _____

COMMUNICATION

Contacting Teachers

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

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

Parent/Teacher Conferences

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

CURRICULUM

Curriculum Website

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

Human Sexuality Instruction

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

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

The health curriculum participation form can be found on the district website under "Curriculum &

Assessment” (Health/Physical Education) as well as the building administrator’s office.

Physical Education

Physical education is required for all elementary school students. If a student’s participation has some limitations, this should be indicated with a written note from a doctor. Students who may not be able to participate in P.E. due to a temporary illness or injury should present verification from a physician stating such. Every child needs to wear a pair of tennis shoes in order to be able to participate in P.E. This not only enables him or her to perform better but also gives them better traction on the gym floor to minimize accidents.

Current Textbooks

Cape Girardeau School District Current Textbooks Grades K-8				
Subject	Grade	Book Title: Publisher	Copyright	Adopti
English Language Arts	K-2	SuperKids: Zaner Bloser	2015/ 2017	on 2021
	3-6	Into Reading: Houghton Mifflin Harcourt	2020	2021
Social Studies	K	Let’s Find Out, Read-alouds: Scholastic, various	na	2015

1	2	Communities & Networks-Who we Are as Americans: Scholastic News: Scholastic	2015	2015
	3	Communities & Networks-US	na	2015
	4	Missouri History: McGraw Hill	2007/2009	2015
	K-3	Exploring Science: National Geographic/Cengage	2015	2016

Science

	4-5	Science Fusion: Houghton Mifflin Harcourt	2017	2016
Mathematics	K-5	Math in Focus: Houghton Mifflin Harcourt	2015	2014

Art	K-6	Multiple resources: N/A	N/A	2009
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Music	K-4	Multiple resources: N/A	N/A	2009

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 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 infinite period. *Procedures that should be followed to suspend a student differ from those that are required to expel a student. A principal may suspend a student for up to ten (1) school days. A superintendent may suspend a student for up to one hundred eighty (180) school days.*

Principal's Suspension

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

LIST OF INTERVENTIONS

Teachers and administrators may use a variety of interventions to help the student interact in a socially appropriate manner and succeed academically. These may include but are not limited to: • Teach expectations at the beginning of the year and review on an ongoing basis • Behavior goals

- Academic goals
- Verbal praise for appropriate behavior
- Recognition for appropriate behavior
- Incentive plans for appropriate behavior
- Citizenship, effort, and improvement recognition
- Positive telephone call/note home
- Conference with student
- Redirection for inappropriate behavior
- Preferential seating
- Refocus area in the classroom

- Refocus area outside of the classroom
- Student behavior reflection time
- Extra time for assignments
- Parent phone call
- Counselor contact
- Conflict mediation
- Social worker contact
- School Resource Officer (SRO) contact
- Behavior contract/goals
- Academic contract/goals
- Weekly progress report
- Parent conference including other school staff
- Mid-Quarter Reports
- Monitor time and location of offenses

LIST OF CONSEQUENCES

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

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

BULLYING/CYBERBULLYING Policy JCF

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

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

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



DISMISSAL PROCEDURES

Student Dismissal Precautions

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

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

Signing Out During School Hours

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

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

School Closing for Weather, Inc.

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

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

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

If it is necessary to dismiss early, we will use the following dismissal times:

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

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

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

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

EMERGENCY PLANS AND SAFETY DRILLS

Emergency Preparedness

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

Emergency Drills

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

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

It is imperative that students learn the importance of listening to the person in charge during all drill situations so this will become "second nature" should an actual emergency 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 ALLERGIES

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

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

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

Breakfast

Breakfast will be offered at NO CHARGE to all students at all grade levels.

Lunch

Lunches will be offered at NO CHARGE to all students at all grade levels.

Students are still able to purchase extra milk if they have a positive balance on their account. Parents can send payment (cash or check) for these items in an envelope with the child's or children's name(s) on the outside which may be sent to the child's teacher or placed in the collection box outside the office. Pre-printed envelopes are available at the school office. 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.

