



Handbook for Students and Parents

Missouri School for the Blind

Effective August 21, 2012; Updated July 7, 2015

Table of Contents

Letter from the Superintendent	3
Vision, Mission and Beliefs	4
Governance.....	5
Educational Programs	6
Residential Services	9
Clinical and Ancillary Services	11
Student Code of Conduct.....	12
Associated Disciplinary Policies	24
Attendance Policy and Procedures.....	25
Student Records.....	26
Student Directory Information	26
Student Complaints and Grievances.....	27
Discrimination Complaint Resolution	28
Statement of Non-Discrimination.....	Back Cover

Web Resources

(If you do not have internet access please call 314-776-4320 and a paper or brailled copy of the policy will be provided you.)

[Resolution on Parent/Family Involvement](http://msb.dese.mo.gov/documents/Parent-FamilyInvolvement.pdf)

<http://msb.dese.mo.gov/documents/Parent-FamilyInvolvement.pdf>

[Federal Regulations Governing Discipline of Disabled Students](http://msb.dese.mo.gov/documents/DisciplineofDisabledStudents-IDEA.pdf)

<http://msb.dese.mo.gov/documents/DisciplineofDisabledStudents-IDEA.pdf>

[Policy on Seclusion and Restraint](http://msb.dese.mo.gov/documents/SeclusionRestraintPolicyMSBnov2010.pdf)

<http://msb.dese.mo.gov/documents/SeclusionRestraintPolicyMSBnov2010.pdf>

[Notification of Rights under the Protection of Pupil Rights Amendment \(PPRA\)](http://msb.dese.mo.gov/documents/PPRA.pdf)

<http://msb.dese.mo.gov/documents/PPRA.pdf>

[The Family Education Rights and Privacy Act \(FERPA\)](http://msb.dese.mo.gov/documents/FERPA.pdf)

<http://msb.dese.mo.gov/documents/FERPA.pdf>

[Technology Usage](http://msb.dese.mo.gov/documents/TechnologyUsage.pdf)

<http://msb.dese.mo.gov/documents/TechnologyUsage.pdf>

MISSOURI SCHOOL FOR THE BLIND

Dear MSB Students and Parents:

Welcome to MSB! By working together we can make this our most exceptional year ever.

Missouri School for the Blind has a tradition of quality instruction in which every student has the opportunity to learn in a safe and positive setting. To continue this tradition we must all work together to ensure that we provide a positive, nurturing environment in which respect for learning and for others is emphasized. To that end we have developed this handbook, which describes the programs and services MSB offers, as well as the rights, responsibilities, policies and procedures that apply to all students, their families and staff.

Please review this handbook carefully to ensure that it answers your questions and provides the guidance needed. If you would like to discuss any aspect of this handbook or our programs and services, please don't hesitate to contact us.

Thank you – and best wishes for a pleasant and successful school year!

Sincerely,

Geoffrey Barney
Superintendent

Missouri School for the Blind

Beliefs

At MSB, we believe...

- Student success is our first and foremost responsibility
- High expectations are critical to student success and are the shared responsibility of every staff member, student, family, and stakeholder
- Every student deserves a safe and high-quality learning environment in which they will be treated with dignity and respect.
- Every student has an individualized education plan based on their individual rate of learning and their assessed needs in all areas.
- Every student will be provided the opportunity to participate in community-based transition skills including educational, employment, and recreational activities.
- Statewide interagency collaboration and sharing are beneficial and valuable to everyone providing services to students who are visually impaired and their families.

Vision

Missouri School for the Blind has the finest comprehensive educational system for students with visual impairments in Missouri. MSB offers academics, expanded core curriculum, and extra-curricular activities. MSB provides opportunities focusing on developing post-secondary education and training, meaningful employment, and life skills for all students.

Mission

The mission of Missouri School for the Blind is to provide quality educational services, resources, and individualized instruction, ensuring that students with visual impairments statewide achieve academic, social, employment, transition, and independent living skills empowering them to enjoy full productive lives.

Board of Advisors

Mr. Philip Hamilton, Vice President, O'Fallon
Mr. Eugene Edwards, Secretary, St. Louis City
Mr. Frank Selvaggio, St. Louis County
Ms. Lana Palmer, St. Louis County
Dr. Ellen Burkemper, Troy
Mr. Geoffrey Barney, Superintendent
Mrs. Ann Boston, Administrative Assistant

Governance

Governance of Missouri School for the Blind (MSB) is entrusted to the State Board of Education which sets requirements for all Missouri's public education. The State Board directs and the Commissioner of Education supervises the Assistant Commissioner of Special Education. The Assistant Commissioner has the overall responsibility for all phases of special education including state-operated schools such as MSB.

The day-to-day operation of the school is the responsibility of the Superintendent. There are five administrative divisions, each headed by a director or coordinator who is responsible for the overall management and administration of each division as described:

1. Educational Programs—Educational services for grades K through 12 are aligned with the Missouri Show-Me-Standards, Grade Level Expectations (GLEs) and/or Course Level Expectations (CLEs). Extra- and co-curricular programming includes varsity, junior varsity and intramural sports, clubs and academic competitions..
2. Business Office—Fiscal management, food service, storeroom, laundry.
3. Clinical, Ancillary and Residential Services – Health, therapeutic and counseling services and residential services on weekdays during the school year. Staff and students plan activities in which students participate during after-school hours.
4. Outreach Services—Technical assistance, deafblind services, distribution of large print and Braille materials to public schools across the state and family services to children from birth through five years of age.
5. Community Relations—Public information, community liaison, special events.

Educational Programs

Definition of School Day

School is in session from 8:25 a.m. to 3:36 p.m. Participation in academic labs, selected related services and the Work Experience Program is determined on an individual basis. Although instructional in nature, these activities may be continued or conducted during non-school hours.

Definition of Non-School Hours

Non-school hours are hours that are before or after the regular school day. In most cases, students affected by these periods of the day are residential students, students who have jobs on or off-campus, and/or participate in sports, academic labs or other extracurricular activities, such as scouts and intramural sports.

