TRAILS WEST

HANDBOOK

2015-2016

R Responsible

O bserve Safety Rules

A lways Learn

R espect Others

MISSOURI SCHOOLS FOR THE SEVERELY DISABLED (MSSD) VISION

Providing quality education through:

- **R**espect
- **E**ffective Practices
- **A**chievement
- **C**reativity
- **H**igh Expectations

SCHOOL MISSION STATEMENT

Trails West staff are committed to providing educational programs that allow students to achieve their maximum potential. We believe parent participation and teamwork are essential in developing and implementing educational goals for students. We are dedicated to the principle that effective instructional practices and positive behavior supports enhance student learning and achievement.

BELIEFS OF MSSD

1. All students learn
2. High expectations promote student achievement
3. Skill acquisition and application can be measured
4. Everyone has the right to be treated with dignity and respect
5. Each individual has the responsibility to positively influence community attitudes regarding people with disabilities
6. Skills, teaching materials and instructional settings must promote consistency with the student's chronological age, interests and abilities
7. Skills learned must be functional to the person outside the school setting
8. All students communicate and all communication has meaning
9. All behaviors serve a purpose
10. Parents/guardians/surrogate parents, staff and community have an instrumental role in the lives of students

GRADUATE GOALS

To the highest level of their ability:

1. Graduates will communicate
2. Graduates will make choices
3. Graduates will express personal feelings and self-advocate for needs
4. Graduates will solve problems or complete tasks
5. Graduates will follow routines
6. Graduates will participate in cause and effect activities
7. Graduates will integrate sensory stimuli or find a positive alternative
8. Graduates will use an efficient method to access environments
9. Graduates will participate in individual, group and family recreational/leisure activities
10. Graduates will interact within the community

CONDUCT EXPECTATIONS

MSSD personnel shall treat students, parents/guardians/surrogate parents, contractors, volunteers and members of the public with courtesy and respect.

Parents/guardians/surrogate parents, other visitors to the school, volunteers, contract services providers, contractors and other members of the public shall treat students, teachers, school administrators and other school staff with courtesy and respect.

Any parent/guardian/surrogate parent, other visitor to the school, volunteer, contract services provider, contractor or other member of the public who believes he/she was subject to unacceptable/disruptive conduct on the part of a staff member should bring such conduct to the attention of the building administrator, who will report to the area director.

If the building administrator is believed to be the staff member exhibiting unacceptable/disruptive conduct, such concern is to be brought to the attention of the area director.

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INDIVIDUALIZED EDUCATION PROGRAM (IEP)

An IEP is an individualized written document describing the student's educational program. Parents will be requested to assist in the development of their child's IEP along with the local education agencies (LEAs). The IEP will focus on the student's learning needs and address the services required to implement the educational program. The local school district of residence is responsible for assessments of students attending MSSD.

The IEP is developed at an IEP conference, which is an opportunity for educators, parents, and the student to work together to design the educational priorities. Parents are key members of the IEP team. This is the time for parents to share ideas and concerns about their child's education. Parents may contact the child's teacher at any time to request an IEP conference when they think changes are needed in the educational program.

REPORTING OF STUDENT PROGRESS

As outlined in the IEP, parents will receive a report from the student's teacher explaining the student's progress towards the attainment of each IEP goal. If the student is not making adequate progress, the teacher will state what is planned to improve performance.

SCHOOL HOURS

Student Hours	9:00 a.m. to 3:00 p.m.
Teacher Hours	8:15 a.m. to 3:15 p.m.
Building Administrator Hours	8:00 a.m. to 4:30 p.m.