Cafeteria/Commons Rules

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

Distribution of Non-Commercial Foods

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

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

3rd & 4th Grade Grading Scale

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

HONOR ROLL POLICY (ELEMENTARY)

1. Honor roll shall include grades three through six.

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

4.0 C+ 2.33 D- 0.67

A- 3.67 C 2.0 F 0

B+ 3.33 C- 1.67

B 3.0 D+ 1.33

B- 2.67 D 1.0

5. If a student attains a 3.0 average, he/she will achieve the "B" Honor Roll. If he/she attains a 3.67 average, he/she will achieve the "A" Honor Roll. No rounding of numbers is involved in calculation. **A C- in a core subject will exclude a student from Honor Roll.**
6. Physical education, art, music, media, work habit, and conduct grades will not be considered.

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

E – Exceeds grade level expectations

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

M – Meets grade level expectations

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

I – Is developing toward grade level expectations

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

N – Not meeting grade level expectations

Student demonstrates skill development below grade level

*** Indicates a modified grade**

X – Indicates a concept has not been assessed

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

1 – exhibits appropriate behavior

2 – making progress

3 – needs improvement

Statement of Academic Honesty

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

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

Weighted Grades

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

GUIDANCE AND COUNSELING

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

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

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.

Doctor/Dental Appointments'

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

Medication Administration Policy JHCD

The district prohibits students from possessing or self-administering medications while on district grounds, district transportation, or district events/activities unless the student is allowed by law to do so and has been given permission in accordance with school policy. The administering of medication during school hours shall be restricted to necessary medication that cannot be given on an alternative schedule. The school district is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an Individualized Education Program (IEP).

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.

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

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

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

Inhalers: PreK-6th grades-Inhalers are kept in the nurse's office and require a signed medication permission form by parent/guardian.

Emergency Medications: If an individual student requires a prefilled epinephrine auto syringe, naloxone or asthma-related rescue medications at school to treat a serious or life-threatening reaction or episode, the medication must be provided by the parent/guardian and the student's physician or other authorized prescriber. These medications will be administered only in accordance with written protocols provided by an authorized prescriber and will be kept in the nurse's office. They will be administered by the school nurse or another school employee trained and supervised by the nurse, unless the student has fulfilled all the conditions listed above for self-administering epinephrine or asthma-related rescue medications.

Screenings

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

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

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

District-Sponsored Preschool, Daycare Centers and Nursery Schools

No child is permitted to enroll in or attend district-sponsored preschools, daycare centers or nursery schools until the district has satisfactory evidence demonstrating that the child has been immunized unless:

1. There is satisfactory proof that immunizations are in progress and that the process is being accomplished in accordance with the schedule recommended by DHSS; or
2. The student is homeless or in the custody of the CD and cannot provide satisfactory evidence of required immunizations. Such students will be given 30 days to provide satisfactory evidence of completion or evidence that immunizations are in process.
3. A parental, medical or religious exemption is on file. Exemptions must be on original forms from DHSS.

Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will verify only whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.

The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district.

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

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

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

Home Teaching for Long-Term Illness

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

HOMELESS, MIGRANT, AND ENGLISH LEARNERS

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students.

HOMEWORK

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

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

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

INSURANCE

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

PARENTS RIGHTS

Classroom Observations

The district does not permit parents or their professional representatives to conduct an observation of the parent's child in a classroom placement or proposed educational placement. The district will make an exception for parents who invoke their right to an Independent Educational Evaluation (IEE) under the Individuals with Disabilities Education Act (IDEA) if the district has observed the student in the educational setting when conducting its own evaluation or 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 award received, and most recent previous education agency of institution attended by the student, and other similar information.