High School Graduation Requirements Set by the State Board of Education

The state minimum high school graduation requirements comprise 24 units of credit that must be earned between grades nine and 12. The requirements are stated in the number of credit units that must be earned in each subject:

Subject	Units
Communication Arts	4.0
Social Studies	3.0
Mathematics	3.0
Science	3.0
Fine Arts	1.0
Practical Arts	1.0
Physical Education	1.0
Health Education	.5
Personal Finance	.5*
Electives	7.0
Minimum Required	24.0

*The .5 unit of credit unit of Personal Finance may be earned in Social Studies, Practical Arts or as an elective. If earned in Social Studies or Practical Arts, the required credit units are reduced by .5 (i.e., Social Studies from 3.0 to 2.5), and the elective total is increased to 7.5.

Grading Procedure

Based on the IEP team's recommendation, alternative grading methods including pass/fail and anecdotal reports may be used.

All elementary, middle and high school students are graded according to the following scale:

Range	Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F
Incomplete	I

Students who receive an incomplete will have one quarter to complete the necessary work to allow the teacher to determine the final class grade. Exceptions may be made under certain circumstances.

Weekly Progress Reports are sent to parents/guardians. Copies are also provided to the student and academic advisors

Report Cards and IEP Progress Reports are sent home quarterly. Students obtaining a B average with no D, F, or I grades will be on the Honor Roll for that quarter.

Honors and Awards — Each year special recognition is given to students who make significant progress, demonstrate excellence in academics, athletics, citizenship, or diligence in work habits. Assemblies are held quarterly to honor these students. Awards are presented not only by school staff but also by representatives of local civic organizations and friends of the school.

Standardized Testing - Achievement tests and the Missouri Assessment Program (MAP) and MAP-A (Alternate) are administered annually at appropriate grade levels as determined by the student's IEP Assessment Plan.

Student Promotion and Retention - The ability to read proficiently is the basic foundation for success in school, as it is throughout life. It is the goal of primary school to teach each child to read independently with understanding. Teachers taking into account factors such as achievement, mental and chronological age, emotional stability, and social and physical maturity may suggest that retention once or twice during this period would be in the best interest of the child. Given the above as a basic policy, retention after the third grade is advisable only in cases where a student is not meeting the grade level standards. A teacher wishing to retain a student will notify the parents as early in the year as possible but not later than the end of the third quarter. No student shall be retained in the same grade for more than two years. The school administrators are responsible for adjusting the curriculum in each grade to accommodate every child's needs and abilities and to provide an equal educational opportunity.

ZAP (Zeros Aren't Permitted!)—This program helps students avoid failing grades due to incomplete work. On a daily basis, students who have missing assignments will be assigned to the ZAP room to eat lunch and work on missing assignments.

Class Fundraising - Fundraising by students or classes must be approved in writing and in advance by the Assistant Superintendent and/or CARS Coordinator. Fundraising Request forms are available in the Education and Residential offices. Sales and distribution must be conducted outside of class time.

Lockers - Students in grades seven through 12 may be assigned lockers to keep their books, jackets and school supplies. Students may provide their own locks or have one issued to them. However, MSB assumes no responsibility for loss of student property. Students should not share their lock combinations with anyone, leave their lockers open, or leave their locks preset. All students must have a teacher pass to use their lockers during class time. Food should not be left in lockers. The school reserves the right to search lockers at any time.

Money and Valuables - Students are requested not to bring money and valuables to school. The school assumes no liability for theft of money or personal belongings.

Vending Machines - Students may purchase items from vending machines during morning break, at lunch, and after 3:36 p.m. daily. Based on nutrition and wellness guidelines, the vending machines offer traditional as well as healthy snack choices.

Campus Visitors - Parents, relatives, and friends may visit MSB students; requests should be sent to the Community Relations office at least three days in advance for those wishing overnight accommodations. Such requests are granted based on available space. If desired, please submit any meal requests at the same time. Friends and siblings must be supervised by an adult. Parents wishing to spend extended time with their student should take them off campus. Another place on campus can be designated if parents prefer not to leave campus during visits. All visitors are expected to follow MSB rules. It is requested that an appointment be scheduled in advance with the desired division. MSB staff will make every effort to accommodate all requests. For safety reasons, all visitors must observe the following:

- ◆ sign the Visitor's Registration Sheet at the front desk
- ◆ obtain a visitor's badge to wear while on campus and return it on departure
- ◆ wait to be escorted by a staff member or receive clearance to access the campus.

Students are expected to attend classes and are not permitted to “skip” classes because they have a visitor. Visitors are strongly encouraged to schedule visits during non school hours but are welcome to observe their student's classes.

Residential Services

To qualify for residential services the distance between the student's home and MSB must preclude daily travel.

Transportation

Bus service is provided each week to and from MSB and several designated bus stops around the state. Parents are responsible for getting their child to and from the bus stop at the times indicated on the yearly bus schedule mailed prior to the beginning of the school year. Parents may submit mileage reimbursement forms monthly to the Coordinator of Clinical, Ancillary and Residential Services.

Student Accounts

Parents are strongly encouraged to open and maintain a spending account while their child is enrolled at MSB. This gives students some spending money for snacks, field trips, or other activities. A recommended beginning is \$25. A monthly statement will be sent to parents upon request. Questions regarding accounts should be directed to the Business Office.

Dormitory Assignments

The Coordinator of Clinical, Ancillary and Residential Services (CARS) assigns students to a dorm based on gender, age, maturity and/or specific needs. Each dorm is overseen by Residential Advisors. The number of advisors per dorm is determined by the number of students in each dorm and their individual needs. If concerns arise, every effort will be made to resolve the issue in a satisfactory manner. Each dorm consists of:

- ◆ Kitchen
- ◆ Recreation Room
- ◆ Bedrooms
- ◆ Showers
- ◆ Bathrooms
- ◆ Living/Dining Room

The dorm rooms have adequate storage space, a desk, and a bed. Where appropriate, students are responsible for keeping their dorm clean.

General Dormitory Rules

- No food or beverages may be eaten or stored in individual rooms; the dorm kitchens are used for this purpose. Snacks are periodically provided by Food Services.
- Pictures, posters and other wall or door hangings may be affixed using wall tack provided by the school. No nails or tape of any kind are allowed. Room decorations cannot include alcohol paraphernalia, profanity or nudity. If in doubt, students should consult a Residential Advisor.
- Each dormitory has a television available for general use and rules of use are posted in each dorm. Students may use their own electronic equipment in their dorm bedroom, but the items must be clearly and permanently marked with the student's name. Please register the item with a Residential Advisor.
- Students can bring their own video games, CDs and/or DVDs, etc., up to a maximum of six items per device.

