

Alma Schrader
Student-Parent Handbook
2011-12

Table of Contents

Letter of Welcome.....	4
History of Alma Schrader	5
Cape Girardeau School District Mission, Vision and Values	6
Alma Schrader’s Mission, Vision, Values and Goals.....	6
Central Administration and Alma Schrader Contact Information	8
Cape Girardeau Public Schools Board of Education Members and Meeting Dates...8	
Alma Schrader’s Building Improvement Plan.....	9
Alma Schrader Staff 2009-10	10
Alma Schrader Calendar.....	11
Cape Girardeau Public School Calendar.....	12
Daily Schedule	13
Master Schedule.....	14
Alma Schrader Bus Routes	15
Cape Girardeau School District Testing Schedule 2010-11.....	16
Overview of Elementary Programs	18
Policies and Procedures	20
Senate Bill 319 Parent Information.....	37
Discrimination/Grievance Procedures	38
Public Notice for Migrant and Homeless Children Services.....	39
Survey of Children with Disabilities.....	40
NCLB Complaint Procedures	41
Statement of Academic Honesty.....	45

Administration of Medications to Students.....	46
Non-discrimination Notice	47
Notice of Directory Information.....	48
Notice of Family Educational Rights and Privacy Act (FERPA)	49
Notice of Attendance Policy/Procedures.....	50
Permission for Participation in Health Curriculum	52
Parent Cell Phone Acknowledgment and Signature form	53
Parent Request for Consideration for Gifted Evaluation	55
Enrollment Request for MO HealthNet Program.....	56
Notification for Proof of Vision Exam.....	61
Board Policy IGAEB Teaching About Human Sexuality	64
Board Policy JG Student Discipline.....	66
Board Policy JG-R1 Student Discipline (Athletic Participation).....	80
Board Policy JG-R2 Student Discipline (Extracurricular)	82
Board Policy KK Visitors to District Property/Events	83
District Mission, Vision and Values	88
Board of Education Members and Meeting Dates	89
Current Textbooks Grades K-8	90
Notification of Availability of Accident Insurance.....	92
Board Policy AC Prohibition Against Illegal Discrimination and Harassment	93
Board Policy Ac-AF1 Notice of Nondiscrimination.....	99
Board Policy ADF District Wellness Program	101

Notification to Parents Asbestos Present in Building	103
Board Policy EBAB Hazardous Materials.....	104
Board Policy EBAB-AP1 Hazardous Materials	106
Board Policy ECA Building and Grounds Security.....	107
Board Policy EHB Technology Usage.....	109
Board Policy EHB-AP Technology Usage	113
Board Policy GBL Personnel Records	119
Board Policy IGBCA Programs for Homeless Students.....	121
Board Policy IGBCB Program for Migrant Students	125
Board Policy IL Assessment Program	126
Board Policy JED Student Absences and Excuses.....	129
Board Policy JFCA Student Dress Code	131
Board Policy JFCA-AP Student Dress Code.....	132
Board Policy JFCJ Weapons in School	133
Board Policy JFG Interrogations, Interviews and Searches.....	135
Board Policy JHDA Surveying, Analyzing or Evaluating Students.....	138
Board Policy JO Student Records	140
Board Policy KKB Audio and Visual Recording	143

Ruth Ann Orr
Principal
(573) 335-5310

ALMA SCHRADER SCHOOL
1360 Randol
Cape Girardeau, MO 63701

August 22, 2011

Dear Parents and Guardians:

Welcome to the 2011-12 school year! As ever, no two school years are alike, and this one is no exception. Alma Schrader begins its 52nd year of serving the patrons of Cape Girardeau! Our building expansion is nearly complete with just some finishing details needed. For the first time ever, we have four classes of each grade level, and this year's enrollment is the biggest K-4 enrollment we have had since becoming a K-4 building.

The building has radically upgraded its security measures. Doors are now on automatic locks, and entry to the building is logged using a computerized system. Monitoring systems for the doorways as well as the hallways are in place as is a security camera network.

One that that has not changed is our commitment to the care and guidance of each student. It is always our desire that families recognize the importance they play in the role of educating the students they send to us. Research has shown that those students whose parents or guardians are actively involved and present at the school are more successful than students whose parents or guardians are not. We are looking forward to working with you on fostering the educational, social, and emotional development of your child. With each other's support, we will be successful.

The staff at this school is committed to getting to know you and your child. It is of special importance to us that students and their families feel certain that our dedication is not just from "8:00 to 3:30." We believe it is our duty to know our students well both in and out of school. One of the ways you can help us is by open and honest communication. Please call, email, or make an appointment to talk with school staff if there is any concern, either emotionally or educationally, about which you believe we need to be aware.

Also, please be assured that this commitment is shared not only by this school's staff but also by the staff of the district as a whole. I would encourage any interested party to contact our superintendent of schools, Dr. James Welker, at 301 N. Clark Street, 335-1867 (welkerj@cape.k12.mo.us), to express your interests or your concerns.

Please take time to review this handbook and refer to it throughout the year for important events. You may contact our office if you have any questions (335-5310 or ro@cape.k12.mo.us). Again, may I wish you and your child a happy and productive school year.

Sincerely,

Ruth Ann Orr, Principal



Alma Schrader School

Address: 1360 Randol, Cape Girardeau, Missouri
Telephone: 573-335-5310
Grounds: 11.75 acres
Construction: 1959 - original building (\$265,000)
1962 - First addition (eight rooms)
1969 - Second addition (one room)
1985 - Third addition (two rooms and office suite)
1999 - Renovation Phase I (added three rooms, cafeteria, computer lab, AC)
2010 – Renovation (office remodel, security upgrades, new roofing, and addition of new classrooms)

Miss Alma Schrader: For sixty-four years, Miss Alma Schrader was part of the Cape Girardeau Public Schools as a student, teacher, counselor, and principal. Born May 22, 1886, of German parents, Miss Schrader attended Lorimier School and Central High School. She graduated with a B. S. from Southeast Missouri State Teachers' College and was promptly hired to teach at Jefferson School. In 1911 Miss Schrader was promoted to Principal of Jefferson School. In 1921, she was named the principal of the newly constructed May Greene School, remaining at this post for twenty-five years. During those years, Miss Schrader earned the reputation of a firm and incredibly impressive principal, commanding good behavior and loyalty by the power of her presence. In 1937, Miss Schrader became the first woman president of the Southeast Missouri District Teachers' Association. Honored many times through her long and distinguished career for her contributions and leadership to education in the region, Miss Schrader died in 1959. Six months later, the Cape Girardeau Board of Education named the new school at 1360 Randol the Alma Schrader Elementary School.

**ALMA SCHRADER ELEMENTARY SCHOOL
MISSION AND VISION**

MISSION (Why do we exist?)

Our mission is to educate every student according to his or her individual needs and abilities in a safe, caring environment. It is our goal to develop a love of learning that will enable our students to become productive members of society. To that end, we will work to help all students achieve high standards of learning to produce high levels of achievement and success.

VISION (What do we hope to become?)

The future of Alma Schrader School is to be an exemplary elementary school. We will maintain a safe and caring environment. We will have an uncompromising commitment to attaining high levels of student achievement and success.

Students in an exemplary school will be confident, inquisitive, principled, and respectful. Students will be actively engaged, share in the responsibility for their own learning, and achieve high standards. Student personal and interpersonal growth, leadership, and service will be valued and fostered, with the result that students become productive citizens and lifelong learners.

Staff members in an exemplary school will collaborate to develop exceptionally strong and balanced programming. Staff members will deliver innovative instruction focused on individual student learning. Staff members will continually assess the relevance of programming and effectiveness of instructional techniques through frequent evaluation of individual student achievement. Staff members will demonstrate a commitment to continuous improvement through research, ongoing professional development, and effective application of best teaching methods and strategies. Staff members will work relentlessly to develop meaningful connections with every student to ensure success.

Families and community in an exemplary school will participate in the daily school life of the students. Families and community will partner with the staff to support the commitments, mission, and vision. Because the school values this strong partnership, all staff will communicate effectively with families and the community and safeguard the community's investment.

The culture in an exemplary school will be built on continuous improvement and a commitment to excellence. Together, we will celebrate success.

VALUES (How must we behave in order to make our shared vision a reality?)

- Collaborate with all district faculty and staff members to ensure the continual evaluation and refinement of teaching strategies leading to the progression of individual student achievement.
- Promote a caring school climate through developing meaningful positive relationships by modeling the personal qualities and characteristics we hope to instill in our students.
- Provide a safe learning environment by establishing high behavioral expectations of students and by maintaining our physical plant in an orderly manner.

- Maintain regular communication between school and home through all media available to us.
- Continuously evaluate program relevance and individual student achievement and refine programs to meet the needs of the students we serve.
- Commit to teaching the curriculum established by our school district and meeting the goals set forth by the district and our individual building plans.
- Differentiate student instruction to meet our desired standards of learning.
- Be lifelong learners with respect to our profession.

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 Jim Welker	welkerj@cape.k12.mo.us
Assistant Superintendent Sherry Copeland	copelands@cape.k12.mo.us
Facilities Director Neil Glass	glassn@cape.k12.mo.us
Director of Special Services Deena Ring	ringd@cape.k12.mo.us
Director of Finance Misty Clifton	cliftonm@cape.k12.mo.us
Director of Food Services Lisa Elfrink	LE@cape.k12.mo.us

Alma Schrader Office Contact Information

1360 Randol Avenue, Cape Girardeau, MO 63701

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

www.capetigers.com/alma_schrader

Principal Ruth Ann Orr	ro@cape.k12.mo.us
Secretary Kathy Swoboda	swobodas@cape.k12.mo.us
Counselor Julia Unnerstall	unnerstallj@cape.k12.mo.us
Psychological Examiner Angie Metje (K-4)	metjea@cape.k12.mo.us
Head of Food Services Jennifer Stovall	stovallj@cape.k12.mo.us

**Cape Girardeau Public Schools
Board of Education Meeting Dates
2011 – 2012**

Board of Education Meeting Dates Mondays - 6:00 p.m.
July 18, 2011
August 22, 2011
September 19, 2011
October 17, 2011
November 21, 2011
December 19, 2011
January 23, 2012
February 27, 2012
March 19, 2012
April 16, 2012
May 21, 2012
June 18, 2012

BUILDING IMPROVEMENT PLANS

• **Form B: School Improvement Plan**

Building Goals	PDC Activities
<p>Continue to analyze MAP Communication Arts and Math scores using Crystal Reports and make recommendations for instructional emphasis/techniques to address areas determined to be weak.</p>	<p>MAP, benchmarks, assessments will be charted by staff.</p> <p>Teachers will use collaborative time to review formative data in all areas and conduct item error analysis on Common Assessments.</p> <p>Action Research will be conducted to determine correlations between MAP CA and Math scores and the Common Assessments.</p>
<p>Concentrate on increasing the application of Differentiated Instructional techniques, including formative assessments, to modify instruction presented to students. In line with DI strategies, expectations of students will be at or slightly above grade level.</p>	<p>Review data for strengths and weaknesses in all areas, implementing an action plan.</p> <ol style="list-style-type: none"> a. Summative and formative assessment data (e.g. MAP, benchmarks, weekly and monthly assessments). b. Teachers will use collaboration time to review formative data in all areas.
<p>The building will participate in inservice in Response to Intervention (Rtl) with study of practices of Clippard school presented to the faculty as current demographic trends mirror trends similar to Clippard. Included will be presentations by Dr. Sydney Herbst as well as dialogue between staff on efficacy of AIMSWeb in improving instructional delivery.</p>	<p>Review data for strengths and weaknesses in all areas, implementing an action plan.</p> <ol style="list-style-type: none"> a. Teacher created differentiated instructional activities and lessons to be implemented once a month. b. Attendance of principal at the Summer ASCD Conference.
<p>Reading instructional delivery will be modified from 2009-10 to include a more widespread application of techniques of Boushey and Moser to provide behavioral structure and assessment organization to Balanced Literacy efforts currently in place.</p>	<p>The Daily Five and CAFÉ Strategies will be put in place throughout the building by:</p> <ol style="list-style-type: none"> a. Providing all grade level teachers with a copy of the books <i>The Daily Five</i> and <i>The CAFÉ Book</i>. b. Book study by teachers through Southeast Missouri State University on the techniques suggested by Boushey and Moser. c. Data collection throughout the building on increased use of student conference as suggested by Boushey and Moser.

**Alma Schrader Staff
2011-12**

Ruth Ann Orr	Prin.	Cathy Swoboda	Administrative Assistant
Susan Bartlett	Kdg.	Allison Davis	CWC Special Services
David Brown	Kdg.	Brenda Ressel	Special Services
Suann DeWitt	Kdg.	Mandy Deimund	Special Services
Bonnie LeGrand	Kdg.	Martha Polen	Speech/Language
Karen Wilkinson	Kdg. Teaching Assistant	Nikki Shaffer	Speech/Language
Kim Chism	1 st	Sharon Bennett	Speech Implementor
Brandelin Frazier	1 st	Angie Davie	SPED Teaching Assistant
Brenda Hiett	1 st	Sarah Garner	SPED Teaching Assistant
Valerie Williams	1 st	Barb Hammond	SPED Teaching Assistant
Cathy Bishop	2 nd	Sabrina Rightnowar	SPED Teaching Assistant
Carla Bittle	2 nd	Lori Scott	SPED Teaching Assistant
Carolyn Whitener	2 nd	Shelly Smith	SPED Teaching Assistant
Mary Wright	2 nd	Sharon Bennett	Reading Specialist
Lora Coots	3 rd	Susie Reinagel	Literacy Coach
Sarah DeLuca	3 rd	Linda Sacha	English Language Learners
Karen Tarno	3 rd	Theresa Ladd	Nurse
Leta Wagoner	3 rd	Julia Unnerstall	Counselor
Stacy Boerboom	4 th	Angie Graviett	Psychological Examiner
Shawn Brooks	4 th	Jeanie Pruitt	Head Custodian
Erica Cooper	4 th	Nadia Alford	Custodian
Kelly Suhre	4 th	Patrick McCarty	Custodian
Andrea Schneider	Art	Jennifer Stovall	Head Food Service
Sharon Williams	Art	Sharon Hatton	Food Service
Rebecca Gentry	Music	Darlene Kinder	Food Service
Carolyn Behnen	Phys. Ed.	Shelly McCoy	Food Service
Patti Pyeatte	Library Media Specialist		
Pam Westrich	Library Media Specialist Asst		



Cape Girardeau Public Schools

Academic Calendar

2011-2012



August 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10 Days

September 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

20 Days

October 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 Days

November 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

19 Days

December 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16 Days

January 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19 Days

February 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

18 Days

March 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

20 Days

April 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

18 Days

May 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 Days

Important Dates:

August 15, 17, 2011	Teacher Workshops
August 16, 2011	Teacher Professional Development
August 18, 2011	School Starts
August - Back to School nights	(= 1/2 Teacher Workday)
Sept. 5, 2011	NO SCHOOL - Labor Day
Sept. 6, 2011	NO SCHOOL - Professional Development Day
Sept. 20, 2011	AEC P/t Conf. 4:00 - 7:30 p.m.
Sept. 22 & 27, 2011	CJHS P/T Conference 4:00 - 7:30 p.m.
Sept. 29, Oct. 4, 2011	CHS P/T Conference 4:00 - 7:30 p.m.
Oct. 20 & 25, 2011	Elementary/CMS P/T Conf. 4:00 - 7:30 p.m.
Oct. 28, 2011	NO SCHOOL - P/T Conf. Compensation Day
Nov. 17, 2011	AEC P/T Conference 4:00 - 7:30 p.m.
Nov. 23, 24, 25, 2011	NO SCHOOL - Thanksgiving
Dec. 22, 2011	1/2 Student and Teacher Day
Dec. 23, 2011 - Jan. 3, 2012	NO SCHOOL - Christmas Break
Jan. 16, 2012	NO SCHOOL - Martin Luther King Day
Feb. 7, 2012	AEC P/T Conference 4:00 - 7:30 p.m.
Feb. 7 & 16, 2012	Elementary/CMS P/T Conf. 4:00 - 7:30 p.m.
Feb. 9 & 14, 2012	CJHS P/T Conference 4:00 - 7:30 p.m.
Feb. 16 & 23, 2012	CHS P/T Conference 4:00 - 7:30 p.m.
Feb. 17, 2012	NO SCHOOL - P/T Conf. Compensation Day
Feb. 20, 2012	NO SCHOOL - President's Day
Feb. 21, 2012	NO SCHOOL - Professional Dev. Day
March 16, 2012	NO SCHOOL - District Music Contest
March 19, 2012	NO SCHOOL - Professional Development Day
April 5, 6, 9, 2012	NO SCHOOL - Spring Break
April 17, 2012	AEC P/T Conference 4:00 - 7:30 p.m.
May 18, 2012	1/2 Student Day 1/2 Teacher Workday

QUARTERS		
*First Quarter	Oct. 14, 2011	40 days
*Second Quarter	Dec. 22, 2011	45 days
*Third Quarter	March 9, 2012	44 days
*Fourth Quarter	May 18, 2012	45 days
Total Class Time		174 days
ADDITIONAL TEACHER DAYS		
Back-To-School Night		1/2 day
Teacher Workshops/workdays		2 1/2 days
Teacher Professional Development		4 days
Parent/Teacher Conferences		2 days
Total Teacher Workdays		183 days

EARLY DISMISSAL DAYS	
Dec. 22, 2011	- 1/2 student and Teacher day
May 18, 2012	- 1/2 student day - 1/2 teacher workday

Color Key:	
Teacher Workshop	2 Full Days and 2 half days
NO SCHOOL DAYS:	
Teacher Prof. Develop	4 Full Days
Labor Day	1 Full Day
Thanksgiving Holiday	3 Full Days
Christmas Holiday	8.5 Days
Martin Luth. King Holiday	1 Full Day
President's Day Holiday	1 Full Day
Music Contest	1 Full Day
Spring Break =	3 Full Days
P/T Conf. Compensation Days	- 2 Full Days
P/T Conferences	
G = Grading Cycles	
September 23, 2011	
November 4, 2011	
December 22, 2011	
February 10, 2012	
March 30, 2012	
May 18, 2012	

EARLY DISMISSAL SCHEDULE FOR INSTRUCTIONAL COLLABORATION:
 Elem & CMS-1:43 pm; CJHS-1:03 pm; CHS-1:00 pm; AEC-12:30 pm
 Sept. 2, Oct. 7, Nov. 4, Dec. 2, Feb. 3, Mar. 2, Apr. 13, and May 4.