SCHOOL STAFF

Karen Wells, Building Administrator
Kim Logston, Home School Coordinator/Interim Building Administrator
Lauren Hamman, School Nurse
Lorrie Stranimier, School Secretary
Darnay Goins, School Custodian
Gloria Fayne, School Cook
Louann Hoover, Classroom Teacher
Holly Hodges, Classroom teacher
Adriane Stamper, Classroom Teacher
Rose McCrary, Classroom Teacher
Al Hart III, Classroom Teacher
Judy Christiansen, Classroom Teacher
Shaunta Rogers, Classroom Teacher
Suzette Davie, Classroom Teacher
Renay Spilker, Physical Education Teacher
Debra Holloway, Classroom Aide
Deborah Keays, Classroom Aide

Non-Discrimination Notice

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Inquiries related to Department employment practices may be directed to the Jefferson State Office Building, Human Resources Director, 8th floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, Missouri 65102-0480; telephone number (573) 751-9619 or TYY (800) 735-2966. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, email.

Anyone attending a meeting of the State Board of Education who requires auxiliary aids or services should request such services by contacting the Executive Assistant to the State Board of Education, Jefferson State Office Building, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone (573) 751-4446 or TTY: (800) 735-2966.

Inquiries or concerns regarding civil rights compliance by school districts or charter schools should be directed to the local school district or charter school Title IX/non-discrimination coordinator. Inquiries and complaints may also be directed to the Office for Civil Rights, Kansas City Office, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone: (816) 268-0550; FAX: (816) 823-1404; TDD: (877) 521-2172.

MISSOURI DEPARTMENT OF ELEMENTARYAND SECONDARY EDUCATION

Our Vision

Missouri public schools: the best choice…the best results!

Our Mission

The mission of the Missouri Department of Elementary and Secondary Education is to guarantee the superior preparation and performance of every child in school and in life.

Our Goals

All Missouri students will graduate college and career ready.
All Missouri children will enter kindergarten prepared to be successful in school.
Missouri will prepare, develop and support effective educators.
The Missouri Department of Elementary and Secondary Education will improve department efficiency and operation effectiveness.

COMPREHENSIVE SCHOOL IMPROVEMENT GOALS:

1. Develop and implement a curricular plan to increase the teachers using the curriculum in making educational decisions.
2. Monitor and maintain a safe and respectful environment for all students and staff.
3. Develop and implement a plan to increase involvement at school and support of parents.
4. Establish a professional development plan which is embedded and longitudinal for all staff.
5. Develop and implement a plan for teachers to utilize technology to enhance student achievement.

Renee Barnett, Classroom Aide
Rudy Kelley, Classroom Aide
Bridgette Long-McClelland, Classroom Aide
Nancy Robinson, Classroom Aide
Barbara Reed, Classroom Aide
Corree Palmer, Classroom Aide
Teresa Townsend, Classroom Aide
Arki Collins, Classroom Aide
Earlene Edwards, Classroom Aide
Sheila Johnson, Sub Classroom Aide
Vickie Blue, Classroom Aide
Cassandra Gunnels, Classroom Aide
La'Shawn Barner-Gordon, Classroom Aide
Darcy Diederich, Classroom Aide
James Scott, Sub Classroom Aide
Renide Elmonis , Sub Classroom Aide

2015-2016 School Calendar
Missouri Schools for the Severely Disabled
School Session Days

August 17	*First Day of School*
September 7	**Labor Day Holiday**
September 22	**Required Professional Development**
October 15 & 16	**Required Professional Development**
October 23	End of First Quarter (*Report of Progress to Parent*)
November 9	**Required Professional Development**
November 25-27	**Thanksgiving Break**
December 2	**Required Professional Development**
December 24-January 1	**Winter Break** (Dec. 23 last day school is in session prior to winter break)
January 4	Classes Resume
January 8	End of Second Quarter (*Report of Progress to Parent*)
January 13	**Required Professional Development**
January 18	**Martin Luther King, Jr. Day Holiday**
February 12	**Lincoln's Birthday Holiday**
February 15	**Washington's Birthday Holiday**
March 11	End of Third Quarter (*Report of Progress to Parent*)
March 15	**Required Professional Development**
March 23-25	**Spring Break** (all days protected Spring Break)
March 28	Classes Resume
April 19	**Required Professional Development**
May 9	**Truman's Birthday Holiday**
May 20*	*Last Day of School*
May 23	Fourth Quarter *(Report of Progress to Parent)*

NOTES: * The last day of school will be adjusted as necessary to make up for missed school days due to inclement weather or other factors.

