

Barbara Blanchard Elementary School
"The School with a Heart"

STUDENT HANDBOOK
2011-2012

Barbara Blanchard Elementary School is pleased to announce that the Blanchard students met the state goals in all areas on the MAP test. There are eight groups:

Third grade – All Students, Black Students, White Students, Free-Reduced Lunch Students

Fourth grade – All Students, Black Students, White Students, Free-Reduced Lunch Students

We have met the state goals and are designated as having made Adequate Yearly Progress (AYP). This was accomplished through hard work and dedication by the students, staff and the parents.

We are very proud of the children!

Dear Parents,

We are looking forward to another wonderful school year with your children. Barbara Blanchard Elementary School is one of five elementary schools in the Cape Girardeau Public School District. The school opened on January 18, 2000. The school was named after Mrs. Barbara Blanchard. Mrs. Blanchard had a long and illustrious career as a teacher and principal at Washington Elementary. We are very proud to bear her name. Every year we have a celebration of her life on March 25 which is Barbara Blanchard Day.

The Missouri Assessment Program (MAP) is given in the spring of the year to third and fourth graders. The MAP assesses Communication Arts and Math. We will continue to put forth our best efforts to have the students master the curriculum objectives. Please assist us by having your children read and write at home, make their AR goal every quarter, complete and return homework, and study for tests. It is also most helpful if the children are read to at home. This can be an enjoyable end of the day time for both children and their parents.

Barbara Blanchard Elementary contains grades pre-kindergarten through fourth grade. We offer special education programs for those students who have special needs in the areas of speech, language, learning disabilities, and cross-categorical. The encore classes are art, computer, library, music, and physical education. The school houses the Explore Program which is the gifted program for the entire school district. Pre-kindergarten is a half-day program. There is a morning session and an afternoon session. Please contact the principal at 335-3030 to request more information regarding any of these programs.

When visitors come to school, they must stop by the office to sign-in and receive a Visitor Pass. This is a security measure that is very important to insure the safety of the students and staff.

Please make sure that your child arrives at school on time. The tardy bell rings at 8:15 a.m. It is very important that the children learn the importance of being punctual. We encourage all students to eat breakfast which begins at 7:40 a.m. If students miss any part of a school day before 3:00 p.m., that will prohibit them from earning perfect attendance.

Our staff is a group of highly qualified individuals who are skilled, compassionate, and dedicated to doing their very best to satisfy the needs of the students. Blanchard School incorporates the Boys' Town Model. The Boys' Town Social Skills are taught daily. The students demonstrate behavior that is conducive to learning. Visitors to our building are quick to comment on the warm, friendly, and caring atmosphere of our school.

**We have some additions and changes to our staff for the 2010-11 school year:
Kindergarten teachers - Heather Fisher and Jessica Monda**

Second grade teachers – Sarah Mahy-Crawford, Brenda Kelch, Charlie Lindberg, Monica Parsons

Third grade teachers – Laura Berkbigler and Amber Walker

First Grade Communication Arts teacher (part time) – Becky Hicks

Fourth Grade Communication Arts teacher – Christi Jones

Art teacher – Holly Cochrane

Counselor - Jennifer Hogenmiller

Kindergarten teacher assistant – Cecily Fliege

Custodian – Tom Ostendorf

This handbook contains important information. Please take the time to read it along with the other materials that we will be sending home today. Please promptly return the yellow student Information sheet and any other forms that need to be completed. If you have any questions or concerns regarding these materials, please contact us at 335-3030.

We know that children do better in school when their parents are involved in their education. If your child knows that you believe that school is important, he/she will try harder. Please help the school's efforts by:

- **Encouraging your child to treat others with kindness and respect.**
- **Checking back with the school if you receive notes, letters, telephone calls, or grades that indicate your children are having problems successfully completing school work or following instructions.**
- **Practicing with your children the skills that they are learning at school.**
- **Helping your children if they are having difficulty completing homework, make sure the work is finished correctly, and returned to school promptly.**
- **Attending parent/teacher conferences, P.T.O. meetings, and other parent activities.**
- **Talking with your children about school on a regular basis.**
- **Reading to your children and have your children read to you.**
- **Helping your children to understand that it is never acceptable to use words or actions that would hurt another person.**

We have assembled an amazing staff of hardworking and dedicated individuals. We will do our very best to serve the needs of your children. We are looking forward to working with you.

Sincerely,

Principal: Barbara Kohlfeld, Ph.D.

Address: 1829 N. Sprigg

Telephone: 335-3030

FAX: 334-1319

Barbara Blanchard School Staff

Principal:	Dr. Barbara Kohlfeld
Secretary:	Mrs. Leah Braswell
Psychological Examiner:	Mrs. Dana Dickerson
Administrative Assistant:	Mrs. Joan Goehring
Counselor:	Miss Jennifer Hogenmiller
Nurse:	Mrs. Holly Hall
Communication Arts Teachers:	First grade – Becky Hicks (Tuesday and Wednesday) Second Grade – Mrs. Lindsay Nelson and Mrs. Jessica Pattengill Third Grade – Mr. Tim Schmitt Fourth Grade – Mrs. Christi Jones
Pre-kindergarten:	Miss Jennifer Nedilnycky Mrs. Claudia Richards, Assistant
Kindergarten:	Mrs. Heather Fisher Miss Mary Ann Lewis Mrs. Jessica Monda Mrs. Crystal Williams Mrs. Cecily Fliege, Assistant
First Grade:	Mrs. Gretchen Bunch Miss Kim Crader Ms. Sue Riehl Mrs. Scarlet Winans
Second Grade:	Mrs. Brenda Kelch Mr. Charles Lindberg Mrs. Sarah Mahy-Crawford Mrs. Monica Parsons
Third Grade:	Miss Laura Berkbigler Ms. Shannon Clubb Ms. Amber Walker

Fourth Grade: Mrs. Janet Brase
Mrs. Gina Herzog
Mrs. Kristi Pennington

Cross-Categorical: Ms. Gail Lowrance
Mr. Gary McDowell, Assistant
Mrs. Janet Myrick, Assistant
Mrs. Pat Ramsey, Assistant

Speech: Mrs. Becky Hogan
Mrs. Angie Haggerty (Monday, Tuesday,
Thursday, and Friday a.m.)