- Students should bring enough clothing for one week. The student's name must be marked permanently and clearly in all clothing. Students at the secondary level may be expected to care for their own clothing.
- In the event of a night-time emergency, students are required to have robes and slippers. Proper clothing must be worn at all times.
- Towels and bedding are provided by MSB. Parents may provide bedspreads/comforters as desired for their child's bed.
- Students must bring their own toothbrush, toothpaste, shampoo and other personal items.
- Curfew hours vary depending on the individual student's age, grade, and maturity level.
- Students may date with the written permission from their parents.
- Individual students wishing to meet friends off campus must submit a written request to the CARS Coordinator at least three days in advance. Students wishing to date off campus must have signed parental permission and submit a written request three days in advance. Students wishing to stay overnight off-campus must submit a written request three days in advance and have written approval of their parent/guardian. All students are required to sign out and in when leaving from and returning to campus.
- Students must have written permission from parents before riding in a private non-family member's vehicle.

Recreation Areas

The following are additional areas provided for student use and may be used with appropriate staff supervision:

- | | | |
|------------------|-----------------|----------------------|
| ◆ Student Center | ◆ Swimming Pool | ◆ East and West Gyms |
| ◆ Fitness Center | ◆ Bowling Alley | ◆ East Track |

Clinical and Ancillary Services

Clinical and Ancillary Services provide medical services, occupational, physical and speech/language therapies, audio logical testing and licensed professional counseling. In the case of licensed professional counseling, referrals may be made by, staff, parents and/or the student. Parents or students have the right to seek counselors or therapists outside the school.

Health Center

The Health Center is staffed five days a week, 15 hours a day. The staff consists of a nursing supervisor, registered nurses and licensed practical nurses. When physician specialist services are needed, the Health Center staff contacts the appropriate doctor. Other services (with parental consent) include:

- ◆ Health Education
- ◆ Illness Prevention/Screening Programs
- ◆ Medication Administration
- ◆ Medical Examinations (as needed)
- ◆ First Aid
- ◆ Emergency Dental Care
- ◆ Vision Examination

At the start of each school year, parents must provide information for their child's insurance, primary care physician, and pharmacy, if using an outside pharmacy. All medical charges are the responsibility of the parents and/or their private insurance company. Parents are promptly notified if their child becomes ill, needs emergency care or requires additional medical evaluation and/or treatment.

Medications

Parents are responsible for providing all medications for their child and may use MSB's contracted pharmacist. All medications, including over-the-counter preparations, must have a physician's order, be in the original package and labeled with the following:

- ◆ Child's Name
- ◆ Medication Name
- ◆ Dosage
- ◆ Dosage Frequency
- ◆ Dosage Directions
- ◆ Duration/Purpose
- ◆ Special Instructions (if any)

Medications are stored and locked in the Health Center and are administered by the nursing staff. In cases of off-campus activities, the nursing staff gives the medications and the dosage instructions to a responsible staff person to administer. Please note nursing personnel will not package more than one dose per child per off-campus activity.

Activity Restrictions Due to Medical Reasons

It may be necessary for students who have had surgery or have health complications to be excused from certain activities as directed by a physician. In these cases, the doctor must send a note to the Health Center informing MSB staff of the restrictions. The physician must also follow up with a note when and if the restrictions are lifted.

Student Code of Conduct Philosophy

The MSB Code of Conduct defines acceptable and unacceptable behavior, disciplinary procedures, consequences and measures necessary to ensure safety on campus, to and from school, and during all school-sponsored and extracurricular activities. It also refers to conduct off school premises which is prejudicial to good order and discipline in the school or school-related activities or which tends to impair the morale or good conduct of pupils.

Missouri School for the Blind administration, staff, students, parents and community stakeholders believe that students learn best in an environment where high expectations for learning and behavior are set and maintained. The Student Code of Conduct is designed to foster student responsibility, respect the rights of others and to insure the orderly and safe operation of the school and school sponsored events. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list specific offenses that, if committed by a student, will result in the imposition of a specific penalty.

Disciplinary actions are in line with the general provisions outlined in the Student Code of Conduct adopted by the State Board of Education. In addition, MSB follows the Federal Regulations regarding discipline for disabled students as specified by IDEA. These guidelines may be found at <http://www.dese.mo.gov/divspced/Compliance/Guidance/Discipline.htm>. A link is also provided on the MSB website ([click here](#)). Any conduct not listed here, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this Code of Conduct as determined by the administration.

Disciplinary Actions Defined

The following disciplinary actions reflect interventions that are available to the staff in handling disciplinary matters. At the discretion of the Assistant Superintendent (school hours) or the Coordinator of Residential Services (evening hours), alternative actions including but not limited to, time out, a change in the student's schedule or length of school day, isolation from peers at lunch, recess or during the evening hours, or parental notification.

Informal Talk/Counseling: A school official (teacher or administrator) will talk with student regarding the student's behavior. The school official will review the student's behavior and reinforce appropriate behaviors. The official will ensure that the student understands the appropriate school behaviors and rules.

Student Conference: A formal conference is held between the student and one or more school officials. During this conference, the student must agree to correct his/her behavior. Action taken and results of the conference are recorded in the administrative log. The parent/guardian will be notified.

Parent/Guardian Contact: Parent(s)/guardian(s) are notified.

Detention: At the discretion of the Assistant Superintendent or his/her designee, students will be assigned to attend a detention. Detention will be held after school under the supervision of a staff member.

Assignment of Extra Duty or Extra Work: Depending on the nature of the behavioral infraction, duties or extra work may be assigned to match the nature of the offense and to be completed by the student on his/her own time. These duties or extra work shall be assigned and evaluated by a teacher or administrator.

Deprivation of Privileges: Extracurricular activities are special privileges offered to enhance the student's overall learning experience. Field trips, attendance at non-academic assemblies, participation in sporting activities and other special events are privileges, not rights. Any or all of these privileges may be revoked. Actions taken and results are recorded in the administrative log and parents/guardians will be notified.

Restitution: Students will be expected to pay for and/or restore school property which they have vandalized, damaged, lost, or stolen. The parent/guardian will be notified.