Dates designated in bold are student non-attendance days

Procedure to Make-Up Missed Student Attendance Days
Make-up days will begin with May 23, 2016 and continue on consecutive weekdays, as needed (Excluding Memorial Day, May 30th)

2016 Administrative Calendar for Extended School Year
June 20 through July 29 (July 4th break for Fourth of July)

Building Administrators' Meetings

August 5 & 6	Building Administrators' Meeting in Jefferson City
October 28 & 29	Building Administrators' Meeting in Jefferson City
March 2 & 3	Building Administrators' Meeting in Jefferson City

Staff Working Days Preceding School Opening Day

July 23	Building Administrators begin duty, Secretaries and Custodians employed for 229 days
July 30	Teachers in Charge of 1-2 Classroom Schools begin duty Secretaries and Custodians employed for 219 days
August 10, 11, 12, 13, & 14	Required Preparation Days for staff employed 209 days
August 12, 13 & 14	Required Preparation Days for staff employed 206 or more days

Staff Working Days Following Closing Date for Schools

May 20**	Last Working Day for all staff employed 206 or less days (three annual leave days May 23, May 24 & May 25)
May 23**	Last Working Day for staff employed 209 days (three annual leave days May 24, May 25 & May 26)
May 26 **	Last Working Day for Teachers In Charge, Secretaries and Custodians employed for 219 days (two annual leave days May 27 & May 31)
June 3**	Last Working Day for Building Administrators, Secretaries and Custodians employed for 229 days (two annual leave days June 6 & June 7)

**Last work day is subject to change. This may occur due to inclement weather or other factors causing school to be cancelled.

Staff will follow Department Hazardous Weather Policy 600-620 when inclement weather develops on designated required staff development days.

EXTENDED SCHOOL YEAR

Extended school year (ESY) services means special education and related services are provided beyond the regular school year in accordance with the student's IEP and at no cost to the parents/guardians/surrogate parents. At the annual IEP conference, the IEP committee reviews relevant information available about the student's educational needs in determining whether ESY services are required. The goals and benchmarks to be addressed during the extended school year are reflected in the annual IEP along with the required services.

TRANSPORTATION

MSSD provides student transportation either with state operated or contracted buses. Parents/guardians/surrogate parents are requested to adhere to the fixed schedule for pick-up and drop-offs to ensure timely transportation for all students. If a student is not at the established pick up point, the bus will wait up to three minutes past the designated pick-up time so the bus schedule can be maintained. Parents/guardians/surrogate parents must complete the *Bus Transportation Information* form at the beginning of each school year, giving details of responsible adult(s) who will receive the student if no one is available at the designated afternoon drop-off location. The building administrator must be notified immediately if any listed phone number changes or an authorized person is added or deleted. Parents/guardians/surrogate parents are asked to contact the building administrator about all transportation matters.

TRANSFERRING INFORMATION

Each year, parents/guardians/surrogate parents will be asked to update the enrollment forms for their child. Enrollment forms requiring updated medical or health information are sent to the parents/guardians/surrogate parents each spring so they can be completed over the summer. All enrollment forms should be completed and returned to the school prior to the beginning of the new school year.

Parents/guardians/surrogate parents must inform the building administrator as soon as possible of any changes in address or phone number. Should a change in residence result in the student attending a different school, arrangements for transferring to the new school will be made by the current building administrator. Parents/guardians/surrogate parents would need to provide the building administrator with the name of the local school district for their new residence as well as their new address if available.

Parents/guardians/surrogate parents must also inform the building administrator of any changes in custody or guardianship. Parents/guardians/surrogate parents will be asked to provide copies of any court orders regarding custody or guardianship to the MSSD.

HOT LUNCH PROGRAM

EXTRA MILK .30
REDUCDED PRICED LUNCH .40
FULL PRICE STUDENT LUNCH $2.55
STAFF/VISITOR LUNCH $3.00

Some students may be eligible for a free or reduced price lunch depending on the family income meeting specific federal guidelines. Applications can be obtained from the building administrator. Meals for students with special dietary needs will be handled on an individual basis as ordered by a physician. Please contact the building administrator for the *Medical Statement for Special Meal* form.