Art: Mrs. Holly Cochrane

Library/Computer Lab: Mrs. Sandy Cook
Mrs. Loretta Templeton

Library Assistant: Mrs. Mary Watkins

Music: Mrs. Karen Bowles

Physical Education: Mrs. Debbie Phillips

Explore Program: Mrs. Leslie Wright-Essner

Cafeteria Staff: Mrs. Linda Mahy, Cafeteria Manager
Mrs. Ana Casasola
Miss Denise DePeder
Mrs. Karen Dodds
Mrs. Joyce Watkins

Custodians: Ms. Joyce Donjon, Head Custodian
Mr. Jim Dale
Mr. Tom Ostendorf



2011-2012 ACADEMIC CALENDAR

CAPE GIRARDEAU PUBLIC SCHOOLS

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. 29, Oct. 4, 2011	CHS P/T Conference 4:00 - 7:30 p.m.
Oct. 18 & 20, 2011	CJHS 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. 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
Mar. 13 & 15, 2012	CJHS P/T Conference 4:00 - 7:30 p.m.
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

<input checked="" type="checkbox"/>	Dec. 22, 2011 - 1/2 student and Teacher day
<input checked="" type="checkbox"/>	May 18, 2012 - 1/2 student day - 1/2 teacher workday

Inclement Weather Make-up Days Prioritized Below

April 5, 9, May 21, 22, 23, 24, 2012

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

Barbara Blanchard Elementary School
Dates to Remember
2011-2012

August 16	Back to School Night 6:30 p.m.
August 18	First day of school
September 2	Early dismissal 1:43 p.m.
September 5	Labor Day (no school)
September 6	Professional Development Day (no school)
September 21-29	Book Fair
September 30	Picnic With Your Parents
October 7	Early dismissal 1:43 p.m.
October 13	Picture Day 7:30 a.m. Staff/students 1:00 p.m. Pre-kindergarten afternoon class 3:20 p.m. Staff picture
October 14	End of the first quarter (40 days) Last day to make AR goal for the first quarter
October 20	Parent/Teacher Conferences 3:30-7:00 p.m.
October 25	Parent/Teacher Conferences 3:30-7:00 p.m.
October 28	No school
October 31	Fall Festival Parties
November 4	Early dismissal 1:43 p.m.
November 6	Daylight savings time ends
November 8	Music Program 6:30 p.m. (third and fourth grades)
November 23-27	Thanksgiving vacation
December 2	Early dismissal 1:43 p.m.
December 8	Music Program 6:30 p.m. (first and second grades)
December 10-21	Holiday Store
December 21	Christmas parties
December 22	End of second quarter (45 days) Last day to make AR goal for the second quarter
Dec. 22-Jan. 3	Christmas vacation
January 11	Second quarter report cards will be sent home.
January 16	Martin Luther King Day (no school)
February 3	Early dismissal 1:43 p.m.
February 7	Parent/Teacher Conferences 3:30-7:00 p.m.
February 8-16	Book Fair
February 16	Parent/Teacher Conferences 3:30-7:00 p.m.
February 17	No school
February 20	Presidents' Day (no school)
February 21	Professional Development Day (no school)
March 1	Music Program 6:30 p.m. (kindergarten)
March 2	Early dismissal 1:43 p.m.
March 9	End of third quarter (44 days) Last day to make AR goal for the third quarter
March 11	Daylight savings time ends
March 14	Third quarter report cards will be sent home.
March 16	No school
March 19	Professional Development Day (no school)
March 22	Spring Picture Day 8:30 a.m.
April 5-9	Spring vacation
April 13	Early dismissal 1:43 p.m.

May 2-11	Book Fair
May 4	Early dismissal 1:43 p.m.
	Last day to make AR goal for the fourth quarter
May 11	Picnic With Your Parents
May 16	Moving On Up Day (Students will visit classes they will be in the next school year.)
May 17	Play Day
May 18	End of fourth quarter – 45 days (Total school days – 174)
	Talent Show will be at 9:00 a.m.
	Last day of school – noon dismissal
	Fourth quarter report cards will be sent home.

Make-up days for inclement weather:

April 5 and 9
May 21, 22, 23, and 24

The after school programs are Reading Club, Math Club, and Technology Tuesdays. These programs are from 3:30-4:30 p.m. for 12 weeks. The students receive a snack before the program. Transportation is provided home.

Reading Club is for third and fourth grade students from 3:30-4:30 p.m.

First semester: October 10, 17, 24, and 31
November 7 and 14

Second semester: January 23 and 30
February 6, 13, and 27
March 5

Math Club is for third and fourth grade students from 3:30-4:30 p.m.

First semester: October 12, 19, and 26
November 2, 9, and 16

Second semester: January 25
February 1, 8, 15, and 29
March 7

Technology Tuesdays is for students in second, third, and fourth grades:

September 27
October 4, 11, 18
November 1, 8
January 10, 17, 24, 31
February 14
March 6

Supply Lists

Kindergarten:

- 1 Box of 8 or 16 crayons
- 1 Box Crayola Twistable crayons
- 1 Fiskar's scissors
- 1 Bottle of Elmer's glue
- 2 Glue sticks
- 4 Sharpened #2 pencils
- 1 Large box of tissues
- 1 Child-sized backpack or book bag
- 1 Box of washable markers – girls bring thin size and boys bring thick size
- 1 Box of Ziploc bags – girls bring quart size and boys bring gallon size
- 1 Supply box
- 1 Bottle of hand sanitizer
- 2 Pocket folders with prongs
- 1 Container of antibacterial wet wipes
- *Kindergarten wish list: Mr. Clean sponges, spray cleaner and paper plates

First Grade:

- 1 Box of 16 or 24 crayons
- 5 #2 Pencils
- 1 Fiskar's scissors
- 1 Eraser
- 5 Glue sticks
- 2 Pocket folders
- 1 Box of washable markers
- 1 Supply box
- 1 Large box of tissues
- 1 Backpack
- 1 Box of Ziploc bags – girls bring quart size and boys bring gallon size
- 1 Container of antibacterial wet wipes
- 1 Bottle of hand sanitizer

Second Grade:

- 12 #2 pencils
- 1 School supply box
- 1 Scissors
- 1 Pink eraser

- 2 Large boxes of tissues**
- 1 Box of 16 or 24 crayons**
- 2 Pocket folders**
- 1 Yellow highlighter**
- 2 Glue sticks**
- 1 Container of antibacterial wet wipes (boys)**
- 1 Box of quart size Ziploc bags (girls)**
- 1 Backpack or book bag**

Third Grade:

- 1 Box of 16 or 24 crayons**
- 1 Scissors**
- 1 Bottle of Elmer's glue**
- 1 Glue stick**
- 1 Low odor dry erase marker**
- 24 #2 Pencils**
- 1 Large eraser**
- 1 School supply box**
- 1 Spiral notebooks (wide rule)**
- 2 Pocket folders with prongs**
- 1 Package of loose-leaf notebook paper (wide rule)**
- 1 Large boxes of tissues**
- 1 Backpack or book bag**
- 1 Container of antibacterial wet wipes**

Fourth Grade:

- 1 Box of 16 or 24 crayons**
- 1 Scissors**
- 1 Bottle of Elmer's glue**
- 2 Glue sticks**
- 3 #2 Pencils**
- 1 Eraser**
- 2 Red ballpoint pens**
- 1 School supply box**
- 2 Spiral notebooks (wide rule)**
- 1 Wooden ruler with inches and centimeters**
- 5 Pocket folders with prongs**
- 1 Package of loose-leaf notebook paper (wide rule)**
- 2 Large boxes of tissue**
- 1 Mead composition book (wide rule)**
- 1 Box of colored pencils**
- 1 Yellow highlighter**

1 Container of antibacterial wet wipes

2011-2012 BLANCHARD ENCORE SCHEDULE

(Art and library classes will be rescheduled when they occur after 1:40 on the Friday of an early release week.)