Assignment to Alternative/In School Suspension Program (ISS): The Assistant Superintendent may determine that the student be placed in an in-school suspension for a specified number of days during regular school hours. The student is required to complete class assignments and may earn credit for work completed. All extracurricular activities may be suspended for that day. Action taken and results are recorded in the administrative log, and the parent/guardian will be notified.

Dorm Restriction: A student may not leave their assigned dorm area except in the escort of a residential advisor for meals or emergencies.

Room Restriction: A residential student will be confined to their assigned dorm room except for when escorted by a residential advisor for meals or emergencies.

Out-Of-School Suspension (OSS): The Assistant Superintendent can suspend a student for a period of time not to exceed ten school days. Depending on the severity of the incident, the Assistant Superintendent, after an administrative hearing/review, may refer a discipline case to the Superintendent, who may in turn extend the student's suspension for a period of time not to exceed 180 school days. Out-of-school suspension requires that the student be deprived of the privilege of attending school for the number of days specified. All extracurricular privileges are also suspended. A contract will be written which stipulates behavioral expectations and consequences for misbehavior. Any student who is on suspension for any offense identified in this code, a Safe School violation or an act of violence or drug-related activity will have as a condition of his/her suspension the requirement that such student is not allowed, while on such suspension, to be within 1,000 feet of any public school in Missouri where such student attends unless such student is under the direct supervision of the student's parent or legal guardian or custodian. If a student who has been suspended from school is found on school property without permission, trespassing charges will be filed and additional disciplinary actions will be taken. Actions taken and results are recorded in the administrative log.

Disciplinary Procedures / Consequences: The following chart shows the types of disciplinary action that will be taken for each disciplinary violation. In each instance a minimum and a maximum action is listed, as well as an action for the first occurrence and one for repeated occurrences. The MSB administration will consider the following circumstances prior to disciplinary action:

- The seriousness of the offense.
- The student’s behavior.
- Past behavior of the student.
- The student’s pattern of misconduct.
- The student’s degree of cooperation.
- Attendance patterns and academic progress.
- The safety and welfare of the students.
- Age/academic placement of student.

NOTE: All disciplinary actions will be determined at the discretion of the Assistant Superintendent or Coordinator of Residential Services. Safe schools violations are referred to the Superintendent.

Disciplinary Procedures

Academic Preparedness: Every student should arrive at school and at each class on time prepared to learn including but is not limited to, having all necessary materials and supplies needed for class, and entering with the purpose of participating and exhibiting proper effort.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Informal Talk/Counseling	Parent/Guardian Contact	Deprivation of Privileges

Alcohol, Drugs, and Drug Paraphernalia: The use, possession, distribution, transfer and/or sale of any drug, alcohol, narcotic or noxious substances, counterfeit (look-alike) drugs, depressants, drug related paraphernalia, stimulants or hallucinogens of any type is expressly prohibited while on school property or at school sponsored activities. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 USC 812 (c)). Illegal drug means a controlled substance but does not include such a substance that is legally possessed or used under the supervision of a licensed healthcare professional or that is legally possessed or used under any other authority under that Act or under any other provision of federal or state law. Over-the-counter and prescription medications are to be kept in the Health Center and administered in accordance with the guidelines stated in the Clinical/Ancillary Handbook. Offenders are subject to disciplinary action; police may be notified in instances involving the possession or sale of illicit drugs.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K -12	Up to 5 days ISS	Up to 10 days ISS	Up to 10 days OSS
Residential	Dorm Restriction	Room Restriction	Sent home 0 -10 days

Arson: Starting or attempting to start a fire or causing or attempting to cause an explosion.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K -12	Up to 5 days ISS	Up to 10 days ISS	Up to 10 days OSS
Residential	Dorm Restriction	Room Restriction	Sent home 0 -10 days

Attendance: Regular school attendance is essential to academic success. MSB strives to meet attendance standards for state accreditation. Parents are responsible for the attendance of their child. Parents are to notify the school in the event a student is absent, otherwise the absence will be considered truancy. Students who are absent without an excuse in excess of ten (10) consecutive days will be referred to their local school district. Unexcused absences or tardies deemed to be within the control of the student in excess of three school days will result in disciplinary measures.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K -12	Conference with Student	Conference with Parent	Detention
Residential NA			

Assault/Verbal and Physical: A vigorous physical, verbal, either provoked or unprovoked, attack, which may or may not cause personal injury to another student, staff member, or anyone on school property or while involved in a school-related off-campus activity.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Parent/Guardian Contact	Up to 5 days ISS	Up to 10 days OSS
Residential	Dorm Restriction	Room Restriction 1-3 days	Sent home 0 – 10 days

Bomb Threats/False Alarms: Making a false report regarding the possession or location of explosive materials, making a threat to bring a bomb to school, or activating an emergency response when no emergency exists is a serious offense that may endanger the lives of others.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Parent Involvement	Up to 5 days ISS	Up to 10 days OSS
Residential	Parent Contact/Dorm Res	Room Restriction 1-3 days	Sent home 0 – 10 days

Cheating: Using, submitting or attempting to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Student Conference	Parent Contact	Up to 5 days ISS
Residential NA			

Chronic Disciplinary Violations: A series of disciplinary violations from different categories (i.e., fighting, theft, disrespect), which are of a serious nature.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Parent Conference	Up to 5 days ISS	Up to 5 days OSS
Residential	Parent Contact/Dorm Res	Room Restriction 1-3 days	Sent Home 0 – 10 days

Counterfeiting: Production, possession, distribution or use of material meant to imitate an original, i.e., money or other items; for the purpose of deceiving someone into thinking the item is genuine.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Parent Conference	Detention	Up to 5 days OSS
Residential	Parent Contact/Dorm Res	Room Restriction 1-3 days	Sent Home 0 – 10 days

Destruction of Property/Vandalism: Students who are responsible for destruction, misuse or damage to school property will be required to make restitution for damages.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Student Conference	Detention	Up to 5 days OSS
Residential	Parent Contact/Dorm Res	Room Restriction 1 – 3 days	Sent home 0 – 10 days

Disorderly Conduct: Disorderly conduct includes, but is not limited to, running, pushing, shoving, engaging in horseplay, failure to properly dispose of unwanted items (littering), and throwing objects such as rocks, dirt, or paper. Verbal or physical interactions which result in a disruption are also considered to be disorderly conduct.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Student Conference	Parent/Guardian Contact	Detention
Residential	Student Conference	Dorm Restriction	Room Restriction 1-3 days