Inclement Weather Make-up Days Prioritized Below
 April 5, 9 and May 21, 22, 23, 24, 2012



Daily Schedule

7:40 AMDoors Open

7:45 AM – 8:00 Breakfast

8:00 AMStudents to Rooms

8:10 AM First Bell

8:15 AMTardy Bell

11:20 AM – 11:40 AM Grade 1 Lunch
(Early Lunch 10:50)

11:30 AM - 11:50 PM Grade 3 Lunch
(Early Lunch 11:00)

11:40 AM – 12:00 PM Grade 4 Lunch
(Early Lunch 11:10)
Grade 1 Recess

11:50 PM - 12:10 PMGrade 2 Lunch
(Early Lunch 11:20)
Grade 3 Recess

12:00 PM - 12:20 PMKindergarten Lunch
(Early Lunch 11:30)
Grade 4 Recess

12:10 PM - 12:30 PM.....Grade 2 Recess

12:20 PM - 12:40 PM.....Kindergarten Recess

3:15 PM..... Dismissal

Encore Class Schedule/Teacher Plan Time

	Monday	Tuesday	Wednesday	Thursday	Friday
Bartlett	9:20PE/Music/Computer 10:00 PE/Music/Computer	9:20 PE/Music/Library 10:00 PE/Music/Library	10:40 PE/Music/Computer	9:20 PE/Music/Library	8:40 Art
Brown	9:20PE/Music/Computer 10:00 PE/Music/Computer	9:20 PE/Music/Library 10:00 PE/Music/Library	10:40 PE/Music/Computer	9:20 PE/Music/Library	1:00 Art
DeWitt	9:20PE/Music/Computer 10:00 PE/Music/Computer	9:20 PE/Music/Library 10:00 PE/Music/Library	10:40 PE/Music/Computer	9:20 PE/Music/Library	2:00 Art
LeGrand	9:20PE/Music/Computer 10:00 PE/Music/Computer	9:20 PE/Music/Library 10:00 PE/Music/Library	10:40 PE/Music/Computer	9:20 PE/Music/Library	9:40 Art
Chism	9:40 Art	2:20 PE/Music/Library	10:00 PE/Music/Computer 2:20 PE/Music/Library	10:00 PE/Music/Library 2:20 PE/Music/Computer	10:00 PE/Music/Computer
Frazier	8:40 Art	2:20 PE/Music/Library	10:00 PE/Music/Computer 2:20 PE/Music/Library	10:00 PE/Music/Library 2:20 PE/Music/Computer	10:00 PE/Music/Computer
Hiett	1:00 Art	2:20 PE/Music/Library	10:00 PE/Music/Computer 2:20 PE/Music/Library	10:00 PE/Music/Library 2:20 PE/Music/Computer	10:00 PE/Music/Computer
Williams	2:00 Art	2:20 PE/Music/Library	10:00 PE/Music/Computer 2:20 PE/Music/Library	10:00 PE/Music/Library 2:20 PE/Music/Computer	10:00 PE/Music/Computer
Bishop/Davis	8:40 PE/Music/Computer	9:20 Art	8:40 PE/Music/ Computer 9:20 PE/Music/Computer	8:40 PE/Music/Library	8:40 PE/Music/ Computer 9:20 PE/Music/Computer
Bittle	8:40 PE/Music/ Computer	8:20 Art	8:40 PE/Music/ Computer 9:20 PE/Music/Computer	8:40 PE/Music/Library	8:40 PE/Music/ Computer 9:20 PE/Music/Computer
Whitener	8:40 PE/Music/ Computer	10:20 Art	8:40 PE/Music/ Computer 9:20 PE/Music/Computer	8:40 PE/Music/Library	8:40 PE/Music/ Computer 9:20 PE/Music/Computer
Wright	8:40 PE/Music/ Computer	1:10 Art	8:40 PE/Music/ Computer 9:20 PE/Music/Computer	8:40 PE/Music/Library	8:40 PE/Music/ Computer 9:20 PE/Music/Computer
Coots	10:40 PE/Music/Computer	10:40 PE/Music/Library	8:30 Art 1:40 PE/Music/Library	10:40 PE/Music/Computer 1:40 PE/Music/Computer	1:40 PE/Music/Library
DeLuca	10:40 PE/Music/Computer	2:10 Art 10:40 PE/Music/Library	1:40 PE/Music/Library	10:40 PE/Music/Computer 1:40 PE/Music/Computer	1:40 PE/Music/Library
Tarno	10:40 PE/Music/Computer	10:40 PE/Music/Library	10:30 Art 1:40 PE/Music/Library	10:40 PE/Music/Computer 1:40 PE/Music/Computer	1:40 PE/Music/Library
Wagoner	10:40 PE/Music/Computer	10:40 PE/Music/Library	9:30 Art 1:40 PE/Music/Library	10:40 PE/Music/Computer 1:40 PE/Music/Computer	1:40 PE/Music/Library
Boerboom	1:00 PE/Music/Computer 1:40 PE/Music/Computer	1:00 PE/Music/Library 1:40 PE/Music/Library	1:00 PE/Music/Computer	9:30 Art	1:00 PE/Music/Library
Brooks	1:00 PE/Music/Computer 1:40 PE/Music/Computer	1:00 PE/Music/Library 1:40 PE/Music/Library	1:00 PE/Music/Computer	1:30 Art	1:00 PE/Music/Library
Cooper	1:00 PE/Music/Computer 1:40 PE/Music/Computer	1:00 PE/Music/Library 1:40 PE/Music/Library	1:00 PE/Music/Computer	12:30 Art	1:00 PE/Music/Library
Suhre	1:00 PE/Music/Computer 1:40 PE/Music/Computer	1:00 PE/Music/Library 1:40 PE/Music/Library	1:00 PE/Music/Computer	10:30 Art	1:00 PE/Music/Library

2011-12 Schedule

Alma Schrader Bus Routes 2011-12

**TO AES TO ALMA SCHRADER ELEMENTARY
BUS 6**

TO AES	N CAPE ROCK DR & RANCHITO DR	7:14 AM
TO AES	N CAPE ROCK DR & JEAN ANN DR	7:14 AM
TO AES	BRIARCLIFF DR & PARKSITE DR	7:17 AM
TO AES	1533 BRIARCLIFF DR	7:18 AM
TO AES	BROOKSHIRE DR & AMBLEWOOD DR	7:19 AM
TO AES	BUNKER HL & CAMBRIDGE ST	7:21 AM
TO AES	SARATOGA AVE & YORKTOWN DR	7:22 AM
TO AES	NORTHBRIDGE DR & SHERWOOD DR	7:23 AM
TO AES	BRIARWOOD DR & SHERWOOD DR	7:24 AM
TO AES	PERRYVILLE RD & WESTWOOD	7:25 AM
TO AES	MEYER DR & PERRYVILLE RD	7:26 AM
TO AES	CHESAPEAKE AVE & CONCORD PL	7:28 AM
TO AES	GREENBRIER & NOTTINGHAM ST	7:29 AM
TO AES	BERNICE ST & SURREY LN	7:29 AM
TO AES	LAKESHORE DR & LAKEWOOD DR	7:30 AM
TO AES	EL RIO DR & PERRYVILLE RD	7:32 AM
TO AES	BELLERIDGE PIKE & KENNETH DR	7:33 AM
TO AES	KENNETH DR & KENT DR	7:33 AM
TO AES	BELLERIDGE PIKE & LEE DR	7:35 AM
TO AES	CAROLINA LN & JASMINE LN	7:36 AM
TO AES	CAROLINA LN & LISA DR	7:36 AM
TO AES	NORTHCHURCH ST & PATRIOT DR	7:37 AM
TO AES	PAUL REVERE DR & PATRIOT DR	7:38 AM
TO AES	JESSICA DR & KINGSWAY DR	7:39 AM
TO AES	KINGSWAY DR & E RIVERSIDE DR	7:40 AM

**From AES FROM ALMA SCHRADER ELEMENTARY
BUS 6**

From AES	KINGSWAY DR & E RIVERSIDE DR	3:24 PM
From AES	JESSICA DR & KINGSWAY DR	3:25 PM
From AES	PAUL REVERE DR & PATRIOT DR	3:26 PM
From AES	NORTHCHURCH ST & PATRIOT DR	3:27 PM
From AES	CAROLINA LN & LISA DR	3:28 PM
From AES	CAROLINA LN & JASMINE LN	3:28 PM
From AES	BELLERIDGE PIKE & LEE DR	3:29 PM
From AES	KENNETH DR & KENT DR	3:31 PM
From AES	BELLRIDGE PIKE & KENNETH DR	3:31 PM
From AES	EL RIO DR & PERRYVILLE RD	3:32 PM
From AES	LAKESHORE DR & LAKEWOOD DR	3:34 PM
From AES	BERNICE ST & SURREY LN	3:35 PM
From AES	NOTTINGHAM ST & GREENBRIER ST	3:35 PM
From AES	CHESAPEAKE AVE & CONCORD PL	3:36 PM
From AES	MEYER DR & PERRYVILLE RD	3:37 PM
From AES	PERRYVILLE RD & WESTWOOD DR	3:38 PM
From AES	BRIARWOOD DR & SHERWOOD DR	3:39 PM
From AES	NORTHBRIDGE DR & SHERWOOD DR	3:40 PM
From AES	SARATOGA AVE & YORKTOWN DR	3:41 PM
From AES	BUNKER HL & CAMBRIDGE ST	3:42 PM
From AES	BROOKSHIRE DR & AMBLEWOOD DR	3:44 PM
From AES	1533 BRIARCLIFF DR	3:45 PM
From AES	BRIARCLIFF DR & PARKSITE DR	3:46 PM
From AES	N CAPE ROCK DR & JEAN ANN DR	3:49 PM
From AES	N CAPE ROCK DR & RANCHITO DR	3:49 PM

**CAPE GIRARDEAU SCHOOL DISTRICT
TESTING SCHEDULE
2011-2012**

TEST	PURPOSE	GRADE	DATE
DIAL-3 (Developmental Indicators for the Assessment of Learning-3)	Screener in areas of motor, cognitive, achievement, speech/language, social.	Pre-K K	Fall/Spring August 2011
Joliet	Screener in areas of language (syntax, semantics, morphology, pragmatics, articulation, fluency, voice.	K-2	November-April
DRA-2 (Developmental Reading Assessment)	Assesses students' reading accuracy, comprehension and fluency; indicator of reading level.	1-8 K 5-8 K-8	8/29/11-9/16/11 12/21/11-1/13/12 12/21/11-1/13/12 4/23/12-5/11/12
Math Assessments	To determine students' math proficiency.	1-6 7-8 K-8 K-6 7-8	11/1/11-11/4/11 12/16/11-12/22/11 2/27/12-3/2/12 5/1/12-5/4/12 5/14/12-5/18/12
Running Records (Reading)	Monitor students' reading levels.	1-4	12/21/11-1/13/12
Writing Assessments	To determine students' writing proficiency.	1-8 K-8 K-8	8/29/11-9/16/11 12/21/11-1/13/12 4/23/12-5/11/12
WorkKeys Readiness Screening Instrument	Details skills that are needed to perform effectively in the workplace.	11 (CTC enrollees)	September, 2011
Missouri Connections Test	Assesses vocational interests, skills and work values	9-12	As arranged
OLSAT (Otis Lennon School Ability Test)	Measures abstract thinking and reasoning ability. Screener for gifted program.	2, 5 3, 4, 6, 7 (New students)	9/12-23/11
PSAT (Preliminary Scholastic Aptitude Test)	National Merit Scholarship qualification test.	10, 11	10/12/11
ASVAB (Armed Services Vocational Aptitude Battery)	Vocational aptitude.	11, 12	10/26/11
EXPLORE (Used as first phase of ACT's Educational Planning and Assessment System)	Achievement testing in areas of English, mathematics, reading, and science. Assesses general educational development; assists with high school preparation and planning.	8	10/07/11
PLAN (Preliminary ACT Assessment – Used as second phase of ACT's Educational Planning and Assessment System)	Achievement testing in areas of English, mathematics, reading, and science. Assesses general educational development; assists with high school planning and career exploration.	10	10/19/11
ACT (American College Test – Used as final component of ACT's Educational Planning and Assessment System)	Achievement testing in areas of English, mathematics, reading, and science. Assesses general educational development and college readiness.	11	9/10/11 2/11/12 10/22/11 4/14/12 12/10/11 6/09/12
SAT (Scholastic Aptitude Test – SAT testing available off site for grades 10-12)	The SAT Reasoning test assesses achievement in the areas of critical reading, math and writing.	10-12	10/1/11 1/18/12 11/5/11 5/05/12 12/3/11 6/02/12
Missouri Student Needs Survey	Identify student needs for guidance curriculum assessment	4-12	November, 2012*
WorkKeys (Applied Math, Reading for Information, and Locating Information)	Details skills that are needed to perform effectively in the workplace.	12	Spring, 2012
Gates-MacGinitie Reading Test	Measures reading achievement in areas of pre-reading, vocabulary, and comprehension	3-4 (as needed)	4/23-5/11/12
Early Childhood Special Education Screening	Ages and Stages Questionnaire assesses communication, gross motor, fine motor, problem solving, and social skills for possible delays	4 mos. – 5 yrs.	Monthly

*Administered in November 2009. Required administration every 3 to 5 years.

Testing Plan (cont.)			
MAP (Missouri Assessment Program) State Required	Communication Arts Math Science	3-8 3-8 5,8	4/2-27/12
MAP-A (Missouri Assessment Program- Alternative)	Assesses special needs students' mastery levels in areas of communication arts and mathematics	3-8, 10-11	By May, 2012
AP Tests (Advanced Placement)	Provides students with standardized measure of achievement in corresponding AP class.	11-12	4/30-5/4/12 5/7-11/12
Constitution Exam	State required.	9	April, 2012
End of Course Exams – State Required	Algebra I English II Biology Government	8-12 9-12 9-12 9-12	Fall 10/11/11-1/31/12
End of Course Exams-Voluntary	Algebra II Geometry English I American History	9-12 9-12 9-12 9-12	Spring 2/27/12-5/25/12

6/06/11

Cape Girardeau Public Schools An 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. *Office of the PAT Coordinator (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 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	1360 Randol	335-5310
Barbara Blanchard Elementary	1829 N. Sprigg	335-3030
Charles C. Clippard Elementary	2880 Hopper	334-5720
Franklin Elementary	215 N. Louisiana	335-5456
Jefferson Elementary	520 S. Minnesota	334-2030

Library Services (LRC) Each elementary 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.

Guidance and Counseling Services Each elementary school has a counselor assigned to provide a developmental guidance program for all students enrolled there. In addition, elementary counselors conduct group and individual diagnostic assessments as required for referral to the Special Services Programs.

Special Services A wide variety of services are provided for our special needs students as required by the IDEA-Amendments 1997. Each elementary building has a psychological examiner assigned to coordinate the procedural components of the special education process. In addition, the district provides services for students determined to be cognitively gifted. Each school in the district also has a full time nurse assigned to the building to coordinate health and wellness activities.

POLICIES AND PROCEDURES

Absences and Tardiness

Please call the school office between 7:45 AM and 8:30 AM when your child is unable to come to school. Homework can be picked up from your child's teacher at 3:15 PM unless other arrangements are made.

