

# 2020-2021



Missouri School for the Blind  
3815 Magnolia Ave.  
St. Louis, MO 63110

# EMPLOYEE MANUAL

Effective Date: August 1, 2020

## Non-Discrimination Statement

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute 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, and the Americans with Disabilities Act of 2008 (ADAAA), the Genetic Information Non-Discrimination Act (GINA), or USDA Title VI.

Direct inquiries related to department employment practices to the Jefferson State Office Building, Human Resources Director, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-9619. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).

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

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

Employee Manual  
Missouri School for the Blind  
2020-2021

# Contents

Statement of Non-Discrimination .....	1
Section I - Administration .....	2
1-1 Policies Format and Preparation.....	3
1-2 School Organizational Chart.....	5
1-3 School Calendar .....	6
1-4 Maintenance Requests .....	8
1-5 School Technology Requests.....	9
1-6 Use of School Premises .....	10
1-7 Use of Bulletin Boards.....	14
1-8 Information Policy.....	16
1-9 Visitors .....	17
1-10 Volunteers.....	19
1-11 Emergency Weather Conditions .....	23
1-12 Loss Prevention and Monitoring System .....	24
1-13 Use of MSB Vehicles.....	27
1-14 Transportation of Students .....	32
1-15 Use of Library Media Center .....	35
1-16 Use of Fitness Center .....	40
1-17 Parent/Family Involvement Policy .....	42
Section II – Finance .....	44
2-1 On-Campus Sales.....	45
2-2 Travel/Expense Account Guidelines.....	47
2-3 Receipts Processing/Accounts Receivable Procedures.....	51
2-4 Activity Funds: Funds from General Program Activities .....	53
2-5 Donations to MSB .....	56
2-6 Procurement of Supplies, Equipment and Services .....	59
2-7 Activity Funds.....	65
2-8 Meal Money Advances.....	69
Section III - Human Resources .....	71
3-1 Payroll Procedures .....	72
3-2 Workers' Compensation Procedures .....	77

3-3	Benefit Contact Information .....	78
3-4	Tuition Reimbursement .....	79
3-5	Memberships and Seminars.....	83
3-6	Federal and State Income Tax Withholding Forms .....	86
3-7	Tax Compliance for State Employees.....	87
3-8	Verification of Employment .....	88
3-9	Travel Guidelines.....	90
3-10	Missouri State Employees Self-Service Portal.....	92
Section IV - Health and Safety.....		93
4-1	Asbestos Public Notice .....	94
4-2	Health Center .....	95
4-3	Crisis Intervention Plan .....	96
4-4	Mandatory Reporting of Suspected Child Abuse or Neglect .....	98
4-5	Accident/Injury Report.....	103
4-6	Head Lice Treatment and Control.....	106
4-7	Exposure Control Plan for Blood-borne Pathogens .....	108
4-8	Exposure Control Plan for Airborne Pathogens .....	110
4-9	Seclusion and Restraint Policy .....	111
4-10	Allergy Prevention and Response .....	118
4-11	Youth Suicide Awareness and Prevention Policy.....	121
Section V - Work Conduct .....		124
5-1	Distribution of Political Materials Soliciting Campaign Funds/Votes .....	125
5-2	Anti-Bullying Policy.....	126
5-3	Information Technology Responsible Use Practices .....	129
5-4	Phone/Personal Electronics Usage .....	133
5-5	Staff/Student Relations and Communications Policy .....	134
5-6	Staff Dress Code .....	137
5-7	Supervision of Students .....	139
5-8	Grading System for Grades K-12 .....	142
5-9	Confidentiality and Privacy .....	145
Topic Index.....		146

## Statement of Non-Discrimination

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs 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, and the Americans with Disabilities Act of 2008 (ADAAA), the Genetic Information Non-Discrimination Act (GINA), or USDA Title VI.

Direct inquiries related to department employment practices to the Jefferson State Office Building, Human Resources Director, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-9619. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).