Disrespect: Students are expected to be respectful to all MSB students, staff, and visitors at all times. Any student who displays a lack of cooperation, shows impoliteness or insolence, either by word or action toward school personnel, visitors to the school, or other students will be considered disrespectful.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Informal Talk/Counseling	Detention	Up to 5 days ISS
Residential	Student Conference	Dorm Restriction	Room Restriction 1-3 days

Electronic Devices: Students are not to bring radios, CD players, video games, computer games or toys not related to instruction, to class unless authorized. Electronic devices must be turned off and securely stored during classes. Devices include, but are not limited to: PDA's, cell phones, camera phones, pagers, iPods and walkie-talkies. An item left on and/or causing disruption will be confiscated. Students are not to use electronic devices for the purpose of academic dishonesty.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Informal Talk/Counseling	Parent/Guardian Contact	Detention
Residential NA			

Electronic Tampering: Any unauthorized website access or alteration of electronic systems data. Students using MSB technology will be provided a policy outlining the acceptable use of technology and must sign a user agreement prior to usage.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Parent/Guardian Contact	Up to 5 days ISS	Up to 5 days OSS
Residential	Student Conference	Dorm Restriction	Room Restriction 1-3 days

Extortion: Obtaining or attempting to obtain an item, information, or money by threats, force, fraud, or illegal use of authority.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Student Conference	Up to 5 days ISS	Up to 10 days OSS
Residential	Student Conference	Dorm Restriction	Room Restriction 1-3 days

Fighting: A physical contact and/or verbal abuse or other acts of violence, where all parties have contributed to the conflict either verbally or physically. Parties joining in or encouraging the fight may be considered as parties to a fight. A student who inhibits adults from interceding will be considered a participant. Students who do not disperse upon request when watching a fight will be subject to discipline. If physical confrontation is anticipated, students are to seek assistance from an administrator or teacher.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Parent/Guardian Contact	Up to 5 days ISS	Up to 10 days OSS
Residential	Parent Contact/Dorm Res	Room Restriction 1 – 3 days	Sent home 0 – 10 days

Fire and Emergency Equipment: Tampering with or damaging fire and emergency equipment is forbidden.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Parent/Guardian Contact	Up to 5 days ISS	Up to 5 days OSS
Residential	Parent Contact/Dorm Res	Room Restriction 1 – 3 days	Sent home 0 – 10 days

Fireworks and Explosive Devices: Possession or use of fireworks or explosive devices is strictly prohibited. Items will be confiscated, police will be notified and charges filed if warranted.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Parent/Guardian Contact	Up to 5 days ISS	Up to 5 days OSS
Residential	Parent Contact/Dorm Res	Room Restriction 1 – 3 days	Sent home 0 – 10 days

Food and Drink in Halls, Classrooms or School Buses: Students may eat snacks and drink beverages in the hallway and lobby areas during break-time and after school. Food and beverages are prohibited during class time and on school buses unless authorized by the Assistant Superintendent or his/her designee. Items will be confiscated.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Informal Talk/Counseling	Parent/Guardian Contact	Detention
Residential NA			

Forgery: Manual or electronic manipulation of data, or impersonation of another individual or another individual’s signature for the purpose of falsifying information is prohibited.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Parent Contact	Detention	Up to 5 days ISS
Residential	Parent Contact/Dorm Res	Room Restriction 1 – 3 days	Sent home 0 – 10 days

Gambling: Participation in any activity in which money or other items are or may be exchanged in relation to the outcome of the activity. Gambling paraphernalia will be confiscated.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Conference with Student	Conference with Parent	Detention
Residential NA	Conference with Student	Conference with Parent	Room restriction

Gangs/Secret Organizations: Gang membership and gang activities are strictly forbidden at school. Students who display gang language, gang symbols or wear colors or clothing with the purpose or effect of intimidation or threat of violence will be considered to be engaging in gang activity. “Gang” is defined as an association or group of two or more individuals, whether formal or informal, having one of its primary activities the commission of one or more criminal acts, including violence, drug use or distribution and acts of intimidation.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Conference with Student	Parent/Guardian Contact	Detention
Residential	Parent Contact/Dorm Res	Room Restriction 1 – 3 days	Sent home 0 – 10 days

Harassment/Intimidation/Bullying: Words and/or actions directed toward an individual or group of individuals that intimidates, bullies, degrades, hazes and/or fails to respect another person’s dignity. Harassment includes, but is not limited to, references made to a person or groups based upon a person’s age, sex, race, religion, ethnic origin, or disability. Verbal comments, sexual name-calling, gestures, jokes, slurs, and spreading sexual rumors directed toward an individual or groups are also considered harassment. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. This includes electronic forms of communication.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Parent/Guardian Conference	Detention	Up to 10 days OSS
Residential	Parent Contact/Dorm Res	Room Restriction 1 – 3 days	Sent home 0 – 10 days

Improper Dress: Students are expected to be groomed and dressed appropriately for school and school-related activities. Clothing with undue exposure of the body is not permitted; i.e., backless and tube tops, muscle shirts, tank tops, spaghetti straps and/or see-through clothing. Safe footwear must be worn at all times. Insignia /slogans that are offensive, profane, sexually suggestive or promote illegal substances, including tobacco and alcohol, are not permitted. Articles of clothing are to be worn the way they were designed to be worn. Any clothing causing a disruption or considered distracting to the learning process is prohibited. When in the judgment of the assistant superintendent or coordinator of CARS, a student’s appearance or mode of dress may disrupt the educational process or constitute a threat to health or safety, the student may be required to make modifications. (Exceptions to this policy may be made for residential students in the privacy of their dormitories at the discretion of Residential Supervisors).

