



2019 20 DISTRICT ASSURANCE CHECKLIST

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

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. To fulfill this responsibility, DESE requires all districts complete the District Assurance Checklist annually.

Mark each item as Yes, No, K-8, or N/A (not applicable). If answering No or N/A, you must provide an explanation in the comment box below. For instance, if you have not been able to fill every vacancy with an appropriately certificated staff member, you might provide information about the number of applications that you received for the position(s) or the search process. A comment on each individual position is not necessary.

Complete the form by **March 1, 2020**.

For your reference, in order to research the items prior to completing this electronic form, a printable copy of the checklist can be found [here](#).

QUESTIONS: Contact your [Area Supervisor](#) or the School Improvement Section at 573-751-4104 or msip@dese.mo.gov.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. 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, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.



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EDUCATOR CERTIFICATION

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 168.081, RSMo](#)). K-12 district employs a superintendent or chief executive officer with a valid Missouri superintendent's certificate. K-8 district employs a superintendent or chief executive officer with a valid Missouri superintendent's certificate or elementary principal's certificate.

	Yes	No	K-8	N/A
Superintendent (5 CSR 20-100.105)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Principals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teachers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other certificated staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If answering No or N/A, you must provide an explanation in the comment box below.



2019 20 DISTRICT ASSURANCE CHECKLIST

FINANCE

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

	Yes	No	K-8	N/A
1. 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 .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The district meets the salary compliance requirements and the minimum salary requirements as defined in Section 163.172, RSMo .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The district implements effective and efficient fiscal management systems that ensure accountability of district funds (5 CSR 30-4.030) (Section 160.066, RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The district ensures that it is providing free textbooks as defined in Section 170.051, RSMo .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. If the district contracts for pre-kindergarten services and claims attendance for state purposes, pre-kindergarten provider meets the state prekindergarten programs standards (Section 163.018, RSMo , and 5 CSR 20-100.320).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If answering No or N/A, you must provide an explanation in the comment box below.



2019 20 DISTRICT ASSURANCE CHECKLIST

GOVERNANCE

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

	Yes	No	K-8	N/A
1. The district annually reviews its Comprehensive School Improvement Plan and updates it as necessary (5 CSR 20-100.105).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The district employs appropriate procedures to assure the accurate and timely reporting of data to state and federal agencies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.a. Core Data and Missouri Student Identification System (MOSIS) (Section 161.092, RSMo)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.b. Self-Monitoring Documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.c. Child Abuse and Neglect Hotline (Section 210.115, RSMo)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.d. Safe Schools Act and other school safety provisions (Sections 160.261, 160.522, 160.660, 161.210, 161.650.3(2), 162.680.2, 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, 210.865, 211.188, 302.272, 304.076, 475.060, 569.155, 571.010, 571.030, 574.085, 574.115, 575.090, 579.030.1(1), 579.055.2, and 579.060 RSMo)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.e. Drug-Free Schools Act (Sections 161.500 to 161.508, RSMo)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The district complies with state law regarding the effective evaluation of educators (Section 168.128, RSMo , and 5 CSR 20-400.375).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. If the district has a gifted program, it has adopted a policy that outlines the procedures and conditions under which parents may request a review of the decision that determined their child did not qualify for gifted (Section 162.720, RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Board of education members are trained as prescribed by Section 162.203, RSMo .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The board 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).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The district reports school dropouts to the Missouri Literacy Hot Line (Section 167.275, RSMo) .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The district implements specified criteria regarding the enrollment and educational success of foster care children (Sections 160.1990, 167.019, and 210.1050, RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. 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).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Yes	No	K-8	N/A
10. The district has adopted a policy consistent with the Missouri Student Religious Liberties Act (Section 160.2500, RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The district ensures that the Pledge of Allegiance 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).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. The district has adopted a <u>youth suicide awareness and prevention policy</u> that includes how the district provides for the training and education of district employees consistent with the requirements in Section 170.048, RSMo .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. The district ensures that it allows any recognized organization at least 30 minutes to provide unbiased information on organ, eye, and tissue donation to the school board or governing body of a charter (Section 170.311, RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. In the event of a breach of electronic data (Section 162.1475), which includes the personal information of a student, as defined in Section 407.1500, RSMo , the district shall ensure it provides:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.a. Written notification to the parent or legal guardian of the affected students;	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.b. Written notification to the Department of Elementary and Secondary Education at databreachreporting@dese.mo.gov ;	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.c. Written notification to the Missouri State Auditor; and	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.d. Notification to the Office of the Attorney General if the breach has affected more than 1,000 students, pursuant to Section 407.1500, RSMo .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If answering No or N/A, you must provide an explanation in the comment box below.