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

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

## **Section I - Administration**

## Administration

### 1-1 Policies Format and Preparation

#### I. Purpose

To ensure a standardized format and prescribe steps to take prior to publication and issuance of Missouri School for the Blind (MSB) 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., 1., a., (1), (a), (1), (a). Additionally, (I) should be followed by a (II); A. should be followed by B, 1. should be followed by 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, Community Relations Facilitator, Residential

Services Administrator 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**

Revised: August 2020



## 1-2 School Organizational Chart



### Organizational Chart 2019-2020

(Revised January 2020)

#### State Board of Education

Margie Vandeven, Commissioner

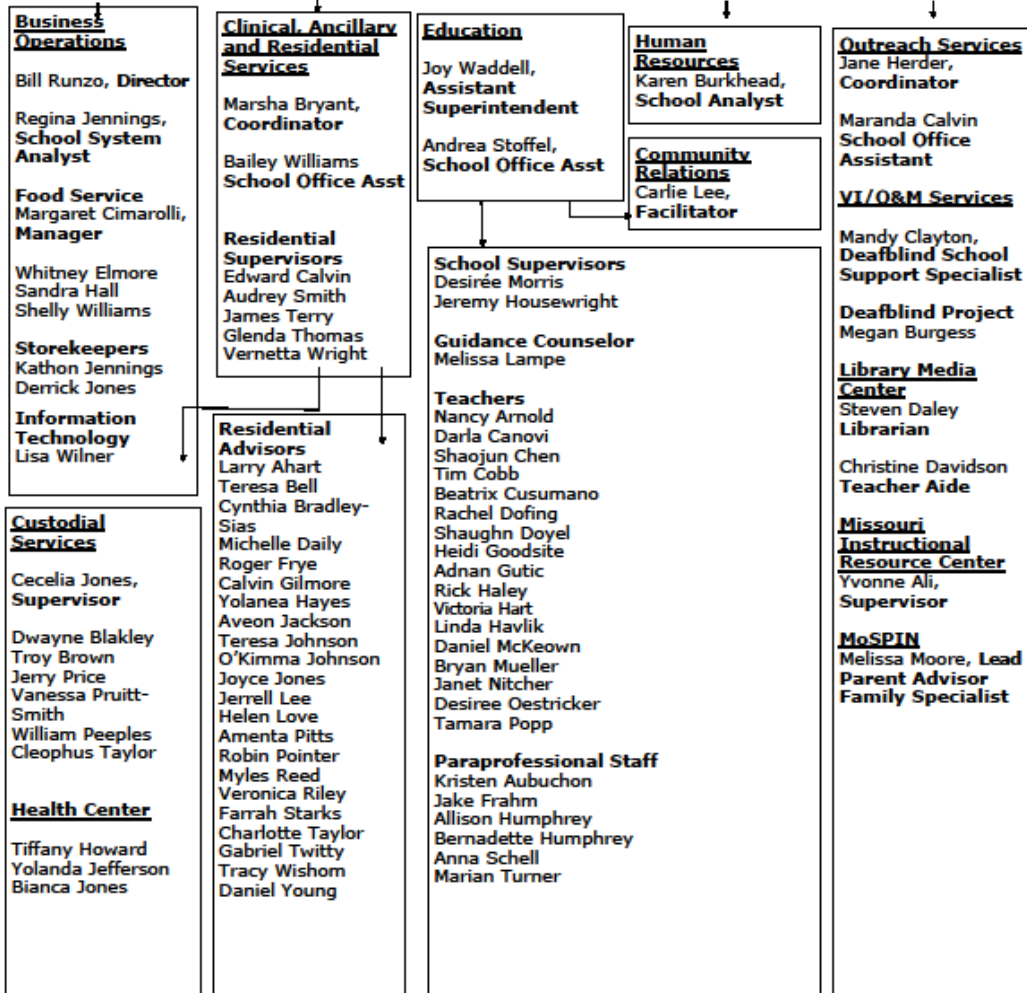
#### Deputy Commissioner

Stephen Barr, Assistant Commissioner,  
Special Education

Geoffrey Barney, Superintendent, Missouri  
School for the Blind

Barbara Stramler, School System Analyst

Maintenance and Information  
Technology services provided by  
**Office of Administration  
Maintenance (7)**  
 Kevin Dalton, PPS  
 Michael Deheer  
 Dale Craig  
 Hollis Reeves  
 Charles David  
 Victor Cooper