	Lunch	Monday	Tuesday	Wednesday	Thursday	Friday
Nedlinycky	Breakfast 8:00-8:20 Lunch 12:00-12:20	Music 8:40-9:00	P.E. 8:20-8:40 Music 2:20-2:40	Library 8:20-8:40	P.E. 2:20—2:40	Library 2:20-2:40
Fisher	Lunch 11:00-11:40	P.E. 11:40-12:20	Art 11:40-12:40 Music 1:40-2:20	Computer 8:40-9:20	P.E. 11:40-12:20	Library 12:20-1:00 Music 2:00-2:40
Lewis	Lunch 11:00-11:40	Computer 9:20-10:00	Art 11:40-12:40 Library 1:40-2:20	P.E. 11:40-12:20 Music 2:00-2:40	Music 1:20-2:00	P.E. 11:40-12:20
Monda	Lunch 11:00-11:40	Computer 8:40-9:20 Music 1:20-2:00	P.E. 11:40-12:20	Library 1:00-1:40	Art 11:40-12:40	Music 9:40-10:20 P.E. 12:20-1:00
Williams	Lunch 11:00-11:40	P.E. 12:20:1:00	Music 11:40-12:20	P.E. 12:20:1:00	Computer 10:00-10:40 Music 12:00-12:40	Art 11:40-12:40 Library 1:00-1:40
Bunch	Lunch 11:20-12:00	Music 9:40-10:20	P.E. 12:20-1:00	Music 9:40-10:20	P.E. 12:20-1:00 Art 1:40-2:40	Computer 9:20-10:00 Library 1:40-2:20
Winans	Lunch 11:20-12:00	P.E. 9:20-10:00 Library 1:40-2:20	Music 1:00-1:40	P.E. 9:20-10:00	Computer 10:40-11:20 Art 12:40-1:40	Music 12:00-12:40

	Lunch	Monday	Tuesday	Wednesday	Thursday	Friday
Riehl	Lunch 11:20- 12:00	Music 2:00-2:40	Art 1:40-2:40	Computer 9:20-10:00 Library 12:20-1:00	P.E. 1:00-1:40	Music 9:00-9:40 P.E. 1:00-1:40
Crader	Lunch 11:20- 12:00	P.E. 1:00-1:40	Music 9:00-9:40 Computer 10:40-11:20	P.E. 1:00-1:40	Music 9:00-9:40 Library 10:40-11:20	Art 12:40-1:40
Crawford	Lunch 11:20- 12:00	P.E. 2:20-3:00	Computer 10:00-10:40 Library 1:00-1:40	P.E. 8:40-9:20	Music 9:40-10:20	Music 8:20-9:00 Art 1:40-2:40
Kelch	Lunch 11:20- 12:00	Music 12:00-12:40	P.E. 8:40-9:20 Art 12:40-1:40	Music 12:00-12:40	P.E. 8:40-9:20 Library 12:20-1:00	Computer 10:00-10:40
Lindbergh	Lunch 11:20- 12:00	P.E. 10:00-10:40	Computer 8:40-9:20	Music 1:20-2:00	Art 8:40-9:40 Library 1:00-1:40	P.E. 9:20-10:00 Music 1:20-2:00
Parsons	Lunch 11:20- 12:00	P.E. 8:40-9:20 Library 10:40-11:20	Computer 9:20-10:00 Art 12:40-1:40	Music 12:40-1:20	Music 12:40-1:20	P.E. 8:40-9:20
Berkbigler	Lunch 11:40- 12:20	Music 12:40-1:20	P.E. 9:20-10:00 Library 12:20-1:00	Art 8:40-9:40	P.E. 9:20-10:00	Computer 10:40-11:20 Music 12:40-1:20

	Lunch	Monday	Tuesday	Wednesday	Thursday	Friday
Clubb	Lunch 11:40- 12:20	Music 9:00-9:40 Library 1:00-1:40	P.E. 1:00-1:40	Music 9:00-9:40 Art 1:40-2:40	P.E. 10:00-10:40	Computer 8:40-9:20
Walker	Lunch 11:40- 12:20	Library 12:20-1:00	Music 12:20-1:00	P.E. 10:00-10:40	Computer 9:20-10:00 Music 2:00-2:40	Art 8:40-9:40 P.E. 10:00-10:40
Brase	Lunch 11:40- 12:20	P.E. 1:40-2:20	Music 10:20-11:00	Computer 10:00-10:40 P.E. 1:40-2:20	Art 9:40-10:40 Library 1:40-2:20	Music 10:20-11:00
Herzog	Lunch 11:40- 12:20	Computer 10:00-10:40	Music 9:40-10:20 P.E. 1:40-2:20	Music 10:20-11:00 Library 1:40-2:20	P.E. 1:40-2:20	Art 9:40-10:40
Pennington	Lunch 11:40- 12:20	Music 10:20-11:00 Library 2:20-3:00	P.E. 10:00-10:40	Art 9:40-10:40	Computer 8:40-9:20 Music 10:20-11:00	P.E. 1:40-2:20

Opportunities for Family Involvement 2011-2012

Student: _____

Parent/Guardian: _____

Teacher: _____

Grade: _____

Barbara Blanchard Elementary School values parent involvement. Please come to as many events as possible. This is a list of some of the events that are planned for this school year. As part of our Title 1 plan, the staff is recording attendance for these events. Our goal is that 95% or more of the parents will attend at three events or more throughout the school year. Last year we had 95% of our parents who achieved this goal. This year we hope to do even better. Thank you!

_____ Back to School Night 6:30 p.m. (August 16)

_____ Grandparents' Day (September 23)

_____ Picnic With Your Parents (September 30)

_____ Fall Parent/Teacher Conference (October 20 and 25)

_____ Music Programs:

Grades 3 and 4 (November 11)

Kindergarten (November 16)

Grades 1 and 2 (December 9)

_____ Halloween Party Volunteer (October 31)

_____ Blanchard Reads (November 2011)

_____ American Education Week Open House (November 16)

_____ Christmas Party Volunteer (December 21)

_____ Winter Parent/Teacher Conference (February 7 and 16)

_____ Valentine Party Volunteer (February 14)

_____ Picnic With Your Parents

_____ Play Day Volunteer (May 17)

_____ Member of the Parent Teacher Organization

Other: _____

MISSION (Why do we exist?)

The mission of the Cape Girardeau Public Schools is to provide an environment in which all students are afforded the opportunity to reach their educational potential. We are dedicated to the achievement of our mission by nurturing, challenging and inspiring every student. We remain committed to our stated beliefs and strategies by utilizing an active network of community resources to provide the highest quality of educational program possible.