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.** Students arriving after 8:15 *are considered to be tardy.*

Absences from school are cumulative. Instances of tardiness and partial hours of absence will be monitored and combined for an absence total. Parents of students who are habitually tardy or absent will be notified by letter. Parents are cautioned that at Alma Schrader chronic tardiness may result in their child(ren) forfeiting a recess time to make up for missed class time. Please refer to the following section on "Attendance" for consequences of repeated unexcused absences.

Attendance

An importance part of any educational program is learning to respect and acquire a work ethic which also includes being responsible. Therefore, regular and punctual attendance is of great importance for your child. The school term for all students in the Cape Girardeau Public Schools is 179 days of actual attendance. We ask your assistance in encouraging regular and punctual attendance for your child.

In August, 1995, the Cape Girardeau Public School Board of Education adopted the following attendance policy for grades kindergarten through twelve:

In order to receive course credit or to be considered for promotion to the next grade level, a student must be present a minimum of 95% of the scheduled attendance days per semester. Absences shall not exceed five (5) days per semester. A letter will advise parents when the student has been absent three of the scheduled semester days. If the student exceeds the five- (5) day limit, the parents will be advised by letter.

At that time, the parents may request an appeal for extenuating circumstances to be considered by the Attendance Review Board. This board is composed of appropriate administrators and classroom teachers at each level, secondary or elementary.

Attendance Awards

Perfect attendance - no recorded absences or tardies as documented by SIS attendance records and sign in/out logs maintained in the office.

Outstanding attendance – 98% cumulative attendance hours.

The attendance awards may be awarded quarterly, by semester, and/or annually.

Bus 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 First Student Transportation at 334-7779.

Students may only ride their assigned bus, and they **MUST** be picked up and dropped off **ONLY** at their designated bus stop. If parents/guardians need their children transported to alternative locations, such as daycare, baby sitter, grandparents, etc., **parents will need to arrange the transportation.**

Students who are **not** normally bus eligible riders and who may be spending the night with a student who is bus eligible may **NOT** ride the bus to the fellow student's house. Parents/guardians will need to provide the transportation in this event.

Bus Rules

Student Responsibilities for the Privilege of Riding the Bus

1. The driver is in charge and students are to obey instructions of the driver.
2. Students observe directions of driver when crossing the street to board or leaving the bus.
3. Classroom conduct is to be observed by students while riding the bus. (Students should be orderly enough not to distract driver.)
4. Students should go directly to their seats and remain seated while the bus is in motion.
5. Keep head, hands and feet inside bus.
6. Keep hands and feet off other students.
7. Students should neither purposely nor carelessly damage the bus.
8. Students should not throw objects in the bus or out the window.
9. Students should not stand in roadway while waiting for the bus.
10. No use of tobacco products is allowed on the bus.
11. Only eligible bus riders are permitted to ride the bus and must ride the designated busses unless approved by administration.
12. Disruptive students reported by the driver to the principal may be suspended from riding the bus.
13. Students are to be dropped off in the afternoon at the same stop they are picked up in the morning unless the principal is notified of the need for a change.

Handling Chronic Minor Problems or Serious Discipline Problems

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

Step 1 - Students involved in chronic misbehavior on the bus should be reported by the bus driver to the principal on a referral form. These riders should 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 and/or telephone number

It is extremely important that parents/guardians can be contacted when a child is ill or hurt. 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 number (friend or relative)
5. Physician's name and telephone number
6. Medical Alert information

It is crucial that every student maintain an up-to-date address and telephone number in the school office. Notify the school **immediately** if you have a change in address or home or work telephone number, temporary or otherwise. **In an emergency situation we must have current information to contact a parent or designee.**

Citizenship

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

Communication

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 below (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.
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.

Conferences and Student Progress Reports

Report cards are issued at the end of each quarter for grades kindergarten through six. Conference time is an opportunity for parents and teachers to evaluate a student’s progress together. The Cape Girardeau Public Schools schedule a fall conference each year for teachers to meet with the parents/guardians of their students. Kindergarten conferences with parents/guardians are conducted in the fall and the spring. The goal of the Cape Girardeau Public School District is for 100% of the students at every school to have at least one parent/guardian in attendance although it is desirable that all responsible parties for the student attend all scheduled conference(s). Every effort will be made to insure that the teachers and the parents/guardians have the opportunity to meet with each other to discuss the students' progress in school. Parents/guardians may expect contact from the teacher and/or the principal should a conference be missed as home-school communication is crucial to student success.

Grading Scales

The following academic grading scales have been adopted by the Cape Girardeau Public Schools for all students in grades K-6:

- E – Exceeds grade level expectations
- M – Meets grade level expectations
- N – Not meeting grade level expectations **Used in all grade levels**
- * - Indicates a modified grade
- X – Indicates a concept has not been taught

96 – 100 = A	74 – 77 = C	
92 – 95 = A-	70 – 73 = C-	
89 – 91 = B+	67 – 69 = D+	Used in grades 3-6
85 – 88 = B	63 – 66 = D	
82 – 84 = B-	60 – 62 = D-	
78 – 81 = C+	0 – 59 = F	

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 **Used in all grade levels**
- 3 – Needs improvement

The school employs the following standardized tests for all children:

- The DIAL-3 for entering kindergarten students in the spring of the previous year
- The Otis Lennon School Ability Test for grade 2 in late September
- The Otis Lennon School Ability Test for transfer students new to the district
- The Missouri Assessment Program for grades 3 & 4 in the spring

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

Directory Information (FERPA)

In compliance with Federal Law, Private Rights of Parents and Students, Section 99.3, 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's name, address, telephone number, date and place of birth, parent's name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, record of attendance, degrees and awards received, and most recent previous education agency of institution attended by the student, and other similar information.

A student's educational record, or an official transcript thereof, shall be forwarded to an educational institution the 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 weeks of the date of the commencement of any given semester in which student is enrolled.

Emergency Drills

Fire drills, tornado drills, earthquake drills and crisis drills are conducted on a regularly scheduled basis to prepare our students and staff to react appropriately to emergency situations. Busses also practice an evacuation plan each semester.

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 the procedures learned for the safety of all.

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 may be anonymous.

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 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 (most likely in the back of the school or on the staff parking lot). 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.

Enrollment

Students enrolling in Missouri public schools must turn 5 before August 1 of the school year for which they are enrolling. All students are to provide the office 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 renters of the residence, the person with whom they are residing will need to come to the office to sign an affidavit stating the parents or legal guardians are residing in that residence.

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

Food Services

It is the goal of the Cape Girardeau Public Schools Food Services Department to become a partner in your child's education by providing 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 is served at all Cape Girardeau Public Elementary Schools beginning at 7:45 AM. Students eating breakfast must be in the breakfast line at or before 8:00 AM. No student will be admitted to breakfast after 8:00 AM. Students eligible for free and reduced lunches may obtain breakfast at no cost. All other students may purchase breakfast at a cost of \$.75 daily.

Lunch

In order to meet the standard requirements, the Grade A lunch is served which consists of a meat or meat substitute; $\frac{3}{4}$ cup vegetable and/or fruit; milk; bread and butter; dessert.

Lunch for students is \$1.55. Reduced lunch is \$.40. Adult lunches are \$2.50. Students are encouraged to pay for their meals in advance, either monthly or weekly. One month's meal payment for grades K-4, based on a 20-day month, is \$30.00. Parents should send payment (cash or check) in an envelope with the child's or children's name(s) on the outside which may be sent to the child's teacher or placed in the collection box located outside of

the office. Parents may also access the MyNutrikids.com web site which will allow them to access their children's account balances as well as make online prepayment services.

To access the online services:

- Go to the district web site at www.cape.k12.mo.us
 - Click on the Nutrition Services Department link or Breakfast and Lunch Menus
- OR
- Click on the MyNutrikids.com link web site. From this site you will create your account and add money to your child's school meal account. All you need is your child's name, student ID number, and school ZIP code.

If you have more than one child in the district, you can handle all online prepayments from the same online account. Payments may be made through an existing PayPal account or with a major credit or debit card only. In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.75 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.75 fee once per deposit transaction. Cape Girardeau Public Schools will *not* profit from the use of this site.

Students may then debit their accounts daily by supplying a four-digit PIN number that is assigned to them by the office of the Director of Food Services. A student who does not participate in the school lunch program will be expected to bring lunch from home and eat in the lunchroom unless the parents send written permission for them to go home. These students may purchase milk to drink with lunch using their assigned PIN number. Milk is \$.30. Sodas are not allowed in the lunchroom.

Free and reduced price meals are available for students for families who qualify for the program as it is established by the U.S. Department of Agriculture. Families may qualify for benefits under the Direct Certification program or they may complete an application. Applications for free and reduced meal benefits are distributed at the beginning of the school year to each child. Applications may be obtained from the school office during the school year.

In applying for these benefits, families will be required to supply complete information regarding wages and other income of all household members. The school district is required by law to verify a certain percentage of the applications. If you are selected for verification, you will be required to submit documentation of your household income.

Lunchroom Rules

Students may bring their own lunches from home if desired. Lunches 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 carbonated beverages in the lunch.

Students are permitted to talk during the lunch period AS LONG AS students are able to hear directions from the supervisory personnel in the cafeteria. Cafeteria supervisors do have the discretion to ask students to refrain from talking for a short period during the lunch period should the noise level become too loud or if talking appears to be interfering with students' abilities to finish lunch within the given lunch period.

Students who forget their lunch money may charge up to **five** school lunches. Students who have a debit of more than five lunch charges will not be allowed to charge any more lunches. These students will be served a lunch consisting of a peanut butter sandwich and a drink until such charges are paid.

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.

Health Services

A 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. If your child has sustained a severe injury or suspected contagious disease (has a fever, vomiting/diarrhea), the child should remain at home for a reasonable amount of time to promote healing and public health.

Doctor/Dental: Parents are encouraged to make doctor and dental appointments outside of the school day to protect the learning time.

Head Lice Policy: Cape Girardeau Public Schools has a "nit free" policy. Students infested with nit, eggs or lice must be excluded from school until completely eliminated.

Immunization: According to the Missouri Bureau of Immunization, implementation of House Bill 522 requires that all students be properly immunized to school entry. Religious and medical exemptions are acceptable. No personal exemptions will be allowed.

Students in kindergarten through twelfth grade are required to have two doses of a measles-containing vaccine (MMR, MR, or Measles vaccine) on or after the first (1st) birthday and must have received the last dose of Polio, Diphtheria, and Tetanus on or after their fourth (4th) birthday. Students kindergarten through first grade must also have received the last dose of Pertussis on or after their fourth (4th) birthday.

Legislation now requires Hepatitis B vaccine series for all students in grades K-5 and grades 7-10.

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

Medications: Public School may not administer medications without written consent and instruction from the parent or legal guardian. All medications must be in the original containers, registered, stored and dispensed in the office.

Screening: Vision screenings are given by the school nurse annually for students in grades K, 1, and 3 for newly enrolled and referred students. Scoliosis screening period is for grades 4.

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 is part of the grade assigned the students in each discipline.

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

Homework is an excellent activity to teach children responsibility and also provide extra practice in needed skill attainment. Parents can reinforce this by helping to provide 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 does have the discretion not to accept late work.

Students who are absent from school for extended periods may be assigned homework in the core subjects to maintain structured learning activities and skills. Missed units of instruction due to absence result in lower grades at the quarter grading period.

Honor Roll Policy (Elementary)

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

Scale			
A	11	C+	6
A-	10	C	5
B+	9	C-	4
B	8	D+	3
B-	7	D	2
		D-	1
		F	0

5. If a student attains an 8.0 average, he/she will achieve the "B" Honor Roll. If he/she attains a 10.0 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, work habit, and conduct grades will not be considered.

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

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.

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.

PTA

The Parent Teachers Association (PTA) is highly involved in improving our schools. All parents are urged to become members and actively participate. Meetings are scheduled regularly and are announced ahead of time. Please reference the building calendar for specific meetings and events.

The PTA is involved in many projects throughout the school year. With the help of all the parents, these projects can be very successful. Please volunteer your services this year for our students.

Phone Calls

Parents may call the office to initiate contact with their child's teacher at any time during regular office hours. Your call will be returned as soon as possible. Our policy does not allow students to use the telephone except in the case of an emergency. Students will not be allowed to use the phone for making social arrangements or for having someone bring their forgotten homework, lunch money, books, etc. to school.

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.

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.

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.

Playground Rules

Boundaries:

- * All students are to stay within the fenced areas of the playground.
- * All students must stay within the bus lane boundaries (i.e. blacktop, gravel, and grass area surrounding playground).
- * Students going beyond the fenced area (e.g. to retrieve a ball) must inform a supervisor before leaving the boundaries of the playground.
- * Students may not leave the playground (e.g. to use the restroom or to go to the nurse) without permission of a supervisor.

General Rules:

- * Students should walk out to the playground on the sidewalk until reaching the blacktop area.
- * Students should use appropriate language—no profanity, threats, or arguing.
- * Trash should be thrown in garbage cans.
- * Students should play peacefully—no pushing, shoving, hitting, wrestling, rough housing, rock throwing, etc.

Fence:

- * No hanging or climbing on the fence.

Trees:

- * Climbing trees and pulling branches are not allowed.
- * Sticks, gum balls, etc. should remain on the ground and should not be swung or thrown at other students.

Slide:

- * Up the ladder, down, the slide.
- * No climbing on the top of the slide.
- * No rocks allowed on the slide.

Swings:

- * Sit on the swings.
- * Swing only forward and backward.
- * No jumping out of swings.

Tunnel:

- * No climbing on top of the tunnel.

General Playground Equipment:

- * No standing or crawling on top of any playground equipment.

Soccer Field:

- * Students are not to play sports on the field without appropriate adult supervision.
- * Students may not use slide tackling when playing soccer.
- * Students may only play “touch” football.

Extra Equipment:

- * Jump ropes are for jumping only.
- * Students may play appropriately with the school sports equipment (i.e. balls, ropes) that is made available to them.
- * **Personal items such as radios, tape recorders, toys, electronic games, balls, trading cards, etc. should not be brought to school due to the potential for loss and interference to the learning climate.**

Lining up:

- * When the whistle blows or bell rings, students are to line up quickly with voice off, facing forward, and hands at side or in lap.
- * When weather is appropriate, students are to come to the line and sit using line behavior (voice off, facing forward, hands at side or in lap).

Other specific rules may be established for any grade level as deemed necessary at the discretion of the instructional staff.

Promotion and Retentions

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

Reading Instruction

The Cape Girardeau School District utilizes a Balanced Literacy approach to implement the communication arts curriculum. The goal of a Balanced Literacy approach is to enable students to become independent, strategic and life-long readers and writers. Balanced Literacy gives teachers the advantage to consistently assess, monitor, and guide individual student's reading and writing abilities. Students receive a balance of modeled, shared, guided, and independent literacy instruction. This balance helps teachers provide differentiated instruction necessary to meet the diverse needs of students.

The entire curriculum website (including the Communication Arts curriculum) can be found at:
<http://www.capetigers.com/DEPARTMENTS/CurriculumAssessment/BalancedLiteracy/tabid/307/Default.aspx>

Safety Patrol

The Safety Patrol is an honor position of responsibility in which selected third and fourth graders participate. Membership requires teacher recommendation, parent permission, competency testing, and continuing good citizenship. The patrol supervises crosswalks and campus areas before, during and after school.

School Closing for Weather, Etc.

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 (KZIM, KGIR, KGMO, KAPE,

and KWKZ) and television broadcasts (KFVS-TV) and are also listed on the district's website (www.cape.k12.mo.us) whenever possible.

Alma Schrader parents have the option of being added to the Alma Schrader Emergency Contact listserv by emailing Mrs. Orr at ro@cape.k12.mo.us 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.cape.k12.mo.us/tigertext.asp>. 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).

It is imperative that the home makes 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.

School Day

Students may enter the building at 7:40 when student supervision will be provided within the gymnasium and cafeteria. Students and family members are asked to refrain from going to classrooms prior to 8:00. The school day for elementary schools begins at 8:15 AM. Students arriving after 8:15 need to report to the office. School dismisses at 3:15 PM. Bus, daycare, and car rider supervision are provided until 3:40. Students remaining at school more than one hour after school dismissal may be referred to law enforcement or social services workers as abandoned children.

Any students leaving the grounds prior to 3:15 must be checked out through the office. Family members are asked to refrain from going to classrooms without proper authorization issued from the office. Children may wait in the school office for family members to pick them up for authorized appointments (doctor, dentist, counseling, etc.). Students will not be allowed to wait outside for family members to pick them up prior to dismissal times nor may family members use cell phones to ask that student be sent to vehicles for pick up. All early pick-ups must occur through a face-to-face transaction with office personnel.

Regular dismissals will occur under supervision of school personnel. Bus riders will gather by Rooms 18 and 19. Daycare riders will gather in the gymnasium and line up in groups designated by daycare services. Car riders will gather in the front of the school by the pick-up lane. Walkers will be dismissed directly from the classroom.

Parents must not drop off or leave children at school during unsupervised periods.