**Geoffrey Barney**  
**Superintendent**  
 Revised: August 2020

### 1-3 School Calendar

#### MSB School Year 2020-2021 Calendar

Table 1, MSB School Year 2020-2021 Calendar

MONTH	SCHOOL DAYS	WORKSHOP DAYS	SCHOOL HOLIDAYS	TOTAL DAYS
<b>First Day of School: August 24, 2020</b>				
August	6	4 (Aug. 18,19,20,21)	0	10
September	21	0	1 (Sept. 7)	22
October	21	0	1 (Oct. 12)	22
November	15	3 (Nov. 23,24,25)	3 (Nov. 13, 26, 27)	21
December	14	3 (Dec. 21,22,23)	6 (Dec. 24,25, 28, 29, 30, 31)	23
January	19	0	2 (Jan. 1, 18)	21
February	18	0	2 (Feb. 12, 15)	20
March	23	0	0	23
April	17	0	5 (April 5,6,7,8,9)	22
May	19	0	2 (May 10,31)	21
June	4	0	0	4
<b>TOTALS:</b>	<b>177</b>	<b>10</b>	<b>22</b>	<b>209</b>

#### ESY 2021 Summer Schedule/ Work Days for Staff Employed 229 Days

Table 2, ESY 2021 Summer Schedule

<b>First Day of ESY Classes: July 6, 2021</b>				
July	19	1 (July 2)	0	20
<b>TOTALS:</b>	<b>20</b>	<b>1</b>	<b>0</b>	<b>229</b>

**PLEASE NOTE:** The days of student attendance may be reduced (177 to 174 days of attendance) due to inclement weather. The last school day may be adjusted to make up days missed because of inclement weather.

#### 2020-2021 School Year Important Dates

Table 3, 2020-2021 School Year Important Dates

Date	Event
Aug. 17	New Employee Orientation Day
Aug. 18-21	Teacher/Staff Workshop Days
Aug. 24	First Day of School

<b>Date</b>	<b>Event</b>
Sept. 7	Labor Day Holiday
Oct. 12	Columbus Day Holiday
Nov. 13	Veteran's Day Holiday (Observed)
Nov. 23-25	Teacher/Staff Workshop Days
Nov. 23-27	Thanksgiving Break for Students
Nov. 26-27	Thanksgiving Break for Staff
Dec. 18	Students dismissed at 1:00 p.m. for Winter Break
Dec. 21-23	Teacher/Staff Workshop Days
Dec. 21-Jan. 1	Winter Break for Students
Dec. 24-Jan. 1	Winter Break for Staff
Jan. 4	Classes Resume
Jan. 18	Martin Luther King, Jr. Holiday
Feb. 12	Lincoln's Birthday Holiday (Observed)
Feb. 15	President's Day Holiday
April 5-9	Spring Break
May 10	Truman Day Holiday (Observed)
May 31	Memorial Day Holiday
June 3	Commencement
June 4	Last Day of School. Students dismissed at 1:00 p.m.
July 2	Staff employed 229 days will return for ESY preparation day
July 5	Independence Day Holiday (Observed)
July 6	First day of ESY Program
July 30	Last day of ESY for students & staff employed 229 days

**Geoffrey Barney**  
**Superintendent**

Revised: August 2020

## **1-4 Maintenance Requests**

### **I. Purpose**

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

### **II. Policy**

A. 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:

1. General category of the problem that needs to be fixed (HVAC, plumbing, electrical, etc.).
2. The location of the problem area.
3. The priority of the problem (scheduled maintenance, urgent, etc.).
4. A short summary of the problem.