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Informal Talk/Counseling	Parent/Guardian Contact	Detention
Residential	Student Conference	Parent Conference	Dorm Restriction

Inappropriate Item: An item which does not belong in schools due to its potentially dangerous or offensive nature, including, but not limited to: scissors, razor blades, toys, graphic pictures, pornography, etc., including items which have not been used/displayed in a threatening/offensive manner but are in a student’s possession.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Conference with Student	Parent/Guardian Contact	Up to 5 days ISS
Residential	Student Conference	Dorm Restriction	Room Restriction 1-3 days

Inappropriate Language: Any inappropriate comment, obscenity, obscene gesture, swearing, cursing, whether verbal or written, is considered inappropriate language.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Informal Talk/Counseling	Parent/Guardian Contact	Detention
Residential	Student Conference	Dorm Restriction	Room Restriction 1-3 days

Insubordination: Failure by students to obey the direct request or order of teachers, administrators or other school personnel.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Conference with Student	Parent/Guardian Contact	Detention
Residential	Student Conference	Dorm Restriction	Room Restriction 1-3 days

Lack of Academic Effort: Continued lack of academic effort, i.e., not participating in class discussion, failing to hand in work, refusal to participated in mandatory Academic Labs or ZAP will result in administrative intervention.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Informal Talk/Counseling	Parent/Guardian Contact	Detention
Residential NA			

Late Arrivals/Early Departures: Students are expected to arrive at school and to each class period in a timely manner and remain in school for the entire school day. Students who arrive to school late or leave before the end of the school day are to check in/out officially through the Education Office. Students who leave school grounds without permission are considered truant.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Informal Talk/Counseling	Parent/Guardian Contact	Detention
Residential NA			

Lockers/Desks/Dorm Rooms: Students are expected to use desks and lockers for their intended purposes only. School lockers and desks are the property of the school and are subject to periodic inspection without notice. Lockers, desks, and/or dorm rooms may be searched by school personnel looking for drugs, alcohol, material of a disruptive nature, stolen properties, weapons, food or other items posing a danger to the health or safety of students and school personnel.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Informal Talk/Counseling	Parent/Guardian Contact	Detention
Residential	Student Conference	Parent Contact	Room restriction.

Lying: Presenting of false information or the withholding of accurate information which leads students or school personnel to erroneous conclusions.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Conference with Student	Conference with Parent	Detention
Residential	Student Conference	Dorm Restriction	Room Restriction 1-3 days

Nuisance Items: Students are not to bring nuisance items including but not limited to radios, stereos, toys, and other items that may disrupt orderly learning. Cell phones may be brought to school, but must be turned completely off during class periods. Cell phones may be used at lunch, during breaks and before and after school. Items as outlined above are permissible in the dorm setting if they do not disrupt or disturb other students. Such items may be confiscated and later returned to the student, parent/guardian, or law enforcement agency.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Informal Talk/Counseling	Parent/Guardian Contact	Detention
Residential	Student Conference	Dorm Restriction	Room Restriction 1-3 days

Obstruction/Disruption of School: Acts that cause a substantial disruption or obstruction of the school day or school activities, including, but not limited to: occupying any school building, grounds, or school bus which deprives others of its use; blocking the entrance or exit of any school building, corridor, doorway, or classroom passageway that deprives others' access; and/or blocking normal pedestrian/vehicular traffic on the school campus; excessive talking or otherwise disrupting class.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Informal Talk/Counseling	Parent/Guardian Contact	Detention
Residential NA			

Profanity: Swearing, cursing or making obscene gestures, including abusive, vulgar or disrespectful language. The social situation and good taste will be taken into consideration in enforcement.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Informal Talk/Counseling	Parent/Guardian Contact	Detention
Residential	Student Conference	Dorm Restriction	Room Restriction 1-3 days

School Bus: Behavior on school buses is governed by the same rules as for all other school activities. In addition, the following bus safety rules apply specifically to behavior on school buses:

- Follow instructions from driver or supervising staff.
- Do not eat or drink on the bus unless with permission of staff member.
- Remain quiet and seated facing forward until the bus comes to a complete stop.
- Keep the aisle clear and do not litter, mark or damage the bus.
- Wear seatbelts when available.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Conference with Student	Parent/Guardian Contact	Up to 5 days ISS
Residential	Student Conference	Parent Conference	Dorm Restriction

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. This includes verbal comments, sexual name calling, gestures, jokes, slurs, sexually-oriented pictures or letters and the spreading of rumors of a sexual nature.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Parent/Guardian Conference	Up to 5 days ISS	Up to 10 days OSS
Residential	Parent Contact/Dorm Res	Room Restriction 1 – 3 days	Sent home 1 – 10 days

Sexual Misconduct: A student shall not forcibly and/or intentionally touch another person's body and/or clothing in a way which constitutes sexual contact. Indecent exposure or sexual gestures constitute sexual misconduct. Students who engage in sexual assault are subject to disciplinary action, police notification, and charges if warranted.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Parent/Guardian Conference	Up to 5 days ISS	Up to 10 days OSS
Residential	Parent Contact/Dorm Res	Room Restriction 1 – 3 days	Sent home 1 – 10 days

Skateboards, Rollerblades and Bicycles: Students are not to bring skateboards, rollerblades, bikes or shoes with wheels on school property during the school day unless authorized by the Assistant Superintendent, during physical education or during instructor-supervised bike repair classes.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Informal Talk/Counseling	Parent/Guardian Contact	Detention
Residential NA			

Smoking/Possession of Tobacco: The use and/or possession of tobacco and/or smokeless tobacco products are not permitted in school buildings, within 300 feet of school property, or at school-sponsored activities. Smoking paraphernalia, tobacco products, lighters, matches, etc., will be confiscated.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Parent/Guardian Contact	Detention	Up to 5 days OSS
Residential	Parent Contact/ Dorm Restriction	Room Restriction 1 – 3 days	Sent home 1 – 10 days

Tardiness: Students who are late to school or class or do not report to their assigned area in a timely manner are considered tardy. Students who are tardy in arriving to school must check in at the Education Office before reporting to class.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Informal Talk/Counseling	Parent/Guardian Contact	Detention
Residential NA			

Theft: Acceptance, possession, purchase, taking and/or transfers of property belonging to another. Offenders are subject to disciplinary action, police notification, legal prosecution and/or restitution.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Parent/Guardian Contact	Detention	Up to 5 days ISS
Residential	Parent Contact/ Dorm Restriction	Dorm Restriction	Room Restriction 1-3 days

Threats: Threatening gestures, verbal comments and pictorial or written statements made to harm an individual’s life, family, physical well-being, emotional well-being, and/or personal property. Any comments, which could be construed as a threat will be taken seriously and result in consequences. This includes “bullying” type activities.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Parent/Guardian Conference	Up to 5 days ISS	Up to 10 days OSS
Residential	Parent Contact/ Dorm Restriction	Room Restriction 1–3 days	Sent home 0 – 10 days