School Parties

School parties are limited to Fall, Christmas, and Valentine's Parties. Room parents are assigned to each class to conduct each party. Party money is collected at the beginning of each school year. Children may bring birthday treats for enjoyment at the end of the day.

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.

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.

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.

Special Educational Services

Cape Girardeau Public School 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. Alma Schrader provides services for students diagnosed with various disabilities in categories across the continuum as specified by the IDEA.

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

Teacher Qualifications

Districts must notify all parents in schools receiving Title I funds may request information regarding a teachers' professional qualifications. Schools receiving Title I funds include Blanchard, Clippard, Franklin and Jefferson Elementary Schools.

The Teaching Day

The protection of teaching time is an enduring concern. The district has posted a revised attendance policy, which will move toward assuring that more children are present for instruction more of the time.

Valuables

Personal possessions of significant value should not be brought to school. The school administrators and staff cannot be responsible for valuables which students bring to school. **IT IS RECOMMENDED THAT STUDENTS LEAVE THESE TYPES OF ITEMS AT HOME.**

Visitors to the Schools

Parents and patrons of the school district are welcome to visit. However, all visitors during the regular school day should check in at the office and receive a visitor's tag before proceeding elsewhere in the building. If you see a visitor in the building without a visitor's tag on, please direct them to the office. This would include parents of students within the building.

As Board of Education policy KK describes, the Board and administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. If such person will not leave the school premises upon request, the principal or designee may contact the proper legal authorities.

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.cape.k12.mo.us. The school website can be accessed at through links at this website. We invite you to visit both websites as 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 also be contacted by e-mail. E-mail addresses are available at the sites listed.

NOTICES

Senate Bill 319 Parent Information

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)

The Cape Girardeau School District is dedicated to providing every opportunity for success in reading. For those struggling in reading it will require the effort of teachers and parents to help students succeed.

Fall 2007

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 Superintendent as the Title IX coordinator is Dr. Jim Welker, 301 N. Clark Avenue, Cape Girardeau, Missouri 63701, and telephone (573) 335-1867.

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

The Director for Special Services is Deena Ring, 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.

PUBLIC NOTICE

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, mental retardation/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 the Central Administrative Offices, 301 N. Clark, Monday-Friday from 7:30 a.m. until 4:30 p.m.

This notice will be provided in native languages as appropriate.

CAPE GIRARDEAU SCHOOL DISTRICT
Survey of Children with Disabilities

The Cape Girardeau School District intends to provide a free and appropriate public education, including appropriate special education and related services, either locally or through contractual arrangement, to all children ages three (3) through twenty-one (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/intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, 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 birth through 21 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 Director of Special Services, Cape Girardeau Board of Education, 301 North Clark Avenue, Cape Girardeau, Missouri, 63701.

=====

SURVEY OF CHILDREN WITH DISABILITIES

Child's Name: _____ Sex: M ___ F ___ Age _____
Birth Date: _____ Ethnicity (may check more than one): Asian ___ Native Hawaiian or Other Pacific
Islander ___ American Indian or Alaska Native ___ Hispanic ___ Black or African American ___ White or
Caucasian ___
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, 2011. Do NOT complete this form if your child is receiving services from Cape Girardeau School District.

Director of Special Services
Cape Girardeau School District
301 North Clark Avenue
Cape Girardeau, Missouri 63701

Missouri Department of Elementary & Secondary Education

NCLB COMPLAINT PROCEDURES

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the Missouri Department of Elementary & Secondary Education (DESE) to adopt procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, part C.

Who May File a Complaint

Any local education agency (LEA), consortium of LEAs, organization, parent, teacher, or member of the public may file a complaint.

Definition of a Complaint

There are both formal and informal complaint procedures.

A formal complaint must be a written, signed statement that includes:

1. an allegation that a federal statute or regulation applicable to the state educational agency (SEA) or a local education agency (LEA) program has been violated,
2. facts, including documentary evidence that supports the allegation, and
3. the specific requirement, statute, or regulation being violated.

Alternatives for Filing Complaints

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

Informal and Formal Complaints Received by the Local Education Agency

Informal and formal complaints filed with the LEA concerning NCLB program operations in that LEA are to be investigated and resolved by the LEA according to locally developed procedures, when at all possible. Such procedures will provide for:

1. disseminating procedures to the LEA school board,
2. central filing of procedures within the district,
3. addressing informal complaints in a prompt and courteous manner,
4. notifying the SEA within 15 days of receipt of written complaints,
5. timely investigating and processing of complaints within 30 days, with an additional 30 days if exceptional conditions exist,
6. disseminating complaint findings and resolutions to all parties to the complaint and the LEA school board. Such findings and resolutions also shall be available to parents, teachers and other members of the general public, provided by the LEA, free of charge, if requested, and

7. appealing to the Missouri Department of Elementary & Secondary Education within 15 days Appeals to the Missouri Department of Elementary & Secondary Education will be processed according to the procedures outlined in sections below.

Informal Complaints Received by the SEA Office

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

Formal Complaints Initially Received by the SEA Office

1. Record. Upon receipt of a written complaint, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Notification of LEA. Within 15 days of receipt of the complaint, a written communication will notify the district superintendent and the district NCLB coordinator of the complaint filed with the SEA. Upon receipt of the communication, the LEA will initiate its complaint procedures as set forth above. If the complaint is that an LEA is not providing equitable services to private school children, it also will be filed with the U.S. Secretary of Education.
3. Report by LEA. Within 20 days of receipt of the complaint, the LEA will advise the SEA of the status of the complaint resolution proceedings and, at the end of 30 days, 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. A copy of this procedure also will be filed with the U.S. Secretary of Education, if it involves equity of services to private school children.
4. Verification. Within ten days of receipt of the written summary of a complaint resolution, the DESE office will verify the resolution of the complaint through an on-site visit, letter or telephone call(s). Verification will include direct contact with the complainant. If the complaint is about equity of services to private school children, the U.S. Secretary of Education shall also be given copies of all related communications.

Appeals

Appeal to the SEA

1. Record. Upon receipt of a written appeal to a complaint unresolved at the LEA level, a record of the source and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based, will be initiated.
2. Investigation. The SEA will initiate an investigation within 10 days, which will be concluded within 30 days from receipt of the appeal. Such investigation may include a site visit if the SEA determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30-day limit.
3. Hearing. If required by the SEA, or formally requested by parties to the complaint, this investigation will include an evidentiary hearing(s) before an SEA Division Director acting as chairperson and designated staff personnel. Conduct of such hearings will follow the procedures outlined in state rules. The hearing proceedings shall be tape recorded and the recording preserved for preparation of any transcript required on appeal.

Decision

Within 10 days of conclusion of the investigation and/or evidentiary hearing(s), the SEA will render a decision detailing the reasons for its decision and transmitting this decision to the LEA, the complainant, and the district school board. Recommendations and details of the decision are to be implemented within 15 days of the decision being given to the LEA. This 15-day implementation period may be extended at the discretion of the SEA Division Director. The complainant or the LEA may appeal the decision of the SEA.

Formal LEA Complaints Against SEA

1. Record. The SEA will record the source, and nature of the complaint, including the applicable program involved in the complaint, statute violated and facts on which the complaint is based.
2. Decision. The SEA decision will be rendered within 15 days of the complaint receipt. The LEA will be promptly notified of the SEA's decision.
3. Appeal. The LEA may appeal the decision of the SEA to the SEA review board within 30 days of receipt of the decision. Procedures under the "Appeal to the State Agency Review Board" section will be followed.
4. Second Appeal. An applicant has the right to appeal the decision of the SEA Review Board to the U.S. Secretary of Education. The applicant shall file written notice of the appeal with the Secretary within 20 days after the applicant has been notified by the SEA of its decision.

Complaints Against LEAs Received from the United States Department of Education

1. Complaints against LEAs received from the U.S. Department of Education will be processed as though they had been received initially at the SEA.
2. A report of final disposition of the complaint will be filed with the U.S. Department of Education.
3. These procedures shall not prevent the SEA from partially or wholly interrupting funding of any LEA IASA program or taking any other action it deems appropriate.

Procedure Dissemination

1. This procedure will be disseminated to all interested parties through the agency webpage at <http://dese.mo.gov> and to subscribers to the Federal Programs listserv.
2. This guidance will be distributed through regional and statewide meetings with Federal Programs Coordinators. LEAs are asked to incorporate the elements of the complaint procedure into their own policies and procedures.
3. DESE will also keep records of any complaints filed through this policy

Public Notice

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address, birth date and age of each child, and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district, 335-1867.

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.

Sexual Harassment

The School District is committed to providing an environment free from intimidating, hostile or offensive behavior, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Sexual harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Cape Girardeau No. 63 School District. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person employed by the district, and any student teacher, intern or school volunteer. A student is any person enrolled in the school district or in district instructional programs. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature and made by a member of the school staff to a student or when made by any student to another student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity; or
- Such conduct has the purpose or effect of interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment; or
- Such conduct has the effect of favoring another student.

Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee. You may refer to Board of Education Policies ACA, ACAA, ACG, GBAA, and JBA for additional information.

ADMINISTRATION OF MEDICATIONS TO STUDENTS

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). However, the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's education services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by a parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

The parent/guardian must provide the district with written permission to administer the medication before the district will administer prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed. (Policy JHCD)

Non-discrimination Notice

The Cape Girardeau School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator Director of Special Services Central Administrative Office 301 N. Clark Cape Girardeau, MO 63701 Telephone: 573-335- 1867	Title VI Coordinator Director of Special Services Central Administrative Office 301 N. Clark Cape Girardeau, MO 63701 Telephone: 573-335- 1867	Title IX Coordinator Director of Special Services Central Administrative Office 301 N. Clark Cape Girardeau, MO 63701 Telephone: 573-335- 1867
Title II Coordinator Director of Special Services Central Administrative Office 301 N. Clark Cape Girardeau, MO 63701 Telephone: 573-335- 1867	Age Act Coordinator Director of Special Services Central Administrative Office 301 N. Clark Cape Girardeau, MO 63701 Telephone: 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, MO 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.

**NOTICE TO PARENTS OF STUDENTS
ATTENDING CAPE GIRARDEAU PUBLIC SCHOOLS**

In compliance with Federal Law, Privacy Rights of Parents and Students, Section 99.3, 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:

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

- Students in kindergarten through eighth grade – Student’s name; parent’s name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.
- High school and vocational school students – Student’s name; parent’s name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

A student’s educational record, or an official transcript thereof, may be forwarded to an educational institution the 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 weeks of the date of the commencement of any given semester in which the student is enrolled.

Adopted: July 17, 2006

Public Notice

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address, birth date and age of each child, and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district, 335-1867.

NOTICE OF ATTENDANCE POLICY/PROCEDURES

The attendance policy of Cape Girardeau Public Schools states that in order to receive course credit or to be considered for promotion to the next grade level, a student must be present a minimum of 95% of the scheduled attendance days per semester. 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. When your child misses the number of days allowable, parents/guardians will receive a Compulsory Attendance letter from Prosecuting Attorney Morley Swingle. If your child misses another day after the receipt of the notice, criminal charges will be filed against you for violation of the compulsory attendance law.

Absences for which we have received medical documentation from a physician, a dentist or from the district's school nurse which specifically accounts for the hours or days absent will not generate this letter, but 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 (SIS) 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.

CONSENT FORMS AND APPLICATIONS

PARENT/GUARDIAN NOTIFICATION
K-8

Dear Parents/Guardians:

The Missouri School Improvement Program (MSIP Standards 1.1, 1.2, and 1.3) requires that students receive regular health instruction including, tobacco, alcohol, and other drug prevention and appropriate HIV/AIDS prevention at every grade level.

In grades K-8, students will be learning about the following big ideas as part of the School Board approved health curriculum:

- Structure and functions of the body
- Social, emotional, and mental health
- Personal and family health
- Nutrition
- Consumer health and safety
- Life management skills
- Disease prevention and control
- Injury prevention and safety
- Substance education
- Environmental health

Implementation of the curriculum will include a unit of study in grades 6-8 on why choosing abstinence is the best choice for young people to make. The health curriculum for each grade level has specific learner objectives that are grade and age appropriate. 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 the health curriculum, please contact the school principal. **You may choose to not have your child participate in the study of any specific health concepts 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,

Theresa Hinkebein

Theresa Hinkebein
Curriculum Coordinator
Cape Girardeau School District

COMPLETE AND RETURN IF YOU DO NOT WANT YOUR CHILD TO PARTICIPATE IN ANY OF THE HEALTH CONCEPTS INCLUDED IN THE K-8 HEALTH CURRICULUM

I DO NOT WANT MY CHILD _____ TO PARTICIPATE IN THE FOLLOWING HEALTH INSTRUCTION (provide specific concepts).

Parent/Guardian Signature

Date

TECHNOLOGY USAGE
(Parent Cell Phone Acknowledgment and Signature Form)

Student's Name: _____ Grade: _____

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 is confiscated on more than one (1) occasion, the school will keep the cell phone locked in the school office for five (5) school days. After the fifth day, I will be able to pick up the cell phone during normal office hours.

Parent Signature: _____ Date: _____

(This section needs to be cut off and given to parents at the time signature is obtained.)

CAPE GIRARDEAU SCHOOL DISTRICT
Student Cell Phone Notification and Policy

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

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

For these reasons, the Cape Girardeau School District will be following and enforcing the following procedures and consequences for all students regarding cell phones 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. It is preferred that students keep these items in student cars or locked lockers. Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency.

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

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 07/20/2009

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

CAPE GIRARDEAU SCHOOL DISTRICT
Gifted Education

Dear Parents:

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 first through twelfth grade students. We ask that you have your nominations to the building level counselors (elementary) or the gifted facilitators (secondary) 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.**

Nomination forms can be obtained through either the building level counselors or the gifted facilitators located in Central Middle School, Central Junior High School, or Central High School. Referrals made in the elementary grades should be returned to the **elementary building counselors**. Referrals made in the secondary grades should be returned to the **secondary gifted facilitators**. Referrals will then be forwarded to the Screening and Placement Committee.

Please note that nomination does not guarantee further assessment. Therefore, it is imperative to make the nomination as complete as possible so the committee can make an informed decision regarding the student. Please include prior testing results, detailed observations of the students, and work samples reflecting superior mental and/or creative abilities.

If you have further questions, please do not hesitate to contact any one of the gifted facilitators or contact the Director of Special Education at the Central Administrative Office by calling 335-1867 or writing 301 N. Clark, Cape Girardeau, Missouri, 63701.

Sincerely,

Danyne Ring
Director of Special Education

September 2, 2010

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 your taking the time to complete the MO HealthNet application for each of your children, which is included with this letter, if you have not already done so. If you are unsure about how to fill out the application, please ask the counselor in your child's building for help. When completed, the application should be given to the counselor. If you have any questions, please call 888-275-5908.

Sincerely,

Deena Ring
Director of Special Services

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

_____ have already applied for MO HealthNet for my children.

NAME

DATE

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

MO HealthNet Service Center

525 Jules St.
#127 St. Joseph, MO
64501

This application is for MO HealthNet for **children under the age of 19, some parents, and pregnant women**. To apply, **complete and sign** the attached application and return it to the above address or your local Family Support Division office.

INSTRUCTIONS FOR COMPLETING THE MO HEALTHNET APPLICATION

Section A - Mailing Address

Please provide your name, address, and phone numbers. Please indicate under “Message Phone Number” the number where you can be reached during regular work hours, or where we can leave a message for you.

Section B - Household Information

List all the children, parents, step-parents or guardians in the household, yourself first. It is important that you indicate the relationship of the person to you; i.e., spouse, son, daughter, etc. Race and ethnic group information is only for statistical use and is optional. The Social Security Number is required only for persons applying for MO HealthNet coverage. Put an “X” in the last box to indicate you are applying for MO HealthNet for that person.

Section C - Income

In order to determine your family’s eligibility for MO HealthNet, please complete this section. Attach a sheet if more space is needed. **Please submit income verification, for the last 30 days, with the application.**

Section D - Insurance

For some applicants, eligibility for MO HealthNet will depend on their access to health insurance. It is important that you complete this section. List all health insurance, regardless of source.

Section E - Absent Parent

Only complete this section if a parent of one of the children applying for MO HealthNet is absent from the home. The law requires cooperation with Child Support Enforcement in obtaining payment for medical care. This means you must cooperate in identifying the absent parent, helping locate the absent parent, helping to establish paternity and other necessary action. Failure to cooperate does not affect your child’s eligibility for MO HealthNet coverage. Your eligibility may be affected if you fail to cooperate. Your cooperation may be of value to you and your child because it might result in finding the absent parent, legally establishing the child’s paternity, and obtaining child support payments and rights to future Social Security, Veteran’s, or other governmental benefits.

If you feel it is not in your child’s best interest to pursue medical support from the absent parent, for example, past abuse or threat of abuse, check “yes” in Question #1. You may have “good cause” for not cooperating if your cooperation could result in physical or emotional harm to the child or to you. You will be asked to provide evidence to support your claim.