**Geoffrey Barney**  
**Superintendent**

Revised: August 2020

**Administration**

**1-5 School Technology Requests**

I. Purpose

To request maintenance or repairs to school technology and network devices – Computers, software, Wi-Fi, telephone, electronic adaptive technology & mobile devices.

II. Policy

A. Work requests are submitted to the MSB School Technology Specialist or MSB Business Office via email. Provide as much detailed information as possible. The following information is required to send a work request:

1. General category of the problem that needs to be fixed (computer, telephone, smartboard, embosser, Wi-Fi, specific program, etc.).
2. The location of the problem area.
3. The priority of the problem (scheduled maintenance, urgent, etc.).
4. A short summary of the problem.
5. All requests to OA-ITSD Service Portal must be entered by the School Technology Specialist or MSB Business Office designee.
6. The ITSD Helpdesk (for password lockouts) can be reached at 573-522-1381.
7. Do not call OAIT technicians directly.

**Geoffrey Barney**  
**Superintendent**

Revised: August 2020

## Administration

### 1-6 Use of School Premises

#### I. Purpose

To prescribe procedures to follow when use of MSB premises in compliance with the Missouri Code of State Regulations.

#### II. Policy

A. Facility requests are submitted to the MSB Community Relations Facilitator via email, preferably at least two weeks in advance of an event. The following groups may use MSB facilities and are given priority as shown:

1. MSB students and staff.
2. Other state agencies that have a completed Application for Use of School Premises that has been approved by Missouri Office of Administration.
3. Other governmental agencies that have a completed Application for Use of School Premises that has been approved by Missouri Office of Administration.

B. Restrictions of use:

1. The use of MSB facilities is restricted to the conduct of state business and to other activities whose principal purpose is to improve the efficiency of MSB in achieving its objectives or is to promote the health, safety, welfare, morale, education or training of students and staff. This is in compliance with Title 1—OFFICE OF ADMINISTRATION, Division 35—Division of Facilities Management, Chapter 1—Facility Maintenance and Operation, 1 CSR 35-1.050 Public Use of State Facilities.
2. MSB facilities are for official use only by students and staff members. Official use includes activities by MSB coaches or club sponsors which are 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.
3. 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.

4. 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.

C. Procedures:

1. Facility requests are submitted to the MSB Community Relations Facilitator, preferably at least one month in advance of an event, via email. Please include details such as the area or room you would like to reserve, the date and time of the reservation, and the purpose of your request.
2. Other groups will complete an application (See Attachment 1) and submit it to the Community Relations Facilitator, who will have it submitted by the Superintendent's School System Analyst to the Missouri Office of Administration designee for approval/disapproval. The application should be received one month in advance. Applications are available in the Community Relations Office.
3. MSB will not be liable for any damage or injury resulting from use of its premises by outside agencies or groups. 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 Community Relations Facilitator.
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. Please refer to policy 1-16 for details.

6. MSB facilities designated as available for other than MSB student use include the Multipurpose Room, parking lot and some outdoor areas.

**Geoffrey Barney**  
**Superintendent**

Revised: August 2020

Revised: August 2019

Attachments:

1. Application for Use of School Premises





MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 DIVISION OF LEARNING SERVICES – OFFICE OF SPECIAL EDUCATION  
 STATE BOARD OPERATED SCHOOLS

