

2014-2015

EMPLOYEE MANUAL



**Missouri School
for the Blind**

Effective August 20, 2014

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age 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, Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 5th Floor, 205 Jefferson Street, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or Relay Missouri 800-735-2966.

MISSOURI SCHOOL FOR THE BLIND
3815 Magnolia Avenue
St. Louis, Missouri 63110

Effective Date:
August 19, 2014

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Statement of Non-Discrimination

It is the policy of Missouri School for the Blind, as part of the Missouri Department of Elementary and Secondary Education (DESE) 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:

Jefferson State Office Building
Human Resources Director
2nd Floor, 205 Jefferson Street
Jefferson City, Missouri 65102-0480
573-751-9619

Inquiries related to Department programs may be directed to:

Jefferson State Office Building, Civil Rights Compliance
(Title VI/Title IX/504/ADA/Age Act)
5th Floor, 205 Jefferson Street
Jefferson City, Missouri 65102-0480
573-526-4757 or Relay Missouri (800) 735-2966.

Inquiries or concerns regarding civil rights compliance by school districts should be directed to the local school district Title IX/non-discrimination coordinator. Inquiries and complaints may also be directed to:

Kansas City Office
Office for Civil Rights
U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114
816-268-0550 (Telephone)
816-823-1404 (Fax)
877-521-2172 (TDD)

Parent/Family Involvement Policy

The Missouri School for the Blind (MSB) operates a regular day program which is complemented by a residential component for students living in out-state Missouri. MSB believes that engaging parents/families in program planning for both the core-curriculum and the expanded core-curriculum program is essential to improving success for all students. MSB recognizes that a student's education is a responsibility shared by all school personnel, parents/families and other members of the community. MSB believes that the school must create an environment that is conducive to learning and that strong parent/family involvement must be an essential component.

Missouri School for the Blind recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents/families and other members of the community. Therefore, the school has developed a plan to facilitate parent/family involvement that includes the following six (6) goals:

- ✚ Promote regular two-way communication between home and school.
- ✚ Promote and support responsible parenting.
- ✚ Recognize the fact that parents/families play an integral role in assisting their children to learn.
- ✚ Promote a safe and open atmosphere for parents/families to visit the school, and actively solicit parent/family support and assistance for the school programs.
- ✚ Include parents as full partners in decisions affecting their children and families.
- ✚ Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

The school plan for meeting these goals is to:

- ✚ Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the school and other agencies or school/community groups, parents and families to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- ✚ Implement strategies to involve parents/families in the educational process, including:

- Keeping parents/families informed of opportunities for involvement, and encouraging participation in various programs.
 - Providing access to educational resources for parents/families to use together with their children.
 - Keeping parents/families informed of the objectives of the school's educational programs as well as of their child's participation and progress within these programs.
-
- ✚ Enable families to participate in the education through a variety of roles.
 - ✚ Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
 - ✚ Perform regular evaluations of parent/family involvement.
 - ✚ Provide access, upon request, to any instructional material used as part of the educational curriculum.

Policy Evaluation

Missouri School for the Blind with parent/family involvement will review and evaluate the content and effectiveness of this policy at least annually. The school will revise this policy as necessary to improve or create practices that enhance parent/family involvement.

Revised: August 2013
Missouri School for the Blind

Section I

Administration

Administration

Policies Format and Preparation

I. Purpose

To insure a standardized format and prescribe steps to take prior to publication and issuance of school policies.

II. Policy

A. Format

School Operating Instructions will follow the general format of this Operating Instruction.

1. Heading

The left top of the page will show the name and address of the school and will be capitalized. To the right of "MISSOURI SCHOOL FOR THE BLIND" should be "School Operating Instruction" then the number. To the right of "ST. LOUIS, MISSOURI 63110" should be the date the operating instruction is to be effective. This date is the date the operating instruction is distributed.

2. Title

The title consists of two parts. First, centered two lines below the heading is the category. This should be lower case letters and the title of the category corresponds to the first number in the number of the operating instruction. Second, the actual title of the operating instruction should be centered two lines under the category and capitalized.

3. Purpose

Roman numeral I of the body of the operating instruction will be a short, one or two sentence description of the purpose of the policy.

4. Policy

Roman numeral II of the body of the operating instruction will be the word "POLICY". The numbering order of sections following should be: a) Roman numerals; b) Capital letters; c) Numerals; d) Lower case letters; e) Numerals in parenthesis; f) Lower case letters in parenthesis; g) Numerals in parenthesis underlined; h) Lower case letters in parenthesis

underlined. For example: I, A, I., a., (1), (a), (1), (a). Additionally, (I) should be followed by a (II); A should be followed by a B; 1 should be followed by a 2, etc.

5. Supersession Lines

If an operating instruction is being superseded, a sentence should be placed at least four lines under the last line of text on the first page, which states "This supersedes school operating instruction (number of operating instruction), dated (show date of previous operating instruction)."

6. Signature

Only the Superintendent, Director of Business Operations, Assistant Superintendent, Director of Community Relations, Coordinator of Clinical, Ancillary and Residential Services or Coordinator of Outreach will sign an operating instruction. Their signature indicates the operating instruction is in proper format, necessary and contains correct information/direction. The signature block (name and title) should be flush with the left margin and five lines underneath the last line of text.

7. Attachments

Attachments, if any, should be listed, in order, to the right of the name in the signature block.

B. Numbering Policy

All operating instructions will be numbered with a double numbering system. The first number will correspond to the category of the operating instruction. These categories are:

1. Administration
2. Finance
3. Human Resources
4. Health and Safety
5. Work Conduct

The second number indicates the number of operating instructions in that category. For example: This operating instruction is the second in the Administrative category and is numbered 1-2. Similarly, the third operating instruction in Human Resources would be numbered 3-3. If a school operating instruction is cancelled, its number may be reused.

C. Effective Time

Once signed and distributed, operating instructions remain valid and effective until superseded or cancelled. Supersession or cancellation notices will be

issued by the original office of primary responsibility to all holders of the operating instruction.

Geoffrey Barney
Superintendent



Organizational Chart 2014-2015

(Updated November, 2014)

State Board of Education

Dr. Chris Nicastro, Commissioner

Dr. Ron Lankford, Deputy Commissioner

Stephen Barr, Assistant Commissioner, Special Education

Geoffrey Barney, Superintendent, Missouri School for the Blind

Jackie Foote, Administrative Assistant

Maintenance and Information Technology services provided by **Office of Administration**
Maintenance
 Kevin Dalton, PPS
 Michael Deheer
 Tim Gasper
 Milton Irving
 Hollis Reeves
 Louis Daskocil
 Tim Botkin
 Charles David
Information Technology
 Rich Moore

Business Operations
 Maureen Dunn,
Director Business Office
 Carole Sohn,
 Adm. Assistant
Food Service
 Bill Runzo,
Food Service Manager
 Eric Givans
 Sandra Hall
 Gloria Newman
Storekeepers
 Kathon Jennings
 Steve Jones

Clinical, Ancillary and Residential Services
 Marsha Bryant,
Coordinator
 Laura Snow,
 Secretary
Health Center
 Linda Ross, RN,
 Supervisor
 Open-Nurse
Therapy
 Connie Mayhall
Residential Supervisors
 Angela Dixon
 Ed Calvin
 Christopher Stone
 Audrey Smith
 Rosetta Brown

Community Relations
 Patti Curran,
Director

Education
 Joy Waddell,
Assistant Superintendent
 Kourtney Hawkins,
 Secretary

Human Resources
 Karen Burkhead,
Analyst

Outreach Services
 Jennie Mascheck,
Coordinator
 Margaret Winston,
 Secretary
 Annette Miller,
 Vision Supervisor

School Supervisors
 Lynn Navy Desirée Morris
Guidance Counselor
 Andrea Piel

Teachers

Tony Albers	Nancy Arnold
Shaojun Chen	Tim Cobb
Beatrix Cusumano	Allison Dotter
Shaughn Doyel	Barbara Griffin
Diana Guth	Adnan Gutic
Linda Havlik	Matt Johnson
Caroline Kenny	Desiree Oestricker
Debra Olson	Lynn McElwee
Melissa Moore	Wayne Seitz
Tonia Scherer	Open

Paraprofessional Staff

Beverly Hayes	Carla Howard
Bernadette Humphrey	Anna Schell
Marian Turner	

Custodial Services

Cecelia Jones, Supervisor	Dwayne Blakley
Troy Brown	LaMart Hamilton
Eric Littles	William Peoples
Vanessa Pruitt-Smith	

Deafblind Project
 Susan Bonner,
 Supervisor

Library Media Center
 Mary Dingus,
 Librarian
 Christine Davidson

Missouri Instructional Resource Center
 Yvonne Ali,
 Supervisor

MoSPIN
 Virginia Williams,
 Supervisor
 Parent Advisors

Residential Advisors

Brenda Allen	Priscilla Andrews	Kristen Aubuchon
Anthony Bosman	Cynthia Bradley-Sias	LaRachel Carson
Pat Crowder	Willie Ellison	Tonnette Ford
Roger Frye	Linda Green-S	Allison Humphrey
Teresa Johnson	Wendell Jones-S	Jessica Lewis
Jerrell Lee	Markeith Lewis	Denise Lowe
Jennifer Parker-S	Robin Pointer	Mary Rice
Farrah Starks	Juria Tolliver-S	Travis Triplett-S
Terrence Walker-S	Alena Watson	Jaroy Williams-S
Shelly Williams		

Missouri School for the Blind School Year 2014-2015 Calendar

(Residential students travel home each Friday afternoon and return each Sunday afternoon except as noted below)

August 2014

8/18-8/22 Professional Development (8:00-4:00)-NO SCHOOL
8/25 First Day of School/ Beginning 1st Quarter/ Beginning 1st Semester

September 2014

9/2 Labor Day – NO SCHOOL
9/12-9/14 NCASB Track Meet @Tennessee
9/15-9/19 Stanford Testing
9/17 NCASB Track Meet @ Illinois (Eberhardt)
9/21-9/27 Space Camp
9/26-9/28 NCASB Track Meet Conference @ Tennessee (Conference)

October 2014

10/9 NCASB Goalball Meet @ MSB 3:30-5:30pm
10/13 Columbus Day (Observed) – NO SCHOOL
10/15 White Cane Day
10/17-10/19 NCASB Goalball Meet @ Tennessee
10/28 1st Quarter Ends
10/29 1st Quarter Progress Notes and Grade Cards Due
10/30 1st Quarter Achievement Assembly/Quiz Bowl Finals – 10:00am

November 2014

11/3-11/7 PLAN Testing (10th Grade)
11/7-11/9 Goalball Conference @ Indiana
11/11 Veterans Day Assembly @ 10:00am
11/14 Technology Awareness Day
11/24-11/26 Professional Development (8:00-4:00)-NO SCHOOL
11/27-11/28 Thanksgiving – Holiday – NO SCHOOL

December 2014

12/4-12/6 Junior Beta Convention
12/5-12/7 NCASB Wrestling/Cheerleading Meet @ Tennessee
12/17 NCASB Wrestling (Practice)/Cheerleading Meet @ Illinois
12/18 Christmas Extravaganza
12/22-12/23 Professional Development (8:00-4:00)-NO SCHOOL
12/24-1/2/15 WINTER BREAK – NO SCHOOL

January 2015

1/1	New Year's Day – NO SCHOOL
1/5	Classes Resume/ MAP-A 1 st Data Collection (1/5/15-1/30/15)
1/9-1/11	NCASB Wrestling/Cheerleading Meet @ Kentucky
1/20	Martin Luther King, Jr. Day – NO SCHOOL
1/21	Term 2/Semester 1 Ends
1/22	2 nd Quarter/ 1 st Semester Progress Notes and Grade Cards Due
1/22	3 rd Quarter/2 nd Semester Begins
1/26	2 nd Quarter/1 st Semester Achievement Assembly/Quiz Bowl – 10:00
1/23-1/25	NCASB Wrestling/ Cheerleading Conference @ Tennessee

February 2015

2/2-2/27	MAP-A Second Data Collection (2/2/15-2/27/15)
2/13	Lincoln's Birthday-HOLIDAY-NO SCHOOL
2/16	President's Day – NO SCHOOL
2/19	Braille Challenge
2/27	MSB's 164 th Birthday

March 2015

3/6-3/7	Senior Beta Convention
3/12	NCASB Swim/ Forensics meet @ Illinois
3/27	3 rd Quarter Ends
3/30	3 rd Quarter/2 nd Semester Progress Notes and Grade Cards Due/
3/31	3 rd Quarter Achievement Assembly/Quiz Bowl – 10:00am

April 2015

4/2-4/6	Spring Break
4/13-4/24	MAP Testing
4/12	NCASB Swim/Forensics Meet @ Illinois
4/17-4/19	NCASB Swim/Forensics Meet @ Ohio
4/24-4/26	NCASB Swim/Forensics Meet @ TBD
4/27-5/1	ACT Testing

May 2015

5/4-5/8	EOC Testing
5/9-5/12	Truman Holiday-NO SCHOOL-Residential students travel in
5/14	MSB Prom – 6:00pm
5/21	Spring into Fitness
5/22	ELA/MA DLM Ends
5/25	Memorial Day-NO SCHOOL
5/26-/29	Senior Week

June 2015

6/4

Awards Assembly – 11:00

6/4

Commencement @ MSB -7:00

6/5

Last Day of School – 1:00pm student dismissal

End of 4th Quarter/ 2nd Semester/Term 4 Progress Notes and Grade Cards Due

July 2015

7/6-7/17

Summer School Sessions-STEM I, ESY, LIFE

7/20-7/31

Summer School Sessions-STEMS II, ESY, LIFE

MISSOURI SCHOOL FOR THE BLIND
3815 Magnolia Avenue
St. Louis, Missouri 63110

School Operating Instruction 1-4
August 19, 2014

Administration

Maintenance Requests

To request maintenance or repairs to school property, use the Archibus system as follows:

Work requests are entered in Archibus by the designated requestor for your division. Provide as much detailed information as possible. The following information is **required** to send a work request in Archibus:

- a general category of the problem that needs to be fixed (HVAC, plumbing, electrical, etc.)
- location of the problem area
- the priority of the problem (scheduled maintenance, urgent, etc.)
- a short summary of the problem.

Administration

Use of School Premises

I. Purpose

To prescribe procedures to follow when use of Missouri School for the Blind premises is desired and to provide for energy conservation and cleanup.

II. Policy

A. The following groups may use MSB facilities and are given priority as shown:

1. Missouri School for the Blind students and staff
2. Other state agencies
3. Other governmental/community/not-for-profit agencies that have a pre-existing agreement with MSB or have been approved by the Superintendent or designee

B. Restrictions of use:

1. MSB facilities are for official use only by students and staff members. Official use includes activities by MSB coaches or club sponsors which are clearly connected to their extracurricular duties. Facilities will not be used by students or staff, individuals or families for personal reasons (parties, reunions, etc.). Issuance of a grand master key to MSB facilities does not imply entry rights for personal reasons to the cardholder. If abused, disciplinary action may result.
2. Facilities will not be used by "for profit" groups or individuals soliciting sales. Sales of merchandise by school classes, extracurricular student groups or not-for-profit groups such as the Parent Advisory Council, Alumni Association, MSB Boosters, etc. are exempted.
3. Activities will not be permitted that add significantly to the net expenses of the school or that interfere with the smooth operation of the school, planned custodial/maintenance work, or safety of its employees.
4. Use of facilities will not be approved on a continuous use basis (e.g. every Tuesday and Thursday) or at times when school is not in session. An application must be submitted for each use. The Superintendent or her designee is authorized to waive this rule if circumstances warrant.

C. Procedures:

1. MSB staff must request facility usage at least two weeks in advance of event by completing an application (See Attachment 1) and sending it to the Director of Community Relations.
 2. Other groups will complete an application (See Attachment 1) and sign a "Release of Liability" form (Attachment 2) and submit them, along with proof of insurance, to the Director of Community Relations. The application should be received one month in advance. Applications are available in the Community Relations Office. A copy will be returned to the applicant indicating approval or disapproval. Only the Superintendent or her designee will approve/disapprove requests.
 3. MSB will not be liable for any damage or injury resulting from use of its premises by outside agencies. Upon approval of the application to use school premises, the applicant assumes full responsibility. Additional responsibilities assumed by the applicant are to return the facility to the condition in which it was found. This includes:
 - a) Turning off lights/other equipment when finished.
 - b) Wiping up wet floors.
 - c) Closing and locking all doors and windows.
 - d) Reporting damage to the Director of Community Relations.
 4. Facilities must be left clean and in the same condition as found. Trash accumulated during usage will be removed from the facility and deposited in outside dumpsters. If the facility is left dirty, a charge of \$10.00 per hour (with a minimum of \$25.00) for custodial time will be made to the organization or individual that signed the application. If unpaid, that organization will be denied facility usage in the future.
 5. Special conditions apply to use of the MSB Weight Room. In order to be approved to use the Weight Room, non-MSB personnel must complete an application form and agree to abide by the established guidelines. The application and guidelines are available from the Front Desk.
- D. MSB facilities designated as available for other than MSB student use include athletic facilities (excluding swimming pools), dining rooms, auditorium, library, conference and meeting rooms, classrooms and parking lots/outdoor areas.

Geoffrey Barney
Superintendent

Attachments:

1. Application for Use of School Premises
2. Proof of Insurance and Release of Liability Form

Revised: August 2013
Missouri School for the Blind

Missouri School for the Blind Use of Facility Request Form

Group/Individual Requesting Reservation: _____

Contact Person: _____ Daytime Telephone: _____

Mailing Address: _____

Email Address: _____

Room/Facility Requested: _____

Intended Use: _____

Date(s) Requested: _____ Time(s) Requested: _____

Equipment/Supplies Requested: _____

Terms and Conditions of Use

(Please read and sign on back)

1. Applications for use of MSB facilities must be submitted at least one month prior to the requested date.
2. Applicants must sign and date attached "Release of Liability" form.
3. A single application may be made for a series of scheduled meetings of similar character; however, a separate application must be made for meetings which deviate from the original application.
4. Facilities used will be limited to those specified on the application. Any other use will result in cancellation of privileges.
5. The applicant shall certify to be responsible for any damage or abuse of school buildings, grounds or equipment occurring while using MSB facilities. The applicant shall agree to abide by and enforce the rules and regulations of MSB governing the non-school use of buildings, grounds and equipment.
6. Alcoholic beverages or controlled substances will not be brought to or consumed on school grounds or premises.
7. Use of tobacco or tobacco products will not be allowed on school grounds or premises.
8. Boisterous conduct, profane or improper language and other objectionable practices will not be allowed and must be controlled by the requesting organization.
9. Applicants are expected to maintain reasonable standards of cleanliness within the activity area. Furniture or equipment must be returned to its original location and all refuse must be deposited in the dumpsters at MSB's loading dock. In the event extra resources are needed to clean after a group's use, charges may be assessed.
10. Applicants are expected to maintain the MSB facility and equipment in a satisfactory condition. If damages or abuse occur the requesting group will be billed for cost of repair

and/or replacement and will be denied use of school facilities until payment is received.

11. A designated MSB representative must be on hand to open and close the facility.

Keys will not be issued to user groups.