Trespassing: Unauthorized presence on school property or refusing to leave when directed to do so by a person of authority. During the time of a suspension from school, a suspended student

is not allowed on any school property or to participate in school-sponsored, extracurricular activities. A police report may be filed.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Informal Talk/Counseling	Parent/Guardian Contact	Detention
Residential NA			

Truancy: In accordance with state law, students must attend school regularly. Any student who is absent from school repeatedly and without justification will be considered to be truant,

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K-12	Informal Talk/Counseling	Parent/Guardian Contact	Detention
Residential NA			

Weapons: Students are not to bring any type of weapon (real, imitation or toys) onto the MSB campus. A weapon is defined as any instrument or device used, or could be used, with the intent to harm, or any objects which appears as if it could be harmful. In accordance with Missouri state law, a weapon is further defined to include a blackjack, a concealable firearm, an explosive weapon, firearm, firearm silencer, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, or mace. Students in possession of a weapon are subject to disciplinary action, police notification and charges if warranted.

<u>Level</u>	<u>First Offense</u>	<u>Second Offense</u>	<u>Repeat Offense</u>
K -12	Up to 5 days ISS	Up to 10 days OSS	Refer to Superintendent
Residential	Dorm Restriction	Sent Home 1-3 days	Refer to Superintendent

Associated Disciplinary Policies

Corporal Punishment (Prohibited)

No person employed or volunteering on behalf of Missouri School for the Blind shall administer or cause to be administered corporal punishment upon a student attending Missouri School for the Blind. A staff member may, however, use reasonable physical force against a student without advance notice to the Assistant Superintendent, if it is essential for self-defense or for the protection of other persons. *Legal Reference: RSMo 160.261,*

Reporting of School Violence

In compliance with 160.261, RSMo, administrators will, as required by law, report acts of school violence to teachers and other school employees on a need to know basis, in a timely manner. “Need to know” is defined as school personnel who are directly responsible for the student’s education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. As used in this section, the phrase “school violence” or “violent behavior” means the exertion of physical force by a student with the intent to do serious physical injury as defined in subdivision (6) of section 565.002, RSMo, to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities. School Administrators will report, in compliance with 160.261, RSMo, to law enforcement agencies any of the following felonies: murder, kidnapping, assault, rape, sodomy, burglary, robbery, distribution of drugs, arson, voluntary manslaughter, felonious restraint, property damage in the first degree possession of a weapon, child molestation, deviant sexual assault, sexual misconduct involving a child and sexual abuse. (See 160.261 for specific definitions). *Legal Reference: 160.261.2, RSMo.*

IEPs and Violent Students

Any section of a student’s individualized education plan that is related to demonstrate or potentially violent behavior shall be provided to any teacher and other school employees who are directly responsible for the student’s education or who otherwise interact with the student on an educational basis while acting within the scope of their assigned duties. *Legal Reference: Section 160.261.2 RSMo.*

Attendance

All MSB students are required by state law to attend school until the age of 17 years. Students are to attend school daily with the following exceptions, which are excused absences:

- ◆ Illness
- ◆ Doctor/clinic appointments
- ◆ Death in immediate family
- ◆ Parental requests to Assistant Superintendent
- ◆ Transportation problems
- ◆ School-sponsored activities

Notification of Absences—

- Absences from campus for reasons other than those listed above are considered unexcused.
- A parent/guardian or responsible party must notify the education office at extension 2141 or the residential office at extension 2223 when the student must be absent.
- Parents of local students should also notify the bus company that their child will not be riding the bus in advance of scheduled pick up.
- For school-sponsored activities, each student is responsible for notifying their teachers of the anticipated absence and making arrangements for missed assignments to ensure a satisfactory grade.

A. **Absenteeism**—Parents and student should use the following guidelines when absences occur:

1. Parents are to call MSB to report the status of their child if they are ill or for other emergency situations.
2. Students are allowed 5 days per semester or 10 days per year due to illness or family emergencies. Eligibility to receive academic credit and/or promotion to the next grade level can be impacted by absentee rate of students.

B. Tardiness—Students are tardy if they are not in their assigned classroom when the tardy bell rings. These students are reported to the education office on the daily attendance form. A written excuse from the staff member involved is required when a student is late from another class or appointment. Students who are tardy for class without a written excuse are required to get a note from the Education Office.

C. Makeup Work—Work missed due to an absence must be made up within one week after returning to school or as designated by the teacher. It is the student's responsibility to make appointments with the teacher for makeup work. Regardless of the reason for absence, all work must be made up for full credit to be given. Assignments may be requested through the Education Office for absences lasting more than two days.

Student Records

Permanent records are kept in the Assistant Superintendent's Office and include grades, physical and eye examinations, standardized testing scores, progress reports, discipline records, IEPs, three-year evaluations, and other pertinent information. These records are released only with parent or student (18 years of age) written permission.

After five years post graduation, MSB is required to inform students and/or parents by letter when personally identifiable information is no longer needed for educational services. "Personally identifiable" information includes: child/parent or family names, addresses, social security or student I.D. numbers; or other information that would make identification possible. MSB maintains permanent records of all students' names, addresses, phone numbers, grades, attendance, transcripts, grade level completed, and year completed. Any additional information not listed will be destroyed or sent to the parent/student if requested.

Student Directory Information

Directory information may be released by school officials. This includes print and electronic publications of the school that, if disclosed, would not be considered as determined by Missouri School for the Blind as harmful or an invasion of privacy. This information may be released without prior written consent to parent and student organizations and to outside organizations including, but not limited to, companies that manufacture class rings or publish yearbooks. Other examples include play bills for school productions, yearbooks, honor roll or other recognition lists, graduation programs and sports activity sheets.

Missouri School for the Blind designates the following items as Directory Information: student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof, weight and height of members of the athletic teams, dates of attendance, degrees, honors, awards received, most recent previous school attended and photographs, including photos of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

Parents of a student under 18 and students 18 or older have ten (10) school days after this annual public notice is published to view the student's Directory Information and to provide notice in writing to the school that they choose not to have this information released.