**APPLICATION FOR USE OF SCHOOL PREMISES**

INSTRUCTIONS			
Return completed form in one of the following ways:			
<ul style="list-style-type: none"> <li>• FAX to: _____ (NO COVER PAGE REQUIRED)</li> <li>• EMAIL to: _____</li> </ul>			
ORGANIZATION APPLYING			
BUILDING AND FACILITY DESIRED		<input type="checkbox"/> MISSOURI SCHOOL FOR THE BLIND (MSB)	<input type="checkbox"/> MISSOURI SCHOOL FOR THE SEVERLY DISABLED (MSSD)
		<input type="checkbox"/> MISSOURI SCHOOL FOR THE DEAF (MSD)	
DATE(S) OF DESIRED USE		HOURS	
		FROM	TO
NAME OF PERSON(S) IN CHARGE			
PURPOSE OF REQUEST			
THE UNDERSIGNED, AS A REPRESENTATIVE OF THE ORGANIZATION IDENTIFIED ABOVE, AGREES TO BE RESPONSIBLE FOR SUPERVISION OF AND THE CONDUCT OF ALL PERSONS PRESENT. ADDITIONALLY, THE APPLICANT ASSUMES FULL RESPONSIBILITY FOR ANY DAMAGE WHICH MAY RESULT TO SCHOOL PROPERTY AND ANY LIABILITY DUE TO INJURY OR DEATH OF PARTICIPANTS.			
SIGNATURE OF APPLICANT			DATE
ADDRESS			
CITY	STATE	ZIP CODE	TELEPHONE NUMBER
<b>— FOR OFFICE USE ONLY —</b>			
SCHOOL RECOMMENDATION			
COMMENTS (OFFICE OF ADMINISTRATION – FACILITIES MANAGEMENT, DESIGN, & CONSTRUCTION)			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	OA SIGNATURE		DATE

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6<sup>th</sup> Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email [civilrights@desse.mo.gov](mailto:civilrights@desse.mo.gov).

MO 500-3200 (4-18)

## 1-7 Use of Bulletin Boards

### I. Purpose

To establish procedures for using bulletin boards at MSB (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 Superintendent or his/her 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.
7. 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

**Administration**

**1-8 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 MSB, staff must refer the inquiry to the Superintendent or Community Relations Facilitator. 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**

Revised: August 2013

## Administration

### 1-9 Visitors

#### I. Purpose

To provide guidelines for visitors and guests of MSB.

#### II. Policy

##### A. Guidelines

1. Registration: All visitors and Vendors must register at the reception desk. A state-issued photo identification is required for security check. Upon receiving the badge, visitors must display it at all times while on campus and should return it to the front desk when leaving the premises.
2. Escort: All visitors must be met by an MSB staffer and escorted to and from their destination.
3. Housing Accommodations: Housing requests for students' parents and guardians should be made to the Community Relations Facilitator. MSB cannot offer housing to anyone other than students' parents and guardians, including MSB alumni, alumni family members and guests, etc.
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. Staff expecting visitors are required to have them pre-approved by the Assistant Superintendent, Residential Services Administrator, or their department director.
7. Visitor Interaction with Students: The school has a responsibility to protect and ensure 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 or Residential Services Administrator, 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 2019

**Administration**

**1-10 Volunteers**

I. Purpose

To establish rules for accepting volunteers at MSB.

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 Community Relations Facilitator.
- 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**

Revised: August 2012

Attachments:

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

Attachment 1, Page 1



# 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 # \_\_\_\_\_ (Area Code) Work Phone # \_\_\_\_\_ (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:**

Carlie Lee, Director of Community Relations

Missouri School for the Blind

3815 Magnolia Ave.

St. Louis, MO 63110

Ph: 314-633-1562

Fax: 314-776-1875

E-mail: [Carlie.Lee@msb.dese.mo.gov](mailto:Carlie.Lee@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 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 VIII 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-159J 09/13  
 Missouri State Highway Patrol / Missouri Department of Social Services  
**REQUEST FOR CHILD ABUSE OR NEGLECT / CRIMINAL RECORD**