If a student will be late to school or will be leaving before lunch, please notify the school by 9:30 a.m. to let the school know if the student will or will not be having lunch that day. It is important to have an accurate lunch count to send to the kitchen for meal preparation.

VISITORS SIGNING IN

All visitors must sign in and report to the office when entering the building. Parents/guardians/surrogate parents are encouraged to visit the classroom, after identifying themselves and signing in at the office. Parent/guardian/surrogate parent classroom visits must not interfere with instruction. If instruction is disrupted, appropriate action will be taken. These procedures allow the school to limit disruptions to classroom instruction and to ensure everyone's safety.

PARENTS DROPPING OFF OR PICKING UP STUDENTS

If parents/guardians/surrogate parents need to bring a student to school, please do so between 8:45 and 9:00 a.m. If parents/guardians/surrogate parents wish to pick up the student, they must arrive at school by dismissal at 3:00 p.m. Parents/guardians/surrogate parents must report to the office and identify themselves before proceeding to the classroom. For safety reasons and to limit disruption of instruction, the school must know who is in the building at all times. Students must be signed out before leaving. This assists the school with transportation and attendance records.

RELEASE OF STUDENTS TO NON-PARENT

The school may not release a student to a person who is not the parent/legal guardian or caregiver unless they have written authorization from the parent or legal guardian. For safety purposes, persons authorized to pick up students will be asked for identification if the school staff are not familiar with them.

SCHOOL SAFETY

A Crisis Management Plan is in place and available for review upon request to the building administrator. If you have a concern related to a threat or a potential threat to the school, students or school personnel, please contact the building administrator. The State of Missouri also has available a School Violence Hotline. When the hotline receives information, it will be forwarded to the local school and law enforcement authorities. The Hotline number is 866-748-7047.

EMERGENCY DRILLS AT SCHOOL

Building procedures are established to address possible emergency situations to include fire, tornado, earthquake and security concerns (i.e., bomb threat and intruders). Drills and evacuations occur periodically throughout the year to ensure all staff and students are prepared and knowledgeable of procedures.

EVACUATION DRILLS ON THE BUS

Evacuation plans are developed for each bus transporting students. These plans are periodically reviewed and updated. Throughout the school year, bus staff and students are required to practice evacuation techniques. These drills allow students the opportunity to practice these skills so that in the event of an emergency, all can react appropriately.

PARENT INVOLVEMENT

MSSD believes that schools must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Guardian/Surrogate Parent/family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education, MSSD, parent/guardian/surrogate parent/families, and communities; to seek, foster and support active parent/guardian/surrogate parent/family involvement so that schools and parents/guardians/surrogate parents/families work together as knowledgeable partners in educating students.

Parents/Guardians/Surrogate Parents/families of all economic, racial/ethnic, cultural, and educational backgrounds can, and do have positive effects on their children's learning. MSSD recognizes the importance of eliminating barriers that impede parent/family involvement, thereby, facilitating an environment that encourages collaboration with parents/families and community.

In furtherance of parent/family involvement our policy and goals are as follows:

1. Promote regular, two-way, meaningful communication between home and school.
    - Examples: personal visits beyond parent/guardian/surrogate parent/teacher conferences, telephone contacts, home-school communication logs, and parent newsletters

2. Promote and support responsible parenting.
    - Examples: web based parent educational resources, linking parents/guardians/surrogate parents with community resource centers and services, and parent/guardian/surrogate parent home instructional guides

3. Recognize the fact parent/guardian/surrogate parent/families play an integral role in assisting their children to learn.
    - Examples: parenting guides for behavioral support in the home setting, post-secondary transition planning and involvement in the development of IEPs based upon parent/guardian/surrogate parent priorities

4. Promote a safe and open atmosphere for parent/guardian/surrogate parent/families to visit the school their children attend and actively solicit parent/guardian/surrogate parent/family support and assistance for school programs.
    - Examples: training of volunteers and staff, family activities at school, and identifying parent/guardian/surrogate parent volunteer opportunities in and out of school

