



CAPE GIRARDEAU PUBLIC SCHOOLS

Every student, every day!

Superintendent
Dr. Neil Glass

**Deputy Superintendent
Elementary Education**
Ms. Christa Turner

**Deputy Superintendent
Secondary Education**
Dr. Anthony Robinson

**Assistant
Superintendent Special
Services**
Ms. Deena Ring

**Assistant
Superintendent
Support Services**
Mr. Josh Crowell

December 12, 2017

Dear Parent/Guardian:

Recently the District acquired an automated system that filters student school email and will provide alerts to the administrators if there is content in emails indicating a student could be considering hurting themselves or others, or is in some distress. When the automated system determines there is content meeting this criteria, an email notification is sent to district administrators. Administrators are not able to monitor their email continually so notification may be delayed, but will occur as soon as the administrator becomes aware of the notice. Once an administrator is aware of the notification, the parent/guardian will be contacted, and if during school hours, school personnel will follow up with the student directly. All alerts indicating potential harm, violence and bullying will be taken seriously. Once the administrator has made contact, a follow up letter will be sent documenting the conversation and parental contact.

The automated alert system is triggered by certain key words and phrases used in the email. The system is computerized and will continually update. We strive to do everything possible to meet the needs of our students and are not relying on this new system solely, but will continue to use all tools available to ensure your child's safety. The bullying app, teacher reports and conversations in which your child participates are all examples of the things school personnel will use to continue to support our students.

If you have any questions, please contact me at 335-1867.

Sincerely,

Deena Ring
Assistant Superintendent, Special Services