12. Facilities cannot be used for the sale of goods or services, including refreshments, without prior approval.
13. All activities will end and the facility will be vacated by the time specified on this application.
14. User organization must conform to all local ordinances including police and fire department regulations.
15. Subleasing of MSB facilities will not be allowed.
16. Adult supervisors of organizations using school facilities will remain with their groups at all times during usage and will be responsible to MSB for observance of all rules. The adult supervisor will check in and out with the designated MSB employee. The adult supervisor will be the last to leave and will inform the MSB employee in charge to secure the building.
17. The user organization will be responsible for the enforcement of the above-related regulations and will be responsible for all participants, spectators and affiliated personnel.
18. Missouri School for the Blind will not compete with private enterprise; applications may be rejected when it is believed a commercial facility should be patronized.
19. School activities of Missouri School for the Blind take priority over community use.
20. Missouri School for the Blind reserves the right to cancel any permission given to use the facilities when it deems such action advisable and in the best interest of MSB, or to modify its policies at any time.
21. Whenever possible, MSB will notify the non-school users of cancellation at least one (1) week in advance. Inclement weather may cause short notice of cancellation.

I have read and understood the above terms and conditions of use and agree to abide by them.

Signature _____ Printed Name _____

Date _____

Submit this completed and signed application, along with the "Release of Liability" form to:

**Community Relations Office
Missouri School for the Blind
3815 Magnolia Avenue
St. Louis, MO 63110**

**Proof of Insurance
and
Release of Liability**

I, _____, representing the _____
(name) (organization)

do hereby provide the required proof of insurance (copy attached) and acknowledge use of the

_____ facility at Missouri School for the Blind on
(specify area)

_____. The _____
(dates) (organization)

uses the MSB facilities at its own risk and hereby releases, discharges and indemnifies Missouri
School for the Blind from all liability for personal injury or damage to property.

(Authorized signature, requestor organization)

(date)

(Authorized signature, Missouri School for the Blind)

(date)

Administration

Use of Bulletin Boards

I. Purpose

To establish procedures for using bulletin boards at Missouri School for the Blind (MSB) in accordance with Missouri Department of Elementary and Secondary Education Personnel Policies Manual, policy number 400-410.

II. Policy

- A. Two types of bulletin boards are available at MSB "OFFICIAL" and "GENERAL."
1. The "OFFICIAL" bulletin board(s) may be used only for State/School business or other official programs as approved by the Superintendent. (Located outside the 1st floor elevator in the education administration hallway, and in the 2nd floor office area)
 2. The staff "GENERAL" bulletin board is intended for the use and convenience of employees. (Located in the staff dining room)
- B. Rules for "GENERAL" bulletin board(s) are:
1. No item posted shall be larger than 8½" x 14".
 2. Each item must show date posted and individual posting the item on the top right corner of the item.
 3. Items must be removed by the person posting them within 14 days of the date posted or they are subject to removal.
 4. Posted materials shall not contain pictures or language which materially and substantially interferes with the educational process; which could reasonably be construed as vulgar, offensive, lewd, indecent, obscene or sexually explicit; or that is defamatory in nature, including, but not limited to, those materials which expose a person to hatred, contempt, ridicule or damage a person's reputation. Materials reflecting such content shall be removed by the Assistant Superintendent or Superintendent or designee.
 5. Items will not be placed over other items or parts of other items. If they are, they will be removed or moved as directed by the Assistant Superintendent/Superintendent/designee.
 6. MSB assumes no liability for items posted and does not make any claim that items are in fact true. Photographs and items of value remain the responsibility of the person or organization which posted them.

- C. **Posting of Flyers or Advertisements** for student/staff events may only be posted in the building (on walls/door frames) with the approval of the Superintendent. Initials showing approval for posting will be in the lower right corner of the flyer/advertisement. Blue painters tape will be used to post.

Geoffrey Barney
Superintendent

Revised: August 2013

Missouri School for the Blind

Administration

Information Policy

I. Purpose

To provide accurate and official school information while maintaining the privacy of students and their families and the confidentiality of student records as required by the Family Rights and Privacy Act (FERPA).

II. Policy

A. Media Requests

If asked by members of the media to provide information about Missouri School for the Blind, staff must refer the inquiry to the Superintendent or Director of Community Relations. The Superintendent and/or Community Relations Director may arrange to have additional staff provide the needed information.

B. Student Records

Student records are confidential and may only be released upon written request to the Education Office, with the exception of the following: student's name, address, photograph, grade level, honors and awards, participation in officially recognized activities, unless the student's parents/guardians have refused permission; refer any inquiry to the Assistant Superintendent who serves as the Custodian of the Records.

C. Missouri General Assembly

Staff contacted directly by an elected official or a member of the legislative staff should refer the inquiry to the Superintendent.

Geoffrey Barney
Superintendent

Administration

Visitors

I. Purpose

To provide guidelines for visitors and guests of MSB.

II. Policy

A. Guidelines

1. Registration: All visitors must register at the Front Desk and receive a "visitor" badge. The visitors badge must be displayed at all times while on campus and should be returned to the Front Desk upon termination of the visit.
2. Escort: All visitors must be met by an MSB staffer and escorted to and from their destination.
3. Housing Accommodations: Housing requests for visitors/parents should be made to the Director of Community Relations. Rooms will be allocated in the following order: Parents of current students, alumni, parents of former students unless an exception is made by the Superintendent/designee.
4. Length of visit: The length of stay will be determined by the administration based on the purpose of the visit.
5. Meals: Meals may be provided to visitors and guests of the school as determined by the administration.
6. Visitor Interaction with Students: The school has a responsibility to protect and insure appropriate interaction between visitors to the campus and students. In addition, disruptions to the educational program will not be allowed. Staff must obtain permission from the Assistant Superintendent/Director of CARS or their designee prior to allowing visitors in classrooms or other areas of the school. Visits may be terminated at any time by the administration in the event of unacceptable conduct.

- B. Exceptions: Some circumstances may require an evaluation to determine whether an exception to this policy may be applied. The Superintendent shall assume the responsibility for authorizing exceptions.

Geoffrey Barney
Superintendent

Revised: August 2013
Missouri School for the Blind

Administration

Volunteers

I. Purpose

To establish rules for accepting volunteers at Missouri School for the Blind.

II. Policy

- A. All volunteers are coordinated through the office of Community Relations.
- B. Volunteers who will be in contact with students must be at least 16 years old and complete a volunteer application (see Attachment 1). Volunteer applicants 18 and older must also complete a "Request for Child Abuse or Neglect/Criminal Record" form (see Attachment 2). Forms are available from the Community Relations Office, the Human Resource Office or the Front Desk. Both forms must be submitted to the Community Relations Office, which will process them.
- C. Under no circumstances will volunteers 18 and older be allowed to work with students without a favorable background check.
- D. Long term volunteers (one month or more) must submit to a fingerprint check; which will be arranged by the Community Relations staff.
- E. Volunteers will attend an orientation session provided by the Director of Community Relations.
- F. Original volunteer applications and background check forms will be kept on file in the Community Relations Office.
- G. Volunteers will wear a "volunteer" badge (available at the Front Desk) at all times while on campus.
- H. Individual applications and background checks will not be required of groups of students or adults who volunteer at events or perform community service on campus but who are not in contact with MSB students. Arrangements for these groups are made by the Community Relations Office.

Geoffrey Barney
Superintendent

Attachments:

- 1. Volunteer Application
- 2. Request for Child Abuse or Neglect/Criminal Record



Volunteer Application

Missouri School for the Blind

3815 Magnolia Avenue

St. Louis, MO 63110

314-776-4320

www.msb.dese.mo.gov

PERSONAL DATA

Name

_____ (Last) (First) (Middle Initial)

Address _____

City, State & Zip Code _____

Home Phone # _____ Work Phone # _____
(Area Code) (Area Code)

Email address: _____ Gender: M F

Date of Birth _____ Social Security # _____

In emergency, notify _____ at _____
(Phone #)

EMPLOYMENT

Current Employer _____

Job Title _____

EDUCATION

Last grade completed: 6 7 8 9 10 11 12 Some College College Graduate Graduate School

Are you presently attending school? Yes No If yes, please give school name & address below:

School _____

Address _____

Name of Volunteer Coordinator _____

Please Complete BOTH Sides

VOLUNTEER DATA

2/2

PREFERRED ACTIVITIES: _____

SKILLS: _____

AVAILABILITY:

If not on a regular basis, please list the dates you are available to volunteer:

Please indicate the days and times of availability on the chart below:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times							

Please note any exceptions or other information related to your availability:

If your volunteer work fulfills a community service requirement, please check here:
 If yes, please indicate how many hours must be completed: _____

Signature of Applicant _____

Date _____

PLEASE COMPLETE ALL INFORMATION AND RETURN TO:

Patti Curran, Director of Community Relations
 Missouri School for the Blind
 3815 Magnolia Ave.
 St. Louis, MO 63110
 Ph: 314-776-4320, ext. 1135
 Fax: 314-776-1875
 E-mail: Patti.Curran@msb.dese.mo.gov



Please note volunteer applicants may be subject to background checks through the Missouri Department of Social Services.

*Thank you for thinking of
 Missouri School
 for the Blind*

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.

SHP-159C 08/02

Missouri State Highway Patrol / Missouri Department of Social Services
REQUEST FOR CHILD ABUSE OR NEGLECT / CRIMINAL RECORD

TYPE OF SERVICE (Check only one) See reverse side for further instructions. <input type="checkbox"/> (1) Name Search - \$5.00 (Criminal record, offender registry, and child abuse search) <input type="checkbox"/> (2) Fingerprint Search - \$14.00 (Criminal record, offender registry, and child abuse search) <input type="checkbox"/> (3) DFS Central Registry Child Abuse Search Only - No Charge		TYPE OF DAYCARE PROVIDER <input type="checkbox"/> (1) License <input type="checkbox"/> (2) License Exempt <input type="checkbox"/> (3) Registered									
IDENTIFYING DATA (Please type or print information legibly in ink.) The subject of the request must complete the next section and sign.											
APPLICANT'S NAME (Last, First, MI, Jr., Sr., III)											
MAIDEN NAME		DATE OF BIRTH (MM/DD/YY)	STATE OF BIRTH								
		SEX	RACE								
ALIAS NAME(S)		SOCIAL SECURITY NUMBER									
		DRIVER'S LICENSE NUMBER / STATE									
ADDRESSES FOR PAST 5 YEARS											
STREET	CITY	STATE	STREET								
			CITY								
			STATE								
Have you ever been found guilty to or been convicted of any criminal act in this state or any state? <input type="checkbox"/> YES (Complete section below) <input type="checkbox"/> NO, I have not been found guilty to or been convicted of any criminal offense in this state or any state.											
DATE	CITY	STATE	COUNTY								
			CIRCUMSTANCES (Identify charges, attach separate page, if necessary.)								
Have you ever been substantiated as a perpetrator in any child abuse or neglect report made to the Division of Family Services in this state or any state? <input type="checkbox"/> YES (Complete section below) <input type="checkbox"/> NO, I have not been substantiated as a perpetrator in any child abuse or neglect report.											
DATE	CITY	STATE	COUNTY								
			CIRCUMSTANCES (Attach separate page, if necessary.)								
The information provided is complete and accurate to the best of my knowledge. I understand it is unlawful to withhold or falsify information required on this form. I grant permission to the Department of Social Services to obtain any and all information needed to process my request and to use the information as permitted by law.											
SIGNATURE OF APPLICANT (REQUIRED IN INK)		DATE									
SIGNATURE OF REQUESTOR (Required in ink)		DATE									
TITLE OF CHILD CARE PROVIDER		TELEPHONE									
STATE AGENCY		STATE VENDOR OR CONTACT NO. (if applicable)									
CHECK APPROPRIATE BOX <input type="checkbox"/> CHILD CARE RELATED EMPLOYMENT <input type="checkbox"/> DOH / CCB CHILD CARE BUREAU <input type="checkbox"/> SCHOOLS / PUBLIC AND PRIVATE <input type="checkbox"/> CHILD CARE RELATED VOLUNTEER <input type="checkbox"/> DMH / DMH VENDOR <input type="checkbox"/> DFS CONTRACT PROVIDER <input type="checkbox"/> DFS LICENSURE <input type="checkbox"/> HEALTH CARE <input type="checkbox"/> OTHER _____											
RETURN ADDRESS (REQUIRED ON EACH APPLICATION) Complete your mailing label below Confidential Mail											
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">AGENCY NAME</td> <td></td> </tr> <tr> <td>ATTENTION</td> <td style="text-align: center;">MISSOURI SCHOOL FOR THE BLIND</td> </tr> <tr> <td>ADDRESS</td> <td style="text-align: center;">3815 MAGNOLIA AVE. ST. LOUIS, MO 63110</td> </tr> <tr> <td>CITY, STATE, ZIP CODE</td> <td></td> </tr> </table>				AGENCY NAME		ATTENTION	MISSOURI SCHOOL FOR THE BLIND	ADDRESS	3815 MAGNOLIA AVE. ST. LOUIS, MO 63110	CITY, STATE, ZIP CODE	
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ADDRESS	3815 MAGNOLIA AVE. ST. LOUIS, MO 63110										
CITY, STATE, ZIP CODE											

Administration

Emergency Weather Conditions

I. Purpose

To establish procedures to follow in case of emergency weather conditions.

II. Policy

- A. All employees are expected to work assigned shifts regardless of adverse weather or other emergency conditions, unless specifically notified by their immediate supervisor.
- B. For the latest information on the decision of Missouri School for the Blind to close or operate school due to inclement weather, employees should watch local TV channels for updates on school closings.
- C. Staff may be notified via an automated phone system (SchoolReach) regarding the status of school closing or other emergency situations. Staff should keep their personal phone number(s) updated by contacting the Superintendent's administrative assistant if your phone number changes during the year to insure automated messages will be received in emergency situations.
- D. Employee absences will be counted as annual leave unless the school is officially closed by the order of the Commissioner of Education, MSB Superintendent or designee. If the employee does not have accumulated leave to cover the absence, the employee's pay shall be reduced accordingly.

Geoffrey Barney
Superintendent

Revised: August 2013
Missouri School for the Blind

Administration

Loss Prevention and Monitoring System

I. Purpose

To establish procedures to prevent and track the loss of MSB property, and student and staff personal property.

II. Policy

1. Upon discovery of loss, theft, destruction or vandalism of MSB, student or staff property, notify the division director and complete the form entitled "MSB Loss Prevention Reporting and Monitoring System." (Attachment 1)
2. The division director/designee will deliver copies of the report to the Superintendent and the Director of Business Operations before the end of the business day on which the report is filed.
3. The division director/designee will e-mail the Loss Prevention document to all Cabinet Members before the end of the business day, omitting personally identifiable information for victims of personal theft.
4. The Director of Business Operations will take appropriate action and keep an updated record of all incidents, including follow-up and closure.
5. Employees may not remove/take home discarded property of students or any property (i.e. food, materials, equipment, furniture, etc;) belonging to MSB without the written consent of the Superintendent.

Geoffrey Barney
Superintendent

Revised: August 2013
Missouri School for the Blind

Attachment 1:
MSB Loss Prevention Reporting
and Monitoring System

MSB Loss Prevention Reporting and Monitoring System

Directions: In an effort to prevent and track the loss of MSB property as well as personal property, all staff is hereby directed to notify their division director or his/her designee immediately upon discovery of an item being lost, misplaced or possibly stolen. The division director or his/her designee will conduct the following investigation process.

1. Complete the following form providing as much information as possible.
2. The division director or designee will hand deliver original signed copies of the report to the Superintendent before the end of business the day of the incident.
3. The division director will e-mail the Loss Prevention document to all cabinet members before end of business the day of the incident omitting personally identifiable information for victims of personal theft (Rows 4 & 5 below).
4. The Director of Business Operations will keep an updated record of all incidents including follow-up information and closure.

Date of Report:	Time of Report:	Recorder:
Date of Discovery:	Time of Discovery:	Reporter:
Name of Victim (if applicable):	Phone: (Home) Phone: (Cell)	Home Address: City: State: Zip Code:
Description of Missing Items (Be as specific as possible; include color, quantity, serial numbers, brands, identifying marks etc.):		
Date Last Seen:	Location (Be as specific as possible):	
Estimated Cost of the Item(s).	Was the area secured?	How?
Where were you at the time the item disappeared?		
Who else has access to this area?		
Corroborating Witnesses:		
I have read the above document and confirm that it is accurate.		
_____ (Reporter's Signature)		

Follow Up:

Investigated by:	Date of Follow-up:
Resolution/Outcome:	

Administration

Use of MSB Vehicles

I. Purpose

To establish rules for usage, ensure cleanliness and documentation of vehicle problems and to provide a record of usage for audit/management purposes.

II. Policy

A. Responsibilities

1. The Superintendent or her designee is responsible for approving all school-related trips or activities.
2. The Business Manager or designee will maintain a binder for each vehicle in the fleet. The binders will contain:
 - A weekly vehicle schedule.
 - A "vehicle log sheet" (See Attachment 1)

Vehicle binders will be kept at Front Desk Reception area and will be available during regular business hours, 7:30am to 4:30pm. Vehicles cannot be checked out when maintenance is scheduled. The business office staff will keep forms current in all binders, and will file used forms by vehicle so there is a record of use and maintenance on each vehicle.

3. To check out a vehicle for transporting students, staff * must complete a request with the Business Office. The request will be made by completing an Activity Vehicle Request Form (Attachment 3).

*Vehicle users who are responsible for transporting students as part of their job description must have "S" endorsement on their Mo State Driver's License.

4. To check out a vehicle for staff use only, staff must place a request with the Business Office. The request may be placed by phone, email or in person. No additional form is needed.
5. Prior to the outing, the driver needs to pick up the following items from the Business Office:
 - a. Keys.
 - b. Vehicle Log (See Attachment 1).
 - c. Gas Card (only if required by trip length).

6. The staff member who checks out the vehicle is responsible for keeping a clean vehicle and insuring the forms listed above in paragraph 3 and 5 are completed on each trip. Additionally, if the round-trip for the vehicle will be out of state or more than 500 miles, the user must notify Maintenance two work days in advance of the trip.

B. Documentation

1. Prior to taking a school vehicle on a trip, the operator should perform a pre-trip inspection of the vehicle to observe interior cleanliness or any obvious exterior problems. The user will make notes on the "Condition of Vehicle" section on the "Vehicle Log" form (Attachment 1). If the vehicle is not road ready, the Business Office should be notified and a different vehicle checked out.
2. For each trip the vehicle user must complete an entry on the "Vehicle Log Sheet" showing date vehicle used, user's name, destination, a short purpose of the trip, and beginning/ending mileage. (See Attachment 2)
3. The completed forms will be reviewed monthly by the Director of Business Operations for check on compliance with 1-2.

Geoffrey Barney
Superintendent

Revised: August 2013
Missouri School for the Blind

Attachments:

1. Vehicle Log
2. Vehicle Log Sheet
3. Activity Vehicle Request



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 SCHOOL FOR THE BLIND
 VEHICLE LOG

VEHICLE	DRIVER
DATE(S)	DESTINATION
START MILEAGE	END MILEAGE
CONDITION OF VEHICLE:	
START TRIP	END TRIP
PURPOSE OF TRIP	
SIGNATURE	

Administration

Transportation of Students

I. Purpose

To identify State of Missouri, Missouri State Board of Education, Department of Elementary and Secondary Education and Missouri School for the Blind rules concerning licensing, insurance and restrictions that apply when transporting students.