If you claim “good cause”, by checking “yes” in Question #1 for not cooperating in obtaining medical support, you will be given a notice that will explain the circumstances under which good cause may be found, and the type of evidence or other information needed to decide your claim. You may also ask for this notice to help you decide whether or not to claim good cause.

Section F - Signature

Please read this section carefully and sign the form. **The effective date of MO HealthNet coverage is based on the date your signed application is received.**

Call 1-888-275-5908 if you have questions

Please keep this page. It contains important information.

OTHER IMPORTANT INFORMATION ABOUT MO HEALTHNET

If you have questions or need assistance completing the application, call toll-free **1-888-275-5908**.

When your application is received, it will be reviewed and if additional information is needed, you will be contacted. If you do not have a phone, you can contact us at the above phone number a few days after you mail the application.

You will be notified by mail when we have completed our review. For pregnant women, applications are processed within 15 days. All other MO HealthNet applications are processed within 30 days. If you disagree with the decision concerning your eligibility, you may request a fair hearing within 90 days of the date of the decision.

INFORMATION NEEDED

The following information may be needed prior to approving your MO HealthNet application:

- Income verification for the past 30 days (i.e. paycheck stubs, letter from employer, federal income tax return, award letter, etc.);
- Immigration documents showing name, immigration status, registration number and date of entry of those persons applying for MO HealthNet who are not U.S. citizens; and
- Medical statement confirming pregnancy and expected date of delivery (if applying for MO HealthNet as a pregnant woman).

If possible, send this verification with your application. We will accept copies of these items, however, if you send originals, we will copy them and return the originals with your notification letter. **DO NOT DELAY SENDING IN YOUR APPLICATION IF YOU DO NOT HAVE THE VERIFICATION READILY AVAILABLE.** You will be notified if additional information or verification is needed.

HEALTHY CHILDREN AND YOUTH PROGRAM

If your children qualify for MO HealthNet, they can receive services through the Healthy Children and Youth (HCY) program. HCY provides primary and preventive health care. Your child can get examinations, shots, and tests that help them stay healthy or identify medical problems that may require treatment. MO HealthNet will pay for these health care services.

If you are pregnant and would like health risk appraisal and case management services, contact your local health department or call TEL-LINK (1-800-835-5465).

RIGHTS AND RESPONSIBILITIES

You must **report any changes in circumstances declared in the application statement within 10 DAYS** of when they happen, no matter what causes the changes. You have a continuing obligation to report and cannot wait until you are contacted.

Any information provided on the application is subject to verification by Federal, State, and Local officials. You may be denied benefits and/or be subject to criminal prosecution for knowingly providing false information. The crime of stealing or attempting to steal public assistance benefits of a value of seven hundred fifty dollars (\$750.00), or more upon conviction, is punishable by imprisonment for a period not to exceed five years; or by confinement in the county jail for a period not to exceed one year; or by a fine not to exceed ten thousand dollars (\$10,000.00), or both. If the value of the unlawfully obtained benefits is less than seven hundred fifty dollars (\$750.00), the crime is a misdemeanor.

You are entitled to fair and equal treatment regardless of your age, sex, race, color, handicap, religion, creed, national origin, or political belief.

Please keep this page. It contains important information.



APPLICATION FOR KIDS, PREGNANT WOMEN, AND PARENTS

COMPLETE IN INK.

FOR OFFICE USE ONLY

A. MAILING ADDRESS			DATE APPLIED
NAME (FIRST, MIDDLE, LAST)			DCN
ADDRESS (HOUSE NO., STREET OR RURAL ROUTE, P.O. BOX NO.)		CITY, STATE, ZIP CODE	
HOME PHONE NUMBER	WORK PHONE NUMBER	MESSAGE PHONE NUMBER	ELIGIBILITY SPECIALIST/SUPV/LOAD

INSTRUCTIONS: Please answer each question completely. Attach an additional sheet if more space is needed in any section.

B. HOUSEHOLD INFORMATION (LIST ALL CHILDREN, PARENTS/GUARDIANS AND STEPPARENTS)					WHO LIVE IN YOUR		YOURSELF FIRST.)		
(FIRST, MIDDLE, LAST)	NAME (MAIDEN)	RACE/ SEX	HISPANIC Y/N	RELATIONSHIP TO PERSON a.	BIRTHDATE	PLACE OF BIRTH	SOCIAL SECURITY NUMBER	(X) APPLYING FOR	
a.				SELF					
b.									
c.									
d.									
e.									
f.									

(1 - WHITE 2 - BLACK/AFRICAN AMERICAN 4 - AMERICAN INDIAN/ALASKAN NATIVE 5 - ASIAN 6 - NATIVE HAWAIIAN/PACIFIC ISLANDER)

1. Are both parents of all the children in the home? YES NO (If No, complete section E.)

2. Are all of the persons applying for MO HealthNet U.S. YES NO If No, list the following information for persons applying for MO HealthNet who are not U.S. Citizens: Name, immigration status and registration number, date of entry:

3. You may qualify for coverage of unpaid bills for medical services received in the past three months. Did any of the persons listed above receive medical services in the past three months? YES NO If yes, who? Expected due date?

4. Is anyone in your household pregnant? YES NO If yes, who? Expected due date?

5. Is your net worth (Net worth is the value of everything you own minus any debt): less than \$50,000 \$50,000-\$100,000
\$100,000-\$150,000 \$150,000-\$200,000 \$200,000 - \$250,000 above \$250,000
Please list your assets (bank accounts, stocks/bonds, vehicles, home, real and personal property, etc.)

C. INCOME (Please attach verification; i.e. paycheck stub, note from employer, federal income tax return, award letter, etc.)

1. Are you employed? YES NO If yes, name of employer
How much are you paid **before** taxes or deductions? \$ Weekly Every two weeks Twice monthly Monthly

2. Is anyone else in your home employed? YES NO If yes, who?
Name of employer
How much are they paid **before** taxes or deductions? \$ Weekly Every two weeks Twice monthly Monthly

3. Does anyone in your home operate their own business or are they otherwise self-employed? YES NO
If yes, who? Describe what type of self-employment (baby-sitting, farm other) and amount earned: Weekly Monthly Yearly

4. Childcare costs may be an allowable income deduction for working families. Do you pay someone to care for your child?
YES NO If yes, list names of children cared for:
How much do you pay for childcare: \$ Weekly Every two weeks Twice monthly Monthly

5. Does anyone in your home receive other income (such as child support, alimony, Unemployment Compensation benefits, sick benefits, interest income, Social Security benefits, or other unearned income)? YES NO If yes, complete the following:

PERSON RECEIVING	WHO PROVIDES THE MONEY?	AMOUNT RECEIVED?	HOW OFTEN RECEIVED?

D HEALTH INSURANCE

1. Does anyone in your home have medical, hospital insurance or Medicare? YES NO

PERSONS INSURED	NAME OF COMPANY AND POLICY NUMBER	TYPE OF COVERAGE		
		Doctor	Hospital	If limited coverage explain:
		Doctor	Hospital	If limited coverage explain:

2. Has anyone in your home lost or dropped health insurance within the past six months? YES NO If yes, provide name(s), date and reason coverage ended.

3. Is health insurance available for any member of your family through an employer or other group membership? YES NO

If yes, name of employer or group:

Is the insurance available for: Self Spouse Children How much is the premium for the children? \$ per

4. Do any of your children have a medical condition that left untreated would result in the death or serious physical injury of the child?

YES NO If yes, provide name(s) of child(ren)

5. Is a third party responsible to pay for any of your medical care? YES NO If yes, who?

6. Please refer to the income guidelines sent with the application. If income and family size fall in the premium group, submit 2 quotes from private insurance companies of what they would charge for medical coverage for all of your children.

1. \$ per mo. Company 2. \$ per mo. Company

E. ABSENT PARENT INFORMATION		(Complete this section if a parent of any of the children is absent from the home.				
NAME (FIRST, MIDDLE, LAST) (MAIDEN)	RACE/ SEX	SOCIAL SECURITY NUMBER	BIRTHDATE	PARENT OF WHICH CHILD?	LAST KNOWN ADDRESS	

Do you have a good reason for not cooperating in obtaining support for medical care? YES NO If yes, please explain.

F PLEASE READ CAREFULLY AND SIGN BELOW

- I/we agree that I/we must provide Social Security Numbers of all persons applying for MO HealthNet as required by law. The Social Security Number is used to determine eligibility and verify information.
- I/we agree I/we must be evaluated for the Health Insurance Premium Payment Program (HIPP) if I or members of the household are employed or lost employment in the last 30 days and the employer or former employer offers group health insurance.
- I/we agree that my/our statements and information provided may be verified.
- I/we will report any changes in circumstances within TEN DAYS of when they happen.
- I/we know that it is against the law to obtain or attempt to obtain benefits to which I am/we are not entitled. Any false claim, statement, or concealment of any material fact whatever, in whole or in part, may subject me/us to criminal and/or civil prosecution.
- I/we agree that by applying for (and being determined eligible for) MO HealthNet for a child who is deprived of parental support, I/we have assigned all rights to medical support to the State of Missouri, and that I/we must cooperate in establishing paternity and obtaining medical support, **unless I/we have good cause. Failure to cooperate does not affect a child's eligibility.**
- I/we understand healthcare benefits based on a person being age 65 and over, blind or disabled is not determined by completing this application. If I/we want eligibility for healthcare benefits explored on the basis of being age 65 or over, blind or disabled, I/we must complete a different application for these benefits.
- I/we agree that medical information about me and/or my family can be released if needed to administer this program.
- Provided I am/we are found to be eligible for MO HealthNet I/we know the state of Missouri will pay for covered services on my/our behalf and agree the state may collect payments from any third party (i.e., insurance, estate, etc.) for services paid by the state.

My/our signature below certifies under penalty of perjury that all declarations made in this eligibility statement are true, accurate, and complete, to the best of my/our knowledge. I/we authorize insurers or employers to release any information on myself or my dependent(s) needed to determine eligibility for the HIPP program.

SIGNATURE/AFFIDAVIT	DATE	SIGNATURE OF SPOUSE/AFFIDAVIT	DATE
---------------------	------	-------------------------------	------



CAPE GIRARDEAU PUBLIC SCHOOLS

301 North Clark Avenue • Cape Girardeau, MO 63701

www.cape.k12.mo.us

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

Superintendent
Dr. James Welker

**Assistant
Superintendent**
Pat Fanger

**Director of
Administrative
Services**
Neil Glass

**Director of
Finance**
Misty Clifton

**Director of
Special Services**
Deena Ring

March 1, 2010

Dear Parents:

Beginning July 1, 2008, every child enrolling in a public school kindergarten and new enrollees in first grade must receive a comprehensive eye examination from a state-licensed optometrist or physician. This requirement is part of Senate Bill 16 that was enacted in 2007. The law is important because there are many vision skills students need to be successful in school.

By January 1, 2011, parents and/or guardians will provide the school district with proof of the required vision exam. Attached to this letter is the Missouri Examination Form for School that will need to be completed by the optometrist or physician and turned into the school by January 1, 2011. If you do not wish to participate in this program, please notify the district by filling out the Non-participation Form indicating that you have chosen to opt out of the exam. The cost of the eye exam is the responsibility of the parent and/or guardian. Any follow-up examinations or care that is recommended is also the responsibility of the parent and/or guardian. A student will not be denied attendance in school for failing to obtain a comprehensive vision exam.

Both the Missouri Examination Form and the Non-participation Form are attached to this letter. Please complete the one that reflects your choice and return this to the school office where your child attends school by January 1, 2011. More information regarding the Children's Vision Law can be found on the Department of Health and Senior Services website (www.dhss.mo.gov). If you have any questions, please contact me at 335-1867.

Sincerely,

Deena Ring
Director of Special Services



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
MISSOURI EYE EXAMINATION FORM FOR SCHOOL

IDENTIFYING INFORMATION		PATIENT/PROVIDER IDENTIFIER	
STUDENT NAME		PROVIDER LAST NAME (First Four Digits)	
DATE OF BIRTH OF STUDENT		SSN (Last four digits of student)	
PARENT / GUARDIAN NAME			
CASE HISTORY			
DATE OF EXAM			
OCULAR HISTORY:	Normal <input type="checkbox"/> or Positive for:		
MEDICAL HISTORY:	Normal <input type="checkbox"/> or Positive for:		
DRUG ALLERGIES:	NKDA <input type="checkbox"/> or Allergic to:		
FAMILY OCULAR and MEDICAL HISTORY:	<input type="checkbox"/> Amblyopia <input type="checkbox"/> Strabismus <input type="checkbox"/> Glaucoma <input type="checkbox"/> Diabetes		
	Other:		
OTHER PERTINENT INFORMATION			
EXAM			
	NORMAL	ABNORMAL	Not Able to Assess
AMBLYOPIA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STRABISMUS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTERNAL EYE HEALTH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXTERNAL EYE HEALTH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VISUAL ACUITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BINOCULAR VISION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OD	OS	
Distance Unaided Acuity (20 ft)	20 /	20 /	
Distance Best Corrected Acuity (20 ft)	20 /	20 /	
Near Unaided Acuity (14 in)	20 / (eq)	20 / (eq)	
Near Best Corrected Acuity (14 in)	20 / (eq)	20 / (eq)	
REFRACTION			
OD			
OS			
DIAGNOSIS			
<input type="checkbox"/> Normal <input type="checkbox"/> Myopia <input type="checkbox"/> Hyperopia <input type="checkbox"/> Astigmatism <input type="checkbox"/> Strabismus <input type="checkbox"/> Amblyopia			
OTHER:			
TREATMENT RECOMMENDATIONS			
1	Glasses Prescribed <input type="checkbox"/> Yes <input type="checkbox"/> No		
2			
3			
Spectacles to be worn for:			
<input type="checkbox"/> Constant Wear <input type="checkbox"/> Distance Vision Only <input type="checkbox"/> Near Vision Only <input type="checkbox"/> May be removed for recess/PE			
PAYER			
<input type="checkbox"/> Insurance <input type="checkbox"/> MO HealthNet <input type="checkbox"/> Complimentary <input type="checkbox"/> Other form of payment			TOTAL COST:
EXAMINER NAME		<input type="checkbox"/> OD <input type="checkbox"/> MD/DO	DATE

REQUIRED PUBLISHED BOARD POLICIES

TEACHING ABOUT HUMAN SEXUALITY

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. Therefore, pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of chapter 566, RSMo., pertaining to statutory rape.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion.

Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.

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.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 11/20/2000

Revised: 07/20/2009

MSIP Refs: 1.1, 1.3

Legal Refs: § 170.015, RSMo.

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

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.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies: JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

Application

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at district-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

Enforcement

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

The Board authorizes the immediate removal of a student upon a finding by a principal, superintendent or Board that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures set forth for suspensions.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality

* * * * *

A student who engages in inappropriate behavior may be subject to disciplinary action initiated and carried out by school personnel responsible for the supervision of the student at the time of occurrence. Consequences for inappropriate behavior are based upon severity of the infraction/behavior and the maturation, educational growth and general level of educational functioning of the student. The imposition of these consequences shall be carried out in conformity with the dictates of Constitutional due process.

Any time a referral that warrants formal disciplinary action is submitted, every reasonable effort will be made by the principal to contact the parent/guardian of all parties involved by written notice delivered by the student, through the mail, or by direct telephone contact. The content of any notices or other written communications to parties other than the student who is the subject of the formal disciplinary action, and his or her guardian or parent, may be circumscribed by applicable laws governing records of students.

Included among the disciplinary actions/consequences are:

INFORMAL TALK - School personnel talk with the student and develop an agreement regarding how the student should behave.

CONFERENCE - A formal conference is conducted between the student and school personnel.

PARENT INVOLVEMENT - Parent/Guardian is notified by telephone, personal contact, letter or certified letter of the occurrence of inappropriate behavior. A parent/guardian-student-school personnel conference may be conducted.

AFTER-SCHOOL DETENTION - The student is assigned to stay after school in a supervised area and complete assigned tasks. The parent/guardian may be notified.

IN-SCHOOL SUSPENSION - The placement of the student in time-out, in a paired classroom, in the principal's office or other location other than that student's regular classroom, or in an in-school suspension classroom (PAT, SAC, SHAPE) for a portion of a school day up to a maximum of ten (10) school days. The student is required to complete all assignments, and take all tests, and academic credit is earned/granted. The parent/guardian is notified of the in-school suspension.

ALTERNATIVE SCHOOL - The placement of the student in an alternative classroom, maintained on or off campus by the district, for a portion of a school day for up to ten (10) school days. The student is required to complete all assignments and take all tests, and academic credit is earned/granted. The parent/guardian is notified of the alternative school assignment.

SATURDAY SCHOOL - The assignment of the student to attend school on Saturdays, from a portion of one (1) to ten (10) days total, to do school work and assignments under teacher supervision. Academic credit is earned and granted.