Our mission at Barbara Blanchard Elementary School is to aid students in their lifelong journey to become educated and caring individuals who choose to use their skills and talents to better the world around them.

VISION (What do we hope to become?)

School Climate: The school climate will be a safe and orderly environment where the students love to come to learn and the staff loves to come to work.

Teaching: Teachers will be involved in continuous professional development to enhance their teaching skills, especially in the areas of Communication Arts and Math. Teachers will work collaboratively to improve mastering curriculum objectives, generate new ideas, problem solve, and strategize.

Learning: To insure student success, instruction will be research-based and concentrated on the individual needs of the students.

Achievement: The students will make Adequate Yearly Progress (AYP).

Special Needs: Students who have special needs will receive support in a timely manner which will be commensurate with their disability.

Discipline: Students will be instructed in the Boys' Town Social Skills and will consistently demonstrate excellent behavior.

Parent Involvement: Parents will be actively involved in their children's education. Parents will work with the teachers to ensure the academic success of their children. Parents will join P.T.O. and work to support the needs of the school.

Community Relationships: The school will maintain a positive relationship with the community. The school and community will work together for the benefit of the students.

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

The staff at Barbara Blanchard Elementary will:

- **Encourage parents to take an active part in their children's education.**
- **Provide a safe and nurturing classroom setting that promotes teaching and learning.**
- **Use curriculum and other resources to individualize instruction.**
- **Effectively collaborate to promote student achievement.**
- **Participate in professional development.**
- **Maintain high standards for student behavior.**
- **Use assessments to promote instruction and determine if learning has occurred.**
- **Monitor time on task.**
- **Promote activities that contribute to a healthy mind and body.**

**Our colors are orange and black.
Our mascot is the tiger.
Blanchard Elementary is a Fight-Free School.**

**Blanchard Elementary school motto is:
THE SCHOOL WITH A HEART!**

Building Level Goals for 2011-2012

1. **80% or more of all the students will perform at the proficient level in writing as evidenced by the District Writing Assessment and 80% or more of all the students will be reading on or above grade level as evidenced by the post-DRA.**
2. **95% or more of the parents will participate in three or more parent events throughout the school year.**
3. **The MAP results will show the difference between the disaggregate groups will not exceed 15%.**

Absences and Tardies

Please call the school office between 7:45 AM and 8:45 AM when your child is unable to come to school. Messages regarding absences from school may be left on the school voice mail. If you wish to pick up homework assignments, please make this request when you call. 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 and/or absent will be notified by letter.

Accelerated Reader

Accelerated Reader is a computerized literature-based reading management program. The students select and read an Accelerated Reader book. Then they take a computer test which assesses their comprehension. The computer scores the test, calculates the number of points the student has earned, and records the information. Students in grades 2-4 spend 30 minutes per day reading Accelerated Reader books. The students will be expected to achieve a designated number of Accelerated Reader points each quarter. Students who make their quarterly goals will participate in a special activity.

After-School Activities

We have after-school activities at Blanchard School. For each activity offered, there will be a notice sent home with the students. Rules common to after-school activities are:

- Any students not involved in the activity are to go home. Brothers and sisters may not wait in the school.
- Students are not allowed to make phone calls unless it is an emergency.
- For each activity, a schedule of dates will be sent home to the parents. We ask parents to please record these dates so that there is no confusion about whether or not the students are staying after school.
- Transportation home is not provided. Parents will need to make arrangements for their child to walk home or to be picked up promptly. We ask parents to make sure that their child is aware of the transportation arrangements so that there is no need to phone home.
- In order to be eligible to participate in after-school activities, students must maintain excellent behavior. Students who make poor choices will be dismissed from participation.

Attendance

The attendance policy of Cape Girardeau Public Schools states that in order to receive course credit or to be considered for 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. 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 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 correct 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.

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 students in the Cape Girardeau Public Schools is 174 days of attendance. We ask your assistance in encouraging regular and punctual attendance for your child.

Attendance Awards

Perfect attendance – no recorded absences or tardies as documented by SIS attendance records and sign in/out logs maintained in the office. Students who have perfect attendance each quarter and perfect attendance for the year are recognized at Honor Assemblies.

Balanced Literacy

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 our students.

Boys' Town Social Skills in the Schools

The Boys' Town Social Skills curriculum identifies skills that will be taught to all Blanchard students. These skills will not only promote school success, but also lead to success on the job and in lifelong interpersonal relationship. The following social skills are taught:

1. Following Instructions
2. Accepting criticism or a consequence
3. Accepting "no" for an answer
4. Greeting someone
5. Getting the teacher's attention
6. Making a request
7. Disagreeing appropriately
8. Giving criticism
9. Resisting peer pressure
10. Making an apology
11. Talking with others
12. Giving a compliment
13. Accepting a compliment
14. Volunteering
15. Reporting other youths' behavior
16. Introducing yourself

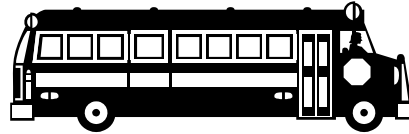
Building and Grounds Security

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

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

No person shall carry a firearm, 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. (Policy JFCJ)

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



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 the Laidlaw bus company at 335-2510.

Bus Rules

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

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

1. Students must ride their assigned buses, getting off and on at their assigned bus stops unless a written request is made by the parent or guardian and is approved by the principal.
2. The bus driver is in charge and students are to obey all instructions from the bus driver. Students follow directions from the driver when crossing the street to board or leave the bus. Students must cross in the front of the bus, where the driver can see them and they can see the driver.
3. Students should board and exit the bus in an orderly manner. Classroom conduct is to be observed by students while riding the bus. Students should be orderly enough not to distract the driver.
4. Students should go directly to their seats and remain seated while the bus is in motion. There should be no pushing, shoving, or fighting at the bus stops or on the buses. Bus aisles should remain clear.
5. Students should keep head, hands, and feet inside the bus and keep hands and feet off other students. Feet should be kept on the floor.
6. Students should neither purposely nor carelessly damage the bus.
7. Students should not throw objects in the bus or out the window. There is no eating or drinking on the bus. Littering is not allowed on the bus.
8. Students should not stand in the roadway while waiting on the bus.

9. Tobacco or alcohol products and any harmful objects are prohibited on the bus.
10. Disruptive students reported by the driver to the principal may be suspended from riding the bus.



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 by the school at large. Teachers may also recognize traits of good citizenship by rewarding students per incident. Each month a Social Skills Super Star is chosen from each grade level. Teachers vote to determine which Social Skills Super Star will receive the Terrific Tiger award. Peacemakers are given to students for acts of kindness.

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, the principal, counselor, nurse, etc.

2. 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 the staff as well.
3. If your child is bullied in any way, please contact the principal immediately.

Conferences and Student Progress Reports

Report cards are issued at the end of each quarter for grades kindergarten through fourth grades. Conference time is an opportunity for parents and teachers to evaluate a student's progress together. Fall Parent/Teacher Conferences will be on October 20 and 25 and winter Parent/Teacher/Student Conferences will be on February 7 and 16. It is extremely important for parents and guardians to attend both of these conferences. The staff will try to accommodate your needs in scheduling these conferences. 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 at these two conferences.