5. Include parent/guardian/surrogate parent/families as full partners in decisions affecting their children and families.
    - Example: shared parent/guardian/surrogate parent/teacher expertise on individual students, parent/guardian/surrogate parent survey of educational program priorities and individual child priorities, and membership on curriculum and wellness committees

6. Use available community resources to strengthen and promote school programs, family practices, and the achievement of students.
    - Example: Utilize the knowledge and skills of senior citizens, retired teachers and veterans; encourage education-friendly practices in local businesses; and identify links to parent/guardian/surrogate parent information centers and quality resources

MSSD is committed to professional development opportunities for staff and leadership to enhance understanding of effective parent/guardian/surrogate parent/family involvement

strategies. MSSD also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parent/family participation.

MSSD expects parent/families to be included in the annual evaluation of the content and impact of this policy. The evaluation will be used to improve and/or create practices to enhance parent/family involvement.

HOME/SCHOOL COMMUNICATION

MSSD is committed to frequent communication with parents. Central Office publishes a newsletter, *Parent Focus*, during the school year. In addition, the school provides periodic communication such as DAILY COMMUNICATION NOTEBOOKS AND QUARTERLY NEWSLETTERS throughout the year. IEP and parent/teacher conferences are scheduled at the school with parents and reports of student progress are provided.

Parents are encouraged to contact the classroom teacher by telephone. It is requested such contacts occur before and after school hours (i.e., 8:15-9:00 a.m.; 3:00-3:15 p.m.) to maintain classroom teaching from 9:00 a.m. to 3:00 p.m. The building administrator is available by telephone 8:00 a.m. to 4:30 p.m. for communication purposes.

HEALTH GUIDELINES AND PROCEDURES

It is requested that students receive a doctor's physical examination yearly. A *Doctor's Physical Examination Report* form is provided with all other pertinent health forms at the end of the school year.

Parents are asked to notify the school if their child is scheduled for hospitalization or is admitted to the hospital. Additionally, any student who has been hospitalized is requested to have a signed release from the physician before returning to school. Communicable diseases can be spread from one individual to another. Parents will be notified when the student has been exposed to a communicable illness in the school and this notice will include a list of symptoms and other pertinent information. A student showing any indications of being ill before leaving for school should be kept at home. Because of the possible spread of communicable diseases among students, parents will be notified when the student displays symptoms of being ill.

MEDICAL EMERGENCIES

Parents are asked to complete the *Emergency or Illness* form yearly. This will provide valuable information pertaining to a student's medical needs and instructions in case of an emergency illness/injury. This information must be kept current by submitting updates to the school as information changes.

In the event of a medical emergency, CPR/First Aid will be administered, if needed, until the ambulance attendants arrive and take over. The school will make a 911 emergency call, or other emergency contact. The parent/guardian, or the person(s) identified as an alternate contact, will be notified of the situation as soon as possible. The parent/guardian is responsible for any costs, including ambulance fees, which may be incurred. If the ambulance crew deems necessary, the student will be taken to the nearest hospital or one indicated as preferred by the parent as listed on the *Emergency or Illness* form.

REQUIRED IMMUNIZATIONS

Missouri law requires that students attending school must first be immunized for various common childhood diseases. The only exemptions that can be made are with acceptable documentation for medical or religious reasons. Acceptable documentation cards for these exemptions can be obtained from the school nurse.

The school nurse reviews the immunization status of all students and informs the parent or guardian if the need for an immunization is required to comply with Missouri Immunization requirements. Failure to maintain proper immunizations will result in the student's exclusion from school until requirements are met.

HEALTH CHECKS

The school nurse will conduct routine health checks on all students. These activities will include: height, weight, vision, scoliosis, otoscopic exam and dental and head lice checks. The parent/guardian will receive written notification from the school nurse of normal and abnormal findings from these activities.

