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June 2014
Parent Focus

An Introduction to Guardianship

For Parents of Students with Disabilities

It is important that parents and guardians of students enrolled in Missouri Schools for the Severely Disabled consider the guardianship needs of their children. Missouri laws have recognized this transition of children to adults in a variety of ways.

The law provides that when persons reach their 18th birthday, they shall be recognized as their own guardian with respect to all decisions that affect their lives. Some individuals cannot make all, or possibly any, decisions about their care. When a person reaches the age of 18, such person becomes a legal adult. Only the action of the court can bestow guardianship to someone else after a person with a disability reaches 18 years of age.

Why Is Guardianship or Conservatorship Important?

In order for a child to attend any public school, including Missouri Schools for the Severely Disabled, someone must authorize enrollment, review the student’s Individualized Education Program (IEP) and consent to a variety of school-related activities. Many children who attend Missouri Schools for the Severely Disabled also receive some type of assistance from other agencies. Such agencies require authorizations and consent in order to deliver services.

A similar situation exists when there are decisions to be made concerning any property that may be owned or inherited by persons who have reached their 18th birthday. They would be able to use or dispose of any property and assets that might be in their name.

Who May Be Appointed as a Guardian or Conservator?

In many cases, the best guardian or conservator is a relative. This could include parents, siblings, aunts, uncles or others. The appointment of a relative is often the most feasible way to deal with the need for a guardian. However, many other people, even business people, could serve as effective representatives of a person’s interests. Family, friends, individuals or businesses – including charitable organizations or possibly business corporations (for example, a bank to handle financial affairs for someone who does not live in Missouri) – may serve as representatives.

The need for representation is made on an individual basis. For example, one may require only periodic or partial assistance during certain times or for certain activities. Others may require more extensive assistance on a more frequent basis.

Some people and agencies cannot be appointed as guardians. Employees of a public agency (for example, the Department of Mental Health), an employee of a facility that contracts with a public agency to care for individuals, a judge or someone under 18 cannot represent another as guardian or conservator.

Powers and Duties of Guardians and Conservators

Guardians and conservators are granted different powers by a court for managing the interests of a person who is incapacitated. Guardians are to take charge of a person who is incapacitated and provide for care, treatment, habilitation, education, support and maintenance. A guardian is not, however, obligated to use personal financial resources to support the person under his or her care. If the person who is incapacitated does not have sufficient funds or other assets, the guardian may request support from county and state sources.

The duties of a conservator are more involved with managing the financial and property interests of the person who is incapacitated. For example, a conservator may manage the estate of a person who is incapacitated, invest funds, see that proper accounting is done, pay bills, etc.

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For More Information and Assistance

The first resource for assistance on guardianship and conservatorship should be a family attorney and/or the probate division of the circuit court in your county. The following agencies can also assist with questions about guardianship and conservatorship. Each agency has offices throughout Missouri.

Missouri Protection and Advocacy Services

925 S. Country Club Drive
Jefferson City, MO 65109
(800) 392-8667

St. Louis(314) 785-1702

Kansas City(816) 756-1001

Missouri Protection and Advocacy Services offers a guide on this topic. A copy of "A Basic Guide for Understanding Guardianship and Conservatorship in Missouri" may be obtained by contacting the Jefferson City office.

Missouri Legal Referral Services

Missouri Bar Lawyer Referral Service

Jefferson City (573) 636-3635

Bar Associations

St. Louis (314) 621-6681

Springfield (417) 831-2783

Jefferson City (573) 635-4128

These offices will refer families to local attorneys who handle guardianship cases.

Missouri Legal Aid Offices

Western Missouri (816) 474-6750

Eastern Missouri (314) 534-4200

Southern Missouri . . . (417) 881-0533 or (800) 444-4863

Columbia (573) 442-0116 or (800) 568-4931

Parent Focus

Missouri Schools for the Severely Disabled
P.O. Box 480
Jefferson City, MO 65102-0480

Archie Derboven,
Superintendent

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability 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, 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; fax number 573-522-4883; email civilrights@dese.mo.gov.

Information concerning other available resources, programs, etc., is not to be construed as an endorsement by Missouri Schools for the Severely Disabled for any specific product, organization, or philosophy.

DESE'S DEBORAH SANDERSON BRINGS CREATIVITY AND DETERMINATION TO STUDENTS AT MAPAVILLE SCHOOL

Posted on Apr 10, 2014. In the Spotlight! Provides a way to let Missouri leaders and citizens know about state employee accomplishments—at work and in our local community.

For 35 years, Ms. Deborah Sanderson has worked as a teacher with the Department of Elementary and Secondary Education's Mapaville School for the Severely Disabled teaching primary students and all new students age 5 that come to Mapaville School.

Debbie always extends a warm welcome and open arms to her new students and all students in her classroom no matter the challenge. She takes on challenges and turns them into goals for her students. It is amazing the changes the students make under the direction of Debbie.

A few years ago Debbie had a student in her classroom that the parents were told would never walk. Debbie's creativity and patience in working with this student brought determination to the point this student is now walking with minimal guidance. This is just one story of many that shows the triumphs and hurdles the students overcome.

Because of Debbie's creativity, patience, determination, structure and consistency she deserves to be recognized for her many years of hard work and service to the students at Mapaville School.

Attention Parents of 2013/2014 Graduates: MSSD is proud of our students and their accomplishments and we want to stay in touch after graduation. You will be contacted in December or January and asked to complete a survey to tell us about what your child is doing after graduation. So please think of MSSD if you should move or change your phone number between now and then. Be sure to send your updated contact information to the school. It is important that your child is included in this survey. The results help MSSD provide better services.