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 will be contacted by the teacher and/or the principal should a conference be missed. Home and school communication is crucial to student success.

Grading Scales

Reporting key for grades 3-12:

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

Reporting key used in grades K-4:

E – Exceeds grade level expectations

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

M – Meets grade level expectations

Student consistently demonstrates skill development on grade level. Student is able to consistently apply the skill/standard to accomplish assignments, lesson, etc.

I - Is developing toward grade level expectations. Student knows the skill/standard but is unable to consistently use that skill effectively when trying to complete another assignment in reading, writing, etc.

N – Not meeting grade level expectations

Student demonstrates skill development below grade level.

*** = Indicates a modified grade X = Indicates a concept has not been assessed.**

Personal and academic behavior grading scale for students in grades K-4:

1 = exhibits appropriate behavior.

2 = making progress

3 = needs improvement

The school administers for following standardized tests for all children:

- **DIAL-3 is administered to entering kindergarten students in the spring of the previous year**
- **Otis Lennon School Ability Test is administered in September for students in second grade.**
- **Otis Lennon School Ability Test is administered to transfer students new to the district.**
- **Missouri Assessment Program (MAP) is administered to third and fourth graders in the spring. The content areas that are tested are Communication Arts and Math.**

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

Daily Schedule

7:30 a.m.	Students may enter the building
7:40 a.m.	Breakfast is served.
8:00 a.m.	Pre-kindergarten breakfast is served.
8:00 a.m.	K-4 Students are dismissed from the gym to their classrooms.
8:15 a.m.	The tardy bell rings. All students must be in their classrooms.
11:00-11:40	Kindergarten – recess and lunch
11:20-12:00 a.m.	First grade and second grade - recess and lunch
11:40-12:20	Third and fourth grade - recess and lunch
12:00-12:20 p.m.	Pre-kindergarten lunch

3:15 p.m.

School is dismissed.



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 or institution attended by the student, and other similar information.

A student's educational record, or an official transcript, 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, tornado, earthquake, and intruder alert drills are conducted on a regularly scheduled basis to prepare our students and staff to respond appropriately to emergency situations. Students also practice a bus 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 are 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. If the school is deemed unsafe, the students and staff will proceed to the lower playground field south of the school. If it is necessary to evacuate the school and the grounds, the students and staff will go to Fire Station No. 3 located at 1975 North Sprigg. The phone number for the Fire Station is 339-6333. All parents must sign their children out with the designated person 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. These 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.

Students will need to memorize a four digit number to punch into the keypad when they receive breakfast and lunch. This is a computerized system that keeps track of the breakfasts and lunches that the children receive.

Breakfast is served at Blanchard School beginning at 7:40 AM. Students eating breakfast must be in the breakfast line at or before 7:50 AM. No student will be admitted to breakfast after 8:00 AM. Breakfast costs \$.75 per day for paid students. All direct certified and free and reduced lunch students will receive a free breakfast.

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. Parents should send payment (cash or check) in an envelope with the child's or children's name(s) on the outside. 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. The students may purchase milk to drink with lunch. Milk is \$.30. Sodas are not allowed in the lunchroom.

Free and reduced price meals are available for students from 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 process 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.

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 containers. Teachers may present learning activities involving food providing that all ingredients are in the original unopened containers 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, P.T.O. dinners.

Guidance and Counseling

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

Large group, small group, and individual counseling are available for all students. Large group counseling is developmental in nature and will be provided to all students in their individual classrooms throughout the school year. Large group counseling follows the Cape Girardeau Public Schools' Comprehensive Guidance Curriculum. Small group counseling will be provided on a variety of topics based on need. Parental permission will be obtained for students referred for small

groups. Individual counseling is available to all students as deemed necessary. Students, teachers, principals, or parents/guardians can initiate individual counseling.

Health Services

Holly Hall, the school nurse, is available to the children when accidents occur or when they become ill during the day. Please notify the school of any medical problems that your child may have. If your child has sustained a severe injury or suspected contagious disease (has a fever, vomiting, diarrhea, etc.), 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 enter school. 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 in 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.

Blanchard Elementary students always have homework on Tuesdays and Thursdays unless it is a day before a holiday. Homework is used to help students to reinforce skills and/or prepare for a test. Students are expected to complete and return homework on time.

Honor Roll Policy (Elementary)

1. The Academic Honor Roll for the elementary schools includes third and fourth grades.
2. Honor roll is calculated quarterly.
3. Honor roll includes the subjects of Reading, Language Arts, Spelling, Math, Social Studies and Science.
4. Honor roll will be calculated for third and fourth grade students using a scale and averaging system which is described below:
 - A =11
 - A- =10
 - B+ =9
 - B =8
 - B- =7
 - C+ =6

C =5
C- =4
D+ =3
D =2
D- =1
F =0

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 the Honor Roll. Physical education, art music, work habit and conduct grades are not considered.

Honors

Attendance Awards

Perfect attendance is defined as no absences or tardies. Recognition is given for quarterly and yearly perfect attendance.

BUG Award: Bringing Up Grades

The BUG Award is for students who improved their grades on their report cards in at least one subject without lowering their other grades. Students receiving the Bug Award are recognized at an Honors Assembly. Students who have made the Honor Roll are not eligible for the Bug Award.

Cat's Meow

The Cat's Meow is for students in grades K-4. The students must have all 1's for Behavior objectives. These students will be recognized each quarter at an Honor Assembly.

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.

Lost and Found

All items found are placed in the Lost and Found box outside of the gym. If your child is missing a clothing item, backpack, etc., please check the Lost and Found box or inquire in the office.

Lunchroom

Students may bring their own lunches from home. Lunches should be brought with the student from home to school. Parents and guardians are requested to not bring lunches from outside vendors. Students are not allowed to bring carbonated beverages in lunches brought from home.

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 the lunch charges are paid.

Lunchroom Rules

- Use restroom and wash hands before coming into the lunchroom.
- Walk in the lunchroom at all times.
- Talk quietly with students sitting next to them.
- Leave unwanted food on the tray. Students are not allowed to give food to other students or to take food from the other students.
- When finished eating, line up to place utensils in bucket and hand in food tray.
- Sit in designated area while waiting to be dismissed.

Newsletter

A monthly newsletter and calendar containing items of interest to students and parents will be sent home. Classroom and individual notices and reminders will be sent home periodically.

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 the 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 reading, 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 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.

Parent Teacher Organization

The Parent Teacher Organization (P.T.O.) is highly involved in supporting our school. All parents are urged to become members and actively participate. Meetings are scheduled regularly and are announced ahead of time. This organization is involved in many projects throughout the school year. All of the parents of Blanchard Elementary students are greatly encouraged to join P.T.O. The dues are \$3.00. The P.T.O. officers are:
President: Diane Drum
Vice-president: Charlene Foeste
Treasurer: Melissa Duncan
Secretary: Jessica Pattengill

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.