CLOTHING AND PERSONAL ITEMS NEEDED

The parent/guardian/surrogate parent shall provide the school with a change of clothing for the student. As applicable, diapers and feminine hygiene articles shall be provided by the parent/guardian/surrogate parent. An extra set of clothing at school will be in the best interest of the student should a toileting mishap occur. An extra set of clothes will make it possible for the student to change into clean clothing and remain in the classroom without embarrassment or possible spread of germs to other students and staff. Clothing soiled with body fluid will not be rinsed out or washed at school to prevent the risk of cross contamination and spread of germs. The clothes will be sent home for laundering.

MEDICATIONS

Every effort should be made to schedule medication dosages to occur outside of school hours. However, there are times when medication may be prescribed that must be taken at school.

Before a student can receive any medication at school, including over the counter products, there must be a doctor's order on file at school. To receive medication at school the physician must complete and sign the *Medication Order.* Any changes in the type of medication, dosage, time given, or procedure necessitates the physician to complete a new form and be on file at the school. A new form must be completed each new school year even if no changes are needed.

To accept medication, it must be in the original pharmacy container (ask pharmacy for a school bottle) and appropriately labeled with the student's name, medication, dosage, method of administration, date of prescription, and physician's name. It is preferred that the parent/guardian/surrogate parent brings the medication to school, but the medication may be given directly to the bus staff to be secured for safe delivery to school.

SPECIAL HEALTH CARE PROCEDURES

Specific protocol must be in place regarding a student's health care procedure before it can be administered at the school. Examples of special health care procedures are: suctioning, nebulizer treatment, tube feeding, urinary catheterization, oxygen, etc. Should a student require a special health care procedure to be performed during school, contact the school nurse to acquire the *Parent Authorization for Special Health Care/ Healthcare Provider's Order and Approval of Special Health Care Procedure.*

CONFIDENTIALITY AND ACCESSING STUDENT RECORDS

MSSD is required by law to maintain educational records on each student. Parents/guardians/surrogate parents may inspect and review their child's educational records and seek amendment of those records if they believe those records contain inaccurate or misleading information. With few exceptions, the records of students may not be viewed or disclosed without parent/guardian/surrogate parent consent. One exception is disclosure to school officials with legitimate educational interests. A school official is a person employed by MSSD as an administrator, supervisor, teacher, support staff, school nurse, or persons with whom we contract or consult. Disclosure without consent may also be made to officials of a school district in which a student seeks or intends to enroll. The official educational record for each student is maintained in Central Office located in Jefferson City. Parents/guardians/surrogate parents may request to view or amend records maintained at the school by contacting the building administrator or assistant superintendent. Parents/guardians/surrogate parents may request copies of the student's records in writing to the assistant superintendent at Central Office.

Any alleged violations may be brought to the attention of:

Assistant Superintendent
Missouri Schools for the Severely Disabled
P.O. Box 480
Jefferson City, Missouri 65102

573-751-4427

Complaints of alleged violations may also be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-5901

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that MSSD, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information from your child's education records. However, MSSD may disclose appropriately designated directory information without written consent, unless parent/guardian/surrogate parent have advised the school to the contrary in accordance with district procedures. The primary purpose of directory information is to allow MSSD to include this type of information from child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Graduation programs; and
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents/guardians/surrogate parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. MSSD rarely receive such requests from the military.

If parents/guardians/surrogate parents do not want MSSD to disclose directory information from their child's education records without prior written consent, the building administrator must be notify in writing by the last school day in September. MSSD has designated the following information as directory information:

- Student's name
- Telephone listing
- Photograph

- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

DISCIPLINE

MSSD assumes the responsibility for providing educational services in an orderly environment to promote learning.

The purpose of this discipline policy is to develop student self-control and personal development. Individual student abilities, age, maturity and circumstances surrounding the disciplinary problem will be considered when establishing behavior expectations and disciplinary actions. This policy applies equally to students while a) in school, b) on school property, c) participating in school-sponsored activities, regardless of the location, or d) on any school bus.