SUSPENSION OF BUS RIDING PRIVILEGES: PRINCIPAL - The student is forbidden to ride the bus for a portion of a school day for up to ten (10) school days. The superintendent and parent/guardian will be notified.

SUSPENSION OF BUS RIDING PRIVILEGES: SUPERINTENDENT - The student is forbidden to ride the bus for up to 180 school days. The parent/guardian is notified and appeal procedures reviewed.

SUSPENSION OUT-OF-SCHOOL: PRINCIPAL - The student is forbidden to attend school for a portion of a school day up to ten (10) school days. The student is provided the opportunity to complete all assignments and take all tests issued during the suspension period. Academic credit earned is granted for work and tests completed. The student is expected to complete the assigned work and tests within a reasonable time period following return to school. The superintendent and parent/guardian are notified of the out-of-school suspension.

SUSPENSION OUT-OF-SCHOOL: SUPERINTENDENT - The student is forbidden to attend school for up to 180 school days. The parent/guardian is notified, and appeal procedure reviewed.

EXPULSION - The student is forbidden to attend the Cape Girardeau Public Schools by the Board of Education. The parent/guardian is notified and appeal procedure reviewed.

* * * * *

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. The intent of this code is to establish consistency, fairness and predictability in the punishment of students who commit the more serious offenses. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses, may result in disciplinary consequences that include but are not limited by this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

It is the policy of the Cape Girardeau School District No. 63 to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

Documentation in Student's Discipline Record

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

Prohibited Conduct

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Dishonesty/Cheating – The deliberate misrepresentation of academic, artistic, mechanical or athletic work, accomplishments, achievements or aptitudes as that student's creation, product, possession or property.

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension.

Arson – Starting or attempting to start a fire or causing or attempting to cause an explosion.

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

Offense: Restitution if appropriate

Subsequent Offense: 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

Assault –Acting with violence toward another person, either physically or nonphysically.

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

First Offense: Expulsion.

Automobile/Vehicle Misuse – Uncourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

First Offense: Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Bullying and Cyberbullying (see Board policy JFCF) – Intimidation or harassment of a student or multiple students perpetrated 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.

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.

Bus or Transportation Misconduct (see Board policy JFCC and procedure JFCC-AP) – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the

offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved) – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

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

Dress Code Violations – Violations of Board policy JFCA or procedure JFCA-AP.

First Offense: Principal/Student conference, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension.

Drugs/Alcohol (see Board policies JFCH and JHCD)

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

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

2. Possession and/or Use-The presence upon school property, or attendance at any school function with the possession of or the "being under the influences of," or soon after consuming alcohol, narcotic drugs or substances, unauthorized inhalants, unauthorized prescription drugs, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: In-school suspension, 1-180 days out-of-school suspension.

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

3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense: 11-180 days out-of-school suspension or expulsion.

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

Extortion – Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

First Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Fighting (see also, "Assault") – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Offense:

Gambling – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension.

Gang-Related Activity – As used herein, the phrase “gang-like activity” shall mean any conduct engaged in by a student 1) on behalf of any gang; 2) to perpetuate the existence of any gang; 3) to effect the common purpose and design of any gang; or 4) to represent a gang affiliation, loyalty or membership in any way while on school grounds or while attending a school function. These activities include recruiting students for membership in any gang and threatening or intimidating other students or employees to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang. For purposes of district policy, the term “gang” shall be defined as any ongoing organization, association or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of a criminal act, which has a common name or common identifying sign or symbol, whose members individually or collectively engage in or have engaged in a pattern of gang activity.

First Offense: Principal/Student conference, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension or 1-180 days out-of-school suspension.

Harassment, including Sexual Harassment (see Board policy AC)

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

First Offense: Principal/Student conference, in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense: Principal/Student conference, in-school suspension or 1-180 days out-of-school suspension.

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

Hazing (see Board policy JFCF) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: In-school suspension or 1-180 days out-of-school suspension.

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

Incendiary Devices or Fireworks – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Insubordination – The refusal to obey legal orders and directives, as issued by voice command or by written policy or procedure, by the school district’s administrators, teachers and employees.

First Offense: Principal/Student conference, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Nuisance Items – Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Public Display of Affection – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension.

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

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to

curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

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

Sexual Activity – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

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

Tardiness – Arriving after the expected time class or school begins, as determined by the district.

First Offense: Parent/Guardian notification, principal/student conference, assignment of detention.

Subsequent Offense: Assignment of detention or in-school suspension, and removal from extracurricular activities

Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension,

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

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

3. Violations of Board policy EHB and procedure EHB-AP other than those listed in(1) or (2) above.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Theft – Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assaults – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Tobacco--Possession and Use

1. Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

2. Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. 1-10 days out-of-school suspension.

Truancy (see Board policy JED and procedures JED-AP1 and JED-AP2) – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

Unauthorized Entry – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

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

Vandalism (see Board policy ECA) – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Weapons (see Board policy JFCJ)

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

First Offense: One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

3. Possession or use of ammunition or a component of a weapon.

First Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

4. Possession or use of any explosive device is included in this policy.

First Offense: One (1) calendar year suspension or expulsion.

Subsequent Offense: Expulsion.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/09/1993

Revised: 03/18/2002; 10/20/2003; 09/18/2006; 01/25/2011; 06/20/2011

Cross Refs: AC, Prohibition Against Illegal Discrimination and Harassment
ECD, Traffic and Parking Controls
EGAAA, Reproduction of Copyrighted Materials
GBH, Staff/Student Relations

MSIP Refs: 6.6

Legal Refs: §§ 160.261, 167.161 - .171, 171.011, RSMo.

Safe and Drug-Free Schools and Communities Act, P.L. 107-110
Beussink v. Woodland R-IV School District, 30 F.Supp.2d 1175 (E.D. Mo. 1998)

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

Portions © 2010, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: JG-C.C63 (11/10)

STUDENT DISCIPLINE

(Citizenship Guidelines for Athletic Participation)

Citizenship eligibility cases are reviewed on an individual basis at the school level by the coach, athletic director, principal, parents and player. However, the following systemwide guidelines will assist in the uniform determination of such cases.

1. *Athlete Under Arrest* – If an athlete is arrested for a misdemeanor (shoplifting, vandalism, etc.) or a felony (assault, robbery, DWI, possession, etc.), the athlete will be allowed to represent the school in the interscholastic activities pending the legal outcome of the case. However, if there is admission of guilt by the athlete or if, after reviewing the case, school officials believe there is strong evidence (e.g., witnesses who indicate probable guilt), then the school may restrict the athlete from participation before the legal outcome of the case. Parents and the athlete are to be informed of any problem through a meeting with the head coach, athletic director and, if circumstances warrant, the principal.

Penalties for violations are:

- ▶ *Misdemeanor* (excluding minor traffic violations) – Up to six (6) months maximum restriction from athletic participation.
- ▶ *Felony* – Up to permanent suspension from athletic participation.

Decisions related to penalties will be made jointly by the head coach and athletic director.

2. *Use of Alcohol and Nonprescribed Drugs* – Athletes shall not use alcoholic beverages or nonprescribed drugs. If an athlete violates this regulation, his or her violation will be reviewed by the head coach, athletic director, and, in some cases, the principal. Following the review, the athlete and his or her parents will be notified of the decision.

First Offense – Restriction from participation (practice and contests) for the remainder of the sports season.

Second Offense – Restriction from participation (practice and contests) for the remainder of the school year.

3. *Use of Tobacco Products* – Athletes shall not use tobacco products.

First Offense – Confiscation of tobacco product, formal conference with coach.

Second Offense – Confiscation of tobacco product, two-week restriction from participation (practice and contests).

Third Offense – Confiscation of tobacco product, restriction from participation (practice and contests) for the remainder of the sports season, possible notification of law enforcement officials.

4. *Athlete Involved in Misconduct While at School* – This includes truancy, disrespect to teachers, fighting, use of abusive language, etc. After review by the head coach, athletic director and principal, the athlete and parents will be notified of the decision. Penalties will range from a reprimand and placing the athlete on probationary status to temporary or permanent restriction from representing the school in

interscholastic activities. The seriousness of the case and attitude of the athlete will determine the penalty. Reoccurrences will require that permanent restriction be considered.

5. *Out-of-Town Trips* – Athletes are expected to accompany the team on all out-of-town trips using the mode of transportation arranged by the school. Any deviation from this policy requires that a request by the parent or guardian be made personally, in advance, and be approved by the coach and/or athletic director. Requests of this nature should be rare and discouraged. Teams should go and come as a group. Misconduct on out-of-town trips will result in disciplinary action.
6. *Unsportsmanlike Acts* – Such acts during a contest resulting in ejection will, in most cases, cause the athlete to be restricted from representing the school for at least the next contest. An athlete who commits such an act but is not ejected may also be subject to at least a one-game restriction from representing the school. Each case of this type is to be reviewed by the head coach and athletic director before a final decision is made.
7. Students and/or parents/guardians who disagree with the decision made by the head coach and athletic director may file a grievance in accordance with policy JFH.

The Ethics Committee will meet annually to review the eligibility and disciplinary policy.

* * * * *

Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: 08/14/1995

Revised: 07/23/1998; 04/21/2003; 1/24/2010

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

For Office Use Only: JG-R1.C63 (08/01)

STUDENT DISCIPLINE

(Citizenship Guidelines for Extracurricular Participation)

Citizenship eligibility cases are reviewed on an individual basis by the director/sponsor of the activity, assistant principal responsible for student activities, the principal, parents and the student involved. The systemwide athletic participation guidelines listed in regulation JG-R1 shall apply to participation in all extracurricular activities.

When reading regulation JG-R1, make the following substitutions:

- ▶ Athlete - any student participating in extracurricular activities
- ▶ Coach - directors or sponsors of activities
- ▶ Athletic director - assistant principal
- ▶ Interscholastic activities - all extracurricular activities
- ▶ Athletic - extracurricular
- ▶ Practice or contest - includes performances or other events
- ▶ Team - includes all clubs and organizations

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 07/23/1998

Legal Refs: §§ 160.261, 171.011, 563.061, RSMo.

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

For Office Use Only: JG-R2.C63 (10/00)

VISITORS TO DISTRICT PROPERTY/EVENTS

District Property

Parents and patrons of the 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 principal or designee retains the right to request that any such visitor leave 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.

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

Appropriate Behavior

The Cape Girardeau School District No. 63 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 this 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.

**FILE: KK
CRITICAL**

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.

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 on the matter in accordance with Board policy.

**FILE: KK
CRITICAL**

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/09/1993

Revised: 06/21/1999; 04/21/2003; 07/17/2006; 06/18/2007; 09/17/2007

Cross Refs: AC, Prohibition Against Illegal Discrimination and Harassment
BDDH, Public Participation at Board Meetings
ECA, Building and Grounds Security
JEDB, Student Dismissal Precautions

Legal Refs: §§ 566.149, 589.400, RSMo.
Mo. Const. art. IX, § 1(a)
U.S. Postal Service v. Greenburgh Civil Ass'ns., 453 U.S. 114 (1981)
Embry v. Lewis, 215 F.3d 884 (8th Cir. 2000)
Lovern v. Edwards, 190 F.3d 648 (4th Cir. 1999)
Vukadinovich v. Bd. of Sch. Trustees of Mich. City, 978 F.2d 403 (7th Cir. 1992)

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

*Portions © 2006, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: KK-C.C63 (11/06)*

TO REVIEW THE FOLLOWING DISTRICT POLICIES AND INFORMATION PLEASE GO TO <http://www.capetigers.com/>. AND CLICK ON “I AM A PARENT” THEN CLICK ON “HANDBOOK”. IF YOU WOULD LIKE A PERSONAL COPY PLEASE NOTIFY YOUR SCHOOL OFFICE AND ONE WILL BE PROVIDED FOR YOU.

- District’s mission/vision statement
- District’s attendance policy and the procedures for reporting absences and completing missed work: [policy JED](#)
- District’s dress code policy: [policy JFCA](#)
- Rights under the Family Educational Rights and Privacy Act (FERPA): a copy of the letter from the superintendent and [policy JO](#)
- Rights pursuant to the Protection of Pupil Rights Amendment (PPRA): [policy JHDA](#)
- The district will periodically search lockers and other school property and that drug-sniffing dogs may be used: [policy JFG](#)
- District’s policy on use of electronic communication devices and audio and visual recording equipment: [policy JG \(technology misconduct\), EHB, KKB, administrative procedure EHB-AP](#)
- There is no expectation of privacy in the use of district computers or other technology: [policy EHB and EHB-AP](#)
- The presence of asbestos and any inspections, re-inspections, surveillance, and response or post response actions taken: [policy EBAB, administrative procedure EBAB-AP](#)
- District’s assessment policy: [policy IL and current district testing schedule](#)
- District’s obligation to provide education to children who are homeless: [policy IGBCA](#)
- District’s obligation to provide education to children who are migrant : [policy IGBCB](#)
- District’s policy regarding possession of weapons by students and others: [policy JFCJ and ECA](#)
- The district does not discriminate on the basis of race, religion, national origin, sex or disability: [policy AC, administrative procedure AC-AF1](#)

- Procedures for reporting allegations of discrimination or harassment including the definitions of harassment and discrimination and the contact information for the compliance coordinator: policy AC and administrative procedure AC-AF1
- Parents can request information on the professional qualifications of their child's teacher and if the child is receiving services from a paraprofessional, the paraprofessional's qualifications as well: policy GBL
- District's Wellness policy: policy ADF
- Members of the Board of Education and meeting dates
- District's textbook list: curriculum website
- Letter from the superintendent regarding Insurance

May 27, 2010

CAPE GIRARDEAU SCHOOL DISTRICT NO. 63
MISSION, VISION, AND VALUES

MISSION (Why do we exist?)

The mission of the Cape Girardeau School District No. 63 is to create an environment of high expectations, to engage students in work of a high achievement level, and to collaborate with students, colleagues, parents, and the community.

VISION (What do we hope to become?)

A community of life-long learners prepared for the future.

VALUES (How must we behave in order to make our shared vision a reality?)

Safety

- * Provide a safe learning environment.

Trust

- * Treat one another with respect, kindness, and a sense of importance.
- * Be forthright and candid with every student, parent, and staff member.
- * Base every decision on mutual trust and responsible consideration for all.
- * Scrupulously guard the confidentiality of sensitive information.

Individuality

- * Expect our work to make a difference in the quality of life for our students.
- * Be attentive to the unique needs and inherent worth of all.

Exceptional Staff

- * Attract, stimulate, and retain the best personnel.
- * Provide ongoing, research-based, high quality staff development for all staff members.
- * Exemplify desirable attitudes, ideas, and patterns of behavior as role models and abide by both the letter and the spirit of the highest professional standards.

Collaboration

- * Be open to the exchange of ideas and foster the practice of careful listening while working collaboratively in teams.
- * Maximize the authority and responsibility that each person has to contribute to the organization.

Educated Decision Making

- * Make judgments based on observable and measurable results for the most enduring benefit.
- * Maintain an environment that will support innovation, experimentation, and the taking of appropriate risks.
- * Foster continuous improvement by:
 1. relentlessly questioning the status quo.
 2. seeking new methods and best practices.
 3. testing the methods.
 4. reflecting on the results.