II. Policy

- A. When using a marked school bus or other vehicle capable of transporting more than 15 passengers:
 1. Driver must be in possession of a Commercial Driver's License and School Bus Driver's "S" endorsement.
 2. Missouri School for the Blind will pay for physicals, permit fees and the license fee. MSB reserves the right to select the physician/clinic where the physical is obtained.
- B. When using a school automobile, van, jeep or other vehicle capable of transporting 15 or fewer passengers:
 1. Staff who transport students as part of their job description must be in possession of a valid Missouri Operator's license with "S" (school bus) endorsement. All contracted providers must have a "S" (school bus) endorsement to transport MSB students and be 21 years of age or older.
 2. Any staff member with a valid driver's license and 21 years of age or older may transport students in emergency situations with permission of the Superintendent or immediate supervisor or without permission if the safety or well-being of a student is at risk.
 3. The number of passengers, including students and driver, that may be transported at any one time shall be limited to the number the vehicle manufacturer suggests as appropriate for that vehicle or, if not posted in the vehicle, then limited to the number of seat belts in the vehicle in accordance with section 304.060.
 4. When utilizing a vehicle with a passenger side airbag installed children 12 years of age and younger cannot ride in the front seat; they must in the rear seats, properly buckled in a seat belt.
 5. Transportation of students must conform to regulations in RSMo 307.182 regarding use of child passenger restraint systems, booster seats, etc. (See attachment).

- C. Use of a "personal vehicle" for transporting students will only be allowed for unusual circumstances/emergencies and must be approved by the Superintendent or immediate supervisor.
1. Driver must have a valid driver's license and be at least 21 years of age.
 2. The number of passengers, including students and driver, that may be transported at any one time shall be limited to the number the manufacturer suggests as appropriate for that vehicle or, if not posted in the vehicle, then limited to the number of seat belts in the vehicle.
 3. Vehicles designed for enclosed passenger transportation are subject to approval by the school.
 4. Vehicles must be licensed according to law and display a state safety inspection sticker.
 5. Liability insurance is required in accordance with Missouri law.
 6. When utilizing a vehicle with a passenger side airbag installed children 12 years of age and younger cannot ride in the front seat; they must ride in the rear seats, properly buckled in a seat belt.
 7. Transportation of students must conform to regulations in RSMo 307.182 regarding use of child passenger restraint systems, booster seats, etc. (See attachment).

Geoffrey Barney
Superintendent

Attachment:

1. Requirements of RSMo 307.182

Revised: August 2013
Missouri School for the Blind

**Summary of Missouri Revised Statutes
Chapter 307
Vehicle Equipment Regulations**

**(Section 307.182) of the Revised Statutes of Missouri
Effective August 28, 2012**

The requirements of this section apply to Missouri school buses designed to carry ten or less passengers (including the driver). Based on the student's age, weight and height, the statute requires the following seating devices will be used on the school bus: (When transportation is provided by Missouri School for the Blind in a school vehicle)

Age Range	Required Restraint System	Specific Restraint System according to age, height and weight of child	Specific system to be used	WEIGHT RANGE
8-15	CPRS	Safety Belt	Safety Belt	Over 80 lbs.
4-7	CPRS	Over 4'9": Safety belt or booster seat Under 4'9": CPRS	Safety belt or booster seat	40-80 lbs.
0-3	CPRS	CPRS	Child passenger restraint system (Car Seat)	0-40 lbs.

CPRS: Child passenger restraint systems include car seats, integrated restraint systems (for example: STAR) and safety vests or harnesses. (Regular vehicle safety belts are not considered as CPRS)

Booster seats: these are only allowed on buses if secured by a three-point lap and shoulder belt system.

Administration

Use of Library Media Center

I. Purpose

To describe resources available at the MSB Library Media Center and establish hours and guidelines for use.

- A. The Library Media Center (LMC) is open from 8:15 a.m. to 3:45 p.m. Monday through Friday during the regular school year and the Extended School Year, whenever school is in session. It may be used by students, staff, parents and local education agencies.
- B. The LMC contains about 26,000 materials, including:
 - 1. 9,800 Braille books
 - 2. 8,800 recorded books
 - 3. 2,600 large print books
 - 4. Reference materials in Braille, print, large print and electronic media
 - 5. DVDs and videotapes, including descriptive videos
 - 6. Music CDs and audiocassettes
 - 7. Magazines in Braille, print and recorded formats
 - 8. Professional library, containing resources pertaining to visual impairment/blindness
- C. The library media center houses several portable electronic devices such as magnifiers, Brailnotes, and digital book players, which may be borrowed by MSB teachers. MSB's archives are also located in the LMC. It contains photos, yearbooks and documents dating back to the school's inception in 1851. Archival materials may only be used in the LMC by appointment with the librarian (call Mary Dingus, ext. 3257).
- D. The library's online catalog is accessible from any computer with Internet access at msb.follettdestiny.com. In addition, MSB subscribes to two online encyclopedias, the *New Book of Knowledge* and *Grolier Multimedia Encyclopedia*. They are also accessible via MSB computers.
- E. For more information about LMC resources, contact Mary Dingus, Librarian, ext. 3257, or Chris Davidson, Assistant Librarian, ext. 4258.

Administration

Use of Fitness Center

I. Purpose

To establish hours and guidelines for use of the MSB Fitness Center.

II. Policy

Fitness Center User Rules

A. Fitness Center usage is limited to:

1. MSB students may use the Fitness Center with appropriate staff supervision.
2. Currently employed Missouri School for the Blind (MSB) employees
3. City of St. Louis Police Officers
4. City of St. Louis Correctional Officers
5. City of St. Louis Firefighters
6. Members of the United States Association of Blind Athletes (USABA). (Members' names must be submitted to MSB for prior approval).

Visitors and children are not allowed under any circumstances.

B. Hours of Operation: Monday-Thursday, 8 a.m.-9 p.m.; Friday, 8 a.m.-4 p.m.

C. Procedures:

1. All Fitness Center users must sign in on the appropriate sheet at the Front Desk and show identification as requested.
2. All Fitness Center users must read and sign User Rules before using the Fitness Center on the first visit. (See attachment 1)
3. The Fitness Center user who is given the keys must sign for them and return them him/herself.
4. All Fitness Center users must sign out at the Front Desk and return keys.

D. Revocation of privileges may result for violation of Fitness Center User Rules:

1. Privileges may be revoked for two weeks for the first violation and four weeks for the second violation.
2. Privileges may be revoked permanently upon the third violation or at any time for problematic behavior.

- E. Permission is granted for access to the Fitness Center only. Access to other parts of the MSB facility or campus is not allowed.
- F. Missouri School for the Blind and the State of Missouri are not liable for accidents or injury incurred by users of the Fitness Center while on MSB property. Use of the equipment is at your own risk.

Geoffrey Barney
Superintendent

Attachment:
1. User Rules

Revised: August 2013
Missouri School for the Blind

Missouri School for the Blind Fitness Center User Rules

- 1) Fitness Center usage is limited to:
 - a) Currently employed Missouri School for the Blind (MSB) employees
 - b) City of St. Louis Police Officers
 - c) City of St. Louis Correctional Officers
 - d) City of St. Louis Firefighters
 - e) Members of the United States Association of Blind Athletes (USABA). (Members' names must be submitted to MSB for prior approval).
 - f) *Visitors and children are not allowed under any circumstances.*
 - g) MSB students may use the fitness center with appropriate staff supervision

- 2) Hours of Operation: Monday-Thursday, 8 a.m.-9 p.m.; Friday, 8 a.m.-4 p.m.

- 3) Procedures:
 - a) All Fitness Center users must sign in on the appropriate sheet at the Front Desk and show identification as requested.
 - b) All Fitness Center users must read and sign these User Rules and sign in on the Front Desk sign-in sheet.
 - c) The Fitness Center user who is given the keys must sign for them and return them him/herself.
 - d) All Fitness Center users must sign out at the Front Desk and return keys.

- 4) Revocation of privileges may result for violation of Fitness Center User Rules:
 - a) Privileges may be revoked for two weeks for the first violation and four weeks for the second violation.
 - b) Privileges may be revoked permanently upon the third violation or at any time for problematic behavior.

- 5) Permission is granted for access to the Fitness Center only. Access to other parts of the MSB facility or campus is not allowed.

- 6) Missouri School for the Blind and the State of Missouri are not liable for accidents or injury incurred by users of the Fitness Center while on MSB property. Use of the equipment is at your own risk.

SEE PAGE 2

MSB Fitness Center "Do's and Don'ts"

DO:

- Give MSB students preference for use of the equipment.
- Use personal towels to wipe down equipment.
- Sign out keys at the Front Desk. (When you sign out keys, you return keys.)
- Wear proper clothing and shoes. (Shirt required.)
- Replace weights on appropriate weight rack.
- Place trash in trash receptacle.
- Report malfunctioning or broken equipment to Front Desk.
- Turn off radio and lights and lock the door if you are the last one to leave.
- Return keys to Front Desk.
- In case of emergency, call 9-911 or Front Desk (dial 0).

Don't:

- Move equipment from the present location.
- Drop weights onto the floor.
- Be careless or destructive of equipment.
- Play music so loud that it disturbs others.
- Play music that contains vulgarity.
- Use tobacco or drink alcohol in MSB buildings or on MSB grounds.

****** THANK YOU FOR YOUR COOPERATION ******

Effective April 25, 2011

Print last name, first name

Signature

Date

I have read, understood and agree to abide by the **Fitness Center User Rules** as set forth on pages 1 and 2 of this document. I understand that failure to abide by these rules may result in temporary or permanent revocation of privileges.

Section 2

Finance

Finance

On-Campus Sales

I. Purpose

To establish a policy governing sales and vending activities at Missouri School for the Blind.

II. Policy

- A. Vending and sales activities will be limited to individual students, employees or groups wishing to fund an MSB activity, event, project or class treasury. The attached form "Request for Permission for Fund Raising Activity" must be completed at least 14 days prior to the desired selling date and receive approval from the division director. Forms are available in each division office.
- B. All expenditures must be processed through the Business Office and all receipts must be deposited in the appropriate account in the Business Office.

Geoffrey Barney
Superintendent

Attachment:
Request for Permission for Fund
Raising Activity

Request for Permission for Fund Raising Activity

Department/Organization: _____

Date of Request: _____ Faculty/Staff Sponsor(s): _____

Student Participants: _____

Staff Participants: _____

Description of Proposed Fund Raiser: _____

Proposed start date: _____ Proposed end date: _____

Anticipated Profit: _____

Purpose of Proposed Fund Raiser: _____

How and When Funds Will be Used: _____

Approved

Not Approved (reason): _____

Division Director Signature: _____ Date: _____

Finance

Travel/Expense Account Guidelines

I. Purpose

To describe procedures for obtaining reimbursement for official travel/approved expenses.

II. Policy

A. General

1. Reimbursable travel expenses are limited to those expenses authorized and essential to the transaction of official business of the State.
2. Employees are expected to exercise the same prudence in incurring expenses as they would if traveling on personal business.
3. Refer to State of Missouri Travel Regulations issued by the Office of Administration for specific regulations.

B. Approvals

1. All travel, both in-state and out-of-state, travel require prior approval of division director.
2. Travel outside the state also requires prior approval of the Superintendent and the Department of Elementary and Secondary Education (DESE) and completion of the Out-of-State Travel Authorization Form (See Attachment 2). The form can be found online at <http://content.oa.mo.gov/sites/default/files/OutOfStateTravel.pdf>. An agenda/description of the travel should accompany the request for out-of-state travel. This request should be made at least three weeks in advance of the departure date and should show departure and return date and estimated expenses.
3. Prior to approval, the division director should verify funds are available with the Director of Business Operations.

C. Documentation

1. Expenses are claimed on the form "Monthly Expense Report" (See Attachment 1). This form can be found online at <http://content.oa.mo.gov/sites/default/files/ExpenseAccountReport.pdf>. The Superintendent is the approval authority for this form.
2. Paid receipts for the following should be attached to the form:
 - a) Conference/workshop registration
 - b) Lodging costs supported by itemized invoice with a zero balance.
 - c) Air travel, supported by original invoice

- d) Bus/train/taxi travel
 - e) Parking
 - f) Miscellaneous expenses should be described
3. Meals will be reimbursed at the rate of \$9, \$14 and \$27 for the St. Louis metro area; all reimbursement rates for both in-state and out-of-state travel can be accessed at <http://content.oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>. The employee must be in "travel status" (at least 12 hours of continuous travel or overnight) to receive reimbursement for meals.
 4. Many hotels and motels offer special governmental rates; employees are encouraged to inquire about the possibility of a government rate when making reservation requests.
 5. State vehicles are the preferred vehicle for trips of 400 miles or less per day. If an employee uses his/her own vehicle in lieu of an available state vehicle, the employee may be reimbursed at the established state fleet rate. When more than one person travels in the same vehicle, only the owner of the vehicle will be allowed to claim mileage expenses.

Geoffrey Barney
Superintendent

Attachment:

1. Monthly Expense Account Form

Revised: August 2013
Missouri School for the Blind

Finance

Receipts Processing/Accounts Receivable Procedures

I. Purpose

To document procedures for processing of receipts and to establish required accounts receivable actions.

II. Policy

- A. Contributions to the Blind Trust Fund. These are gifts amounting to \$3,000 or more and are covered by the provisions of Missouri Revised Statutes, Section 162.790. When received by MSB they are to be sent by the Director of Business Operations to the DESE Chief Financial Officer with a memo to invest the money in the Blind Trust Fund account. A copy of the donation and donor information will be sent to the Director of Community Relations. A letter of acknowledgment of the gift signed by the Superintendent will be sent to the contributor.
- B. Cash refunds from vendors and search/copying fees for the public. These funds are to be sent to the DESE Chief Financial Officer for inclusion in the general State Treasury.
- C. Banking. The Business Office maintains records of student cash transactions and receives and dispenses cash to students with documentation (see Attachment 1). Students may deposit funds or fill out withdrawal forms to access funds in their accounts.
- D. Revenue acquired from soda machines, athletic receipts, interest, parent and public contributions, refund from students or miscellaneous activities: the Business Office maintains an Activity Fund with categories as determined by the Director of Business Operations as shown on the activity account listing.
- E. The DESE Chief Financial Officer is provided a report by the Director of Business Operations at the end of each fiscal year showing receipts, expenditures and balances of all bank accounts controlled by Missouri School for the Blind.

Geoffrey Barney
Superintendent

Revised: August 2013
Missouri School for the Blind

Attachment:

1. Student Withdrawal Form

Finance

Activity Funds: Funds from General Program Activities

I. Purpose

To establish an activity account at Missouri School for the Blind to provide funds for institutional and student services not provided through state appropriations.

II. Policy

- A. The Superintendent shall receive and deposit to the activity account funds received from grants, gifts, devises, bequests or donations of less than \$3,000 subject to the following restrictions:
 - 1. The provisions of Missouri Revised Statutes, Section 162.790.
 - 2. Requests for Activity Funds should be made using an Activity Request Form (see Attachment 1).
- B. Grants, gifts, devises, bequests or donations of \$3,000 or more shall be referred to the State Board of Education for inclusion in the appropriate trust fund.
- C. All offers of gifts of real property shall be referred to the State Board of Education.
- D. Within the Activity Account a petty cash fund in the amount of \$250 for the Education Division shall be maintained on an imprested basis.
- E. Expenditures from the Activity Account shall not be contrary to the provisions of Missouri Revised Statutes, Section 162.790, and shall be used only for institutional expenses and student benefits such as, but not limited to, tours, mobility training, concerts, speakers, indigent student expenses and fund expenditures. Expenditures from the Activity Account may be supplemented to the state appropriations for current operations.
- F. The following provisions shall further limit expenditures from the activity account:
 - 1. Expenditures may be initiated and authorized by the Superintendent. Expenses initiated and authorized by the Superintendent shall not be in excess of \$2,000.
 - 2. Expenditures in excess of \$2,000 but not greater than \$5,000 must have prior approval of the Assistant Commissioner for the Division of Special Education.
 - 3. Expenditures in excess of \$5,000 but not greater than \$10,000 must have approval of the Commissioner of Education.
 - 4. Expenditures greater than \$10,000 must have prior approval of the State Board of Education.

- G. All receipts and disbursement from the activity account shall be reported to the Assistant Commissioner for the Division of Special Education on a periodic basis, but not less than twice a year, and to the State Board of Education on an annual basis.

Geoffrey Barney
Superintendent

Attachments:
Activity Request Form

Revised: August 2013
Missouri School for the Blind



MSB ACTIVITY FUNDS REQUEST AND TRACKING FORM

SECTION A: APPROVAL REQUEST

COMPLETE THE FOLLOWING FIELDS. ALL INFORMATION MUST BE COMPLETED PRIOR TO APPROVAL.

DATE OF REQUEST:			
NAME OF REQUESTOR:			
DEPARTMENT/SECTION:		CODE:	
PURPOSE OF REQUEST:			
TOTAL AMOUNT REQUESTED:		PICK-UP DATE:	
DATE OF SERVICE(S):			
SIGNATURE OF REQUESTOR:		DATE:	
SIGNATURE OF DIRECTOR:		DATE:	
SIGNATURE OF SUPERINTENDENT :		DATE:	
SIGNATURE OF BUSINESS MANAGER:		DATE:	

SECTION B: BANK WITHDRAWAL INFORMATION

CHECK NUMBER:	DATE OF WITHDRAWAL:	CHECK COPY (Y/N)
---------------	---------------------	------------------

SECTION C: RECEIPT OF CASH/CHECK

I AGREE TO ABIDE BY ALL MSB RULES RELATED TO ACTIVITY FUNDS CASH. I AM RESPONSIBLE FOR THIS CASH AND AGREE TO NOTIFY THE SUPERINTENDENT IMMEDIATELY UPON LOSS, DAMAGE, OR THEFT.

SIGNATURE OF RECEIVER:		DATE:
SIGNATURE OF BUSINESS OFFICE:		DATE:

SECTION D: SUPPORTING DOCUMENTATION

LIST ALL SUPPORTING DOCUMENTATION FOR EXPENSE. ATTACH ORIGINAL RECEIPTS TO THIS FORM.

DATE	ENTITY	LOCATION	RECEIPT (Y/N)	AMOUNT

SECTION E: REFUNDS

THE AMOUNT LISTED BELOW WAS UNEXPENDED AND BEING RETURNED TO THE BUSINESS OFFICE.

AMOUNT OF CASH RETURNED:			
SIGNATURE OF RETURNER:		DATE:	
SIGNATURE OF BUSINESS OFFICE:		DATE:	

SECTION F: BANK DEPOSIT INFORMATION

DATE DEPOSITED IN BANK:	BANK RECEIPT NUMBER:	BANK RECEIPT (Y/N)
-------------------------	----------------------	--------------------

Finance

Donations to Missouri School for the Blind

I. Purpose

To establish procedures to receive, acknowledge and track monetary donations or donations of goods and services to Missouri School for the Blind.

II. Policy

- A. All donations are subject to the restrictions outlined in Instruction 2-5.
- B. Any MSB staff member receiving a donation, including goods, services or a financial contribution, must complete the donation form shown as Attachment 1, sign it and give the original to the donor. A copy should be sent to the Community Relations Office. Additional forms are available from the Community Relations office.
- C. Goods or services not specifically designated should be delivered to the Community Relations office for distribution. All financial contributions will be delivered to the Business Office. The Director of Business Operations will ensure that all information pertinent to the donation is copied and delivered to the Community Relations Office. The Community Relations Director is responsible for preparing an acknowledgement of the gift for the Superintendent's signature and will maintain records of all contributions.
- D. The Community Relations Director will send a copy of the letter of acknowledgement to the division director or staff person who was involved with the project or donors.