Physical Education

Physical education is required for all elementary school students. If a student's participation has some limitations, this should be indicated with a written note from a doctor.

Students need 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.

Playground Rules

1. Students may play with the school sports and playground equipment that is made available to them. Students are not allowed to bring items from home. The sport and playground equipment must be used as it was intended (e.g. jump ropes are for jumping only, no jumping out of swings, no standing on slides, etc.)
2. Students will use appropriate language – no profanity, threats, arguing, etc.
3. Students will play peacefully – no pushing, shoving, hitting, wrestling, rough housing, rock throwing, etc.
4. Personal items, such as, radios, tape recorders, toys, electronic games, balls, etc., should not be brought to school due to the potential for loss and interference to the learning climate in the classroom.
5. Trash should be thrown in garbage cans.
6. Students may not leave the playground (e.g. to use the restroom or go to the nurse) without permission from a supervisor.
7. When the bell rings to indicate that recess is over, the students are to line up quickly and quietly.

Promotions 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.

Report Cards

First quarter report cards will be presented to parents during the Parent/Teacher Conferences held on October 22 and 27. Please review and discuss the report card with your child. Second, third, and fourth quarter report cards are sent home with the child on the following dates: January 6, March 10, and May 18. Winter conferences will be held February 4 and 9.

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.

All district patrons can sign up for Tiger Text at <http://www.cape.k12.mo.us/tigertext.asp>. This service allows patrons to receive text messages on their cell phones from any of the Cape Girardeau Public Schools. These text messages can inform patrons of special situations, such as, early dismissals as well as reminders about upcoming school-sponsored events. A cost may be incurred dependent upon the cell phone provider services.

It is imperative that families make plans with all members concerning where the children are to go, and other "special conditions" information. Please rehearse the plan before we need to apply it, and let the school know what we need to know to keep the children safe.

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

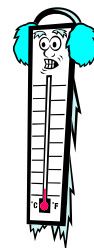
- Central High School – 11:20 AM
- Central Junior High School – 11:35 AM
- Elementary and Middle Schools – 12:00 PM

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

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

Secondary schools will begin classes at 9:40 AM and elementary schools at 10:10 AM.

School dismissal will be at normal times on these days.



School Day

Students are not to arrive at school before 7:30 A.M. Breakfast is served from 7:40-8:00 A.M. Breakfast will not be served after 8:00. The school day for elementary schools begins at 8:15 AM. Students arriving after 8:15 need to report to the office to get a tardy slip. School dismisses at 3:15 PM. At 3:05, students who are picked up by day care vans will exit the northwest door and car riders will exit the front door.

School Parties

School parties are limited to Halloween, Christmas, and Valentine. P.T.O. volunteers organize the parties. The parties take place in the gym by grade level. Party money is collected at the beginning of each school year. With prior approval of the teacher, students may bring birthday treats for enjoyment at the end of the day. For the safety and health of the students, these treats must be bought from the store and in their original packaging.

Searches by School Personnel (Policy JFG)

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection and drug-sniffing dogs may be used 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.

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 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. Blanchard School 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.

Surveying, Analyzing, or Evaluating Students

Parents 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. 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.

Teacher Qualifications

Districts must notify all parents in schools receiving Title I funds that they may request information regarding a teachers' professional qualifications. Schools receiving Title I funds include the following elementary schools - Blanchard, Clippard, Franklin, and Jefferson, and Central Middle School.

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, help students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

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

Teaching Day

The protection of teaching time is an enduring concern. The district has posted a revised attendance policy. Students are expected to attend school regularly and arrive at school on time.

Title 1

Blanchard School receives Title 1 funds from the Federal Government which are used to enhance achievement in Communication Arts and Math. The Title 1 plan for 2011-2012 includes the following strategies and action steps:

- Send home a monthly events calendar to parents.
- Provide opportunities for parent contact in the form of notes, phone calls, newsletters, assessments, etc.
- Facilitate Blanchard Reads. A book is selected and a copy is given to each family to read to their child. School and home activities are conducted around the theme of the book.
- Distribute homework folders and assignment notebooks. These materials assist students and parents in providing communication regarding what is being taught and what homework is being assigned.
- Facilitate the Reading Club, Math Club and Technology Tuesday which are held for 12 weeks during the school year from 3:30-4:30 p.m. Reading Club is on Mondays and Math Club is on Wednesdays. These clubs are for third and fourth grade students and will help prepare them to take the MAP. Technology Tuesday is on Tuesdays and will include second, third and fourth grade students. Snacks will be provided and transportation will be provided for these after school programs.
- Provide Communication Arts teachers in grades 1-4. This will enable the students to receive additional instructional time and attention in Communication Arts.
- Implement computerized learning and assessment programs designed to increase achievement in Communication Arts and Math and to purchase additional instructional materials.
- Continue to create assessments and purchase assessments to enhance achievement in Communication Arts and Math.
- Provide students opportunities to participate in field trips. These field trips will give the students real-life experiences that will build background information to enhance vocabulary and writing skills.
- Continue to provide professional development for teachers.

Transportation

In the morning, students are not to be dropped off at school before 7:30 a.m. Students must be in attendance before the 8:15 a.m. tardy bell rings. In the afternoon, students who are car riders may be picked up at 3:05 p.m. The

students are to enter and exit the school in the morning and afternoon through the front doors only.

There are two lanes of traffic in the front of the school going from north to south. Both lanes are to flow in the same direction. The inside lane is for dropping off or picking up students. The outside lane is for driving through. There is no parking in either of these lanes.

In the afternoon, the students are not to run though these two lanes to waiting cars parked in the parking lot. The students will be escorted to the cars in the inside land or escorted to cars parked in the parking lot. We request that students are not picked up early unless there is an emergency.

There is often an abundance of telephone calls at the end of the day from parents wanting to inform their children regarding how or who will be transporting them home. We ask parents to please make these transportation decisions and inform your child before they leave for school in the morning.

Valuables

Personal possessions (toys, jewelry, purses, etc.) should not be brought to school. The school administrators and staff cannot be responsible for valuables that are brought to school and may be lost, stolen, or broken.

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 includes 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. You are invited 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.



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. Jim Welker

**Assistant
Superintendent
Of Curriculum and
Instruction**
Dr. Sherry Copeland

**Assistant
Superintendent
Of Administrative
Services**
Neil Glass

**Director of
Special Services**
Deena Ring

**Chief Financial
Officer**
Misty Clifton

August 3, 2011

Dear Parent or Guardian,

The goal of the NCLB act is to ensure that all children in this country receive a quality education. Under the federal *No Child Left Behind Act* (NCLB) of 2001, each state is required to assess all schools to determine if each school has made adequate yearly progress (AYP) toward meeting the academic testing standards set by the state. If the school has not made AYP for two consecutive years, it is considered "in need of improvement."