TYPE OF SERVICE (Check ALL that apply) See reverse side for further instructions. <input type="checkbox"/> (1) CD Central Registry Child Abuse Search Only - No Charge <input type="checkbox"/> (2) Name Search - (\$11.00) and CD Central Registry Child Abuse Search <input type="checkbox"/> (3) Fingerprint Search & CD Central Registry Child Abuse Search <input type="checkbox"/> \$14.00 (Authorized Statute 210.487) <input type="checkbox"/> \$20.00 (All other request)	<b>MSB VOLUNTEER</b>
<b>IDENTIFYING DATA (Please type or print information legibly in ink.) The subject of the request must complete the next section and sign.</b>	
APPLICANT'S NAME (Last, First, M., Jr., Sr., III)	
MAIDEN NAME	DATE OF BIRTH (MM/DD/YY)
ALIAS NAME(S)	SOCIAL SECURITY NUMBER
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 Children's Division 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"/> CHILD CARE RELATED VOLUNTEER	<input type="checkbox"/> DMH / DMH VENDOR
<input type="checkbox"/> CD LICENSURE	<input type="checkbox"/> HEALTH CARE
<input type="checkbox"/> SCHOOLS / PUBLIC AND PRIVATE	
<input type="checkbox"/> CD CONTRACT PROVIDER	
<input type="checkbox"/> OTHER _____	
COMPLETE RETURN ADDRESS (REQUIRED ON EACH APPLICATION) Complete your mailing label below Confidential Mail	SEND FEE & FORM TO:  Missouri State Highway Patrol Criminal Justice Information Services Division P.O. Box 9500 Jefferson city, MO 65102
AGENCY NAME	
ATTENTION	
ADDRESS	
CITY, STATE, ZIP CODE	

MO 821-0353 (9-13)

## **1-11 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. Staff may be notified via an automated phone system (SchoolMessenger) regarding the status of school closing or other emergency situations. Staff should keep their personal phone number(s) updated by contacting the Superintendent's School System Analyst if your phone number changes during the year to ensure automated messages will be received in emergency situations.
- C. 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 2020

**Administration**

**1-12 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

- A. 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).
- B. 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.
- C. The Director of Business Operations will take appropriate action and keep an updated record of all incidents, including follow-up and closure.
- D. 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 2020

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.

- Complete the following form providing as much information as possible;
- 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;
- 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);
- 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): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

### 1-13 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 his designee is responsible for approving all school-related trips or activities.
2. The Director of Business Operations or designee will maintain a binder for each vehicle in the fleet. The binders will contain:
  - a. A weekly vehicle schedule.
  - b. A "vehicle log sheet" (See Attachment 1)
    - (1) Vehicle binders will be kept at Front Desk Reception area and will be available during regular business hours, 7:30am to 4:00pm. 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. An Activity Vehicle Request form must be submitted and approved by department head and business office.
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 ensuring the forms listed above in paragraph 3 and 5 are completed on each 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

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





MISSOURI DEPARTMENT OF ELEMENTARY  
& SECONDARY EDUCATION  
Missouri School for the Blind  
VEHICLE LOG

Car #1 Ford/ Graphite 0074M	DRIVER:
DATE(S):	DESTINATION:
START TIME (LEAVING)	END TIME (RETURN)
START MILEAGE:	END MILEAGE:
<p><b>CONDITION OF VEHICLE:</b> Please remove all trash from vehicle before returning keys. Please Check one of the boxes below.</p> <p><input type="checkbox"/> <b>Good</b></p> <p><input type="checkbox"/> <b>Fair</b></p> <p><input type="checkbox"/> <b>Poor</b></p> <p><b>Please note any issues:</b> _____</p> <p>_____</p> <p>_____</p>	
<p>You must sign gas card out and again upon your return along with log sheet and receipt for gas. If card is misplaced please inform the business office immediately.</p>	
<div style="text-align: center;">  </div> <p>Please indicate level of gas before exiting vehicle.</p>	

06/03/2016jdf

### MSB VEHICLE LOG SHEET

Vehicle			Make	Color	Plate		CC#		
Car #1			Ford	Graphite	0074M		71		
Date	Depart Time	Return Time	Destination/Purpose		Driver	Approved By	Beginning Mileage	Ending Mileage	Total Mileage

Jdf10202016



**Missouri School for the Blind**  
**ACTIVITY VEHICLE REQUEST**

\*If a Driver, Bus or Money is required, submit request at least 2 weeks in advance, otherwise, at least 48 hours.

