

## Administrative Memo

**Date:** October 12, 2017  
**To:** School Administrators  
**From:** Jocelyn Strand, coordinator of School Improvement  
**Subject:** QS-17-009 - Missouri School Improvement Program (MSIP)  
Items Not Waived Checklist

The Missouri Department of Elementary and Secondary Education (DESE) has the responsibility to ensure that Missouri's public school districts are compliant with legislation and State Board of Education regulation. As an assurance, all districts must complete the Missouri School Improvement Program (MSIP) Items Not Waived Checklist ([https://dese.mo.gov/sites/default/files/dac\\_forms/MO5002723.pdf](https://dese.mo.gov/sites/default/files/dac_forms/MO5002723.pdf)) on an annual basis. The checklist is due November 30, 2017, and may be submitted via email at [msip@dese.mo.gov](mailto:msip@dese.mo.gov).

DESE requires that local education agencies (LEAs) mark each item with a response of "Yes," "No," "K8" or "N/A" (not applicable). If "No" or "N/A," then the LEA will 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 Items Not Waived Checklist is updated annually based on new legislative and regulatory action. Items added to the 2017-18 checklist are included below:

- The district ensures that all students entering ninth grade after July 1, 2017, pass an examination on the provisions and principles of **American civics** (<https://dese.mo.gov/college-career-readiness/curriculum/social-studies>) (Section 170.345, RSMo).
- Beginning in the 2017-18 school year and subsequent years, prior to graduation, pupils must receive 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. Instruction is included in the district's existing **health or physical education curriculum** (<https://dese.mo.gov/college-career-readiness/curriculum/healthphysical-education>) (Section 170.310, RSMo).
- The district shall provide the address of the **trauma-informed website** (<https://dese.mo.gov/traumainformed>) developed by DESE to all parents before October 1 of each school year (Section 161.1050, RSMo).

- Items #34-37 will not be in effect during the 2017-18 school year, but will be implemented in the future. They are included on the MSIP Items Not Waived Checklist in order for your district to develop appropriate policies and procedures.
- Beginning in the 2018-19 school year and each subsequent year, each public school shall conduct dyslexia screenings for students and provide reasonable classroom support consistent with guidelines developed by DESE (Section 167.950, RSMo).
- Beginning in the 2018-19 school year and each subsequent year, the school district shall offer two hours of in-service training for all practicing teachers regarding dyslexia and related disorders (Section 167.950, RSMo).
- By July 1, 2018, the district will have adopted a youth suicide awareness and prevention policy (<https://dese.mo.gov/college-career-readiness/school-counseling/youth-suicide-awareness-and-prevention>) that includes plans for how the district will provide for the training and education of district employees consistent with the requirements in Section 170.048, RSMo.
- By July 1, 2018, the district will have adopted a policy and implemented a measurable system for identifying students in their ninth grade year, or students who transfer into the school subsequent to their ninth grade year, who are at risk of not being ready for college or entry-level career positions consistent with the requirements in Section 167.905, RSMo.

If you have questions, please contact your Area Supervisor (<https://dese.mo.gov/quality-schools/area-supervisors-instruction>) or Cathi Rust at 573-751-4426.

We appreciate your continued dedication to improving outcomes for students.