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

If you do not want information of this type released, notify in writing, the principal of the school where

your child attends within two (2) weeks of the date of the commencement of any given semester in which the student is enrolled. (20 U.S.C. §1232g, 20 U.S.C. §7908, Policy JO, Procedure JO-AP)

Surveying, Analyzing Or Evaluating Students Inspection

Any parent may inspect, upon request, any instructional material used as a part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, 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 parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisal of other individuals with whom respondents 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 program.

Notice and Opportunity to Opt Out

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

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

Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO. The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated. (Policy JHDA)

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

In accordance with Federal Law, our district is required to inform you of certain information that you have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

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

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

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

PROMOTION AND RETENTIONS

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

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

1. There should be a comprehensive evaluation of the child's intellectual abilities, academic achievement development and level of social-emotional development.
2. Intellectually, the child should have a cognitive ability level 2 standard deviations above the mean or higher on a standardized measure of cognitive ability.
3. Academically, the child should demonstrate skill levels above the mean of the desired grade. 4. Socially and emotionally, the child should have demonstrated an absence of any serious adjustment problems. Additionally, the child should indicate a high degree of task commitment and motivation to learn.
5. Physically, the child should be in good health. The child's size should be considered because competitive sports may be viewed as important in later years.
6. The parents and child must have positive attitudes towards acceleration.
7. The child's advancement should occur at natural transition points such as the beginning of the new school year.
8. Grade advancement should be arranged on a trial basis. The child should be aware that if any major difficulties are experienced, he/she can request to be returned to the original grade.

During the trial periods, support services should be available to the child and teacher as needed.

9. Care should be taken to avoid creating excessive expectations from grade advancement. The child should not be made to feel a failure if the move does not go well.

The following procedure will be implemented:

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

SAFETY AND SECURITY

Appropriate Behavior

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

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

Disruptive Conduct

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, building principal or designee may require the visitor to leave. In extreme situations, the superintendent or designee may

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

Enforcement

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

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

Building and Grounds Security

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

Access to school buildings and grounds outside regular school hours will be granted only to authorized personnel. When special events or activities are scheduled, the principal may request permission from the superintendent to employ special law enforcement services to give extra help in protecting school property. No person shall carry a firearm, concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation, or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials. (Policy JFCJ)

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

Persons Prohibited on or Near District Property or Transportation

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

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

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

and other relevant district staff of the scope of the permission granted.

Registered Sex Offenders

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled *nolo contendere* or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or at district

activities held on district property except to attend meetings of a public governmental body. The superintendent may also make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian, or custodian will be supervised at all times. This section may not apply to a student entitled by law to be on school grounds for educational services if the student's presence is necessary to obtain those services. This section does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

Safety Concerns

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

Valuables

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

Visitors to the Schools

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

- The building principal or designee retains the right to restrict the time or manner of parent and patron visits to prevent a disruption, annoyance, distraction, hindrance, interruption or intrusion to any class or other school activities including, but not limited to, any instructional process. The building principal or designee may, with or without consultation with the classroom teacher, restrict the time or manner of such visits.
- No visitors should engage in any conduct or activity or allow his or her presence to cause a disturbance, annoyance, distraction, hindrance, interruption or intrusion to any class or other school activities including, but not limited to, any instructional process. The building upon a finding by the building principal or designee that the visitor's presence causes such an effect.
- Any person or persons who fail to leave the school premises upon the request of the building principal or designee may be reported to the proper legal authorities. The principal or designee may file a report to sign a complaint on behalf of the district.
- Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.
- The Board and administration will not tolerate any person or persons whose presence disturb classes or school activities or hinder the instructional process. If such person will not leave the school premises upon request, the principal or designee may contact the proper legal

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 of 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. Notice regarding searches including: • Students have no expectation of privacy in lockers, desks, computers, or other district- provided equipment or areas.

