

Administrative Memo

Date: February 9, 2016
To: School Administrators
From: Jocelyn Strand, Coordinator of School Improvement
Subject: QS-16-001 Missouri School Improvement Program (MSIP) Items Not Waived Checklist

The Missouri Department of Elementary and Secondary Education has the responsibility to ensure Missouri's public school districts are compliant with legislation and State Board of Education regulations. As an assurance, all districts must complete the Missouri School Improvement Program (MSIP) Items Not Waived Checklist ([PDF](#)) on an annual basis. The checklist is due Monday, February 29, 2016 and may be submitted via fax (573-522-1759), email (msip@dese.mo.gov), or mail.

New for 2015-2016, the Department requires that Local Education Agencies (LEAs) mark each item with a response of "Yes", "No", or "N/A" (not applicable). If "No" or "N/A", then the LEA shall provide an explanation in the comment field detailing why the requirement has not been met and how the district plans to become compliant.

The MSIP Checklist is updated annually based on new legislative and regulatory action. Bills affecting the checklist are listed below and are effective August 28, 2015, unless otherwise noted:

- [HB 501](#) (Montecillo) - Requires the district's course materials relating to sexual education instruction to comply with section 170.015, RSMo.
- [SB 341](#) (Riddle) - Requires each public school and charter school to comply with section 210.145, RSMo related to posting child abuse and neglect hotline information.

In addition, the Department now seeks assurance regarding the following items:

- [Section 168.021, RSMo](#) - The district ensures that all educators in its employ who hold a career continuous certificate complete a minimum of fifteen contact hours of professional development annually.
- [Section 160.570.2, RSMo](#) - The district has established a written policy on student participation in statewide assessments.
- [Section 160.514, RSMo](#) - The district has approved and adopted curriculum used by the school district.
- [Section 168.128, RSMo](#) - The district effectively evaluates educators.

Questions

If you have questions regarding the MSIP Items Not Waived Checklist, please contact your Area Supervisor ([contact information by region](#)) or Cathi Rust, Supervisor of School Improvement (573) 751-4426.

We appreciate your continued dedication to improving outcomes for students