Geoffrey Barney
Superintendent

Attachment:
1. Donation Form

Revised: August 2013
Missouri School for the Blind

Donation to
Missouri School for the Blind
3815 Magnolia Avenue
St. Louis, MO 63110
314-776-4320

Name _____

Address _____

City, State, Zip Code _____

Telephone # _____
Area Code

Description of Items Donated _____

Donor Estimate of Value _____

(It is the privilege and responsibility of donor to estimate value of donation)

Received by _____

(for Missouri School for the Blind)

Date _____

(Original to donor. Send copy to Community Relations Office)

Donations to MSB

Missouri School for the Blind accepts donations, both monetary and material goods or services, with the exception of real property. Donations are tax-deductible. Checks should be made payable to “Missouri School for the Blind” and sent to the attention of the MSB Superintendent or Director of Community Relations. Donations can be made to the school to be used at its discretion or can be directed to a particular program or activity. Financial donations of \$3,000 or more are forwarded to the Blind Trust Fund for the school’s use.

The donor will receive a personal thank you letter from the Superintendent, which can be used for income tax purposes. The value of goods and services is determined by the donor.

Please ask the donor to complete the “Donation Form” (or complete it for them) to ensure that MSB can properly record and acknowledge the donor. The original of the form should be given to the donor and a copy should be given to Community Relations. All contributions should be recorded by the Community Relations office.

MSB also operates *The Giving Tree*, an annual program designed to provide clothing, books, toys and personal care items to MSB students. At the beginning of each school year, student needs are identified and a list of desired items is sent to participants in *The Giving Tree*. To become a donor to *The Giving Tree*, or to enroll a student as a recipient in the program, contact the office of Community Relations, 314-776-4320, ext. 1135.

Questions regarding needed items, pick-up of items, etc., should be referred to Community Relations. For more information, contact MSB’s Community Relations, 314-776-4320, ext. 1135, or email: Patti.Curran@msb.dese.mo.gov.

Finance

Procurement of Supplies, Equipment and Services

I. Purpose

To provide a standardized system of procurement for all supplies, equipment and services necessary to operate the school.

II. Policy

A. General

1. **Responsibility:** The Superintendent and Director of Business Operations, acting as his/her agent are responsible and accountable for all funds.
2. **Authority:** The Superintendent or Director of Business Operations must authorize in writing all obligations of funds and certify all payments. Any employee obligating school funds without written authority of the Superintendent or Director of Business Operations will be held solely liable for such obligations.
3. **Individual Responsibility:** All employees are responsible for the prudent use and safekeeping of all supplies and equipment belonging to the school. Any misappropriation, intentional destruction or destruction through negligence, or "misplaced/lost" equipment by students or staff must be reported immediately to the division director (see policy 1-11 for further instruction).

B. Central Supply:

1. Expendable supplies normally used by all departments will be stocked, including school supplies, office supplies and forms, household and janitorial supplies and food service supplies.
 - a) A list of stock items by stock number, description and unit of issue will be furnished to each department. This list will be updated as necessary.
 - b) Items unique to a department will not usually be stocked.
 - c) All departments should maintain no more than a 60 day supply of necessary items in their storeroom.
 - d) The Director of Business Operations reserves the right to inventory stock rooms at any time. Quantities requested by staff may be denied if they appear excessive.
2. Central Supply will operate on a daily schedule as follows:
 - a) All deliveries will be made between the hours of 8:00 a.m. and noon. Only one delivery per day will be made.
 - b) Supply requests received prior to noon will be filled and delivered the next day.

- c) Hand carried supply requests may be filled after 1 p.m. should an immediate need arise. This procedure should be kept to a minimum.
3. Items will be requested and issued on Supply Request (MO500-1811). See Attachment 1. Request and issue procedure is as follows:
- a) Department initiates request on Supply Request (3-part NCR).
 - 1) Heading
 - 2) Stock Number: Enter seven-digit stock number from Stock List for each item requested.
 - 3) Item Description: Enter description of item from Stock List.
 - 4) Quantity Ordered: Enter number needed. Use only units of issue as shown on Stock List unless unit of issue would result in waste.
 - 5) Department supervisor must sign request. Requests received without proper signature will be returned without action.
 - 6) Forward copies 1 and 2 to Central Supply.
 - 7) Retain copy 3 for reference and record of items received, if desired.
 - b) Supply Requisition requesting items that are temporarily out of stock (TOS) will be processed as follows:
 - 1) Storekeeper will fill request as completely as possible, noting items that are temporarily out of stock on the supply request. Delivery of items in stock will not be delayed.
 - 2) If notified of a TOS for an item, the ordering department will coordinate with the Storekeeper and resubmit a request when the item has been received.
 - 3) No back order procedure will be used.
- C. Departmental Purchase Requisition Procedure:
- 1. All requests for expendable supplies and materials not stocked in Central Supply as well as equipment and off-campus services that must be purchased will be requested on Purchase Requisition, MO500-2328 (3-part NCR). See Attachment 2. Department initiates request on purchase requisition. Purchase requisitioning procedure is as follows:
 - a) Heading: Enter vendor name and address.
 - b) Department supervisor must sign all requisitions in the requisition section.
 - c) If the requisition is for a contract item, put the contract number under detailed description of item.
 - d) Approval by Superintendent: Disapproval of a requisition will be done by returning the purchase requisition to the originator with a note of explanation.
 - e) Description: Enter complete description of each item or service desired as it is to be entered on the purchase order.

- f) Accounting Line: This is a two digit number that identifies what line of coding below applies to this item.
 - g) Quantity Ordered: Enter number of each item requested.
 - h) Unit Price: Enter price of each unit. The cost of this item is deducted from the divisional budgets including shipping.
 - i) Amount: Multiply quantity ordered by unit price.
 - j) Code accounting lines on the bottom according to current fiscal year instructions from the Business Office.
 - k) Purchase Requisition continuation: If requisition requires two or more pages, use additional forms for this purpose.
 - l) If possible, group items from a single vendor on a single requisition.
 - m) Forward all copies to division director and make an additional copy for files.
2. All requisitions are sent to DESE for processing.
- D. Any order between \$3,000-\$25,000 must have three vendor bids. Bid information must be attached to the requisition.
 - E. Orders over \$25,000 must be bid through the state purchasing process. The length of time for the bidding process is two to three months minimum.
 - F. Items on State contract must be purchased off the State contract unless justification for doing otherwise can be provided. If the item is on State contract, the contract number and item number must be included on the requisition. Supervisors should contact the Business Office for additional information about State contracts. Contracted items and non-contract items must be placed on separate requisitions, even if they are ordered from the same vendor.
 - G. Furniture must be ordered from Missouri Vocational Enterprises (MVE) unless adequate documentation for doing otherwise can be provided. A waiver must be received from MVE to order from independent vendors. The MVE catalog is available in the Business Office.

Geoffrey Barney
Superintendent

Attachments:

- 1. Supply Requisition (MO500-1811)
- 2. Purchase Requisition Single (MO500-0217)
- 3. Purchase Requisition Multi (MO500-0217)

Revised: August 2013
 Missouri School for the Blind



STATE OF MISSOURI
 DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 P.O. BOX 480, JEFFERSON CITY, MISSOURI 65102
DEPARTMENTAL PURCHASE REQUISITION

PAGE(S) _____ OF _____

ORGANIZATION NAME	ORGANIZATION NUMBER	ACCOUNTING INFORMATION
-------------------	---------------------	------------------------

ITEM NO.	QTY.	UNIT	CATALOG NUMBER	COMM. SERV. CODE	DETAILED DESCRIPTION OF ITEM OR ITEMS (INDICATE BRAND NAME, MANUFACTURER, SIZE, ETC., IF KNOWN)	UNIT PRICE	TOTAL COST
USE A SEPARATE FORM FOR EACH VENDOR							\$0.00

DELIVERY ADDRESS - SHIP OR DELIVER ABOVE TO THE FOLLOWING ADDRESS:	SOURCE OF SUPPLY, IF KNOWN: VENDOR CODE _____
--	--

SIGNATURE OF REQUESTOR	AUTHORIZED BY: (SIGNATURE)
------------------------	----------------------------

TITLE	PHONE NO.	DATE	TITLE	DATE
-------	-----------	------	-------	------

SPACE BELOW FOR USE BY CONTRACTING AND PROCUREMENT SECTION

LO CAL (Less than \$25,000)	BIDS REQUIRED?	CONTRACT PURCHASES	REQUISITION (Over \$25,000)	CONFIRMING ORDER	PAYMENT INVOICE	RECURRING PAYMENTS	INTER AGENCY
PDO (Both)	YES/ NO	PGQ (Goods)	NR (Both)		VIQ	REP	RE/CRP
SCS (Services/one pmt)		SC (Services)	RXQ (Both)		PVQ	REP	RE/CRP

ITEM NO.	ORGANIZATION	APPROPRIATION*	REPORTING CATEGORY	OBJECT CODE*	DETAIL OBJECT*	OBJECT CLASS	AMOUNT

MO 500-0217 (6-99)

DATE PROCESSED	DOCUMENT NO.
----------------	--------------

DISTRIBUTION: WHITE/ACCOUNTING & PROCUREMENT CANARY/ASSISTANT COMMISSIONER/SUPERINTENDENT PINK/FILE COPY

Finance

Activity Funds

I. Purpose

To define and set forth policies and procedures to be followed in requesting, using and accounting for activity funds.

II. Definition

Activity funds are defined as those MSB funds, exclusive of student banking funds, that are available in a local checking account and controlled by the Business Office/Superintendent's Office. Two signatures are required on each check in order for the check to be negotiable. Persons normally authorized to sign are the Superintendent, Director of Business Operations and Assistant Superintendent. Other persons may be added at the Superintendent's or Director of Business Operations' discretion. Funds are added to this account in several ways. The most common ways are a transfer of funds from the MSB trust fund (as approved by the State Board of Education), interest revenue, small donations and parents' contributions.

III. Policy

A. Budgeting

Expenditures must be planned. Division Directors will submit their plans for the next school year in the form of a budget request. This will be due to the Director of Business Operations by the end of May of the preceding year. The Director of Business Operations will communicate to each division the format in which the budget is to be submitted. Other sections that use the activity funds and those with specific donations earmarked for them, will be limited to what is currently in their account and do not need to submit a budget. From these budgets and historical information, the Director of Business Operations will determine what funds need to be requested from the trust fund during the next school year. He/she will advise the Superintendent of that amount, and any special projects requested so that a request may be made in early May to the State Board of Education. If the State Board of Education approves the withdrawal of funds from the MSB trust fund, the Director of Business Operations will inform the

divisions of their approval budget. Funds will then be requested from the trust fund and deposited into the local checking account.

B. Use

Divisions will request funds for use by completing an Activity Request Form (see Attachment 1).

1. If cash is required, it must be so stated on the purchase requisition as well as any specific denominations needed, the date the cash will be picked up and the name of the person authorized to pick it up. The requisition must be submitted to the Business Office at least 14 business days prior to the date the money is needed. Cash also carries with it several restrictions and additional responsibilities for the employee entrusted with it, such as, but not limited to:
 - a) It is to be used only for the specific purpose as stated on the purchase requisition. For example, if the requisition is for admission to an event, the cash may only be used for that purpose – not meals, snacks, supplies or other services. If the planned purpose of the funds cannot be completed or purchased the cash must be returned the next business day to the Business Office. A cash requisition will not be approved without a specific purpose for the expenditure.
 - b) If a specific vendor is named on the approved purchase requisition, that vendor shall not be changed without the verbal or written approval of the Superintendent or Director of Business Operations.
 - c) Cash for meals out of town will be handled in the same manner as described in School Operating Instruction 2-10. Cash will not be requested for meals in St. Louis or on trips in which sack lunches from the Food Service section are provided. Specific costs and lists of people eating will be required.
 - d) The MSB employee should be guided by what is reasonable and customary when using state funds, especially when tipping. For example it is not customary to tip at a fast food restaurant. However, at a sit-down meal the reasonable and customary tip is 15%). Good judgment with the use of these approved funds is expected at all times.
 - e) When an MSB employee has signed for the cash he/she is liable for its proper use. Misuse or misapplication of funds may result in legal or disciplinary action.
2. MSB is a tax-exempt state agency. However, whenever a state agency pays with cash or a credit card, the Office of Administration had determined that the applicable tax is to be paid. Only when the vendor is direct billing MSB would the attached tax-exempt form be used (See attachment).

- C. Accounting
The Business Office will keep records on the entire activity fund account, accomplish reconciliation and audit actions as required.

Geoffrey Barney
Superintendent

Attachments:
1. Activity Request Form
2. Tax Exemption Letter

Revised: August 2013
Missouri School for the Blind



MSB ACTIVITY FUNDS REQUEST AND TRACKING FORM

SECTION A: APPROVAL REQUEST				
COMPLETE THE FOLLOWING FIELDS. ALL INFORMATION MUST BE COMPLETED PRIOR TO APPROVAL.				
DATE OF REQUEST:				
NAME OF REQUESTOR:				
DEPARTMENT/SECTION:		CODE:		
PURPOSE OF REQUEST:				
TOTAL AMOUNT REQUESTED:				
DATE OF SERVICE(S):				
SIGNATURE OF REQUESTOR:		DATE:		
SIGNATURE OF DIRECTOR:		DATE:		
SIGNATURE OF SUPERINTENDENT :		DATE:		
SIGNATURE OF BUSINESS MANAGER:		DATE:		
SECTION B: BANK WITHDRAWAL INFORMATION				
CHECK NUMBER:	DATE OF WITHDRAWAL:	CHECK COPY (Y/N)		
SECTION C: RECEIPT OF CASH/CHECK				
I AGREE TO ABIDE BY ALL MSB RULES RELATED TO ACTIVITY FUNDS CASH. I AM RESPONSIBLE FOR THIS CASH AND AGREE TO NOTIFY THE SUPERINTENDENT IMMEDIATELY UPON LOSS, DAMAGE, OR THEFT.				
SIGNATURE OF RECEIVER:		DATE:		
SIGNATURE OF BUSINESS OFFICE:		DATE:		
SECTION D: SUPPORTING DOCUMENTATION				
LIST ALL SUPPORTING DOCUMENTATION FOR EXPENSE. ATTACH ORIGINAL RECEIPTS TO THIS FORM.				
DATE	ENTITY	LOCATION	RECEIPT (Y/N)	AMOUNT
SECTION E: REFUNDS				
THE AMOUNT LISTED BELOW WAS UNEXPENDED AND BEING RETURNED TO THE BUSINESS OFFICE.				
AMOUNT OF CASH RETURNED:				
SIGNATURE OF RETURNER:		DATE:		
SIGNATURE OF BUSINESS OFFICE:		DATE:		
SECTION F: BANK DEPOSIT INFORMATION				
DATE DEPOSITED IN BANK:	BANK RECEIPT NUMBER:	BANK RECEIPT (Y/N)		

State of Missouri

EXEMPTION FROM MISSOURI SALES AND USE TAX ON PURCHASES AND SALES

Issued to:

MISSOURI SCHOOL FOR THE BLIND
3815 MAGNOLIA AVE
ST LOUIS MO 63110Missouri Tax I.D.
Number: 12561711Effective Date:
07/11/2002

Your application for sales/use tax exempt status has been approved pursuant to Section 144.030.2(19), RSMo. This letter is issued as documentation of your exempt status.

Purchases by your Organization are not subject to sales or use tax if within the conduct of your Organization's exempt charitable, religious or educational functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter. This exemption may not be used by individuals making personal purchases.

A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your Organization only if your Organization issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of Section 144.062, RSMo.

Sales by your Organization are not subject to sales or use tax if within your Organization's exempt charitable, religious or educational functions and activities. If your Organization engages in a competitive commercial business that serves the general public, even if the profits are used for purposes of your exempt function, you must obtain a Missouri Retail Sales Tax license and collect and remit sales tax.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. If your Organization ceases to qualify as an exempt organization, this exemption will cease to be valid. This exemption is not assignable or transferable. It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.

Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Division of Taxation and Collection, P.O. Box 3300, Jefferson City, MO 65105-3300, phone 573-751-2836.

Finance

Meal Money Advances

I. Purpose

To define rules, procedures and responsibilities involved in obtaining funds to pay for meals connected with athletic/extracurricular events.

II. Policy

A. Rules:

1. No meal money will be advanced for events held at MSB or for short trips. The Athletic Director and/or coaches must make arrangements with the Food Service Manager to provide meals/snacks needed prior to and after these games/events.
2. Meals may be provided to coaches/adults who supervise the student meals. Generally, these adult meals are meant to be bought and fully consumed at the same time and at the same location where the students eat. "To go" orders for students or adults are discouraged.
3. MSB is a tax-exempt state agency. However, whenever a state agency pays with cash or credit card, the Office of Administration has determined that the applicable tax is to be paid. Only when the vendor is direct billing MSB should the tax-exempt form be used (See Attachment 1 following School Operating Instruction 2-9.)
4. All receipts and excess cash are to be returned to the Administrative Assistant in the Business Office no later than the next business day after the trip.

B. Procedures and Responsibilities:

1. Requests for meal money will be made by the appropriate supervisor on an Activity Request Form (see Attachment 1). This form should be turned into the Business Office as soon as possible, but not later than 14 business days prior to the date the money is needed.
2. After the request has been approved by the Director of Business Operations, the Administrative Assistant will prepare a check drawn from the appropriate account in the General Fund Cash Account. If cash is specified on the requisition the Business Office will cash the check.
3. The coach or adult responsible for spending the funds will pick up the check or cash from the Administrative Assistant and sign the requisition form.

4. The next business day after the funds have been spent, the coach or adult responsible should return the unused cash and the receipts to the Business Office.

Receipts should include as a minimum:

- a) The name of the restaurant
- b) The date and time the meals were purchased
- c) Number of meals purchased
- d) Total cost

If there are individual meal receipts, these should be totaled and all individual receipts and tape/spreadsheet turned in. Cash returned and receipts must equal the total funds advanced.

Geoffrey Barney
Superintendent

Attachment:

1. Purchase Requisition

Revised: August 2013
Missouri School for the Blind



MSB ACTIVITY FUNDS REQUEST AND TRACKING FORM

SECTION A: APPROVAL REQUEST				
COMPLETE THE FOLLOWING FIELDS. ALL INFORMATION MUST BE COMPLETED PRIOR TO APPROVAL.				
DATE OF REQUEST:				
NAME OF REQUESTOR:				
DEPARTMENT/SECTION:		CODE:		
PURPOSE OF REQUEST:				
TOTAL AMOUNT REQUESTED:				
DATE OF SERVICE(S):				
SIGNATURE OF REQUESTOR:		DATE:		
SIGNATURE OF DIRECTOR:		DATE:		
SIGNATURE OF SUPERINTENDENT :		DATE:		
SIGNATURE OF BUSINESS MANAGER:		DATE:		
SECTION B: BANK WITHDRAWAL INFORMATION				
CHECK NUMBER:	DATE OF WITHDRAWAL:	CHECK COPY (Y/N)		
SECTION C: RECEIPT OF CASH/CHECK				
I AGREE TO ABIDE BY ALL MSB RULES RELATED TO ACTIVITY FUNDS CASH. I AM RESPONSIBLE FOR THIS CASH AND AGREE TO NOTIFY THE SUPERINTENDENT IMMEDIATELY UPON LOSS, DAMAGE, OR THEFT.				
SIGNATURE OF RECEIVER:		DATE:		
SIGNATURE OF BUSINESS OFFICE:		DATE:		
SECTION D: SUPPORTING DOCUMENTATION				
LIST ALL SUPPORTING DOCUMENTATION FOR EXPENSE. ATTACH ORIGINAL RECEIPTS TO THIS FORM.				
DATE	ENTITY	LOCATION	RECEIPT (Y/N)	AMOUNT
SECTION E: REFUNDS				
THE AMOUNT LISTED BELOW WAS UNEXPENDED AND BEING RETURNED TO THE BUSINESS OFFICE.				
AMOUNT OF CASH RETURNED:				
SIGNATURE OF RETURNER:		DATE:		
SIGNATURE OF BUSINESS OFFICE:		DATE:		
SECTION F: BANK DEPOSIT INFORMATION				
DATE DEPOSITED IN BANK:		BANK RECEIPT NUMBER:	BANK RECEIPT (Y/N)	

Section 3

Human Resources

Human Resources

Payroll Procedures

I. Policy

- A. Submission of Time Sheets and Leave Requests/Reports
 - 1. Regular full-time equivalent (FTE) employees are required to complete and sign a Leave Request/Report for time missed only. Reports are submitted to the division director/designee on the first day of the month for the 16th through the last day of the previous month and on the 16th of the month for the 1st through the 15th of the month. (See Attachment 1)
 - 2. Substitutes are required to complete and sign an hourly time sheet to submit for payment each payroll period as stated above. The time sheets must be completed by the employee on a daily basis and include times in and out for lunch breaks and total hours worked each day. Failure to turn in completed time sheets to the department supervisor no later than the last day of the pay period will result in a delay in pay.
 - 3. School-term employees working during Extended School Year (ESY) follow the same procedure as substitutes in #2 above.
 - 4. See Attachment 2 for correct completion of time sheets. Note that errors should be corrected by drawing a single line through the mistake, initialing above the line and adding the correct information legibly.

