



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF QUALITY SCHOOLS – MISSOURI SCHOOL IMPROVEMENT PROGRAM

**MISSOURI SCHOOL IMPROVEMENT PROGRAM
ITEMS NOT WAIVED CHECKLIST 2017-2018**

SCHOOL DISTRICT NAME	COUNTY-DISTRICT CODE
DISTRICT CONTACT NAME	DISTRICT CONTACT PHONE NUMBER
DISTRICT CONTACT EMAIL	FORM DUE DATE November 30, 2017

INSTRUCTIONS

The Missouri Department of Elementary and Secondary Education (DESE) has the statutory responsibility to ensure Missouri's public school districts are compliant with state and federal laws and State Board of Education regulations. All districts must annually complete the Missouri School Improvement Program (MSIP) Items Not Waived Checklist.

Mark each item as **Yes, No, K-8, or N/A** (not applicable). If answering No or N/A, provide explanation in the comment box below.

Postmarked by the Form Due Date above.

MAIL the completed form by the **Form Due Date above** to: Missouri School Improvement Program, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480.

OR

EMAIL the completed form by the **Form Due Date above** to msip@dese.mo.gov.

QUESTIONS: Contact your area supervisor or the School Improvement Section at 573-751-4426

or msip@dese.mo.gov.

ASSURANCES

The superintendent assures compliance with each of the items by completing the checklist and signing this form.

SIGNATURE OF SUPERINTENDENT	DATE
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COMMENTS

Comment(s) if answering No or N/A to any item.

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 TTY (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, civilrights@dese.mo.gov.

MSIP ITEMS NOT WAIVED CHECKLIST

1. The district complies with state high school graduation requirements (5 CSR 20-100.190) (section 170.345, RSMo) (MSIP 5 Resource Standard R-3).
2. The district provides regular instruction in the [United States and Missouri Constitutions](#), as well as American History, American Institutions and American Civics. Unless an exception applies, students are required to successfully complete a course of such instruction that is at least one semester in length, as required by section 170.011, RSMo (MSIP 5 Resource Standards R-1 and R-2).
3. All administrators and teachers are appropriately licensed or certificated to teach in Missouri public schools (substitute certificates are not appropriately certified) (5 CSR 20-100.255) (section 168.011, RSMo) (MSIP 5 Resource Standard R-10).
 - ___ Superintendent (5 CSR 20-100.105)(MSIP 5 Resource Standard R-7)
 - ___ Principals (MSIP 5 Resource Standard R-9)
 - ___ Teachers (MSIP 5 Resource Standard R-10)
 - ___ Other certificated staff (MSIP 5 Resource Standards R-5, R-6, R-8, and R-10)
4. The district has aligned all curricular areas to the [Show-Me Standards](#) as required in section 160.514. RSMo (MSIP 5 Process and Standard I-5)
5. The district reports school dropouts to the [Missouri Literacy Hot Line](#) (section 167.275, RSMo).
6. The district meets state and federal special education requirements for students with disabilities, economically disadvantaged students, migratory children, students whose native or home language is other than English, and homeless youth (5 CSR 20-100.130) (5 CSR 20-100.140) (5 CSR 20-300.110 to .200) (MSIP 5 Process Standard G-5).
7. The district complies with all the regulations of the state and federal programs in which the district participates (5 CSR 20-100.130, 5 CSR 20-100.140, and 5 CSR 20-300.110 to .200) (MSIP 5 Process Standard G-5).
8. The district has a written discipline policy, provides the policy to students, parents, and guardians and follows the requirements of section 160.261, RSMo. (MSIP 5 Process Standard I-8).
9. The district provides professional development programs and services as required by sections 168.400 and 160.530, RSMo (MSIP 5 Process Standard TL-2).
10. Board of education members are trained as prescribed by section 162.203, RSMo (MSIP 5 Process Standard G-7).
11. The district meets the salary compliance requirements and the minimum salary requirements as defined in section 163.172, RSMo.
12. The district's community, through the board of education, provides sufficient financial resources and the district is not currently identified as a "financially stressed district" as defined in section 161.520, RSMo (MSIP 5 Process Standard G-8).
13. The district annually reviews its Comprehensive School Improvement Plan and updates it if necessary (5 CSR 20-100.105) (MSIP 5 Process Standard G-2).
14. The district provides a safe physical environment for students (sections 160.261 and 160.660, RSMo) (MSIP 5 Process Standards G-6 and G-8).
15. The district implements effective and efficient fiscal management systems that ensure accountability of district funds (5 CSR 30-4.030) (MSIP 5 Process Standard G-8).
16. The district maintains immunization records as required by statute (sections 167.181 and 167.183, RSMo).
17. The district complies with all statutes related to the transportation of students (sections 162.621, 167.231, 167.241, and 163.161, RSMo).