Board of Education Members

Stacy Kinder, President sbkinder5860@att.net
Tony Smee, Vice President tsme@charter.net
Luther Bonds lbonds3@yahoo.com
Don Call doncall@mindspring.com
Kyle McDonald 4macpack@sbcglobal.net
Philip Moore moore_cgps@hotmail.com
Paul Nenninger paul.nenninger@gmail.com
Dr. James Welker, Superintendent welkerj@cape.k12.mo.us

Board of Education Meeting Dates Mondays - 6:00 p.m.
July 18, 2011
August 22, 2011
September 19, 2011
October 17, 2011
November 21, 2011
December 19, 2011
January 23, 2012
February 27, 2012
March 19, 2012
April 16, 2012
May 21, 2012
June 18, 2012

**Cape Girardeau School District
Current Textbooks Grades K-8**

Subject	Grade Level	Book Title	Publisher	Copyright	Adoption
Reading	K-1	Guided Reading Program	Benchmark Education	2005	2005
	2-4	Guided Reading Program	Scholastic	2005	2005
	5-6	Read for Real	Zaner-Bloser	2005	2005
	7-8	Elements of Literature	Holt, Rinehart, and Winston	2005	2005
	7-8	Vocabulary Latin/Greek Roots	Prestwick	2005	2005
Writing	K-4	Balanced Literacy Writer's Workshop	Multiple resources	N/A	2005
	5-6	Strategies for Writers	Zaner- Bloser	2005	2005
	7	All Write	Great Source	2005	2005
	8	The Writer's Craft	McDougal Littell	1998	2005
Spelling	1-4	Cape Girardeau School District Spelling Program	Cape Girardeau School District	N/A	2005
Handwriting	2	Handwriting	Zaner –Bloser	2005	2005
Social Studies	K	Celebrate Freedom/Here We Go	Scott Foresman	2005	2006
	1	Celebrate Freedom/All Together	Scott Foresman	2005	2006
	2	Celebrate Freedom/People and Places	Scott Foresman	2005	2006
	3	Our Community	MacMillan-McGraw Hill	2005	2006
	4	Celebrate Freedom/Regions	Scott Foresman	2005	2006
	5	Celebrate Freedom/United States	Scott Foresman	2005	2006
	6	Journey Across Time/The Early Ages (Chapters 1-11)	Glencoe	2005	2006
	7	Journey Across Time/The Early Ages (Chapters 12-25)	Glencoe	2005	2006
	8	The American Republic to 1877	Glencoe	2005	2006
Science	K	A to Z Activity Book	MacMillan-McGraw Hill	2006	2006
	K-1	Science Activity Kits	Lakeshore/Nasco	2006	2006
	1	Book sets	Scholastic/Rigby	2006	2006
	2-4	Science Activity Kits with Books	Lakeshore/Nasco,	2006	2006

			Delta/Foss		
	5-6	Science Texts Series	Scott Foresman	2006	2006
Subject	Grade Level	Book Title	Publisher	Copyright	Adoption
	7-8	Science Modules Series	McDougal Littell	2005	2006
Mathematics	K-6	Mathematics	Scott Foresman	2008	2007
	7	Math Course 2	McDougal Littell	2007	2007
	7-8	Pre-Algebra	Glencoe	2008	2007
	8	Algebra I	Prentice Hall	2008	2007
	8	Algebra Structure and Method Book 1	McDougal Littell	2000/07	2007
Foreign Language	7	Invitation to Languages	Glencoe	2007	2008
	8	Expresate 1	Holt, Rinehart, and Winston	2008	2008
	8	Bien dit 1	Holt, Rinehart, and Winston	2008	2008
Art	K-6	Multiple resources	N/A	N/A	2009
	7-8	Art	Scott Foresman	2005	2009
	9-12	Multiple resources	N/A	N/A	2009
Music	K-6	Spotlight on Music	MacMillan-McGraw Hill	2008	2009
	7-8	Multiple resources	N/A	N/A	2009
Keyboarding	8	Century 21 Computer Applications & Keyboarding	Engaged Learning	2009	2009
Family/Consumer Sci.	7-8	Building Life	Goodheart-Wilcox	2008	2009
	7-8	Adventures in Food & Nutrition	Goodheart-Wilcox	2007	2009
Industrial Tech.	7	Multiple resources	N/A	N/A	2009
	8	Exploring Drafting	Goodheart-Wilcox	2007	2009
	8	Modern Woodworking	Goodheart-Wilcox	2006	2009
Health	K-8	Your Health	Harcourt-Brace & J	2000	2000
Physical Education	K-8	Dynamic Physical Education	MacMillan	1992	1993



August, 2011

Dear Patrons:

Cape Girardeau School District sponsors student insurance underwritten by Markel Insurance Company. The student insurance is available as a voluntary option for all students enrolled in the Cape Girardeau School District and offers a wide range of options in coverage. The school district requires accident insurance only of students participating in interscholastic athletics.

For general student accident insurance, please indicate your selection on the provided form and send with a check for the amount indicated in the envelope provided. The insurance will not go into effect until the insurance company receives the application and payment.

Students participating in interscholastic athletics, who wish to purchase this insurance, should give their forms and checks to their coach.

The school district is happy to provide this service to the students. You may direct any questions pertaining to the accident insurance program by calling the number on the insurance form or visit their website.

Sincerely,

James L. Welker, Ed.D.
Superintendent
Cape Girardeau Public Schools

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

General Rule

The Cape Girardeau School District No. 63 Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Cape Girardeau School District No. 63 is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Consequences

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Definitions

Discrimination – Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district’s programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

Grievance – A verbal or written report (also known as a complaint) of discrimination or harassment made to the compliance officer.

Compliance Officer

The Board designates the following individual to act as the district’s compliance officer:

Executive Director for Administrative Services
Central Administration Office
301 North Clark Street
Cape Girardeau, MO 63701
Phone: 573-335-1867

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the Cape Girardeau School District No. 63.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
5. Seek legal advice when necessary to enforce this policy.
6. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding the implementation of this policy.
8. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the superintendent.

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Assistant Superintendent
Central Administration Office
301 North Clark Street
Cape Girardeau, MO 63701
Phone: 573-335-1867

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting illegal discrimination and harassment and disseminate information on how to report discrimination and harassment. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Cape Girardeau School District No. 63 does not discriminate in its programs, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a

person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.

6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

2. Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/09/1993

Revised: 03/18/2002; 12/17/2007

Cross Refs: EHB, Technology Usage
GBCB, Staff Conduct
GBH, Staff/Student Relations
GBL, Personnel Records
GCD, Professional Staff Hiring
GDC, Classified Staff Recruiting/Posting of Vacancies/Hiring
IGBA, Programs for Students with Disabilities
IGBCB, Programs for Migrant Students
IGBH, Programs for Limited English Proficient/Language Minority Students
IGD, District-Sponsored Extracurricular Activities and Organizations
IICC, School Volunteers
JFCF, Hazing and Bullying
JG, Student Discipline
KK, Visitors to District Property/Events

Legal Refs: Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681
Equal Pay Act, 29 U.S.C. § 206(d)
Age Discrimination in Employment Act, 29 U.S.C. §§ 621 - 634
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-7
Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e - 2000e-17
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 - 6107
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213
Missouri Human Rights Act, §§ 213.010 - 213.137, RSMo.
Female Employees' Wages, §§ 290.400 - .450, RSMo.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999)
Faragher v. City of Boca Raton, 524 U.S. 775 (1998)
Burlington Industries v. Ellerth, 524 U.S. 742 (1998)
Gebser v. Lago Vista Ind. Sch. Dist., 524 U.S. 274 (1998)
Oncale v. Sundowner Offshore Services, 523 U.S. 75 (1998)
Harris v. Forklift Systems, Inc., 510 U.S. 17 (1993)

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

*Portions © 2007, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: AC-C.C63 (12/07)*

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT
(Notice of Nondiscrimination)

The Cape Girardeau School District No. 63 does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or any other characteristic protected by law in its programs, activities or in employment.

The district will identify, evaluate and provide a free appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a student may have a disability—regardless of whether the student is currently enrolled in the Cape Girardeau School District No. 63—is encouraged to contact the district's compliance officer listed below.

All persons with disabilities requiring accommodations to participate in district programs, activities or employment are encouraged to contact the compliance officer listed below.

The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:

Executive Director for Administrative Services
Central Administration Office
301 North Clark Street
Cape Girardeau, MO 63701
Phone: 573-335-1867

In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Assistant Superintendent
Central Administration Office
301 North Clark Street
Cape Girardeau, MO 63701
Phone: 573-335-1867

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, or the U.S. Department of Justice if applicable.

Office for Civil Rights
U.S. Department of Education
8930 Ward Parkway, Suite 2037

Kansas City, MO 64114-3302

1-816-268-0550 TDD: 1-877-521-2172

E-mail: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission
Robert A. Young Federal Building
1222 Spruce St., Rm. 8.100
St. Louis, MO 63103

OR

Gateway Tower II
4th & State Ave., 9th Floor
Kansas City, KS 66101
1-800-669-4000 TTY: 1-800-669-6820

U.S. Department of Justice
Civil Rights Division
950 Pennsylvania Avenue, NW
Disability Rights Section - NYAV
Washington, DC 20530
1-800-514-0301 TTY: 1-800-514-0383

Missouri Commission on Human Rights
P.O. Box 1129
Jefferson City, MO 65102-1129
mchr@dolir.mo.gov

OR

111 N. 7th Street, Suite 903
St. Louis, MO 63101
mchr@dolir.mo.gov
* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 12/17/2007
Cape Girardeau School District No. 63, Cape Girardeau, Missouri

Portions © 2007, Missouri School Boards' Association
For Office Use Only: AC-AF1.C63 (5/07)

DISTRICT WELLNESS PROGRAM

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

Wellness Committee

The district will establish a wellness committee that consists of at least one (1): parent, student, nurse, school food service representative, Board member, school administrator, member of the public, and other community members as appropriate. If available, a qualified, credentialed nutrition professional will be a member of the wellness committee. The Board designates the following individuals as wellness program coordinators: nutrition services coordinator and central office administrator. Only employees of the district who are members of the wellness committee may serve as wellness program coordinators. Wellness coordinators, in consultation with the wellness committee, will be in charge of implementation and evaluation of this policy. Meetings, records and votes of the wellness committee will adhere to the requirements of the Missouri Sunshine Law.

Nutrition Guidelines

It is the policy of the Cape Girardeau School District No. 63 that all foods and beverages made available on campus during the school day are consistent with the Missouri Eat Smart nutrition guidelines and the Dietary Guidelines for Americans. Guidelines for reimbursable school meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law. The wellness committee and/or wellness coordinators will monitor foods available to students during the school day (to include before-school breakfast programs and after-school tutoring programs but shall exclude the Career Technology Center) in the following areas:

- ▶ National School Lunch Program and School Breakfast Program meals
- ▶ À la carte offerings in the food service program
- ▶ Vending machines
- ▶ Classroom parties, celebrations, fundraisers, rewards and school events
- ▶ Snacks served in after-school programs

Nutrition and Physical Education

The district will provide nutrition and physical education aligned with the Show-Me Standards and Grade Level Expectations for Curriculum Development in Health/Physical Education in all grades.

Other School-Based Activities

The wellness program coordinators, in consultation with the wellness committee, will serve in an advisory role to address school-based activities to promote wellness.

Evaluation

Wellness program coordinators shall be responsible for monitoring of the district wellness policy and for ensuring that schools meet the goals of the district wellness policy. Wellness program coordinators will report to the Board annually.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 06/19/2006

Cross Refs: EF, Food Services Management
EFB, Free and Reduced-Cost Food Services
IGAEA, Teaching about Drugs, Alcohol and Tobacco
IGBC, Parent/Family Involvement in Instructional and Other Programs
KI, Public Solicitations/Advertising in District Facilities

Legal Refs: §§ 610.010 - .028, RSMo.
The Child Nutrition and WIC Reauthorization Act of 2004, Section 204, P.L. 108 - 265
The Richard B. Russell National School Lunch Act, 42 U.S.C. §§ 1751 - 1769h
The Child Nutrition Act of 1966, 42 U.S.C. §§ 1771 - 1789

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

*Portions © 2005, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: ADF-C.C63 (10/05)*

Notification to Parents
Asbestos present in buildings
In compliance with 40 CFR 763.93 Part G4

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 not only the location, type and condition of all asbestos present in the buildings, but also the steps the school must take to make sure 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 the Director's of Facilities Office at 301 N. Clark Street or call 335-1867.

HAZARDOUS MATERIALS

To promote the health and safety of the students, staff and patrons of the district, and to ensure the environment is reasonably protected from hazardous materials, the Board of Education of the Cape Girardeau School District No. 63 directs the administration under the guidance of the superintendent to develop procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the district. Emergency response actions and evacuation plans will also be coordinated with the procedures.

Hazardous materials shall be defined as any substance specifically designated as such by state or federal law, or any other substance or mixture of substances which may be explosive, ignitable, corrosive, reactive and/or toxic.

The procedures developed by the administration shall comply with all local, state and federal laws and regulations which pertain to the proper management of hazardous materials. The superintendent or designee is responsible for identifying any substances which may be hazardous, and ensuring such substances are properly disposed in a state-approved facility or landfill.

When necessary, the district shall contact the U.S. Environmental Protection Agency (EPA) and/or the Waste Management Program of the Missouri Department of Natural Resources in order to obtain relevant information regarding hazardous waste management.

District personnel will be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize quantities of such substances generated by the school district. In addition, district employees shall follow the procedures developed by the administration and shall take the necessary precautions recommended by manufacturers' warnings when handling or transporting hazardous materials.

Asbestos

The district shall survey and assess the exposure of friable asbestos in all buildings. This report shall be filed with appropriate state agencies, and will be available for public review in the superintendent's office. The district shall take all steps necessary to comply with the Asbestos Hazard Emergency Response Act, as described in regulations of the EPA.

Lead Contamination Inspection

The district shall monitor the periodic collection of drinking water samples from all sources in the district by the Missouri Department of Health, and shall review the results from the EPA-certified laboratory that performs the tests, when the results become available.

The Board shall assist the Department of Health in any way necessary to assure that any testing program mandated by law is completed within the time frame allowed, and will act immediately to secure funding for the repair of drinking water sources that do not meet federal standards, or for the disconnection of the sources. Pipes that contain lead soldering shall be repaired using a non-lead solder, and water coolers that are found to contain lead in the lining of their tanks will be repaired or replaced. The Board shall encourage continued periodic inspections of district drinking water sources constructed before 1987.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/09/1993

Revised: 04/23/2001

Legal Refs: §§ 640.120, 643.225 *et seq.*, RSMo.
10 C.S.R. 10-6.240, 25-16.273, 60-15
The Asbestos Hazard Emergency Response Act of 1986, 20 U.S.C. §§ 4011 *et seq.*
Asbestos School Hazard Abatement Reauthorization Act, 15 U.S.C. §§ 2641 *et seq.*
40 C.F.R. Part 763

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

HAZARDOUS MATERIALS
(Asbestos Control)

The Cape Girardeau School District No. 63 will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections on all school buildings for asbestos-containing material.
2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the appropriate state agencies.
4. Post warning(s) on all areas containing asbestos, and send a written notice to parents and employees, apprising them of the conditions.

Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.

* * * * *

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: 08/09/1993

Revised: 04/23/2001

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

© 2000, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: EBAB-AP1.1A (09/99)

BUILDING AND GROUNDS SECURITY

The patrons of the school district have provided the district with facilities for the education of their youth through the support of their 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.

The superintendent and the administrative staff will see that all professional and support staff know and respond to the proper procedures for the use and care of school property and report correctly when property has been taken or damaged.

Access to school buildings and grounds outside regular school hours will be granted only to authorized personnel. An adequate key control system shall be established that will prevent the potential entrance of unauthorized persons.

All records of existing or proposed security systems and structural plans for property owned or leased by the district will be considered closed to the extent that disclosure would threaten public safety, as allowed by law. The public interest in nondisclosure outweighs the public interest in disclosure because the disclosure of these records would impair the district's ability to protect the security or safety of persons or real property.

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.

Firearms and Other Weapons

No person shall carry a firearm, a 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. Adults and students may possess weapons on school property for the limited purpose of facilitating or participating in a school-sanctioned firearm-related event, as long as the weapons are not concealed and the weapons are not carried onto school transportation or onto the premises of any other school or school-sponsored activity. School officials are prohibited from authorizing any person to bring weapons on school property or to school activities, including concealed weapons, beyond the exceptions stated in this policy.

Any person who possesses a weapon in violation of this policy will be asked to leave. In addition, district administrators may report the incident to law enforcement officials, ban the person from school property or school events in accordance with policy KK or seek other legal remedies. Possession of weapons by students is governed by policies JFCJ and JG.

Vandalism

The Board shall seek all legal redress against persons found to have committed incidents of willful or malicious abuse, destruction, defacing and/or theft of the property of the Cape Girardeau School District No. 63.

District patrons, students and members of the staff are urged by the Board to cooperate in reporting incidents of vandalism to property belonging to the district, as well as the name(s) of the person or persons believed to be responsible.

The superintendent and/or principal shall be authorized to sign a complaint, press charges, and pursue civil action against perpetrators of vandalism to school property. Restitution for the damages caused will be sought from such persons – and, in the case of minors, from their parents/guardians – under the laws of this state. Students found guilty of willfully defacing or injuring any school property shall pay for the damages caused thereby and may be suspended or expelled as provided by law and School Board policy.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/09/1993

Revised: 03/18/2002; 07/19/2004

Cross Refs: BDC, Closed Meetings, Records and Votes
JFCJ, Weapons in School
JGD, Student Suspension and Expulsion
KG, Community Use of School Facilities
KK, Visitors to District Property/Events
KKB, Audio and Visual Recording

Legal Refs: §§ 168.201, 171.011, 177.031, 211.181, .185, .188, 537.045, 571.030, .094, 574.085, 610.021, RSMo.

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

*Portions © 2003, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: ECA-C.C63 (10/03)*

TECHNOLOGY USAGE

The Cape Girardeau School District No. 63's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and resources used to access, process, store or communicate information. This definition includes, but is not limited to: computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, multi-media resources, hardware and software.

User – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures. Unless authorized by the superintendent or designee, all users must have a signed *User Agreement* on file with the district before they are allowed access to district technology resources.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to

authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time in the regular course of business to protect users and district equipment. Any such search, access or interception will be reasonable in inception and scope and shall comply with all applicable laws.

Technology Administration

The Board directs the superintendent or designee to create procedures governing technology usage and to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable a non-student user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

Closed Forum

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

Records Retention

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources that complies with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State. In the case of pending or threatened litigation, the district's attorney will issue a litigation hold directive to the superintendent or designee.