- B. Distribution and Receipt of Payroll
 - 1. All employees, regardless of status, are required to have direct deposit. Paper checks are not issued. See attachment 3 for application form.
 - 2. Within 60 days of date of hire new employees must initiate direct deposit. Benefit-eligible employees may go to www.MOSERS.org to request a password to access their payroll information.
 - 3. On paydays, pay stubs for substitute (non-benefit eligible) employees will be distributed by Human Resources to the department in which the substitute is employed.

Geoffrey Barney
Superintendent

Attachments:

- 1. Leave Request/Report
- 2. Hourly Employee's Time Sheet
- 2. Application for Direct Deposit



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

LEAVE REQUEST/REPORT

SEE PERSONNEL POLICIES MANUAL (SECTION 200)

EMPLOYEE NAME (PLEASE PRINT) <i>First Last</i>			SOCIAL SECURITY NUMBER			ORGANIZATION <i>4039</i>		
NOTE ► THIS COPY TO BE RETAINED BY ORIGINATING SECTION FOR AUDIT PURPOSES.								
TYPE LEAVE REQUESTED	SAM II CODE	BEGINNING			ENDING			TOTAL HOURS/MIN
		MONTH	DAY	HOUR	MONTH	DAY	HOUR	
<input type="checkbox"/> ANNUAL	AL							
<input checked="" type="checkbox"/> SICK (SELF) <i>30 min break</i>	SLS	<i>9/30</i>	<i>3</i>	<i>3:00pm</i>	<i>9</i>	<i>3</i>	<i>11:30pm</i>	<i>8.0</i>
<input type="checkbox"/> SICK (FAMILY) <small>(List relationship in comments)</small>	SLF							
<input type="checkbox"/> COMP. TIME TAKEN	FEDERAL: FC STATE: SC HOLIDAY: HC							
<input type="checkbox"/> DEATH IN FAMILY <small>(List relationship in comments)</small>	LWPBV							
<input type="checkbox"/> JURY DUTY <small>(Attach Official Orders)</small>	LWPJC							
<input type="checkbox"/> MILITARY <small>(Attach Official Orders)</small>	LWPMT							
<input type="checkbox"/> NONPAYABLE <small>(Comments)</small>	MILITARY: LNPML OTHER: LNP WORK COMP: LNPWC							
<input type="checkbox"/> OTHER PAYABLE <small>(Comments)</small>	ADMIN LEAVE: LWPAA WORK COMP: LWPWC VOTING: LWPVT							
<input type="checkbox"/> SHARED LEAVE (SELF)	SHS							
<input type="checkbox"/> SHARED LEAVE (FAMILY)	SHF							
<input type="checkbox"/> SCHOOL-VISIT LEAVE	SWPAA							
<input type="checkbox"/> FAMILY MEDICAL (SELF)	ANNUAL: ALSFM COMP: SCSFM SICK: SLSFM LWOP: LNPSF SHARED: SHSFM							
<input type="checkbox"/> FAMILY MEDICAL (FAMILY)	ANNUAL: ALFFM COMP: SCFFM SICK: SLFFM LWOP: LNPFF SHARED: SHFFM							
EMPLOYEE SIGNATURE <i>First Last</i>			DATE <i>9/16/10</i>			DATE ENTERED ON COMPUTER		
AUTHORIZING SIGNATURE <i>Sally Smith</i>			DATE <i>9-16-10</i>					
ADDITIONAL COMMENTS								

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
HOURLY EMPLOYEE'S TIME SHEET

(Instructions on Reverse Side)
 (Complete Form in Ink)

EMPLOYEE NAME First, Last		SOCIAL SECURITY NUMBER		DIVISION/SECTION/SCHOOL MSB 500 4033						
MONTH/YEAR WORKED 09/2010		POSITION NAME Sub Teacher Aide		HOURLY EARNING RATE						
Date	Week Day	From	To	From	To	Hours Wkd.	Hours Wkd. Over 40	Straight Time Wkd.	Reason and/or Name of Person for Whom You are Substituting	Substitute Teachers
Balance Forward										
	Sunday									
01	Monday	8:00am	12:00pm	12:30pm	4:30pm	8.0			J. Adams	
02	Tuesday	8:00am	12:00pm	12:30pm	4:30pm	8.0			J. Adams	
03	Wednesday	8:00am	12:00pm	12:30pm	4:30pm	8.0			J. Q. Adams	
04	Thursday	8:00am	12:00pm	12:30pm	4:30pm	8.0			R. Reagan	
05	Friday	8:00am	12:00pm	12:30pm	4:30pm	8.0			R. Reagan	
	Saturday									
Weekly Total								40		
	Sunday									
08	Monday	7:30am	11:30am	12:00pm	4:00pm	8			T. Jefferson	
09	Tuesday	7:30am	11:30am	12:00pm	4:00pm	8			T. Jefferson	
10	Wednesday	7:30am	11:30am	12:00pm	4:00pm	8			T. Jefferson	
11	Thursday	7:30am	11:30am	12:00pm	4:00pm	8			T. Jefferson	
12	Friday	7:30am	12:00pm			4.3			T. Jefferson	
	Saturday									
Weekly Total								36.3		
	Sunday									
15	Monday	7:45am	11:30am	12:00pm	4:00pm	7.45			T. Jefferson	
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
	Saturday									
Weekly Total								7.45		
	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
	Saturday									
Weekly Total										
	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
	Saturday									
Weekly Total										
	Sunday									
	Monday									
	Tuesday									
	Wednesday									
	Thursday									
	Friday									
	Saturday									
Weekly Total										
Monthly Total								84.15		

EMPLOYEE SIGNATURE/DATE: **Just Last 9-16-10** IMMEDIATE SUPERVISOR SIGNATURE/DATE: **George Washington 9/16/10** ASSISTANT COMMISSIONER/AUTHORIZING AUTHORITY SIGNATURE/DATE: _____

(To be completed by the payroll office.)

DIVISION CODE	SECTION CODE	SUBSECTION CODE	STRAIGHT TIME Rate \$ _____ x Hrs. Worked _____ = \$ _____
ACCOUNT NUMBER	COST CENTER	GRANT NUMBER	PREMIUM TIME Rate \$ _____ x _____ x 1.5 = \$ _____
SUPPLEMENTAL PAYROLL (Month) _____ (FY) _____			TOTAL PAY \$ _____



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING

PAYROLL & EMPLOYEE REIMBURSEMENT DIRECT DEPOSIT APPLICATION

Sections A, B, and C are to be completed by the employee.

Section D is to be completed by the agency after reviewing the application and supporting documentation.

SECTION A – TYPE OF ACTION AND EMPLOYEE NAME. Form must be printed using a ball point pen, typed or completed online. Provide all requested information. See reverse side for instructions.			
ESTABLISH NEW DIRECT DEPOSIT	CHANGE EXISTING DIRECT DEPOSIT	CANCEL BANKING EFT (PAY CARD CAN'T BE CANCELLED)	EMPLOYEE TRANSFER IN CONTINUE EXISTING DIR DEP
SOCIAL SECURITY NUMBER	LAST NAME	FIRST NAME	MIDDLE IN
SECTION B – EMPLOYEE CHOICE FOR DIRECT DEPOSIT			
OPTION ONE: PROVIDE BANKING INFORMATION			
SELECT ONE: CHECKING ACCOUNT SAVINGS ACCOUNT			
THE FOLLOWING 4 FIELDS MUST BE COMPLETED FOR OPTION 1			
ROUTING NUMBER (MUST BE 9 DIGITS)		ACCOUNT NUMBER (AS FINANCIAL INSTITUTION REQUIRES FOR ACH)	
FINANCIAL INSTITUTION NAME			FINANCIAL INSTITUTION TELEPHONE NUMBER ()
ATTACH A VOIDED CHECK OR SIGNED BANK LETTER VERIFICATION FOR NEW OR CHANGED ACCOUNTS.			
IF PROVIDING A COPY OF A VOIDED CHECK, ATTACH HERE.	OPTION TWO: PROVIDE PAY CARD INFORMATION		
	The pay card merchant will verify the information provided to identify the employee. The rules and applicable fees are in the terms and conditions of the pay card merchant. Central Bank and UMB terms and conditions can be found at http://oa.mo.gov/acct/directdeposit.htm . The pay card is for direct deposit of payroll funds and other deposits may be refused by the bank. By signing here, you – the employee – agree to abide by the cardholder terms and conditions.		
	Signature of employee choosing pay card option:		
	SELECT ONE: UMB PAY CARD CENTRAL BANK PAY CARD		
THE FOLLOWING 4 FIELDS MUST BE COMPLETED FOR OPTION 2			
EMPLOYEE ADDRESS (NUMBER, STREET NAME, APT #) NO PO BOXES			
CITY	STATE	ZIP	EMPLOYEE TELEPHONE NUMBER ()
			DATE OF BIRTH (m/d/yyyy)
SECTION C – EMPLOYEE CERTIFICATION AND SIGNATURE			
I hereby authorize the Office of Administration to initiate credit entries (deposits) and to initiate, if necessary, debit entries (withdrawals) or adjustments for any credit entries made in error to my account designated above.			
I understand that the Office of Administration may terminate my enrollment in the program if the State is legally obligated to withhold part of my wages for any reason or I no longer meet the eligibility requirements.			
I understand as a condition of employment I am to maintain an active account for direct deposits (1 CSR 10-8.010)			
I declare the forgoing to be true and complete to the best of my knowledge. Any misrepresentations or omission of fact may be cause for cancellation or termination of employment for violation of 1 CSR 10-8.010.			
SIGNATURE OF EMPLOYEE			DATE (m/d/yyyy)
SECTION D – TO BE COMPLETED BY AGENCY AFTER REVIEWING APPLICATION AND SUPPORTING DOCUMENTATION			
AGENCY NAME, NUMBER AND ORG CODE			ESMT/HIRE DATE FOR NEW OR TRANSFER
SIGNATURE OF AUTHORIZED AGENCY REPRESENTATIVE		AGENCY TELEPHONE NUMBER	DATE

Human Resources

Workers' Compensation Procedures

I. Policy

To establish procedures for Worker's Compensation claims.

II. Procedures

- A. All workplace injuries must be reported to a supervisor as soon as possible.
- B. Report promptly to the Health Center nurses for initial treatment and to obtain a workers' compensation packet.
- C. Report the injury to the State workers' compensation agency [Central Accident Reporting Office (CARO)] by calling the toll-free number **800-624-2354** (24-hours a day) for the name and area location of an authorized medical care provider should additional treatment be required. It is recommended that employees report all work-related injuries, regardless of severity, to CARO as soon as possible, to prevent any delays in treatment.
- D. Complete the workers' compensation packet as soon as practicable and return to Karen Burkhead in Human Resources (ext. 1115). Please note that all pages of the packet must be filled out and turned in so the injury can be put into the system without delay so the injury may be treated as soon as possible.
- E. The workers' compensation packet consists of the following forms:
 1. employee injury report
 2. release of medical records
 3. supervisor statement
 4. witness statement (if any)
- F. Please complete the forms with as much detail as possible.
- G. The contact information for CARO is:

Missouri Office of Administration
Central Accident Reporting Office (CARO)
P.O. Box 809
Jefferson City, MO 65102
(888) 622-7694
(573) 751-2837

Geoffrey Barney
Superintendent

Revised: August 2013
Missouri School for the Blind

MISSOURI SCHOOL FOR THE BLIND
3815 Magnolia Avenue
St. Louis, Missouri 63110

School Operating Instruction 3-3
August 19, 2014

Human Resources

Benefit Contact Information

Below is contact information for health insurance, retirement, etc. for employees of the State of Missouri. Please note that all these organizations may be contacted on-line, by telephone, fax or U.S. mail.

Missouri Consolidated Health Care Plan (MCHCP)

832 Weathered Rock Court
P.O. Box 104355
Jefferson City, MO 65110-4355
(573) 751-0771
(800) 487-0771
<http://mchcp.org>

Missouri State Employees Retirement System (MOSERS)

907 Wildwood Drive
P.O. Box 209
Jefferson City, MO 65102
(573) 632-6100
(800) 827-1063
<https://www.mosers.org>

Missouri Cafeteria Plan

Applications Software, Inc. (ASI)
P.O. Box 858
Columbia, MO 65205-0858
(573) 442-3035
(800) 659-3035
<http://mocafe.com>

Missouri Credit Union

1815 Southwest Blvd.
P.O. Box 1795
Columbia, MO 65205-1795
(800) 451-1477
<http://missouricu.org>

Missouri Deferred Compensation Plan ICMA-RC

3349 American Drive, Suite A
P.O. Box 104355
Jefferson City, MO 65109
(573) 893-1053
(800) 392-0925
TDD: (877) 766-8891
<http://modeferredcomp.org>

Missouri Voluntary Life Insurance Commission (MOVLIC)

Allstate & McDaniel Hazley Group
419 E. High Street
Jefferson City, MO 65101
Enrollment: (866) 891-4149
Administrative Issues: (866) 668-5421
<http://movlic.org>

Geoffrey Barney
Superintendent

Revised: August 2013
Missouri School for the Blind

Human Resources

Tuition Reimbursement

I. Policy

Missouri School for the Blind (MSB) may reimburse the cost of tuition if taken as part of a degree program taken at an accredited college or university. Courses must have a direct application to the employee's primary duties within MSB or another position within DESE. Reimbursement is limited to one course per semester and the lesser of the actual credit hour rate paid or the highest prevailing per credit hour tuition rate charged by a Missouri public college or university.

- A. Eligibility Rules - Employee must:
 - 1. Be considered at least ½ time or .5 FTE or higher.
 - 2. Be employed in a position that is deemed to be of a continuing nature.
 - 3. Maintain a successful or higher performance evaluation for the duration of the program.
 - 4. Enroll in a degree program which will be of use to the employee in his/her current position or another position with the Department.
- B. Procedures:
 - 1. The employee must submit the Request for College Enrollment Form (Attachment 1) for education reimbursement to his/her immediate supervisor who will request approval from Department management and Human Resources prior to enrolling.
 - 2. A copy of the employee's Request for College Enrollment form will be retained by the employee's supervisor until the employee has completed or otherwise ended the program.
 - 3. For reimbursement the employee must submit to Human Resources the completed Tuition Reimbursement Payment form (Attachment 2), paid receipt for tuition and the official school grade report. Reimbursement is limited to one course per semester and the lesser of the actual credit hour rate paid or the highest prevailing per credit hour tuition rate charged by a Missouri public college or university.
 - 4. The employee will provide documentation of scholarships, grants or other financial aid which reduced the amount of tuition. Such amounts will be subtracted before reimbursement is approved.
 - 5. The superintendent retains ultimate discretion to approve requests and specific items sought to be reimbursed.
 - 6. Records of educational programs completed by each employee will be maintained in the employee's personnel file, when submitted by the

employee to Human Resources. The following is the reimbursement schedule prorated on the basis of course grade:

A = 100% reimbursement of tuition.

B = 75% reimbursement of tuition.

C = 50% reimbursement of tuition.

Pass in a Pass/Fail class = 75% reimbursement of tuition.

Geoffrey Barney
Superintendent

Attachments:

1. Request for College Enrollment
2. Tuition Reimbursement Payment Form



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

REQUEST FOR COLLEGE ENROLLMENT FORM

TO BE COMPLETED BY EMPLOYEE			
EMPLOYEE'S NAME		SOCIAL SECURITY NUMBER	
JOB TITLE			
DIVISION		SECTION	
DEGREE PROGRAM		ENROLLMENT DATE	ESTIMATED DATE OF DEGREE COMPLETION
INSTITUTION NAME			TELEPHONE NUMBER
ADDRESS	CITY	STATE	ZIP
HOW WILL EDUCATIONAL PROGRAM BENEFIT EMPLOYMENT WITHIN THE DEPARTMENT?			
WILL THIS PROGRAM REQUIRE TIME AWAY FROM WORK DURING REGULAR WORKING HOURS? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain:			
ELIGIBILITY: To be eligible for tuition reimbursement, the employee must: <ul style="list-style-type: none"> • Be employed by the Department in a position that is deemed to be of a continuing nature. • Be considered at least half time (.5 FTE) or higher. • Maintain a successful or higher performance evaluation for the duration of the reimbursement period. • Enroll in a degree program, which will be of use to the employee in their current position or another position with the Department. 			
PROCEDURE: <ol style="list-style-type: none"> 1. The employee must submit the <i>Request for College Enrollment Form</i> for education reimbursement to his or her immediate supervisor who will request approval from Department management and the Human Resources Section prior to enrolling. 2. The employee must be enrolled in a degree program at an accredited college or university. 3. The supervisor should retain a copy of the employee's <i>Request for College Enrollment Form</i> until the employee has completed or otherwise ended the program. 4. The employee should obtain and submit receipts to the Human Resources Section for tuition, and the employee's official school grade report for reimbursement, along with the <i>Tuition Reimbursement Payment Form</i>. 5. The employee will provide documentation of scholarships, grants, or other financial aid which reduced the amount of tuition. Such amounts will be subtracted before reimbursement is approved. 6. The Commissioner retains ultimate discretion to approve requests and specific items sought to be reimbursed. <p>Records of educational programs completed by each employee will be placed in the personnel file, when submitted by the employee to the Human Resources Section. Reimbursement is limited to one course per semester and the lesser of the actual credit hour rate paid or the highest prevailing per credit hour tuition rate charged by a Missouri public college or university.</p>			
REIMBURSEMENT SCHEDULE: The following is the reimbursement schedule prorated on the basis of course grade: A = 100% reimbursement of tuition. B = 75% reimbursement of tuition. C = 50% reimbursement of tuition. Pass in a Pass/Fail class = 75% reimbursement of tuition.			
APPROVAL			
EMPLOYEE'S SIGNATURE	DATE	DIRECTOR'S SIGNATURE	DATE
ASSISTANT COMMISSIONER'S SIGNATURE	DATE	HUMAN RESOURCES DIRECTOR'S SIGNATURE	DATE



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
TUITION REIMBURSEMENT PAYMENT FORM

TO BE COMPLETED BY EMPLOYEE

DOCUMENTATION TO SUBMIT WITH PAYMENT FORM:

- Receipts for tuition.
- Official school grade report.
- Provide documentation of scholarships, grants or other financial aid which reduced the amount of tuition. Such amounts will be subtracted before reimbursement is approved.