- The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
- The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot.
- Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars in accordance with law. (4th Amendment of U.S. Constitution, Policy JFG)

SPECIAL EDUCATION POLICY IGBA

Special Education Services

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

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

Gifted Education

The gifted education program of the Cape Girardeau School District is designed to meet the unique needs and interests of identified students that are not met in the regular classroom. Every effort is made to conduct objective, periodic screening of all students within the district to identify students having exceptional mental and creative abilities. However, the intent of the Gifted Screening and Placement Committee is to allow parents and teachers the opportunity to nominate students who might not otherwise have been selected through the district's screening procedures.

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

Programs for Homeless/Migrant/English Language Learners **IGBH, IGBCA, IGBCB** The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Students who are homeless should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school

district have access to a free and appropriate public education. The district shall also seek to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. For English language learners, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels. (Policy IGBH, IGBCA, IGBCB)

STUDENT RECOGNITION

Citizenship/Good Character

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

SUICIDE PREVENTION

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Cape Girardeau School District No. 63 is committed to maintaining a safe environment to protect the health, safety and welfare of students.

This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide. The district suicide plan is located on the capetigers.com website under [suicide prevention](#).

TECHNOLOGY

TigerText

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

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

Websites

Both the Cape Girardeau Public Schools and the individual schools operate a website available to the public. The district website can be accessed at www.capetigers.com. The school website can be accessed through links at this website. There are several useful tools on both websites to assist you in your communication with Cape Girardeau Public Schools. In addition, classrooms and grade levels within the building operate sites to assist parents in learning about classroom events. All staff members of the district can be contacted by 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, display or turn on cell phones during the regular school day, including instructional class time, class change time, breakfast or lunch. Students shall keep these items in student cars or locked lockers. Exceptions or waivers to this restriction may be made at the discretion of teachers/administrators in the event of an emergency. (Policy EHB-AP)

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

STUDENT ACCEPTABLE USE/ MEDIA RELEASE AGREEMENT

Cape Girardeau School District - Device and Electronic Information Resources

Introduction:

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

Scope:

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal or of no educational value. On a global network, it is 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 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 ID or passwords, or log onto the system as the systems administrator. Any security concern must be reported to the principal, teacher/supervisor, or systems administrator.

7. **Privacy:** It is advised that students not reveal personal information, such as home address, phone numbers, password, credit card numbers or social security 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-deliveries, or service interruptions caused by the system or by student error or omission. Use of any information obtained via the information system is at the student's own risk. Cape Girardeau School District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

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 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 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 SERVICES

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

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

The Cape Girardeau Public Schools assures that personally identifiable information collected, used, or

maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

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

This notice will be provided in native languages as appropriate.

MISSOURI COURSE ACCESS PROGRAM

Cape Girardeau Public Schools will provide access to virtual coursework for students. Families interested in the Missouri Course Access Program (MOCAP) should contact Elementary Deputy Superintendent Christa Turner or Secondary Deputy Superintendent Dr. Howard Benyon. Only qualifying students will be able to enroll. Please note, only qualifying students will be allowed to enroll.

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

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

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

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

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

Survey of Children with Disabilities

Cape Girardeau School District

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 (21) who reside in the district and have been evaluated and identified, in accordance with the provisions of PL 94-142. Private school children with disabilities, who have been designated to receive special education and related services, will receive services according to a services plan. The disabilities include: autism, deaf-blindness, emotional disturbance, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay. (Early Childhood Special Education services will be available upon the child's third birth date.)

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

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SURVEY OF CHILDREN WITH DISABILITIES

Child's Name _____ Sex: () Male () Female Age _____
Birth Date _____ Ethnicity: () Asian () Native Hawaiian or Other Pacific Islander () American Indian
or Alaska Native () Hispanic () Black or African American () White (*May check more than one box*).

Nature of Disability: _____

Name of Parent/Guardian: _____

Address: _____ Zip Code: _____

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

Please complete and return this form by November 1, 2020. **DO NOT** complete this form if your child is receiving services from Cape Girardeau School District.