REVISIONS TO ANNUAL REGISTRATION PACKET

Missouri Schools for the Severely Disabled (MSSD) is already planning for next school year. There will be some changes relating to the forms that must be returned to your child's school for the 2014-2015 school year. At the end of the school year, you normally receive a registration packet for the following school year. This packet includes health forms for your child in addition to information on the Free and Reduced Price Meals and bus transportation. The timeline for distribution and date for forms to be returned is different than in past years. It is our intention to let you know the dates now so as to allow you ample time to schedule doctor appointments within this time frame, as some of the required health related forms needed for your child may require a doctor's signature.

Important Dates - Registration for 2014-2015 School Year

June 23, 2014 – The school will mail the registration packet to families, or send them home in students' backpacks (the packet will be mailed if your child is not attending ESY).

July 1, 2014 – The forms included in the packet for your child must be **completed** on or after July 1, 2014. MSSD cannot utilize any health forms for the 2014-2015 school year that are dated prior to July 1, 2014.

July 21, 2014 – The forms included in the packet for your child must be **returned** to the school by July 21, 2014.

MSSD has the responsibility to provide appropriate medical care for your child while they are at school. Without current medical information from your child's doctor we cannot meet this responsibility. If your child's forms are not on file at the school by the first day of the 2014-2015 school year, you or another legal guardian will be required to come to school to perform any special healthcare procedures or administer medication for your child until the forms are received. If these forms are not received, we are required by state law to file a report with the Division of Children's Services, who investigate situations that may involve possible child neglect.

Please contact your child's school if you do not receive a registration packet for your child by June 27, 2014. If you have any questions, please contact your school building administrator.

Planning for Next School Year

After June 23, 2014, you will receive a mailing from your child's school that includes forms you will be asked to complete and return before the start of the 2014-2015 school year. Please visit your child's physician between July 1 - 21, 2014, and have the medical forms signed and returned to school no later than July 21, 2014. If you have questions, please contact your school building administrator or school nurse.

Doctor's Physical Examination Report

It is important for the school to be kept up-to-date on your child's health so that staff can provide necessary healthcare (and educational instruction) without any negative side-effects.

Emergency or Illness Form

This information is vital if there is an emergency with your child while at school or during bus transportation.

Parent Authorization for Special Healthcare/Healthcare Provider's Order and Approval of Special Healthcare Procedure and Special Healthcare Procedure

This information is necessary so that appropriate training can be provided to the staff responsible for conducting your child's special healthcare procedures. Since your child's healthcare needs can change, it is important that any changes to procedures be shared with the school so that appropriate care is given to your child as ordered by a physician.

Medication Order

Neither staff nor the school nurse will be allowed to give prescription or over-the-counter medication to your child without a medication order. This order ensures that your child will receive the appropriate medication for his or her condition as deemed necessary by your child's physician.

Immunization Request

Missouri State Law requires children attending Missouri Schools for the Severely Disabled be current in their immunizations. This form will indicate any immunizations your child needs.

Medical Statement for Students Requiring Special Meals

The federal lunch program requires that any special diet is to be ordered by your child's physician.

Parent Consent for Use of iPad

This form outlines MSSD's policy for iPad use in the classroom if your child has a Vagal Nerve Stimulator (VNS), programmable shunt or pacemaker. The form must be signed even if your child does not have one of these medical devices before your child may use the iPads in the classroom.

Bus Transportation Information

This form is important for providing bus personnel and the school with alternate addresses where your child can be dropped off if you are unable to be home to meet the bus. You can update this form at any time during the year, and you may enter several alternate addresses of family members or friends. Phone numbers should also be updated if they change.

Free and Reduced Price Meals Letter and Application

This should be completed by families that are eligible for free and reduced price lunches.

2014-2015 MSSD School Calendar



Cut out and save this schedule to keep track of important dates for next school year!

School Session Days

August 18	First Day of School
September 1	Labor Day Holiday
September 17	Staff Development Work Day
October 16-17	Staff Development Work Days
October 24	End of First Quarter (Report of Progress to Parent)
November 10	Staff Development Work Day
November 27-28	Thanksgiving Break
December 3	Staff Development Work Day
December 24-January 2	Winter Break
January 5	Classes Resume
January 9	End of Second Quarter (Report of Progress to Parent)
January 19	Martin Luther King, Jr. Day Holiday
January 20	Staff Development Work Day
February 12	Lincoln's Birthday Holiday
February 16	Washington's Birthday Holiday
March 3	Staff Development Work Day
March 13	End of Third Quarter (Report of Progress to Parent)
April 1-3	Spring Break
April 6	Classes Resume
April 21	Staff Development Work Day
May 8	Truman's Birthday Holiday
May 22*	Last Day of School
May 26	Fourth Quarter (Report of Progress to Parent)

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

NOTE: Dates designated in bold are student non-attendance days.

Make-Up Schedule

Make-up days will begin with May 26, 2015 and continue on consecutive weekdays, as needed.

2015 Administrative Calendar for Extended School Year

June 22-July 31 (July 3 break for Fourth of July)



MISSOURI SCHOOLS FOR THE SEVERELY DISABLED Website:
dese.mo.gov/special-education/missouri-schools-severely-disabled

NOTE: If you have items of interest for Parent Focus, please call 573-751-0706, 800-735-2966 (Missouri Relay) or forward them to Debbie Downing, Missouri Schools for the Severely Disabled, P.O. Box 480, Jefferson City, MO 65102-0480; or send an email to debbie.downing@dese.mo.gov.