2019 20 DISTRICT ASSURANCE CHECKLIST

INSTRUCTION/CURRICULUM/ASSESSMENT

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

	Yes	No	K-8	N/A
1. The district has adopted or developed curriculum and aligned all curricular areas to the <u>Missouri Learning Standards</u> as required in <u>Section 160.514, RSMo</u> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The district has developed standards for teaching (<u>Section 160.045, RSMo</u>).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The district shall establish a written policy on student participation in statewide assessments (<u>Section 160.570.2, RSMo</u>).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The district provides adequate instruction in physical education and fine arts (<u>5 CSR 20-100.105</u>).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The district complies with state high school graduation requirements (<u>Section 170.345, RSMo</u> and <u>5 CSR 20-100.190</u>).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The district provides one-half unit of high school health and personal finance credit for graduates (<u>5 CSR 20-100.190</u>).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. If the district is offering <u>computer science</u> classes for math or science credit it ensures the appropriate communication is occurring as outlined in <u>Section 170.018, RSMo</u> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. 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 <u>Section 170.011, RSMo</u> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. 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 <u>Section 170.345, RSMo</u> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The district ensures that each high school distributes to its students the information on critical need occupations as provided by the Missouri Department of Elementary and Secondary Education each year before November 1 (<u>Section 167.902, RSMo</u>).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The district has 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 <u>Section 167.905, RSMo</u> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. The district ensures that it has policies and procedures in place allowing students to participate in the Missouri Course Access and Virtual School Program (MOCAP) (<u>Section 161.670, RSMo</u>):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.a. District has adopted an enrollment policy that requires enrollment requests for MOCAP to be treated similarly to those for traditional courses.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Yes	No	K-8	N/A
12.b. District provides for an appeal process upon denial of enrollment in MOCAP courses.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.c. District informs parents of their child's right to participate in the program by making program availability clear in the parent handbook, registration documents, and by featuring it on the home page of the district school's website.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. The district has adopted a policy, consistent with Section 162.722, RSMo , that allows acceleration for students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. 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 , and has a policy in place that meets the requirements of this statute.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. The district course materials relating to sexual education instruction shall comply with statute (Section 170.015, RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. The district ensures that it conducts dyslexia screenings for students and provides reasonable classroom support consistent with the guidelines developed by the Department of Elementary and Secondary Education (Section 167.950, RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. The district ensures that students in elementary schools participate in moderate physical activity, as described in statute, for an average of 150 minutes per week or 30 minutes per day. Students with disabilities must participate to the extent appropriate (Section 167.720, RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. The district ensures that all pupils (during the pupil's four years of high school) receive 30 minutes of cardiopulmonary resuscitation instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. Instruction is to be included in the district's existing health or physical education curriculum and must meet the requirements of Section 170.310, RSMo .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. The district ensures that elementary school students be provided a minimum of one recess period of 20 minutes per day, which may be incorporated into the lunch period (Section 167.720, RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. The district provides instruction in human sexuality and sexually transmitted diseases that complies with Section 170.015, RSMo .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If answering No or N/A, you must provide an explanation in the comment box below.



2019 20 DISTRICT ASSURANCE CHECKLIST

PROFESSIONAL LEARNING

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

	Yes	No	K-8	N/A
1. The district provides professional development programs and services as required by Sections 168.400 and 160.530 , RSMo.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. 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).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The district provides two hours of in-service training for all practicing teachers annually regarding dyslexia and related disorders (Section 167.950 , RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. 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).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If answering No or N/A, you must provide an explanation in the comment box below.



2019 20 DISTRICT ASSURANCE CHECKLIST

SAFETY

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

	Yes	No	K-8	N/A
1. The district provides a safe physical environment for students (Sections 160.261 and 160.660 , RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The district has a written discipline policy; provides the policy to students, parents, and guardians; and follows the requirements of Section 160.261 , RSMo.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. 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).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. 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).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The district has adopted an anti-bullying policy that includes the required components as outlined in Section 160.775 , RSMo, has distributed the policy in the student handbook and has provided training of employees as to the requirements of the policy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. 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).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The district has adopted a policy to address allegations of sexual misconduct by a teacher or any school employee (Section 160.261 , RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The district complies with statute related to posting child abuse and neglect hotline information (Section 160.975 , RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The district requires the reporting of child abuse, including allegations of sexual misconduct involving a teacher or other employee of the district, and provides employee training in accordance with law (Sections 160.261 , 162.069 , and 210.115 , RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The district maintains immunization records as required by statute and reports such data required by the Missouri Department of Health and Senior Services (Sections 167.181 and 167.183 , RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. The district complies with all statutes related to the transportation of students (Sections 162.064 , 162.065 , 162.621 , 167.231 , 167.241 , and 163.161 RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. If the district elects to appoint school protection officers (teachers or administrators), the district abides by all conditions set forth in statute (Section 160.665 , RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Yes	No	K-8	N/A
14. The district shall provide the address of the <u>trauma-informed website</u> , developed by DESE, to all parents before October 1 of each school year (<u>Section 161.1050, RSMo</u>).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. The district complies with the <u>requirements on earthquake safety</u> in accordance with statute (Sections <u>160.451</u> , <u>160.453</u> , <u>160.455</u> , and <u>160.457</u> , RSMo).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. The district complies with P.L. 114-95, Section 8532 of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act (ESSA) and <u>5 CSR 20-100.210</u> relating to Persistently Dangerous Schools:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16.a. Allow students who attend a persistently dangerous school to attend a safe public school within the district.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16.b. Allow students who have been a victim of a violent criminal offense while in or on the grounds of the public school to attend a safe public school within the district.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If answering No or N/A, you must provide an explanation in the comment box below.



2019 20 DISTRICT ASSURANCE CHECKLIST

COMPLIANCE

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

	Yes	No	K-8	N/A
1. The district complies with all the regulations of the state and federal programs in which the district participates (<u>5 CSR 20-100.130</u> , <u>5 CSR 20-100.140</u> , and <u>5 CSR 20-300.110 to.200</u>).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. 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 (<u>5 CSR 20-100.130</u>) (<u>5 CSR 20-100.140</u>) (<u>5 CSR 20-300.110 to.200</u>) (<u>Section 162.680, RSMo</u>).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The district has designated a staff person to be an educational liaison for foster care children (<u>Section 167.018, RSMo</u>).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If answering No or N/A, you must provide an explanation in the comment box below.

MO 500-2723 (12-19)



2019 20 DISTRICT ASSURANCE CHECKLIST

ASSURANCES

The superintendent certifies these statements as true. The typed name below serves as the official signature for this form.

* Signature of Superintendent

* Date of Signature

Date

MO 500-2723 (12-19)