Based on the results of the 2010-2011 academic testing in communication arts and math your child's school, **Blanchard Elementary** did make adequate yearly progress. However, Blanchard must make adequate yearly progress for two consecutive years before exiting school improvement status. Blanchard will remain in delayed status during the 2010-2011 school year.

Communication Arts: State Target 75.5% State Average: 54.8%
Math: State Target 72.5% State Average: 54.4%

<u>District Scores by School (Total)</u>	<u>CA</u>	<u>MA</u>
Alma Schrader:	72.8%	66.7%
Blanchard:	76.7%	77.6%
Clippard:	63.7%	66.8%
Franklin:	57.6%	55.5%
Jefferson:	42.1%	43.3%

Because of this designation, the school is considered to be in Level 1 of School Improvement, Delayed Action and must continue to implement the plan for improvement and provide school choice. One important component of the implementation of this plan is parent involvement.

Your child is eligible for public school choice options under the NCLB Act. There are two options available for your child:

1. Remain at Blanchard Elementary school
2. Transfer to a school in the district that has made adequate academic progress

OVER

If you would like to exercise your NCLB choice option, please complete the Transfer Request Form included with this letter and return it to Dr. Sherry Copeland, Cape Girardeau School District, by **Wednesday, August 17 at 12:00 Noon**. The district will provide transportation for your child under an NCLB transfer as long as there is funding available. If the demand for transfers exceeds available funding, the priority to provide transportation will be for low-achieving, low-income students. However, all students who request a transfer will be granted one.

Please remember that if you do not complete and return the transfer application by **Wednesday, August 17 at 12:00 Noon**, your child will remain at Blanchard Elementary. A self-addressed stamped envelope has been included for your convenience. If you have any questions or need additional information, please call Dr. Copeland at 335-1867 or feel free to visit us at 301 North Clark and we will assist you with making a decision that meets the needs of your child.

Information about public school choice will also be available on the district's website at www.capetigers.com.

We encourage you to become involved with your child's education and support the school in its efforts to make adequate yearly progress by working with reading and math strategies at home.

Sincerely,
Dr. Jim Welker
Superintendent

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.

TO REVIEW THE FOLLOWING DISTRICT POLICIES AND INFORMATION PLEASE GO TO <http://policy.msbanet.org/cape/>. 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-R](#)
- The presence of asbestos and any inspections, re-inspections, surveillance, and response or post response actions taken: [policy EBAB](#), [administrative procedure EBEB-AP1](#)
- 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 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 superintendent regarding Insurance

CAPE GIRARDEAU SCHOOL DISTRICT
Student Cell Phone Notification and Procedure

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

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

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

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

Parent Cell Phone/Electronic Devices Acknowledgment and Signature Form

Student's Name_____

Teacher'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 or electronic device is confiscated the procedure notice attached will be followed.

Parent's Signature_____

Date_____

PARENT/GUARDIAN NOTIFICATION OF HEALTH CURRICULUM

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 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 CURRICULUM.

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

Parent/Guardian Signature

Date

March 2010

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.

NOTICE TO PARENTS OF RELEASE OF DIRECTORY INFORMATION (FERPA)

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

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

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

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

PARENTS RIGHT TO KNOW ABOUT PROFESSIONAL QUALIFICATIONS

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

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

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

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

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

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The 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. (Policy JHDA)

PUBLIC NOTICE FOR SPECIAL EDUCATION

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 for 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 birthday 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 (573) 335-1867.

STANDARD COMPLAINT RESOLUTION PROCEDURE
FOR NO CHILD LEFT BEHIND PROGRAMS

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

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

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

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

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

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

STUDENT COMPLAINTS AND GRIEVANCES

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

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

(PolicyJFH)

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 who conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The district's Policy JG for Student Discipline can be found on the district website under the link "District Information" www.capetigers.com. A hard copy of the policy may be requested through the building office.

STUDENT DISMISSAL PRECAUTIONS

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

STUDENT DRESS CODE

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

STUDENT SEARCH NOTICE

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

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

(4th Amendment of U.S. Constitution, Policy JFG)

Cape Girardeau School District
Survey of Children with Disabilities

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

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

SURVEY OF CHILDREN WITH DISABILITIES

Child's Name _____ Sex: () Male () Female Age _____

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

Nature of Disability: _____

Name of Parent/Guardian: _____

Address: _____ Zip Code: _____

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

Please complete and return this form by November 1, 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 N.Clark Cape
Girardeau, MO 63701

TECHNOLOGY USAGE NOTICE

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

Students 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. Students shall keep these items in student cars or locked lockers. Exceptions or waivers to this restriction may be made at the discretion of teachers or administrators in the event of an emergency. (Policy EHB-AP)

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

WEBSITE NOTICE

Both the Cape Girardeau Public Schools and the individual schools operate a website available to the public. The district website can be accessed at www.capetigers.com. The school website can be accessed through links at this website. There are several useful tools on both websites to assist you in your communication with Cape Girardeau Public Schools. In addition, classrooms and grade levels within the building operate sites to assist parents in learning about classroom events. All staff members of the district can also be contacted by e-mail.

The Cape Girardeau School District's Policy Manual may also be located at this website under the "District Information" link.

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://de5e.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.

August 201

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. The monies received as reimbursement to the school district for this participation will go toward enhancing our educational programming for all students in the school district. Please sign and return the bottom portion of this letter to your school to indicate that you intend to apply or have already applied for enrollment in the MO HealthNet program.

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.

MoHealth Net • MoHealth Net

APPLICATION FOR KIDS, PREGNANT WOMEN, AND PARENTS

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.

MIC+ [®] *para Niños*

PROGRAMA MISSOURI MC+

SOLICITUD

El programa MC+ es un programa de seguro de salud para **niños menores de 19 años, para algunos de sus padres y para mujeres embarazadas**. Para hacer la solicitud, llene el formulario adjunto y envíelo a la dirección anterior.

INSTRUCCIONES PARA LLENAR EL FORMULARIO DE SOLICITUD PARA EL PROGRAMA MC+

SECCION A - Dirección de correo

Por favor escriba su nombre, dirección y números de teléfono. Donde dice "número de teléfono donde su pueden dejar mensajes" por favor escriba el número donde lo podamos contactar durante horas de trabajo o donde le podamos dejar un mensaje.

SECCION B - Información sobre el hogar:

Haga la lista de todos los niños, padres, padrastros o tutores que vivan en el hogar, encabezándola con su propio nombre. Es importante indicar la relación que tiene cada persona con usted; por ejemplo, esposo o esposa, hijo o hija, etc. La información sobre raza y grupo étnico se usa solamente para mantener estadísticas y proporcionarla es opcional. El número de seguro social se requiere solo de personas solicitando beneficios del programa MC+. Ponga una "X" en la última casilla para indicar si usted está solicitando el programa MC+ para esa persona.

SECCION C - Ingresos:

Para determinar si su familia reúne los requisitos para participar en el programa MC+ por favor llene esta sección. Si le hace falta más espacio, puede añadir datos en una hoja adicional. De ser posible, **por favor presente constancias de sus ingresos con la solicitud**.