REIMBURSEMENT SCHEDULE:

Reimbursement schedule is prorated on the basis of the course grade. Reimbursement is limited to one course per semester and the lesser of the actual credit hour rate paid or the highest prevailing per credit hour tuition rate charged by a Missouri public college or university.

A = 100% reimbursement of tuition.

B = 75% reimbursement of tuition.

C = 50% reimbursement of tuition.

Pass in a Pass/Fail class = 75% reimbursement of tuition.

EMPLOYEE'S NAME		SOCIAL SECURITY NUMBER	
DIVISION		SECTION	
DEGREE PROGRAM			
COURSE NAME			
COMPLETION DATE	COURSE GRADE	AMOUNT REQUESTED	AMOUNT APPROVED
INSTITUTION NAME		TELEPHONE NUMBER	
ADDRESS	CITY	STATE	ZIP
EMPLOYEE'S SIGNATURE		DATE	
APPROVAL			
DIRECTOR'S APPROVAL		DATE	
ASSISTANT COMMISSIONER'S APPROVAL		DATE	
HUMAN RESOURCES DIRECTOR'S APPROVAL		DATE	

Human Resources

Memberships and Seminars

I. Policy

- A. All institutional (school) memberships must be approved by the Superintendent and must be in the name of the school, unless otherwise approved.
- B. The following costs related to professional licensing or certification exams needed for employment with DESE are eligible for reimbursement at the discretion of the Superintendent:
 - 1. The cost of one course or seminar to help employees prepare for an exam. MSB may reimburse half of the course cost or seminar at the time the employee submits documentation showing the exam was taken. MSB may reimburse the remainder when the employee has passed the exam.
 - 2. Costs necessary to receive the certification or license, including application, registration, printing or engraving fees.
- C. The employee should claim reimbursement for these expenses on the Monthly Expense Account form. The employee must include a paid receipt or a copy of the cancelled check used for payment (front and back) along with evidence of satisfactory completion as follows:
 - 1. For review courses a copy of the official notification of successful completion of the course, if applicable.
 - 2. For the exam, a copy of the official notification of grades or results.
- D. If the professional licensing or certification examination is administered during the employee's working hours the employee's supervisor will allow the employee time off for the time necessary to take the exam. If there is a choice of times to take the exam the employee will select that time in which he/she is off duty. MSB will provide time off for a maximum of three exams.
- E. If professional or support staff employees are members of a profession with continuing education unit (CEU) requirements MSB may assist employees in meeting these requirements. DESE and other agencies provide short term (one week or less) sessions that qualify. Employees may request approval by the Superintendent to attend qualifying sessions outside the Department. If the Superintendent approves MSB will pay for or reimburse the employee the cost of the registration fees, materials and travel expenses. The time spent attending the session will count as work time.
- F. As provided below, DESE will pay for professional memberships and fees if they will benefit either the professional or support staff members in their jobs:

1. State board operated schools will reimburse one membership fee per employee up to a maximum of \$50.
2. MSB may provide one or more memberships for the employee if membership is relevant to the employee's job and it benefits DESE. Employees should submit requests to their supervisor for approval and if approved, submit requests either on a School Purchase Requisition or the employee's Monthly Expense Account form.
3. It is recommended that group memberships be purchased wherever possible. The membership fee shall be in the name of MSB and should list the individual staff members.
4. Employees wishing to attend meetings must request permission in advance and request payment of fees and expenses before the event. For events outside the state, no more than two employees may attend, unless approved by the Superintendent.
6. If an organization's meeting requires an official MSB representative, the Superintendent will select the employee(s). The representative should present a report of his/her participation to the Superintendent following the meeting.
7. Employees may serve in an official position for a professional organization upon prior approval from the Superintendent. Employees may not accept remuneration for any services rendered for the organization other than expenses incurred in attending the functions/events.
8. When employees attend meetings of professional organizations, they should prepare a short summary of the information covered and circulate it, along with supporting materials, to relevant staffers and the Professional Library, if indicated. The divisions should maintain adequate files and records of the meeting and those attending.
9. Cabinet members and their immediate staff who wish to attend a workshop for professional development purposes must submit a request for approval in advance to the Superintendent, including an agenda and justification for attendance.
10. Costs for membership in unions, trade unions or social organizations are not reimbursable.

Geoffrey Barney
Superintendent

MISSOURI SCHOOL FOR THE BLIND
3815 Magnolia Avenue
St. Louis, Missouri 63110

School Operating Instruction 3-6
August 19, 2014

Human Resources

Federal and State Income Tax Withholding Forms

The following two pages contain blank Federal and State of Missouri W-4 (income tax withholding) forms to use to change the personal allowances claimed for income tax purposes. The government suggests completing a new Form W-4 each year and when your personal or financial situation changes.

Geoffrey Barney
Superintendent

Revised: August 2013
Missouri School for the Blind

Attachments:

1. Federal W-4
2. Missouri W-4

Form W-4 (2013)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2013 expires February 17, 2014. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,000 and includes more than \$350 of unearned income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim lower (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity

income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2013. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w-4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	
B	Enter "1" if: <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B	
C	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	
F	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit	F	
<i>(Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)</i>			
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$65,000 (\$95,000 if married), enter "2" for each eligible child; then less "1" if you have three to six eligible children or less "2" if you have seven or more eligible children. • If your total income will be between \$65,000 and \$84,000 (\$95,000 and \$119,000 if married), enter "1" for each eligible child 	G	
H	Add lines A through G and enter total here. <i>(Note. This may be different from the number of exemptions you claim on your tax return.)</i> ▶	H	
<p>For accuracy, complete all worksheets that apply.</p> <ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. 			

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4 Department of the Treasury Internal Revenue Service	<h2>Employee's Withholding Allowance Certificate</h2> <p>▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 <h1 style="font-size: 2em;">2013</h1>
1 Your first name and middle initial _____ Last name _____		2 Your social security number _____
Home address (number and street or rural route) _____		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <i>Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</i>
City or town, state, and ZIP code _____		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) _____		5 _____
6 Additional amount, if any, you want withheld from each paycheck		6 \$ _____
7 I claim exemption from withholding for 2013, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		7 _____
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)
		10 Employer identification number (EIN)



MISSOURI DEPARTMENT OF REVENUE
TAXATION DIVISION
P.O. BOX 3340
JEFFERSON CITY, MO 65105-3340
FAX: (573) 526-8079

MO W-4
(REV. 01-2013)

This certificate is for income tax withholding and child support enforcement purposes only.
PLEASE TYPE OR PRINT.

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

TO BE COMPLETED BY EMPLOYEE

FULL NAME		SOCIAL SECURITY NUMBER		FILING STATUS	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> HEAD OF HOUSEHOLD
HOME ADDRESS (NUMBER AND STREET OR RURAL ROUTE)		CITY OR TOWN, STATE AND ZIP CODE			
1. ALLOWANCE FOR YOURSELF: Enter 1 for yourself if your filing status is single, married, OR head of household.				1	
2. ALLOWANCE FOR YOUR SPOUSE: Does your spouse work? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, enter 0. If NO, enter 1 for your spouse.				2	
3. ALLOWANCE FOR DEPENDENTS: Enter the number of dependents you will claim on your tax return. Do not claim yourself or your spouse or dependents that your spouse has already claimed on his or her Form MO W-4.				3	
4. ADDITIONAL ALLOWANCES: You may claim additional allowances if you itemize your deductions or have other state tax deductions or credits that lower your tax. Enter the number of additional allowances you would like to claim.				4	
5. TOTAL NUMBER OF ALLOWANCES YOU ARE CLAIMING: Add Lines 1 through 4 and enter total here.				5	
6. ADDITIONAL WITHHOLDING: If you expect to have a balance due (as a result of interest income, dividends, income from a part-time job, etc.) on your tax return, you may request your employer to withhold an additional amount of tax from each pay period. To calculate the amount needed, divide the amount of the expected balance due by the number of pay periods in a year. Enter the additional amount to be withheld each pay period here.				6	\$
7. EXEMPT STATUS: If you had a right to a refund of ALL of your Missouri income tax withheld last year because you had NO tax liability and this year you expect a refund of ALL Missouri income tax withheld because you expect to have NO tax liability, write "EXEMPT" on Line 7. See information below.				7	
8. If you meet the conditions set forth under the Servicemember Civil Relief Act, as amended by the Military Spouses Residency Relief Act and have no Missouri tax liability, write "EXEMPT" on line 8. See information below.				8	

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.

EMPLOYEE'S SIGNATURE (Form is not valid unless you sign it)

DATE(MM/DD/YYYY)

TO BE COMPLETED BY EMPLOYER

EMPLOYER'S NAME	DATE SERVICES FOR PAY FIRST PERFORMED BY EMPLOYEE (START DATE) (MM/DD/YYYY)	FEDERAL EMPLOYER IDENTIFICATION NUMBER
EMPLOYER'S ADDRESS	MISSOURI TAX IDENTIFICATION NUMBER	

NOTICE TO EMPLOYER: Within 20 days of hiring a new employee, send a copy of Form MO W-4 to the: Missouri Department of Revenue, P.O. Box 3340, Jefferson City, MO 65105-3340 or fax to (573) 526-8079. For additional information regarding new hire reporting, please visit www.dss.mo.gov/newhire.htm.

—EMPLOYEE INFORMATION—

You Do Not Pay Missouri Income Tax on All of the Income You Earn!

Visit www.dor.mo.gov to try our online withholding calculator.

Deductions and exemptions reduce the amount of your taxable income. Form MO W-4 is completed so you can have as much "take-home pay" as possible without an income tax liability due to the state of Missouri when you file your return. Deductions and exemptions reduce the amount of your taxable income. If your income is less than the total of your personal exemption plus your standard deduction, you should mark "EXEMPT" on Line 7 above. The following amounts of your annual Missouri adjusted gross income will not be taxed by the state of Missouri when you file your individual income tax return.

Single
\$2,100 — personal exemption
\$6,100 — standard deduction
\$8,200 — Total

+ \$1,200 for each dependent
+ up to \$5,000 for federal tax

Married Filing Combined
\$ 4,200 — personal exemption
\$12,200 — standard deduction
\$16,400 — Combined Total (For both spouses)

+ \$1,200 for each dependent
+ up to \$10,000 for federal tax

Head of Household
\$ 3,500 — personal exemption
\$ 8,950 — standard deduction
\$12,450 — Total

+ \$1,200 for each dependent
+ up to \$5,000 for federal tax

Items to Remember:

- If your filing status is married filing combined and your spouse works, do not claim an exemption on Form MO W-4 for your spouse.
- If you and your spouse have dependents, please be sure only one of you claim the dependents on your Form MO W-4. If both spouses claim the dependents as an allowance on Form MO W-4, it may cause you to owe additional Missouri income tax when you file your return.
- If you have more than one employer, you should claim a smaller number or no allowances on each Form MO W-4 filed with employers other than your principal employer so the amount withheld will be closer to your amount of total tax.
- If you itemize your deductions, instead of using the standard deduction, the amount not taxed by Missouri may be a greater or lesser amount.
- If you are claiming an "EXEMPT" status due to the Military Spouses Residency Relief Act you must provide one of the following to your employer: Leave and Earnings Statement of the non-resident military servicemember, Form W-2 issued to the nonresident military servicemember, a military identification card, or specific military orders received by the servicemember. You must also provide verification of residency such as a copy of your state income tax return filed in your state of residence, a property tax receipt from the state of residence, a current drivers license, vehicle registration or voter ID card.

Human Resources

Tax Compliance for State Employees

State employees (Section 105.262, RSMo) – Under state law, paying taxes and filing required returns is a condition of state employment. The Department of Revenue is responsible for sending non-filer and/or delinquency notices to state employees who are non-compliant with their individual income taxes. Failure to comply with the notice(s) will result in the Department of Revenue notifying the individual's employer. The employer will then notify each employee that they have 45 calendar days to satisfy their tax liability. If the employee complies, the Department of Revenue will issue a "Tax Compliance" letter to the individual that should be presented to the employer as proof of tax compliance. Failure to comply will result in termination of the individual (by the employer) from employment with the state. Please be aware that the Department of Revenue is not a part of the termination process. (Note: If an individual complies with the non-filer or delinquency notice, the individual's employer will not be notified.)

In accordance with Senate Bill 367, effective January 1, 2006, all payment agreements for state employees will be done by payroll deduction. State employees requesting a payment agreement must contact the Department at 573-751-7200, by email at income@dor.mo.gov or by mail at the Taxation Bureau, P. O. Box 385, Jefferson City, Missouri 65105. The Department of Revenue will mail to the state employee the payment agreement outlining the terms, conditions and payroll deduction amount. State employees who consent to the agreement should sign and return the agreement to their agency Human Resource/Payroll office immediately. The state employee's Human Resource/Payroll office will initiate the payroll deduction for the next available pay cycle. Once the payroll deduction is initiated, the Human Resource/Payroll office will sign and send the payment agreement to the Department of Revenue. The payment agreement is not effective until received by the Department of Revenue from the employee's Human Resource/Payroll office.

Note: State employees currently on payment agreements (prior to January 1, 2006) will not be required to change their existing agreement to payroll deduction.

Human Resources

Verification of Employment

Verification of employment may be completed off-site 24 hours a day, seven days a week through **The Work Number** system. **The Work Number** is an automated service that provides instant employment and income verification for employees of the State of Missouri. This secure service can be used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. The service is available 24 hours a day, seven days a week.

PROOF OF EMPLOYMENT

- Give the person needing proof of your employment (the verifier), the following:
 - Your Social Security Number: £ £ £ - £ £ - £ £ £ £
 - Employer Code for The State of Missouri: 1 0 1 0 6
 - The Work Number Access Options:
 - Option a) www.theworknumber.com/verifier
 - Option b) 1-800-367-5690

PROOF OF EMPLOYMENT PLUS INCOME

- Step 1) Go to The Work Number either via:
 - www.theworknumber.com/employee
 - 1-800-367-2884
- Step 2) Enter the following information:
 - Employer Code from The State of Missouri: 1 0 1 0 6
 - Employee Social Security Number: £ £ £ - £ £ - £ £ £ £
 - Employee PIN #: (last four digits of your social security number)
- Step 3) Select to Obtain a Salary Key and write down in the boxes provided below:
Step 4) Give the person needing proof of your employment plus income (the verifier), the following information:
 - Your Social Security Number: £ £ £ - £ £ - £ £ £ £
 - Employer Code for The State of Missouri: 1 0 1 0 6
 - Your Salary Key (from #3 above): £ £ £ £ £ £
- The Work Number Access Options:
 - Option a) www.theworknumber.com/verifier
 - Option b) 1-800-367-5690

For questions, call The Work Number Client Service Center: 1-800-996-7566 (Voice)
Mon. - Fri., 7 a.m. - 8 p.m. (CST) 1-800-424-0253 (TTY - Deaf)

Human Resources

Missouri State Employees Self-Service Portal

Active State employees may now access their individual payroll histories, including detailed deduction information, employer contributions for benefits, leave balances, Form W-2s for the last 5 years, blank Form W-4s, single sign-on access to some benefit providers, and access to other benefit links. The portal may be accessed from any computer with Internet access. Please have the following personal information to securely complete the 1-time registration process:

- Last Name
- Last four digits of your Social Security Number
- Date of Birth
- State Agency where you work
- **Net** Pay from your last paycheck (Net Pay is your take-home pay--the amount that is deposited into your specified account or the paper check some may receive.)
- ZIP code of residence

The portal allows employees to create a unique user ID and secure password for continued access.

To register, go to <https://ess.mo.gov>. A detailed tutorial is available by clicking on "Instructional Material for Employees."

The ESS portal was designed to provide employees with an easy way to access and manage personal information.

Section 4

Health and Safety

MISSOURI SCHOOL FOR THE BLIND
3815 Magnolia Avenue
St. Louis, Missouri 63110

School Operating Instruction 4-1
August 19, 2014

PUBLIC NOTICE
2014-2015 School Term
effective date July 1, 2014

TO: Parents, Teachers, Employees and any Organization of These Individuals.

In accordance with the U. S. Environmental Protection Agency (USEPA) Asbestos Hazard Emergency Response Act (AHERA), the Department of Elementary and Secondary Education, Division of Special Education hereby provides public notice concerning the availability of Asbestos Management Plans that provide specific information about Asbestos Containing Building Materials (ACBMs) present in State Schools for Severely Handicapped (SSSH), Missouri School for the Blind (MSB), and Missouri School for the Deaf (MSD).

Availability of Asbestos Management Plans:

Part I and Part II of the Asbestos Management Plan documents for each school site will be maintained on behalf of the Department of Elementary and Secondary Education, Division of Special Education by the Office of Administration, Division of Facilities Management Design and Construction, in Jefferson City. Updated information regarding inspections, response actions, periodic reinspections, surveillance activities, notifications, and training records will be added to the Asbestos Management Plans as final documents become available.

Asbestos Management Plans for individual schools can be made available for inspection within 5 working days of a request by interested individuals. Appointments to review a school's plan can be arranged by contacting the Asbestos Program Manager's office at 573-751-8296, to schedule a mutually agreeable date/time to meet, review, and answer questions about the plan.

Description of Steps to Be Taken to Provide Annual Notifications:

Annual notifications will be provided to parents, teachers, and employees through these means...
1) Annual posting on MSB website, 2) Annual posting on individual school administrative bulletin boards, and 3) Annual mailings to parents.

Cc: Asbestos Management Plan file retained at each school site, by Building Administrator.
Asbestos Management Plan files retained at central office, by Asbestos Program Manager.

Health and Safety

Crisis Intervention Plan

I. Purpose

This plan is a general guide to help staff and students manage natural disasters, accidents or incidents of intrusion or violence. Detailed descriptions of specific emergency plans can be found in the Crisis Intervention Plan later in this notebook and in each work area.

II. Policy

A. General Information

1. The Coordinator of Clinical, Ancillary and Residential Services (CARS) is the Crisis Coordinator. Additional responsibilities may be delegated to staff members as deemed necessary during the emergency.
2. ALL EMPLOYEES: If you are on campus at the time of a crisis, please be available to assist with students as needed.
3. Keeping accurate records is essential. Keep notes concerning any unusual student behavior and any significant event leading up to a crisis situation.
4. "Unusual Incident Reports" (URI) will be written by all staff involved or witness to unusual student behaviors or significant events. URIs will be given to the Superintendent as soon as possible, but no later than the close of business of the same day as the occurrence.
5. Only those persons who have a professional "need to know" may receive privileged information regarding current or past students. Do not discuss students in front of others (students, visitors, etc.) who do not have a need to know the information.
6. Persons not on the MSB staff may not enter a classroom or dormitory or talk to students without permission from the Superintendent, Assistant Superintendent, Coordinator of CARS or designee.
7. A communication center may be set up by the Superintendent to brief media. Staff should not communicate with representatives of the media in crisis situations.