Unless notified to the contrary in writing within the ten (10) school day period, MSB may disclose any of those items designated as Directory Information without prior written consent. Parents or students who do not want this information released should write to the attention of:

Joy Waddell, Asst. Supt.
Missouri School for the Blind
3815 Magnolia Avenue
St. Louis, MO 63110
Joyce.Waddell@msb.dese.mo.gov

Student Complaints and Grievances

The purpose of a complaint procedure is to provide students with a channel of communication, which is fair, clear, and always available for finding solutions to problems. The grievance procedure provides both a remedy for the student and a process for the school to identify areas where changes need to be made. Nothing contained in this procedure shall deprive any student of any legal right or rights under existing school regulations or State Board of Education policies. Any alleged act of unfairness or any decision made by school personnel who students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the Assistant Superintendent or a designated representative.

The following guidelines are established for the presentation of student complaints and grievances:

- The student will first attempt to resolve the problem informally. The student will meet with the person against whom he/she has the complaint in an effort to resolve the problem. A teacher, school counselor, or residential advisor may assist with this process.
- If the problem is not resolved to the satisfaction of the student, the student may appeal the complaint in writing to the Assistant Superintendent or the Coordinator of Clinical, Ancillary, and Residential Services (Coordinator of CARS) by requesting a conference.
- The Assistant Superintendent or Coordinator of CARS shall schedule a conference in a timely manner with the student and any staff members involved resolving the problem. Parents/guardians may be involved in the conference, or a conference for the parents/guardians may be scheduled at a later date at the discretion of the Assistant Superintendent.
- If the matter is not resolved to the satisfaction of the student, he/she may appeal to the Superintendent or his designee by submitting his/her complaint in writing to the Superintendent. The Superintendent shall arrange a conference with the student and any staff members involved resolving the problem and informing participants of the action that will be taken. The superintendent will render her decision in writing and submit to the student.
- In the event the matter is not resolved to the satisfaction of the student through the preceding steps, he/she may appeal the decision of the Superintendent to the Assistant Commissioner for Special Education of the Missouri Department of Education. The student will submit a written request to the Assistant Commissioner. Within thirty (30) days, the Assistant Commissioner or designee may conference with parties involved to resolve the complaint. The decision of the Assistant Commissioner will be entered in writing within five days. The decision of the Assistant Commissioner will be final.

All persons are assured that they may utilize this procedure without reprisal. All records of notices, conferences, and actions taken to resolve student complaints and grievances will be filed and identified as grievance records and will not be placed in the individual's file.

Complaint Procedure

The Missouri Department of Elementary and Secondary Education (the Department) has developed a complaint procedure providing for prompt and equitable resolution of complaints alleging noncompliance by the Department with Title VI 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, or Title II of the Americans with Disabilities Act of 1990.

The Department is committed to maintaining an environment that is free from illegal discrimination in its programs, activities and facilities. Any person who believes s/he has been subjected to discrimination on the basis of race, color, religion, gender, national origin, age, or disability in a program or activity administered by the Department may file a complaint under this procedure. Retaliation against a person who files a complaint of discrimination on the basis of disability pursuant to the complaint procedure, or persons who participate in related proceedings, is prohibited.

For more information or to file a complaint you may contact: Office of the General Counsel, Coordinator – Civil Rights Compliance, Department of Elementary and Secondary Education, Jefferson State Office Building, 6th floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, Missouri 65102-0480; telephone number 573-526-4757 or TTY (800) 735-2966; email civilrights@dese.mo.gov.

Procedure:

A complaint must be submitted in writing, or other accessible format suitable to the person, to the Department's Civil Rights Compliance Coordinator (Coordinator) within 45 calendar days of the date the person filing the complaint becomes aware of the alleged discrimination.

The complaint must contain the name and address of the person filing it. The complaint must also state the problem or action alleged to be discriminatory in sufficient detail, and the action or accommodation desired, and the nature and extent of the person's disability. The person or person's legal representative must sign the complaint.

The Coordinator shall conduct a prompt and thorough investigation of each complaint received. This investigation shall afford all interested persons an opportunity to submit evidence relevant to the complaint. The Coordinator shall maintain the files and records relating to the complaint. Further, to the extent allowed by law, the Coordinator shall maintain the confidentiality of the person filing the complaint. This shall not prohibit the Coordinator from consulting with Department legal counsel regarding the investigation.

The Coordinator will issue a decision in writing, or other accessible format suitable to the person, outlining what action, if any, will be taken in regard to the complaint no later than 30 working days after its filing. If the Coordinator, for good reason, is unable to reach a decision within the 30 working day time period, s/he shall notify the person as to the reason for its delay and the additional time needed to reach a decision. Should the Coordinator find discrimination

within a Department program or activity, the Department will take immediate steps to make the correction and to prevent its recurrence.

The person filing the complaint may appeal the Coordinator's decision within 10 working days of the receipt of the decision by writing to the Commissioner of Education, Missouri Department of Elementary and Secondary Education, Jefferson State Office Building, 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, Missouri 65102-0480; telephone number (573) 751-4446.

The filing of the appeal authorizes the Commissioner of Education (Commissioner) to review all information, including information classified as private or confidential by Commissioner. The Commissioner will review the person's statement of appeal and the factual findings of the Coordinator's decision to arrive at an independent conclusion.

The Commissioner will issue a decision in writing or other accessible format suitable to the person within 10 working days after receiving the appeal. If the Commissioner, for good reason, is unable to reach a decision within the 10 working day period, s/he shall notify the person as to the reason for its delay and the additional time needed to reach a decision. Should the Commissioner find discrimination within a Department program or activity the Department will take immediate steps to make the correction and to prevent its recurrence.

The availability and use of this complaint procedure does not prevent a person from filing a complaint with the U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, Missouri, 64106; telephone number (816) 268-0550; FAX: (816) 823-1404; TDD: (877) 521-2172; email civilrights@dese.mo.gov

Non-Discrimination Statement

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 TYY (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, [email](#).

Anyone attending a meeting of the State Board of Education who requires auxiliary aids or services should request such services by contacting the Executive Assistant to the State Board of Education, Jefferson State Office Building, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone (573) 751-4446 or TTY: (800) 735-2966.

Inquiries or concerns regarding civil rights compliance by school districts or charter schools should be directed to the local school district or charter school Title IX/non-discrimination coordinator. Inquiries and complaints may also be directed to the Office for Civil Rights, Kansas City Office, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, 3rd floor, Suite 320, Kansas City, MO 64106; telephone: (816) 268-0550; FAX: (816) 823-1404; TDD: (877) 521-2172.