MSSD focuses on preventing behavior problems before they begin or escalate into more serious situations. Staff identifies what the student may be communicating or the reason behind the challenging behavior. Students are taught more appropriate ways of responding and communicating in stressful situations. MSSD does not use corporal punishment under any circumstances. Derogatory statements about the student or to the student are not tolerated.
School-Wide Positive Behavioral Support Initiative (SW-PBIS) is being implemented at Missouri Schools for the Severely Disabled (MSSD). It is a process for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. SW-PBIS is a national and international initiative that is currently being implemented in over 7,000 schools. PBIS is supported through the U.S. Office of Special Education Programs (OSEP) and by the Department of Elementary and Secondary Education (DESE), Effective Practices.

The primary goals of SW-PBIS are:

- To prevent the development of inappropriate behavior.
- To reduce ongoing patterns of problem behavior.
- To increase the likelihood of improved academic performance of all students.
- Through teaching and learning- time gained, the numbers of inappropriate behaviors are reduced.

Initially, MSSD is starting with a small number of schools participating in the initiative and each year will be adding more schools to the School-Wide Positive Behavioral Support Initiative.

The following page includes the matrix of social skills taught at Trails West.

TRAILS WEST TIGERS SOCIAL SKILLS MATRIX (10/2014)

	ALL SETTINGS	CLASSROOM	CAFETERIA	PLAYGROUND/GYM	BUS	HALLWAY
R Responsible	Clean up Be where you belong	Use inside voice Bring required items	Use inside voice	Use equipment correctly	Use inside voice	Use inside voice
Observe Safety Rules	Keep hands and feet to self Be nice to self	Wash hands	Chew Keep food on tray	Watch for swings	Sit in seat Keep seatbelt on	Walk
Always Learn	Follow Directions Let others help you Make a request	Use items the right way	Use fork/spoon Wipe hands Wipe face	Play Join Group		Stay to right side
Respect Others	Say please and thank you Respect others' space Refuse politely	Share Take turns	Eat only your food	Share Take turns		Knock on doors Greet others

VOLUNTEER SERVICES

MSSD encourage and appreciate volunteer services and assistance from parents/guardians/surrogate parents and community members in the educational programs for students and with school sponsored events and activities. Those interested in providing volunteer services should contact the building administrator for information and to complete an application and background check forms. Volunteers are not covered by state liability protection.

NONATTENDANCE

Parents/guardians/surrogate parents must inform the building administrator when the student cannot attend school due to illness, family emergency, etc. The IEP committee may meet to discuss alternative ways of providing instruction if the student has an ongoing medical condition that prevents school attendance.

Missouri State law requires children aged seven through 17 attend school. Students of compulsory school age who miss ten or more consecutive days of school without just cause are considered truant and may be reported as truant to appropriate authorities.

SMOKE FREE ENVIRONMENT

All MSSD buildings and grounds are designated as no smoking areas. Neither staff nor visitors are to smoke on the premises.

PTA/PTO

MSSD encourages parent/guardian/surrogate parent participation through a variety of activities. The local PTA/PTO provides an opportunity for parents/guardians/surrogate parents to gain information about the school, meet other families with similar needs, and provide service and help to the school.

Contact the building administrator or PTA/PTO officer for more information.

Contact Kim Logston, Home/School Coordinator for more information.

USE OF SCHOOL PREMISES

Not-for-profit organizations serving individuals with disabilities may submit requests to use the following school premises: multipurpose room, kitchen, and restrooms adjacent to these areas. To apply to use the facilities, contact the building administrator for the *Use of School Premises* form, which must be submitted at least three weeks prior to the date desired for use. The organization or person using the facilities assumes the full liability for use of school premises. This includes cleaning, furniture/equipment movement and setup, additional staff costs for opening and closing the building, plus any repair or maintenance required after such use.

OTHER SCHOOL ACTIVITIES

On occasion, there are organized activities available to students outside the normal school hours (9:00 a.m. - 3:00 p.m. —Monday - Friday). These might include athletic activities such as those sponsored by Special Olympics or events sponsored by Boy Scouts or Girl Scouts. Parental consent is required for each after school activity.