B. General Procedures

1. Recognize the seriousness of the situation and report the facts as you know them to your immediate supervisor or call 911 if needed.
2. Refer media representatives to the Superintendent or Director of Community Relations. Do not talk "off the record." (*See Section D below*)

3. Share information with your direct supervisor.
 4. As soon as possible, determine:
 - a) Location of incident
 - b) Extent
 - c) Cause
 - d) Persons involved
- C. Supervisory Personnel Will:
1. Inform employees as soon as possible.
 2. Instruct employees to refer all information and questions to the Superintendent's office or the Crisis Coordinator.
 3. Remind employees that only designated spokespersons are authorized to speak to news media. *(See Section D below)*
 4. Relieve key people from regular duties as necessary.
- D. Media Response
1. Response to media contacts will be made only by the Superintendent or the Director of Community Relations. If they are unavailable, the Director of Business Operations, Assistant Superintendent, Coordinator of Clinical, Ancillary and Residential Services or Coordinator of Outreach Services in that order will serve as the media contact.

Refer to the Crisis Intervention Plan for detailed instructions.

Geoffrey Barney
Superintendent

Revised: August 2013
Missouri School for the Blind

Health and Safety

Mandatory Reporting of Suspected Child Abuse or Neglect

I. Purpose

To define abuse and neglect, to identify persons required to report suspected abuse or neglect and to establish reporting procedures.

II. Policy

- A. Abuse is defined by Missouri State Statute as “any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means by those responsible for the child’s care, custody and control.”
- B. Neglect is defined as “failure to provide, by those responsible for the care, custody and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical or any other care as necessary for the child’s well-being.”
- C. Professionals required to report include:
 - 1. Physicians, medical examiners, coroners, dentists, chiropractors, optometrists, podiatrists, residents, interns, nurses, hospital and clinic personnel, or other health practitioners
 - 2. Daycare center workers or other child care workers, teachers, principals, or other school officials
 - 3. Psychologists, mental health professionals, social workers
 - 4. Ministers including clergypersons, priests, rabbis, Christian Science practitioners, or other persons serving in a similar capacity for any religious organization
 - 5. Juvenile officers, probation, parole officers, peace officers, law enforcement officials, or jail or detention center personnel
 - 6. Other persons with responsibility for the care of children
 - 7. Commercial film and photographic print processors, computer providers, installers, or repair persons, or Internet service providers
 - 8. Any other person who has reasonable cause to suspect that a child has been subjected to abuse or neglect may report.
- D. A report is required when:
 - 1. A reporter has reasonable cause to suspect that a child has been subjected to abuse or neglect.
 - 2. A reporter observes a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.
 - 3. A commercial film and photographic print processor has knowledge of or observes any film, photograph, videotape, negative, slide, or computer-generated image or picture depicting a child engaged in a sexual act.

- E. In accordance with Missouri law Sections 162.069 and 210.115 (as of July 2013), employees who have reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observe a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect should immediately make a report by calling Missouri Department of Social Services, Children's Division Hotline: 800-392-3738. The hotline is staffed 24 hours a day, seven days a week. Marsha Bryant, CARS Coordinator, extension 1200, should be informed after the report has been made. Any employee needing assistance in making a report may contact Ms. Bryant, but the employee is ultimately responsible for making the report to Children's Division immediately.
- F. Reporters will be asked to provide the following information:
1. The names and addresses of the child, the child's parents, or other persons responsible for the child's care
 2. The child's age, sex, and race
 3. The nature and extent of the child's injuries, abuse, or neglect, including any evidence of previous injuries, abuse, or neglect to the child or the child's siblings
 4. The name, age, and address of the person responsible for the child's injuries, if known
 5. Family composition
 6. The source of the report
 7. The name, address, occupation, and contact information of the reporter
 8. Actions taken by the reporter
 9. Any other information that might be helpful
- G. The report must include the name, address, occupation, and contact information for the person making the report.
- H. The names or other identifying information of reporters shall not be furnished to any child, parent, guardian, or alleged perpetrator named in the report.

Geoffrey Barney
Superintendent

Revised: August 2013
Missouri School for the Blind

MISSOURI SCHOOL FOR THE BLIND
3815 Magnolia Avenue
St. Louis, Missouri 63110

School Operating Instruction 4-4
August 19, 2014

Health and Safety

Accident/Injury Report

The following form, entitled "Accident/Injury Report," should be completed when an employee witnesses an accident or injury involving an MSB student. (Accidents/injuries to MSB employees should be reported following the Workers Compensation procedures detailed in the Human Resources section of this manual).

Please note that the accident/injury should be described as fully as possible and the report delivered to the Health Center immediately.

Questions regarding this report should be directed to Marsha Bryant, CARS Coordinator, extension 1200.

Geoffrey Barney
Superintendent

Attachment:
Accident/Injury Report form



Missouri School for the Blind

3815 Magnolia Ave St.Louis, Mo 63110-4099

ACCIDENT/INJURY REPORT

Date of Event _____	Location _____
Time of Event _____	Name of Reporter _____

SUBMIT THIS FORM TO THE HEALTH CENTER IMMEDIATELY AFTER COMPLETION AND BEFORE ROUTING

STUDENT INFORMATION

NON STUDENT INFORMATION

Name _____

Employee Name _____

Grade _____

**EMPLOYEES MUST USE WORKERS
COMPENSATION PROCEDURES**

Workmen's Comp Papers Completed: Yes or No

Describe event in detail:

Name of Witness:

IF THIS EVENT WAS AN ACCIDENT OR INJURY:

Explain extent of injuries:

Reported to _____ Date _____ Time _____

Health Center Notified? (Circle) Yes No Nurse _____

Director of Department Notified: (Circle) Yes No Name: _____

Report Filed by: _____ Date: _____ Position: _____

Routing: Nursing Supervisor _____ Signatures: _____

 C & A Coordinator _____

 Asst. Superintendent _____

 Other _____



Health Center Report

(To be completed by nursing staff)

Name: _____ Date: _____ Time: _____

Mode of Transport: _____ Accompanied by: _____

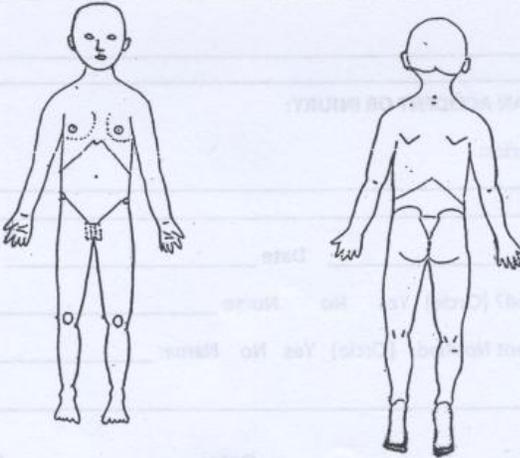
Health Center Narrative:

Parent/Guardian Notified: _____ Time: _____ a.m./p.m.

Physician Notified: _____ Time: _____ a.m./p.m.

Signature of Nurse: _____ Date: _____

Reported to: _____



USE FOR DOCUMENTATION
____ CHILD ABUSE
____ ACCIDENT INJURIES
____ PAINLESS BURN SCALDS
____ NURSE'S SIGNATURE
____ DATE

Routing: Nursing Supervisor _____ Signatures: _____
 C & A Coordinator _____
 Asst. Superintendent _____
 Other _____

Health and Safety

Head Lice Treatment and Control

I. Purpose

To identify responsibilities connected with the identification, treatment and control of head lice.

II. Policy

- A. The Health Center is responsible for the following:
 - 1. Checking the student for the presence and level of severity of lice.
 - 2. Changing the students' clothes before returning them to school or dorm.
 - 3. Notifying parents and sending information home regarding treatment for infestation at home.
 - 4. Treating the student's hair and cleaning combs, brushes, hair barrettes or other personal articles that require soaking (per medical directions).
 - 5. Notifying school and dorm what treatment was conducted.
 - 6. Furnishing spray as needed for dorm and school.
 - 7. Furnishing treatment for Residential Advisors as needed.
 - 8. Follow-up head checks.
- B. Residential Services is responsible for the following:
 - 1. Sending the student(s) to the Health Center when head lice are suspected or reported from home.
 - 2. Providing the Health Center with clean, treated clothing, and when necessary, regular shampoo for using with some treatments.
 - 3. Ensure that the Health Center has all articles (combs, brushes, hair barrettes or other personal articles that require soaking) to treat.
 - 4. Cleaning (washing and drying) the students clothing, bed linens, towels and other washable articles.
 - 5. Washing with appropriate bleach water, or spraying articles that cannot be washed, such as tables, chairs, mattresses and beds.
 - 6. Cleaning (washing, vacuuming or spraying, etc.) lockers, T.V. room and any common area where the infested students have been and could transmit lice to other students.
- C. The school is responsible for the following:
 - 1. Sending the student(s) to the Health Center when lice are suspected.
 - 2. Cleaning the articles at school that the students may have contaminated with appropriate bleach water or spraying articles that cannot be washed.
 - 3. Cleaning classrooms, playroom, library and any common area where the infested students have been and could transmit lice to other students.

Geoffrey Barney
Superintendent

Health and Safety

Exposure Control Plan for Blood-borne Pathogens

I. Purpose

To reduce the risk of exposure to blood-borne pathogens through decreased direct contact with all body fluids.

II. Policy

- A. All staff handling blood or body fluids will treat the fluids as if they are infected.
- B. Other students will not assist staff when dealing with blood and body fluid clean up, other than their own. Students may be taught to clean up their own fluids using good techniques.
- C. Engineering controls will be available in various areas of each building.
 - 1. Disposable gloves will be readily available for cleaning up emesis or blood, changing soiled clothing and delivering first aid to anyone, staff, student(s), or visitor.
 - 2. Appropriate containers will be used to dispose of wastes contaminated with blood or body fluids.
 - 3. Disposable towels or disposable washcloths will be used when available for first aid or body fluid clean up.
 - 4. Soiled linens and clothes should be bagged immediately for laundering.
 - 5. Large amounts of fluids will be contained with absorbent floor sweep material until clean up. If absorbent material is not available, use disposable paper towels.
- D. Work practice will include:
 - 1. Trained people to provide first aid.
 - 2. Use of personal protective equipment when in contact with blood or bodily fluids.
 - 3. Hands must be washed after contact with blood or body fluids, even if gloves are used.
 - 4. Any exposed skin or mucous membrane that comes in direct contact with blood or body fluids should be washed or the area flushed with water as soon as possible.
 - 5. Hand washing should be with non-abrasive soap and running water as soon after exposure as possible.
- E. Personal Protective Equipment includes:
 - 1. Gowns, aprons, lab coats, etc., to protect clothing from direct exposure.
 - 2. Face shields, masks, eyewear, etc., to protect exposed mucous membranes from direct exposure to splashing or splattering fluids.

3. Mouthpieces or protective barriers for direct physical contact as in rescue breathing or CPR.
4. 10% Bleach solution for cleaning exposed surfaces.

III. Procedure

- A. Hand Washing
 1. After exposure, direct or indirect, to blood or body fluids, a person must wash their hands with soap and running water for 10-15 seconds.
 2. Use disposable towels to dry hands and to avoid recontamination, to turn off faucets.
 3. Extra precautions (such as gloves) must be used for open skin lesions. To avoid contact with blood or body fluids, such lesions must be covered.
- B. Clean Up
 1. Cover fluids with absorbent floor sweep material to contain spills. If absorbent material is not available, use disposable paper towels.
 2. Gloves should be worn to prevent direct contact with blood or body fluid whether in clean up or in care.
 - a) Disposable gloves should be removed without contaminating the inside.
 - b) Reusable rubber gloves should be washed with soap and running water prior to removal.
- C. Clean up kits should be available in a convenient location, including.
 1. Absorbent floor sweep material
 2. 10% bleach solution in marked container – bottle or spray
 3. Gloves
 4. Disposable towels or tissues
 5. Plastic bags
- D. Changing soiled linens or clothes
 1. Care should be used in changing soiled clothes or handling dirty linen.
 2. Linens or clothes contaminated with visible blood should not be rinsed to decrease chance of contact. Place in plastic bag and send to be laundered.
 3. Although the concern is with blood contact, it is advised to use gloves in handling any body fluids, excretions, or linens contaminated with same, to avoid transmission of other pathogens.

**Geoffrey Barney
Superintendent**

Health and Safety

Exposure Control Plan for Airborne Pathogens

I. Purpose

To reduce the risk of exposure to discharges from the respiratory tract of infected persons by airborne route and by droplets

II. Policy

- A. All employees will become familiar with and practice precautions to prevent the spread of bacterial and viral infections.
 - 1. Departments will provide disposable tissues for use in all classrooms, dorms, offices and work areas.
 - 2. Employees will attend an annual in-service on universal precautions.
 - 3. Employees are encouraged to remain at home if sick from bacterial or viral infections. Bacteria and viruses travel on microscopic droplets released from the respiratory tract by coughing or sneezing and land on hands, faces, noses and surrounding surfaces.
- B. Suggested Work Practices:
 - 1. Wash hands often.
 - 2. Wash hands after coughing, sneezing, toileting, smoking, handling infectious materials or trash and garbage.
 - 3. Wash hands before eating, drinking, smoking and preparing or handling food.
 - 4. Wash hands with warm soapy water for approximately 20 seconds and rinse. Use a hand sanitizer when running water is not available. Sanitizer is available in gel, pop-up towels and towelettes.
 - 5. When coughing or sneezing use disposable tissues to cover your mouth and nose. Use tissues to clean discharge from eyes, also.
 - 6. Dispose of used tissues and wash hands.
 - 7. Wash hard surfaces with soap and water to sanitize.
 - 8. Disinfect with Quick and Clean Foaming Cleanser or with a bleach solution of 1 ½ oz bleach in 1 qt water. The surface should remain wet several minutes before being wiped dry. Bleach solutions should be discarded after 24 hours.

Geoffrey Barney
Superintendent

Health and Safety

Seclusion and Restraint Policy

Preface

Missouri law (RSMo 160.263) require all school districts in the state of Missouri to have a policy on the use of seclusion and restraint, as well as other responses to emergency or crisis situations, in which student and/or educator safety is at risk. This policy is based on the premise that seclusion, isolation and restraint are used only in response to emergency or crisis situations and should: (a) not be viewed as a behavior change or intervention strategy, (b) be implemented only under extreme situations and as a matter of last resort, (c) be implemented only by trained personnel, and (d) be accompanied by school wide pro-active positive supports to prevent the need for their use. This policy is not an endorsement of the use of seclusion and restraint. This policy applies to all students.

Effective practice guidelines and training resources will be developed that delineate prevention and individual student positive behavior support interventions to increase the likelihood that extreme responses to crisis situations will not be necessary.

Purpose

- Meet the requirements of RSMo 160.263.
- Promote safety and prevent harm to all students, school personnel and visitors in the school district.
- Treat all students with dignity and respect in the use of discipline and behavior-management techniques.
- Provide school personnel with clear guidelines about the use of seclusion, isolation and restraint in response to emergency situations.
- Promote retention of teachers and other school personnel by addressing student behavior in an appropriate and safe manner.
- Promote parent understanding about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
- Promote the use of non-aversive behavioral interventions.

Use of Restrictive Behavioral Interventions

Time-Out

Nothing in this section is intended to prohibit the use of time-out as defined in this section.

Seclusion

Seclusion as defined in this section is prohibited except for an emergency situation while awaiting the arrival of law enforcement personnel as provided for in RSMo 160.263.

Isolation

Isolation may only be used:

- After de-escalating procedures have failed.
- In an emergency situation as defined in this section.
- With parental approval, as specified in a student's Individualized Education Program (IEP), Section 504 plan, or behavior intervention plan.

Use of isolation requires all of the following:

- The student to be monitored by an adult in close proximity who is able to see and hear the student at all times. Monitoring shall be face-to-face unless personal safety is significantly compromised in which case technology-supported monitoring may be utilized.
- The total time in isolation is to be reasonably calculated based on the age of the child and circumstances, and is not to exceed 40 minutes without a reassessment of the situation and consultation with parents and/or administrative staff, unless otherwise specified in an IEP, Section 504 Plan or other parentally agreed-upon plan to address a student's behavior.
- The space in which the student is placed should be a normal-sized meeting or classroom commonly found in a school setting.
- The space in which the student is confined is comparable in lighting, ventilation, heating, cooling, and ceiling height to those systems that are in use in other places in the school.
- The space in which the student is placed must be free of objects that could cause harm.

Isolation shall never be used as a form of punishment or for the convenience of school personnel.

Physical Restraint

Physical restraint shall only be used:

- In an emergency situation.
- When less restrictive measures have not effectively de-escalated the situation and the school has a plan for how to respond in such situations.
- When otherwise specified in an IEP, Section 504 Plan or other parentally agreed-upon plan to address a student's behavior.

Physical restraint shall only be used:

- For as long as necessary to resolve the actual risk of danger or harm that warranted the use of physical restraint.
- Use no more than the degree of force necessary to protect the student or other persons from imminent bodily injury.
- Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat of the student which restricts breathing.
- Only be done by school personnel trained in the proper use of restraint.

Any school personnel using physical restraint shall:

- Use methods of restraint in which the person has received district approved training.
- Conduct restraint with at least one additional adult present and in line of sight unless other school personnel are not immediately available due to the unforeseeable nature of the emergency situation.

- Physical restraints should never be used as a form of punishment or for the convenience of school personnel.

Mechanical Restraint

Mechanical restraint shall only be used:

- As specified in a student's IEP or Section 504 plan with two exceptions:
- Vehicle safety restraints shall be used according to state and federal regulations.
- Mechanical restraints employed by law enforcement officers in school settings should be used in accordance with their policies and appropriate professional standards.

Chemical Restraint

- Chemical restraints shall never be used by school personnel.
- Aversive interventions that compromise health and safety shall never be used by school personnel.

Communication and Training:

School Personnel Debriefing

Following any emergency situation involving the use of seclusion, isolation or restraint, a debriefing shall occur as soon as possible but no later than the end of the employee's shift the day of the emergency situation. The debriefing shall include, at a minimum, a discussion of the events that led to the emergency and why the de-escalation efforts were not effective; any trauma reactions on the part of the student, other students or school personnel; what, if anything, could have been done differently; an evaluation of the process, and a signed Unusual Incident Report (UIR).

Parental Notification

Except as otherwise specified in a student's IEP:

- Following an emergency situation involving the use of seclusion, isolation or restraint the parent or guardian of the student shall be notified through verbal or electronic means of the incident as soon as possible, but no later than the end of the day of the incident.
- The parent or guardian shall receive a written report of the emergency situation within five (5) school days of the incident. The written incident report shall include all of the following:
 - Date, time of day, location, duration, and description of the incident and interventions.
 - Event(s) that led up to the incident.
 - Nature and extent of any injury to the student.
 - Name of a school employee the parent or guardian can contact regarding the incident.

- Plan to prevent the need for future use of seclusion, isolation or restraint.

School Personnel Training

Missouri School for the Blind shall ensure that all school personnel are trained annually and know the policy and procedures involving the use of seclusion, isolation and restraint. Training shall include all of the following:

- A continuum of prevention techniques.
- Environmental management techniques.
- A continuum of de-escalation techniques.
- Information about the policy.

School personnel who utilize seclusion and/or isolation and/or restraint shall receive annual training in:

- De-escalation practices.
- Appropriate use of physical restraint.
- Professionally-accepted practices in physical management and use of restraints.
- Methods to explain the use of restraint to the student who is to be restrained and to the individual's family.
- Appropriate use of isolation.
- Appropriate use of seclusion.
- Information on the policy and appropriate documentation and notification procedures.