The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology 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.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis.

The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 03/18/2002

Revised: 10/20/2003; 10/19/2009

Cross Refs: AC, Prohibition Against Illegal Discrimination and Harassment
IGDB, Student Publications
IGDBA, Distribution of Noncurricular Student Publications
JO, Student Records
KB, Public Information Program

MSIP Refs: 6.4, 6.8

Legal Refs: §§ 170.051, 182.827, 431.055, 537.525, 542.402, 569.095 - .099, 610.010 - .028, RSMo.
Chapter 109, RSMo.
Chapter 573, RSMo.
Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2520
Stored Communications Act, 18 U.S.C. §§ 2701 - 2711
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g
Children's Internet Protection Act, 47 U.S.C. § 254(h)
Federal Rule of Civil Procedure 34
Reno v. ACLU, 521 U.S. 844 (1997)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)
Sony Corp. of America v. Universal City Studios, Inc., 464 U.S. 417 (1984)
FCC v. Pacifica Foundation, 438 U.S. 726 (1978)
Ginsberg v. New York, 390 U.S. 629 (1968)
Biby v. Bd. of Regents of the Univ. of Nebraska, 419 F.3d 845 (8th Cir. 2005)
Henerey by Henerey v. City of St. Charles Sch. Dist., 200 F.3d 1128 (8th Cir. 1999)
Bystrom v. Fridley High Sch. Ind. Sch. Dist., 822 F.2d 747 (8th Cir. 1987)
Urofsky v. Gilmore, 216 F.3d 401 (4th Cir. 2000)
Beussink v. Woodland R-IV Sch. Dist., 30 F. Supp. 2d 1175 (E.D. Mo 1998)
J.S. v. Bethlehem Area Sch. Dist., 757 A.2d 412 (Pa. Commw. 2000)

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

© 2007, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: EHB-C.1D (12/07)

TECHNOLOGY USAGE

Student Users

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.

Employee Users

No employee will be given access to the district's technology resources before the district has a signed *User Agreement* on file. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the district, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

External Users

Consultants, legal counsel, independent contractors and other persons having professional business with the district may be granted user privileges at the discretion of the superintendent or designee, subject to completion of a *User Agreement* and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
4. Mass consumption of technology resources that inhibits use by others is prohibited.

5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district.
6. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
7. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors.
9. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
10. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act.
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
13. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
14. At no time will district technology or software be removed from the district premises, unless authorized by the district.
15. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.

Technology Security and Unauthorized Access

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.

7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

Online Safety and Confidentiality

Curricular or noncurricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

Electronic Mail

A user is responsible for all e-mail originating from the user's e-mail account.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail unless the communication is a necessary, employment-related function or an authorized publication.
4. All users must adhere to the same standards for communicating electronically that are expected in the classroom and that are consistent with district policies and procedures.
5. Users must obtain permission from the superintendent or designee before sending any districtwide e-mail messages.

Communication Devices

Students shall not use, display or turn on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch. It is preferred that students keep these items in student cars or locked lockers. Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency

Exceptions

Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver

Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

* * * * *

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: 03/18/2002

Revised: 10/20/2003; 07/20/2009

MSIP Refs: 6.4, 6.8

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

*Portions © 2007, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: EHB-AP.C63 (12/07)*

TECHNOLOGY USAGE
(Parent Cell Phone Acknowledgment and Signature Form)

Student's Name: _____ Grade: _____

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 is confiscated on more than one (1) occasion, the school will keep the cell phone locked in the school office for five (5) school days. After the fifth day, I will be able to pick up the cell phone during normal office hours.

Parent Signature: _____ Date: _____

(This section needs to be cut off and given to parents at the time signature is obtained.)

CAPE GIRARDEAU SCHOOL DISTRICT
Student Cell Phone Notification and Policy

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

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

For these reasons, the Cape Girardeau School District will be following and enforcing the following procedures and consequences for all students regarding cell phones 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. It is preferred that students keep these items in student cars or locked lockers. Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency.

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

* * * * *

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: 07/20/2009

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

PERSONNEL RECORDS

It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all district employees.

The file of an individual employee will be considered confidential information and a closed record, to the extent allowed by the law, and will only be available to authorized administrative personnel and to the employee. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment are closed records under the Missouri Sunshine Law to the extent allowed by law. Pursuant to state law, the names, positions, salaries and lengths of service of all employees are public information and must be released upon request. In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

Files containing immigration and files containing medical information regarding an employee will be kept separate from other personnel files.

Upon request to and in the presence of the appropriate administrative official, any employee may inspect his or her own personnel file during regular working hours, with the exception of the ratings, reports and records obtained prior to the employment of the individual, including confidential placement papers.

Information of a derogatory nature will not be entered or filed in the employee's personnel folder until the employee is given notice, as well as an opportunity to review the information and comment thereon. The employee will have the right to append a reply to the statement, which will also be included in the folder.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/09/1993

Revised: 04/24/2000; 10/20/2003

Cross Refs: AC, Prohibition Against Illegal Discrimination and Harassment
BBFA, Board Member Conflict of Interest and Financial Disclosure
KBA, Public's Right to Know

Legal Refs: §§ 168.128, 610.021(13), RSMo.
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213
29 C.F.R. § 1630.14
Fair Labor Standards Act, U.S.C. §§ 201, *et seq.*
29 C.F.R. Part 516
Immigration Reform and Control Act, 8 U.S.C. §§ 1324, *et seq.*
No Child Left Behind Act of 2001, P.L. 107-110
Garcia v. San Antonio Metropolitan Transit Authority, 469 U.S. 528(1985)

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

*Portions © 2002, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: GBL-C.C63 (07/02)*

PROGRAMS FOR HOMELESS STUDENTS

The Cape Girardeau School District No. 63 Board of Education recognizes that homelessness alone 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, will give special attention to ensure that homeless children in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement

The district will consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent

or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities, and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Transportation

In the event that it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the district of the school of origin and the Cape Girardeau School District No. 63, then the Cape Girardeau School District No. 63 will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Records

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records, and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made, and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

Coordinator

The Board designates the following individual to act as the district's homeless coordinator:

Assistant Superintendent for Special Services
301 North Clark Street
Cape Girardeau, MO 63701
Phone: 573-335-1867; Fax: 573-335-1820

The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.

3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.
8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Children or youths who need to obtain immunizations, or immunization or medical records, will receive assistance.

Resolving Grievances

Level I – A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

Level II – Within five (5) working days after receiving the decision at Level I, the complainant may appeal the decision to the superintendent by filing a written appeals package. This package shall consist of the complainant's grievance and the decisions rendered at Level I. The superintendent will arrange for a personal conference with the complainant at his/her earliest mutual convenience. Within five (5) working days after receiving the complaint, the superintendent shall state a decision in writing to the complainant, with supporting evidence and reasons.

Level III – If resolution is not reached in Level II, a similar written appeals package shall be directed through the superintendent to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. Within 30 working days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

Level IV – If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction may be filed with the State Homeless Coordinator, Federal Discretionary

Grants, P.O. Box 480, Jefferson City, MO 65102-0480. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/09/1993

Revised: 04/23/2001; 04/21/2003

Cross Refs: AC, Prohibition Against Illegal Discrimination and Harassment
EEA, Student Transportation Services
JEC, School Admissions
JECA, Admission of Resident Students
JECB, Admission of Nonresident Students
JECC, Assignment of Students to Grade Levels/Classes
JHCB, Inoculations of Students
JO, Student Records

Legal Refs: §§ 167.181, 210.003, RSMo.
19 C.S.R. 20-28.010
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g
34 C.F.R. Part 99
McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42 U.S.C. §§ 11431
et seq.

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

*Portions © 2002, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: IGBCA-C.C63 (07/02)*

PROGRAMS FOR MIGRANT STUDENTS

The Board of Education of the Cape Girardeau School District No. 63 directs the administration 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. In developing and implementing a program to address the needs of migratory children the district will:

- Identify migratory students and assess the educational and related health and social needs of each identified student.
- Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
- Ensure migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
- When feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.
- Ensure parents an opportunity for meaningful participation in the program. If a migrant student is identified by the district, the superintendent or designee will notify the State Director and request assistance if needed.

Reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

04/21/2003
Against Illegal Discrimination and Harassment
C, State and Federal Programs Administration
D, School Admissions
Left Behind Act of 2001, P.L. 107-110
C.F.R. §§ 200.40 - .45

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

ASSESSMENT PROGRAM

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 Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

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).

District Assessment Plan

The superintendent or designee shall ensure that the district has a written assessment plan that shall test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the districtwide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* – To produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.
2. *Student Counseling* – To serve as a tool in the counseling and guidance of students for further direction and for specific academic placement.
3. *Instructional Change* – To provide data that will assist in the preparation of recommendations for instructional program changes to:
 - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation;
 - b. Help the professional staff formulate and recommend instructional policy; and
 - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* – To provide indicators of the progress of the district toward established goals.
5. *Adequate Yearly Progress* – To determine student progress toward meeting the goals established by the Missouri State Board of Education pursuant to the No Child Left Behind Act.

There shall be broad-based involvement in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it. Efforts shall also be made to incorporate necessary culture-free and culture-fair tests to assure that measurements are reasonably accurate.

Reading Assessment

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. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

English Proficiency Assessments

The district will annually assess the English reading, writing and oral language skills of its students with limited English proficiency.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

National Assessment of Educational Progress

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/09/1993

Revised: 11/20/2000; 09/22/2003; 03/21/2005; 03/19/2007

Cross Refs: JHD, Student Guidance and Counseling
JO, Student Records
KB, Public Information Program

Legal Refs: §§ 160.257, .518, .570, 167.645, RSMo.
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g
No Child Left Behind Act of 2001, P.L. 107-110

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

*© 2004, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: IL-C.11 (12/04)*

STUDENT ABSENCES AND EXCUSES

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record, because there is a direct relationship between school attendance and grades, citizenship and success in school.

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum.

Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost, and cannot be entirely regained. The school cannot teach students who are not present. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of the students with one another in the classroom and their participation in well-planned instructional activities under the supervision of a competent teacher are vital to this purpose.

The superintendent, with the assistance of the administrative and professional staff, shall establish rules, regulations and procedures for student attendance within the district. Such rules and regulations shall be published in the various student and parent/guardian handbooks, and shall be subject to review by the Board of Education. Irregular student attendance shall be checked by the building principal or his or her designee to determine the cause of absence. Causes for absences may be obtained by telephone calls, verified notes from parents or guardians, contacts with other members of the student's family, or home visits.

A comprehensive system of attendance records will be maintained for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom. The building principal is responsible for supplying information to parents/guardians in regard to student absences, and for submitting attendance information to the superintendent's office.

In order to receive course credit, or to be considered for promotion to the next grade level, a student must be present a minimum of 95% of the scheduled attendance days per semester. Absences shall not exceed five (5) days per semester. Parents will be advised by letter when the student has been absent three (3) of the scheduled semester days. If the student exceeds the five-day limit, the parent will be advised by letter. At that time, the parents may request an appeal for extenuating circumstances to be considered by the Attendance Review Board composed of appropriate administrators and classroom teachers at each level, secondary or elementary. Before academic credit is removed for excessive absences, a student will be afforded the appeals process set out in policy which will culminate with an appropriate due process hearing that is in accordance with Board policy and state law.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/09/1993

Revised: 12/15/1997; 07/17/2006

Legal Refs: §§ 167.031 - .111, 171.151, RSMo.

Cape Girardeau School District, Cape Girardeau Missouri

Adopted: 08/09/1993

Revised: 12/15/1997; 07/17/2006

Legal Refs: ' ' 167.031 - .111, 171.151, RSMo.

Cape Girardeau School District, Cape Girardeau Missouri

STUDENT DRESS CODE

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

If a student is judged to be in non-compliance with the spirit of this policy, such behavior is deemed inappropriate and subject to disciplinary action. (See Board policy JG.) The legitimate expressions of free speech and religious freedom are not to be restricted by the administration of this policy.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 06/29/2009

Cross Refs: EBBA, Illness and Injury Response and Prevention
IGDJ, Interscholastic Athletics

STUDENT DRESS CODE

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear.
3. Dress and grooming will not disrupt the educational environment.
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.

Additional requirements may be detailed in building handbooks.

* * * * *

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: 08/09/1993

Revised: 06/21/1999; 06/29/2009

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

WEAPONS IN SCHOOL

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school grounds. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, switchblade knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property or at any school activity will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.

Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/09/1993

Revised: 03/18/2002

Cross Refs: ECA, Building and Grounds Security

Legal Refs: §§ 160.261, 571.010, .030, RSMo

18 U.S.C. § 921

Elementary and Secondary Education Act of 1965 as amended by the Gun-Free Schools Act of 1994, 20 U.S.C. § 1400 et seq.

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

*Portions © 2000, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: JFCJ-C.C63 (10/00)*

Revised: 03/18/2002

Cross Refs: ECA, Building and Grounds Security

Legal Refs: §§ 160.261, 571.010, .030, RSMo
18 U.S.C. § 921

Elementary and Secondary Education Act of 1965 as amended by the Gun-Free Schools Act of
1994, 20 U.S.C. § 1400 et seq.

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

*Portions © 2000, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: JFCJ-C.C63 (10/00)*

INTERROGATIONS, INTERVIEWS AND SEARCHES

Searches by School Personnel

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

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and except for emptying pockets not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

School Resource Officers

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity.

Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

Removal of Students from School by Law Enforcement Officials

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

Interview with the Children's Division

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

* * * * *

Note: *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: 08/09/1993

Revised: 04/23/2001; 07/19/2004; 09/17/2007

Cross Refs: ECD, Traffic and Parking Controls
GBC, Code of Ethics for Professional and Support Staff
GBCB, Staff Conduct
GCPD, Suspension of Professional Staff Members
GDPD, Nonrenewal, Suspension and Termination of Classified Staff Members
KNAJ, Relations with Law Enforcement Authorities

Legal Refs: §§ 167.166, 210.145, 544.193, RSMo.
New Jersey vs. T.L.O., 469 U.S. 325 (1985)

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

SURVEYING, ANALYZING OR EVALUATING STUDENTS

Inspection

Any parent may inspect, upon request, any instructional material used as 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 appraisals 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.

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.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/09/1993

Revised: 12/21/1998; 10/20/2003; 07/17/2006

Cross Refs: IGBA, Programs for Students with Disabilities
IGBC, Parent/Family Involvement in Instructional and Other Programs
KI, Public Solicitation/Advertising in District Facilities

Legal Refs: §§ 610.010 - .028, RSMo.
Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Health Information

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

- ▶ **Students in kindergarten through eighth grade** – Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.
- ▶ **High school and vocational school students** – Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

Parent and Eligible Student Access

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce,

custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

The district will annually notify parents and eligible students of their rights in accordance with law.

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/09/1993

Revised: 03/18/2002; 07/17/2006

Cross Refs: BBFA, Board Member Conflict of Interest and Financial Disclosure
EFB, Free and Reduced-Cost Food Services
EHB, Technology Usage
GBCB, Staff Conduct
IGBA, Programs for Students with Disabilities
IGDB, Student Publications
IIAC, Instructional Media Centers/School Libraries
IL, Assessment Program
KB, Public Information Program
KBA, Public's Right to Know

KDA, Custodial and Noncustodial Parents
KI, Public Solicitations/Advertising in District Facilities
KKB, Audio and Visual Recording
KNAJ, Relations with Law Enforcement Authorities

Legal Refs: §§ 167.020, .022,.115, .122, .123, 210.115, .865, 452.375, .376, 610.010 - .028, RSMo.
Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h
Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487
No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

© 2005, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: JO-C.1G (05/05)

AUDIO AND VISUAL RECORDING

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education process.

Definitions

Visual Recording – Registering visual images on film, tape, digitally or by other mechanical or electronic means.

Audio Recording – Registering sounds on tape, digitally or by other mechanical or electronic means.

Outside Entity – Any individual, group, organization or corporation other than the administration, officers, staff or students of the Cape Girardeau School District No. 63 or individuals authorized to act for the district.

Recording by Outside Entities

The Cape Girardeau School District No. 63 prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts and plays unless limited to copyright license contracts.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Cape Girardeau School District No. 63 Board of Education or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

Recording by District Personnel

The district may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

Recording by Students

The Cape Girardeau School District No. 63 prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.

2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

Recording of Meetings

The Board of Education prohibits the use of audio, video or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

* * * * *

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 07/20/2009

Cross Refs: BDA, Board Meetings
BDC, Closed Meetings, Records and Votes
BDDL, Release of Information
ECA, Buildings and Grounds Security
IGDA, Student-Initiated Group Use of District Facilities
JG, Student Discipline
JO, Student Records

Legal Refs: §§ 610.010 - .035, RSMo.
The Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487
34 C.F.R. Part 300
The Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g
34 C.F.R. Part 99

Cape Girardeau School District No. 63, Cape Girardeau, Missouri

*Portions © 2007, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: KKB-C.C63 (12/07)*