ORGANIZATION

The building administrator oversees the day-to-day operation of their respective schools. Parents/guardians/surrogate parents should contact the building administrator with questions they may have regarding the school operation and educational services provided.

Should parents/guardians/surrogate parents not receive satisfaction from the building administrator, then the school has an area director who can be contacted

The Missouri Department of Elementary and Secondary Education operate MSSD which is a system of schools located throughout the State of Missouri. The Central Office is located in Jefferson City at:

Missouri Department of Elementary and Secondary Education
Missouri Schools for the Severely Disabled
P. O. Box 480
Jefferson City, MO 65102

Should parents/guardians/surrogate parents not receive satisfaction from the building administrator or area director, then they would contact the Assistant Superintendent at the above address or telephone number 573-751-4427.

HISTORY

MSSD was originated in 1957 by an act of the Missouri General Assembly. MSSD is committed to providing high quality educational services in accordance with students' IEPs. This goal includes promoting the development of each student to improve skills needed in the areas of communication arts, health and physical education, social studies, fine arts, science and math. Students receive specialized services in accordance with the goals and benchmarks established in their IEP as defined by a team made up of the student, the parents/guardians/surrogate parents, educators, therapists and others as needed.

Students with disabilities and the parent/guardian/surrogate parent have rights granted them under state and federal law. It is important that parents/guardians/surrogate parents be aware of services available and the appropriate procedures for securing these services. MSSD has a brochure, *Procedural Safeguards for Children and Parents*, which explains these areas. A copy is available by contacting the building administrator.

ASBESTOS NOTIFICATION

All MSSD Schools have asbestos management plans which comply with USEPA and AHERA guidelines. These plans are located in each building and will be made available for review by interested parties during normal business hours within five work days of a request. For information on these plans contact the MSSD Asbestos Program Manager at 573- 751-8296.

Detach to keep somewhere handy

EMERGENCY SCHOOL CLOSINGS

If school must be canceled due to inclement weather or unusual emergency situations, the cancellation will be announced on: Channels 4,5,9, and 41

In the event of inclement weather, the building administrator will determine if transportation routes can safely get the students into school. Every effort will be made to ensure that the maximum number of students are transported. In some situations, parents/guardians/surrogate parents may be asked to bring students to a pick up point along the main roads.

If school must be dismissed early, the school will contact parents/guardians/surrogate parentsto make certain someone is home to receive the student. It is critical the school has an alternate emergency contact person and an alternate drop off location on file in the event the parent/guardian/surrogate parent cannot be reached. Early dismissals will also be announced using the above media sources.

LOCAL RESOURCES

School Violence Hotline—866-748-7047

Division of Social Services Hotline—800-392-3738

Division of Health and Senior Services Abuse Hotline—800-392-0210

POISON CONTROL – 1-800-392-9111
DOMESTIC VIOLENCE HOTLINE – 1-800-548-2480
HOMELESS HOTLINE – 816-474-4599

AREA SERVICE PROVIDERS:
K.C. REGIONAL OFFICE – 816-889-3400
BUREAU OF SPECIAL HEALTH CARE NEEDS – 816-325-5424
UNITED CEREBAL PALSY – 816-531-4289
EITAS – 816-595-8250
CHILD CARE FERERRAL – 1-800-755-0838
SOCIAL SECURITY ADMINISTRATION – 1-800-772-1213
VOCATIONAL REHABILITATION – 1-877-222-8900

HEALTH RESOURCE:
MEDICAID – CUSTOMER SERVICE – 1-800-392-2161
TRUMAN MEDICAL CENTER – 1-816-404-1000
CHILDREN'S MERCY HOSPITAL – 1-816-234-3000
K.C. FREE CLINIC – 1-816-753-5144
TRUMAN BEHAVIORAL HEALTH – 816-404-5700

TRANSPORTATION RESOURCES:
MEDICAD – MEDICAB (NEED 24 HOUR NOTICE) 1-888-863-9513
SHARE – A- FARE 822-2109
METRO BUS SERVICE – 221-0660 OR WWW.KCATA.ORG