ADDENDUM TO MSIP ITEMS NOT WAIVED CHECKLIST

1. The district provides one-half unit of high school health and personal finance credit for graduates (5 CSR 20-100.190).
2. The district employs appropriate procedures to assure the accurate and timely reporting of data to state and federal agencies.
 - ___ Core Data and Missouri Student Identification System (MOSIS) (section 161.092, RSMo).
 - ___ Self-Monitoring Documents
 - ___ Child Abuse and Neglect Hotline (section 210.145, RSMo).
 - ___ Safe Schools Act (sections 160.261, 160.522, 160.660, 160.700, 161.210, 161.650, 162.680, 163.031, 167.020, 167.023, 167.026, 167.029, 167.113, 167.115, 167.117, 167.161, 167.164, 167.171, 167.335, 167.624, 167.627, 170.260, 195.017, 195.214, 195.246, 195.248, 210.865, 211.188, 302.272, 304.076, 475.060, 569.155, 571.010, 571.030, 574.085, 574.115, and 575.090, RSMo), and Drug-Free Schools and Communities (sections 161.500 to 161.508, RSMo).
3. The district has adopted an anti-bullying policy that includes the required components as outlined in section 160.775, RSMo, is distributed in the student handbook and has provided training of employees in the requirements of the policy.
4. The district is in compliance with the [requirements](#) on [earthquake](#) safety in accordance with statute (sections 160.451, 160.453, 160.455, and 160.457 RSMo).
5. The district has developed standards for teaching (section 160.045, RSMo) (MSIP 5 Process Standard TL-1).
6. The district has designated a staff person to be an educational liaison for foster care children (section 167.018, RSMo).
7. The district has adopted policies to prohibit confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel (section 160.263, RSMo).
8. The district has adopted a written policy that addresses the use of restrictive behavioral interventions as a form of discipline or behavior management technique (section 160.263, RSMo).
9. The district ensures that students in elementary schools participate in moderate physical activity, as described in statute, for an average of one hundred fifty minutes per week or thirty minutes per day. Students with disabilities must participate to the extent appropriate (section 167.720, RSMo).
10. The district ensures that elementary school students be provided a minimum of one recess period of twenty minutes per day, which may be incorporated into the lunch period (section 167.720, RSMo).
11. The district has adopted a policy on allergy prevention and response with priority given to addressing potentially deadly food-borne allergies (section 167.208, RSMo).
12. The district has adopted a policy to address allegations of sexual misconduct by a teacher or any school employee (section 160.261, RSMo).
13. The district has adopted a written policy relating to information that the district will provide about former employees (certified and non-certified) to other public schools (section 162.068, RSMo).
14. The district has adopted a policy related to appropriate employee-student communications, including but not limited to, verbal communication, electronic media, and social networking (section 162.069, RSMo).
15. The district includes in its annual school accountability report card whether the district currently has a state-approved gifted education program and the percentage and number of students being served by the program (section 160.522, RSMo).
16. The district implements specified criteria regarding the enrollment and educational success of foster care children (sections 160.1990, 167.019, and 210.1050, RSMo).
17. All school personnel shall participate in a simulated active shooter and intruder response drill conducted by law enforcement professionals, as described in statute. Program instructors must be certified by the Department of Public Safety's Peace Officers Standards Training Commission (section 170.315, RSMo).
18. The district waives proof of residency requirements for a child whose parent or guardian is serving on specified active duty military orders (sections 160.2000 and 167.020, RSMo).
19. The district requires the reporting of child abuse, including allegations of sexual misconduct involving a teacher or other employee of the district, in accordance with law (sections 160.261 and 210.115.1, RSMo).
20. The district provides adequate instruction in physical education and fine arts (5 CSR 20-100.105).
21. The district has adopted a policy consistent with the Missouri Student Religious Liberties Act (section 160.2500, RSMo).

22. If the district elects to appoint school protection officers, the district abides by all conditions set forth in statute (section 160.665, RSMo).
23. 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 unless exempt (section 168.021, RSMo).
24. The district shall establish a written policy on student participation in statewide assessments (section 160.570.2, RSMo).
25. The district has adopted or developed curriculum used by the district (section 160.514, RSMo).
26. The district complies with state law regarding the effective evaluation of educators (5 CSR 20-400.375) (section 168.128, RSMo).
27. The district course materials relating to sexual education instruction shall comply with statute (section 170.015, RSMo).
28. The district complies with statute related to posting child abuse and neglect hotline information (section 160.975.1, and 210.145, RSMo).
29. The district shall determine a child is gifted only if the child meets the definition of "gifted children" as provided in section 162.675, RSMo (section 162.720, RSMo).
30. The district ensures that the Pledge of Allegiance to the flag of the United States of America is recited in at least one scheduled class of every pupil enrolled in the school no less often than once per school day (section 171.021, RSMo).
31. The district ensures that all students entering ninth grade after July 1, 2017 pass an examination on the provisions and principles of [American civics](#) as required by section 170.345, RSMo (section 170.345, RSMo).
32. Beginning in the 2017-18 school year and subsequent years, prior to graduation pupils must receive thirty minutes of cardiopulmonary resuscitation instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. Instruction is included in the districts existing [health or physical education curriculum](#) (section 170.310, RSMo).
33. The district shall provide the address of the [trauma-informed website](#) developed by DESE to all parents before October first of each school year (section 161.1050, RSMo) once developed.

NOT APPLICABLE FOR 2017-2018

34. 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).
35. 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).
36. By July 1, 2018, the district will have adopted a [youth suicide awareness and prevention policy](#) 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 (section 170.048, RSMo).
37. 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 (section 167.905, RSMo).