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

NON-DISCRIMINATION NOTICE

Policy AC

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

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

Any person may also contact the Office for Civil Rights, U.S. Department of Education-Region VII-Kansas City, 601 East 12th Street, Room 248, Kansas City, Missouri 64106. Voice phone (816) 426-7277, fax (816) 426-3686

TDD (816) 426-7065, regarding the institution's compliance with the regulations implementing Section 504, Title II, Title VI, Title IX, and the Age Act.

DISCRIMINATION/GRIEVANCE PROCEDURES

The Cape Girardeau Public School System does not discriminate, either in employment or in its offerings for students, 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 complaint shall forward same, together with a statement of results of his or her investigation of the allegation and any action taken, through administrative channels to the designated coordinating officials.

The Deputy Superintendent as the Title IX coordinator is Mrs. Christa Turner, 301 N. Clark Avenue, Cape Girardeau, Missouri 63701, and telephone (573) 335-1867.

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

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

1. Any person who does not receive satisfaction in response to the appeal to the "next responsible

official” may appeal directly to the designated coordinating official (named above), who shall investigate and recommend appropriate resolution as prescribed by Paragraph 86.8 (a), Title IX Educational Amendments Act of 1972, and/or Paragraph 84.9 Section 504 of the Rehabilitation Act Amendments of 1974. Appeal may be made to the Regional Commissioner of Education, 601 East 12th Street, Kansas City, Missouri 64106.

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 award received, and most recent previous education agency of institution attended by the student, and other similar information.

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

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

PARENTAL INFORMATION AND RESOURCE CENTER (PIRC)

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

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

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

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

SENATE BILL 319

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

of summer school, the student is still reading two or more grade levels below, the school will notify the parents that the student will be retained in 4th grade.

The classroom teacher and literacy coach will monitor students' reading progress throughout the school year with the following assessments: Developmental Reading Assessment (DRA, expected

level is 40, two grade levels below is 28) and the Gates-MacGinitie Reading Test (expected level is 4.9; two grade levels below is 2.9).

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

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

Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

Missouri Department of Elementary and Secondary Education [POLICY](#)

[KLA](#)

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

¹ *Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17²In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*

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

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

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

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

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

1. **Record.** A written record of the investigation will be kept.

- 2. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- 3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- 4. Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- 5. Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- 6. Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
- 8. How are complaints related to equitable services to nonpublic school children handled differently?** In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
- 9. How will appeals to the Department be investigated?** The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
- 10. What happens if a complaint is not resolved at the state level (the Department)?** The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

PARENT/GUARDIAN NOTIFICATION K-8

POLICY IGAEB

Dear Parents/Guardians,

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

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

- Reproductive system
- Adolescent health issues and sexually transmitted infections
- HIV/AIDS prevention education
- Abstinence

The health curriculum for each grade level has specific learner objectives that are grade and age appropriate for each concept listed above. There is a scope and sequence of the human sexuality instruction located on the back of this notification. To view the complete K-8 health curriculum, you may request a copy from your

school or electronically view on the district's curriculum and assessment website. You may also view materials used in implementing the health curriculum at your school.

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

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

Sincerely,
Dr. Howard Benyon & Mrs. Christa Turner
Deputy Superintendents
Cape Girardeau School District

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

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

- ☐ Reproductive system
- ☐ Adolescent health issues and sexually transmitted infections
- ☐ HIV/AIDS prevention education
- ☐ Abstinence

Parent/Guardian Signature Date

MO HEALTHNET LETTER AND APPLICATION LINK
K-8 HEALTH



August 2022

Dear Parent or Guardian:

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

Cape Girardeau Public Schools appreciates you taking the time to complete the MO HealthNet application for each of your children if you have not already done so. All applications must be completed on-line at www.mydss.mo.gov. If you do not have computer access or have questions regarding the application process, please call MO HealthNet at 855-373-4636.

Sincerely,
Mandy Keys
Assistant Superintendent of Special Services