SECCION D - Seguros:

Para algunos solicitantes, uno de los requisitos para ser aceptados en el programa MC+ podrá ser su posibilidad de obtener un seguro médico. Es importante que llene esta sección. Anote todos los seguros médicos sin que importe de qué clase sean.

SECCION E - Padre/Madre Ausente:

Llene esta sección solamente si uno de los padres del niño para el que se está haciendo la solicitud para el programa MC+ está ausente del hogar. La ley exige que usted coopere con la División de Cumplimiento de Ayuda Económica para Niños (Division of Child Support Enforcement) para obtener pagos por servicios de salud. Esto significa que debe ayudar a identificar al padre ausente, ayudar a establecer la paternidad y cualquier otra colaboración que sea necesaria. Su falta de cooperación no afectará la elegibilidad de su hijo para MC+. Su propia elegibilidad puede ser afectada por su falta de cooperación. Su cooperación puede ser de importancia para usted y su niño por las siguientes razones: puede servir para encontrar al padre ausente, para establecer legalmente la paternidad del niño, para obtener pagos por el sostenimiento del niño y para asegurar los derechos del niño para recibir en el futuro subsidios y ayudas del seguro social, ayuda para veteranos o cualquier otro programa del gobierno.

Si usted piensa que buscar ayuda del padre ausente sea contrario a los intereses del niño debido, por ejemplo, a que haya sido amenazado o haya sido objeto de maltratos en el pasado, responda "sí" a la pregunta número 1. Usted puede tener razones válidas para negarse a cooperar si su cooperación pudiera generarle dolo emocional o físico a usted o a su niño. Si usted alega esas razones, se le solicitará que presente evidencia para sustentar su petición.

Si usted alega razones válidas para no cooperar en la obtención de ayuda para gastos médicos y ha respondido "sí" a la pregunta número 1, se le entregará información respecto a las circunstancias en que se pueden alegar tales razones y las pruebas o cualquier otra información que sea necesaria para considerar su solicitud. Usted también puede solicitar esta información para decidir si desea o no alegar razones válidas.

SECCION F - Firma

Por favor lea esta sección cuidadosamente y firme el formulario. **La fecha en que la cobertura del programa MC+ entre en vigencia está basada en la fecha en que su solicitud firmada sea recibida**. Envíe la solicitud a la dirección anterior.

**Llame al 1 888 275 5908 si tiene cualquier pregunta. ¡GUARDE
ESTA PAGINA, CONTIENE INFORMACION IMPORTANTE!**

OTRA INFORMACION IMPORTANTE ACERCA DEL PROGRAMA MC+

Si tiene alguna pregunta o necesita ayuda para llenar la solicitud Name gratuitamente al 1 888 275 5908.

Cuando recibamos su solicitud, se sometera a revision y si hiciera falta informacion adicional, nos comunicaremos con usted. Si usted no tiene telefono, puede contactarnos al telefono anterior unos dias despues de que nos haya enviado su solicitud por correo. Usted sera notificado por correo cuando hayamos terminado la revision. En el caso de solicitudes hechas para mujeres embarazadas, la decision respecto a su participacion en el programa MC+ se tomara en 15 dias. Las decisiones para el resto de las solicitudes se tomara en 30 dias. Si usted no esta de acuerdo con la decision que se haya tornado respecto a su solicitud, puede pedir una audiencia imparcial dentro de los 90 dias siguientes a la fecha en que se haya tornado esta decision.

INFORMACION REQUERIDA:

La siguiente informacion podria ser requerida para considerar su solicitud para el programa MC+:

- Constancias de ingresos (por ejemplo, comprobantes de pago de su sueldo o salario tales como los talones de los cheques o cartas de su patron o jefe, la declaracion de impuestos federales o cartas en que le notifiquen ayudas del Gobierno, etc.);
- Documentos de inmigracion en que conste el nombre, la categorfa de inmigracion, numero de registro y fecha de entrada al pais de cualquier miembro de su hogar que solicita el programa MC+ y que no es ciudadano de los Estados Unidos.
- Informe medico que documente el embarazo y la fecha para la cual se anticipa el nacimiento del nino (Si esta solicitando el programa MC+ para una mujer embarazada.)

De ser posible, envíe estos documentos con su solicitud. Puede mandar copias de los documentos. Sin embargo, si solamente tiene los documentos originales, envíelos, que nosotros les haremos fotocopias y le devolveremos los originales con la carta de notificacion. **NO DEMORE EN ENVIAR LA SOLICITUD AUNQUE NO DISPONGA DE TODOS LOS DOCUMENTOS.** Nosotros le avisaremos si se necesita informacion o documentos adicionales.

PROGRAMA NINOS Y JOVENES SALUDABLES:

Si sus ninos llenan los requisitos para ser aceptados en el programa MC+, pueden recibir servicios a traves del programa Ninos y Jovenes Saludables (HCY). Este programa ofrece cuidados primarios y preventivos de salud. A traves de este programa, su nino puede obtener exámenes medicos, vacunas, y exámenes de diagnostico que los ayudaran a mantenerse saludables o a identificar problemas de salud que pudieran requerir tratamiento. El programa MC+ cubre los costos de estos servicios de salud.

Si usted esta embarazada y quisiera que se le hiciera una evaluacion de riesgos de salud y que se le ofrecieran los servicios de coordinacion de su caso, comuniquese con su departamento de salud local o Name a TEL-LINK (1 800 835 5465).

DERECHOS Y RESPONSABILIDADES

Usted debe **reporter todos los cambios que se produzcan en las circunstancias declaradas en el documento de solicitud dentro de los diez dias posteriores** a que estos sucedan, sin importar lo que haya causado estos cambios. Usted tiene la obligacion permanente de reportar los cambios inmediatamente y no puede esperar hasta que nos pongamos en contacto con usted.

Cualquier informacion suministrada en la solicitud esta sujeta a que la verifiquen oficiales locales, estatales y federales. A quien a sabiendas suministre informacion falsa se le podrian negar los subsidios o servicios que solicite y/o podria estar sujeto o procesamiento penal. Quien sea hallado culpable del delito de hurto o de tentativa de hurto de subsidios o ayuda piiblica por un valor igual o mayor de setecientos cincuenta dolares (\$750.00), sera castigado con pena de prision hasta por cinco anos; o por confinamiento en la carcel del condado por termino de no mas de un ano; y/o se le podria imponer multa hasta por diez mil dolares (\$10,000). Si el valor de los subsidios obtenidos ilegalmente es menor de setecientos cincuenta dolares (\$750.00), la infraccion se considerara delito menor.

Usted tiene derecho a que se le proporcione un tratamiento justo y equitativo independiente de su edad, sexo, raza, color, nivel de capacidad fisica o intelectual, religion, credo, origen nacional o de sus convicciones polfticas.

¡GUARDE ESTA PAGINA, CONTIENE INFORMACION IMPORTANTE!



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