Students with Disabilities

The policy applies to all students at MSB. If the IEP team determines, and the parent consents, that a form of restraint or isolation or aversive behavior intervention may be appropriate in certain identified and limited situations, the team may set forth the conditions and procedures in the IEP. Any use of restraint, isolation or aversive behavior interventions must be limited to what is set forth in the IEP. If the IEP permits use of restraint, isolation or aversive behavior interventions, it must also contain a plan to eliminate the need for their use. Before adding the use of restraint, isolation or aversive behavior interventions to an IEP the student must have undergone appropriate assessments to include, but not limited to, a formal functional behavior assessment and a positive behavior support plan developed.

Reports on Use of Seclusion, Isolation, Restraint or Aversive Behavior Interventions

Missouri School for the Blind shall maintain records documenting the use of seclusion, isolation, restraint and aversive behavior interventions showing when, reason for use, duration, names of school personnel involved, whether students or school personnel were injured, name and age of the student, whether the student has an IEP, Behavior Intervention Plan (BIP) or personal safety plan, when the parents were notified, if the student was disciplined, and any other documentation required by federal or state law.

Applicability of this Policy

This policy applies to all Missouri School for the Blind personnel.

Definitions

"**Assistive technology device**" means any item, piece of equipment or product system that is used to increase, maintain or improve the functional capacities of a child with a disability.

"**Aversive behavioral interventions**" means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including

such interventions as: contingent application of noxious, painful, intrusive stimuli or activities; any form of noxious, painful or intrusive spray, inhalant or tastes; or other stimuli or actions similar to the interventions described above. The term does not include such interventions as voice control, limited to loud, firm commands; time-limited ignoring of a specific behavior; token fines as part of a token economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student; or other similar interventions.

“Behavioral intervention” means individualized instructional and environmental supports that teach students appropriate behaviors to replace problem behaviors. Behavioral interventions are guided by a functional behavioral assessment that identifies the communicative intent of problem behavior and takes into consideration any known medical, developmental or psychological limitation(s) of the child.

“Behavior Intervention Plan (BIP)” sets forth specific behavior interventions for a specific student who displays chronic patterns of problem behavior.

“Behavior management” means those comprehensive, school-wide procedures applied in a proactive manner that constitutes a continuum of strategies and methods to support and/or alter behavior in all students.

“Chemical restraint” means the administration of a drug or medication to manage a student’s behavior that is *not* a standard treatment and dosage for the student’s medical condition.

“Confinement” means the act of preventing a child from leaving an enclosed space.

“Discipline” means the consequences for violating the district’s student code of conduct.

“Emergency situation” is one in which a student’s behavior poses a serious, probable threat of imminent physical harm to self or others.

“Functional Behavior Assessment” a formal assessment to identify the function or purpose the behavior serves for the student so that classroom interventions and behavior support plans can be developed to improve behavior. The assessment could include observations and charting of the behavior and interviews with family, teachers, and the student, so as to determine the frequency, antecedent and response of the targeted behavior.

“IEP” means a student’s Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA).

“Isolation” means the confinement of a student alone in an enclosed space without locking hardware.

“Law enforcement officer” means any public servant having both the power and duty to make arrests for violations of the laws of this state.

“Locking hardware” means mechanical, electrical or other material devices used to lock a door or to prevent egress from a confined area.

“Mechanical restraint” means a device or physical object that the student cannot easily remove that restricts a student’s freedom of movement or normal access to a portion of his or her body. This includes but is not limited to straps, duct tape, cords or garments. The term does not include assistive technology devices.

“Physical escort” means the temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a student who is acting out or eloping to walk to a safe location.

“Physical restraint” means the use of person-to-person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include briefly holding a student without undo force for instructional or other purposes, briefly holding a student to calm them, taking a student’s hand to transport them for safety purposes, physical escort or intervening in a fight.

“Positive behavior supports” are a range of instructional and environmental supports to teach students pro-social alternatives to problem behavior and allow multiple opportunities to practice pro-social skills and receive high rates of positive feedback. The intensity of instructional and environmental supports should be matched to student need.

“School personnel” means

- Employees of Missouri School for the Blind.
- Any person, paid or unpaid, working on school grounds in an official capacity.
- Any person working at a school function under a contract or written agreement with the school system to provide educational or related services to students.
- Any person working on school grounds or at a school function for another agency providing educational or related services to students.

“Seclusion” means the confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware.

“Section 504 Plan” means a student’s individualized plan as defined by Section 504 of the Rehabilitation Act.

“Time out” means brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or isolation.

Section 5

Work Conduct

Work Conduct

Distribution of Political Materials Soliciting Campaign Funds/Votes

I. Purpose

To inform employees of the prohibition on distributing materials and soliciting funds or votes related to any election issue.

II. Policy

- A. All employees and volunteers are strictly prohibited from distributing any literature or soliciting funds relating to the candidacy of any individual seeking public office at the local, state or national level. Also prohibited is the distribution of material or the solicitation of votes for any ballot issue such as school bonds, constitutional amendments, etc. This prohibition includes the use of bulletin boards, campus mailboxes, individual workspaces, personal one-to-one distribution and the campus email system.
- B. No resource of the State of Missouri or Missouri School for the Blind may be used to produce or otherwise assist in the production or distribution of materials related to campaigns and other issues.
- C. This policy does not prohibit any employee or volunteer from participating in political campaigns on his/her own time.

Geoffrey Barney
Superintendent

Work Conduct

Anti-Bullying Policy

I. Purpose

To set forth Missouri School for the Blind anti-bullying policy.

II. Policy

- A. To help promote a safe learning environment for all students, the Missouri School for the Blind prohibits bullying. Students shall be disciplined for bullying behavior, pursuant to the Student Code of Conduct.
- B. Missouri School for the Blind staff members shall report any instance of bullying of which the staff member has firsthand knowledge, to the Assistant Superintendent. Failure to do so shall be grounds for personnel action.
- C. Staff members shall be annually informed that bullying is prohibited. The annual notification shall be accomplished using one or more of the following methods: distribution of this written policy, distribution of handbooks, presentations at workshops or assemblies, or memorandum to staff.
- D. Definition: "Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. "Bullying" may consist of physical actions, including gestures, or oral or written communication, and any threat of retaliation for reporting such acts.

Adopted August 15, 2006

Geoffrey Barney
Superintendent

Work Conduct

Information Technology Responsible Use Practices

I. Purpose

To set forth Missouri School for the Blind policy on computer usage.

II. Policy

A. Privacy

State of Missouri employees have no expectation of privacy in regards to their computer activities when using state equipment. Monitoring may be conducted, and therefore, users should behave accordingly.

B. Responsibilities

Effective security is a team effort involving the participation and support of every Missouri School for the Blind employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. The following are responsibilities of all staff members and students using Missouri School for the Blind's computers and network - when you use the School's computers and/or network, you agree to:

1. Log into a computer and network with your individually assigned unique user identifier – your user account, and a password.
2. Be accountable for all activity incurred by your assigned unique identifier - your user account.
3. Never leave your user account open and unattended.
 - a) Secure access to the network and the computer you are logged into by turning it off or logging off when you leave.
 - b) Enable a password-protected screen-saver on your workstation to be activated after no more than 10 minutes of inactivity.
4. Never use another individual's user account or identity.
5. Know that your password must be protected, not written down, and not shared with others to ensure that privacy is preserved.
6. Select passwords according to the following guidelines:
 - a) Passwords shall be at least 7 characters in length.
 - b) Password shall contain characters from at least three of the following four categories:
 - 1) English Uppercase Alphabetic (A - Z)
 - 2) English Lowercase Alphabetic (a - z)
 - 3) Numeric Base-ten digits (0 – 9)
 - 4) Special characters (e.g., the "at" sign [@], pound sign [#], asterisk [*], etc.)

- c) Passwords are not to be your name, address, date of birth, username, nickname, or any term that could be easily guessed by someone who is familiar with you.
 - d) Passwords are not to be related to your job or personal life, e.g., not a license plate number, spouse's name, telephone number, etc.
 - e) Passwords are not to be dictionary words or proper names, places or slang. Use the first letters of a phrase instead.
 - f) Passwords may not contain all or part (3 or more sequential characters) of your account or login name.
 - g) Passwords shall not contain characters that do not change combined with characters that predictably change. For example, do not choose passwords like "x345JAN" in January, "x345FEB" in February, etc., or identical or substantially similar to passwords you previously chose.
 - h) Passwords must be different for your agency (internal) and non-state (external) networks and systems, such as your local Internet service.
 - i) Every 60 days you will be prompted to change your password.
 - j) The last 24 passwords will be remembered so they cannot be reused.
 - k) If any system asks if you want to save your password, you should refuse.
7. Only use the School's printers for official work of the offices, units, and agencies of the Missouri School for the Blind.
 8. Never change or alter the way the computers and network are set up.
 9. Never download or install any program, nor connect any hardware devices without the permission of ITSD (Information Technology Services Division) personnel.
 10. Never intentionally or negligently disrupt normal network use and service; such disruption would include but not be limited to the intentional or negligent propagation of computer viruses.
 11. Ensure that the computer you are using has virus and malicious software protection active, ensure it is up-to-date, and is scanning periodically.
 12. Store critical data on the School's server or in a manner that has been explicitly approved by appropriate ITSD personnel to ensure important data is backed up.
 13. Never use the computer and network (including WiFi connection) for financial or commercial gain, for supporting a private or personal business, or for working on behalf of organizations with no professional or business affiliation with the State of Missouri.
 14. Never use the computer and network (including WiFi connection) for gambling or maintaining betting pools.
 15. Never use the computer and network (including WiFi connection) for illegal, fraudulent, or malicious activities.

- a) Never violate copyright laws or intellectual property rights.
 - b) Never use the computer and network to purposely annoy, harass, or harm other individuals.
 - c) Never use the computer and network to send, solicit, or store offensive, sexually explicit or defamatory material.
16. Never send or forward chain email.
17. Never open an email, attachment, or any other forms of direct electronic communications from an unknown source.
- a) Refer all suspicious e-mails to OA Cyber Security at Cyber.Security@oa.mo.gov.
18. Never access Internet mail such as, but not limited to Yahoo email, Hotmail, AOL email, etc.
19. Never access any Internet based chat and instant messaging sites.
20. Understand that any state owned portable computer (laptops, notebooks, etc.) assigned an IP address controlled by the State of Missouri that contains information resources of which the unauthorized access to or release of, would cause embarrassment to the State of Missouri or place the citizens of the state at undo risk must have encryption software installed on it.
21. Support the enforcement of Internet safety policies in the Children's Internet Protection Act (CIPA), by adhering to measures designed to restrict minors' access to materials harmful to minors, and by supervising the online activities of minors at the Missouri School for the Blind.
- a) Monitor and educate minors of the consequences of access to inappropriate matter on the Internet and World Wide Web.
 - b) Monitor and educate minors on issues of safety and security when using electronic mail, chat rooms, and other forms of direct electronic communications.
 - c) Monitor and educate minors of the consequences of unauthorized access, including so-called "hacking," and other unlawful activities.
 - d) Monitor and educate minors concerning the unauthorized disclosure, use, and dissemination of personal identification information.
22. Educate minors to not meet someone they first met online.
23. Utilize the School's Library Safe Card Program for minors in grades 7 through 12 who independently access the Internet through the School's computers.

C. Incident Reporting

- 1. Report without delay to the School's ITSD Computer Technologist and your immediate Supervisor any adverse event, or threat of an adverse event to the School's computer and network system.
- 2. Never attempt to interfere with, prevent, obstruct, or dissuade another employee from reporting a suspected information security problem or

violation. Any form of retaliation against an individual reporting or investigating information security problems or violations is prohibited.

3. See *Computer User's Security Guide* ([\\ed-msb-file\administration\Information System Training](#)) for more detailed information concerning incident reporting.

D. Violation of this Policy

Failure to comply with these policies may result in the loss of access privileges, an action for civil damages, an action for criminal charges, and/ or disciplinary action including but not limited to suspension or dismissal. Evidence of illegal activities or policy violations will be turned over to the appropriate authorities as soon as possible after detection. Depending on the nature of the violation, responses including revocation of access, suspension of accounts, disciplinary action or prosecution to the full extent of the law may be employed.

Geoffrey Barney
Superintendent

Revised: August 2013
Missouri School for the Blind

Work Conduct

Phone/Personal Electronics Usage

I. Purpose

To establish allowable cellular telephone usage by staff while on duty.

II. Policy

- A. Personal cell phones must be set on silent or vibrate while employees are on duty to prevent interference with the school day and/or job duties for teaching or supervision of students.
- B. If it is necessary for an employee to receive a personal call while on duty, he/she should make arrangements with the immediate supervisor to ensure students are provided appropriate supervision.
- C. If it is necessary for an employee to place a personal call, it should be made during the employee's break time or the employee should request appropriate coverage for students from the supervisor.
- D. Earpieces and headsets (for phones or music devices) are not appropriate and are not allowed when supervising children at MSB. Staff will refrain from using earpieces and headsets while on duty at MSB with the exception of office staff using headsets for purposes related to their job.

Geoffrey Barney
Superintendent

Revised: August 2013
Missouri School for the Blind

Work Conduct

Staff /Student Relations and Communications Policy

I. Purpose

Staff members have a responsibility to provide an atmosphere conducive to learning which supports the MSB mission. Staff members are expected to maintain courteous and professional relationships with students. Boundaries to staff/student relationships are outlined in this Policy.

II. Policy

Positive, professional relationships with students are essential to the MSB mission. However, there are boundaries to maintaining relationships with students, regardless of the student's age, location of the activity, or whether the student consents to a personal relationship.

Staff members shall at all times maintain appropriate professional conduct and demeanor with students in all interactions, electronic communications, activities and conduct.

Staff members who inappropriately interact with any student (as outlined and implied in this policy but not limited to it) may be disciplined or terminated as outlined in the Personnel Policies of the Department of Elementary and Secondary Education.

A. Behaviors Prohibited

These interactions are never acceptable and are absolutely prohibited including, but not limited to:

1. Relationships with students that are extremely personal in nature or flirtatious.
2. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
3. Dating a student or discussing or planning a future romantic or sexual relationship with a student. This provision will be assumed to be violated if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left MSB.
4. Making sexual advances toward a student or engaging in a sexual relationship with a student.
5. Using profanity/cursing, sexually explicit language, or racial slurs in the presence of students or in the workplace.
6. Engaging in any conduct that violates Mo State Personnel policies or behavior that constitutes criminal behavior.

B. Inappropriate Boundaries

Examples of situations where professional physical and emotional boundaries would be considered violated include, but are not limited to:

1. Being alone with a student in a room with a solid closed or locked door. All doors must be unlocked while students are present with staff. Staff who, due to the requirements of their MSB job, are required to work with students confidentially, must discuss with their supervisors the appropriate procedures.
2. Being alone with a student outside assigned work areas or in isolated areas of the campus without supervisor approval.
3. Meeting students in non-work settings without the parent/guardian or other staff members present.
4. Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
5. Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication unless required by curriculum assigned to be taught or as responsibilities of licensed professional staff.
6. Discussing staff member's personal problems with or in the presence of students.
7. Being present when students are fully or partially nude unless required by your assigned duties to meet personal/medical care of students.
8. Providing student transportation in the staff member's personal vehicle without a supervisor's approval.
9. Giving gifts to individual students.

*Any requests for exceptions for 1-9 should be directed to your immediate supervisor for approval.

C. Electronic Communications *(In compliance with Missouri Revised Statutes 162.069).*

Electronic communication (voice mail, e-mail, texting, instant messaging, etc.) with students and parents/guardians for educational purposes is permissible if within professional boundaries.

1. Staff members shall maintain professional boundaries with students when using electronic communication regardless of whether the staff member is using school provided devices (computers/phones) or his/her own personal electronic communication devices, accounts, web pages, or other forms of electronic communication.
2. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so.
3. Staff members are required to provide their supervisor with all education-related communications with MSB students upon request.
4. Staff members are discouraged from communicating with students electronically (i.e; texting, social websites, Twitter, Facebook, etc;) for

reasons other than educational, extra-curricular, or co-curricular purpose.

5. When an electronic communication is not for educational purposes, the staff member must be prepared to demonstrate that the communications are appropriate and/or provide documentation to a supervisor.

D. Reporting Requirements

1. Faculty and staff should consult their immediate supervisor if there is any concern regarding their own or observed appropriateness of any staff relationship with students. Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to your division director who will immediately report it to the Superintendent. All staff members that know or have reasonable cause to suspect child abuse or sexual misconduct involving staff/students are required by law to report it immediately to the Missouri Department of Social Services, Children's Division Hotline: 800-392-3738. Staff members may be disciplined and legal action may be taken against mandated reporters (such as school personnel) for failing to make reports of suspected sexual abuse of children.
2. Likewise, supervisors should be proactive in identifying this type of behavior among those they supervise and provide appropriate counsel as required.

E. Training

1. MSB will provide annual training for all MSB staff which includes identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements as outlined in (D) Reporting Requirements.
2. This policy will be provided to all employees working at MSB, including Office of Administration Facilities Management/Maintenance, volunteers, student teachers, therapists, and/or other contracted providers.

**Geoffrey Barney
Superintendent**

Approved: March 2012

Revised: August 2013

Missouri School for the Blind

Work Conduct

Staff Dress Code

I. Purpose

To promote a professional school environment by outlining appropriate attire for MSB staff.

II. Policy

- A. All professional staff and support staff working for professional staff will follow the DESE dress code guidelines for appropriate workplace attire as follows:
1. **Appropriate Dress:** Please remember that the personal appearance of employees can and does create favorable or unfavorable impressions on visitors. Also, studies have shown that the more professionally a person dresses the more professionally they behave. For flexibility, the appropriate dress is separated into two areas – summer months (June, July, August) and school year (September through May):
 - a) **School Year:** All employees are expected to dress in professional business attire Monday through Thursday; however, on Friday, and designated “dress down” days, you may wear casual clothing if your schedule permits. Acceptable professional business attire may differ depending on the responsibilities of the employee. **Friday dress attire** may include casual slacks or nice blue jeans, appropriate t-shirts and polo shirts.
 - b) **Summer:** All employees are expected to dress in professional business attire Monday through Thursday. During the summer months your professional attire may be “business casual” (short sleeve dress shirts, polo shirts, dress slacks, dressy cropped pants, short sleeved jackets, denim dresses); however, on Friday and designated “dress down” days, you may wear casual clothing if your schedule permits. Friday dress attire may include casual slacks or nice blue jeans, appropriate t-shirts and polo shirts. Skorts are allowed; however, a skort must be of office-appropriate length, with the “flap” on the front. Dressy cropped pants are acceptable. Since capri pants tend to be shorter than cropped pants and tend to fit much closer to the body they may be acceptable on casual Fridays if they fall completely below the knee and are not tightly fitted to the body (such as leggings, spandex material or other stretchy materials).

2. **Inappropriate items anytime include:** tube tops, muscle shirts, see-through blouses, hip hugger pants, midriff tops, miniskirts, spandex leggings and t-shirts with sexually explicit comments or drug and/or alcohol advertising.
- B. Non-professional staff will wear clothing suitable for their work environments.
 1. **Inappropriate items anytime include:** tube tops, muscle shirts, see-through blouses, hip hugger pants, midriff tops, miniskirts, spandex leggings and t-shirts with sexually explicit comments or drug and/or alcohol advertising.
- C. All staff are asked to use common sense and good judgment regarding clothing. If you aren't sure if an article of clothing is appropriate, it probably isn't.

Geoffrey Barney
Superintendent

Approved: August 2011

Revised:

Missouri School for the Blind

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