Sponsor: _____	Key Pick-up: _____
Group/Activity: _____	Departing: _____
Date(s) of Use: _____	Returning: _____
Location: _____	Driver Name(s): _____

- |   |  |  |
|---|--|--|
| #1 Car-Charcoal <input type="checkbox"/>  | #4 Van-White <input type="checkbox"/>        | #7 Club Wagon Red <input type="checkbox"/>   |
| #2 Car-Blue <input type="checkbox"/>      | #5 Van-Red <input type="checkbox"/>          | #8 Club Wagon Black <input type="checkbox"/> |
| #3 Van-Magnesium <input type="checkbox"/> | #6 Club Wagon White <input type="checkbox"/> | Trailer <input type="checkbox"/>             |
| Money Required <input type="checkbox"/>   | Food Required <input type="checkbox"/>       | Bus Rental <input type="checkbox"/>          |

\*\*if items above are checked, please complete a requisition for food and/or money and submit for approval by your DIVISION DIRECTOR.

STAFF	STUDENTS	STUDENTS
		VOLUNTEERS

Signature of Sponsor: \_\_\_\_\_

Signature of Division Approval: \_\_\_\_\_ Date: \_\_\_\_\_

- Division secretary make copies and forward to the following staff after approval:
- |   |   |  |
|---|---|--|
| Sponsor of Trip <input type="checkbox"/>      | Food Service <input type="checkbox"/>       | Community Relations <input type="checkbox"/>     |
| Staff Members Listed <input type="checkbox"/> | Education Office <input type="checkbox"/>   | Director of CARS <input type="checkbox"/>        |
| Health Center <input type="checkbox"/>        | School Supervisors <input type="checkbox"/> | Residential Supervisors <input type="checkbox"/> |
| Maintenance <input type="checkbox"/>          | Custodial <input type="checkbox"/>          | Store Keepers <input type="checkbox"/>           |
- Business Office Use Only**

Received Date	Initials	AFRF Received	Food Req Received	Business Office Approval
		Y / N / NA	Y / N / NA	

150805MED

## Administration

### 1-14 Transportation of Students

#### I. Purpose

To identify State of Missouri, Missouri State Board of Education, Department of Elementary and Secondary Education and MSB rules concerning licensing, insurance and restrictions that applies 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. MSB 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 transports 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 an "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**  
Revised: August 2013

Attachment:  
1. Requirements of RSMo 307.182

**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 MSB in a school vehicle)

Table 4; Child Passenger Restraint Systems (CPRS) based on age and weight

<b>Age Range</b>	<b>Required Restraint System</b>	<b>Specific Restraint System according to age, height and weight of child.</b>	<b>Specific system to be used</b>	<b>WEIGHT RANGE</b>
8-15	CPRS	Safety Belt Safety Belt Over 80 lbs.	Safety Belt	Over 80 lbs.
4-7	CPRS	Over 4’9”: Safety belt or booster seat. Under 4’9”: CPRS Safety belt.	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.

## 1-15 Use of Library Media Center

### I. Purpose

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

### II. Policy

A. The Library Media Center (LMC) is open from 8:15 a.m. to 4:00 p.m. Monday through Friday, excluding state and federal holidays. The LMC may be used by students, staff, faculty, parents, local education agencies, and members of the public. The same is true for the MSB Archives, provided that he/she/they make an appointment with the School Librarian.

#### B. Library use:

1. Teachers may bring students to the library at any time, and independent students are welcome to come to the library at any time (with their teacher's permission) to check out materials, do research, read or listen to books or magazines, or use one of the five student computers.

#### C. Borrow, renewal, and return procedures:

1. MSB students, staff, and faculty have access to the LMC and may check out material for personal use.

2. Borrowing items.

- a. Students

- (1) Books, digital books, magazines:

- (a) Regular borrowing period: 2 weeks.
- (b) Renewed automatically for another 2 weeks.
- (c) Regular borrowing period + 1 renewal: 1 month.

- (2) Portable electronic equipment (BookPort Plus, Victor Reader Stream, Sapphire, etc.):

- (a) Regular borrowing period: 1 week.
- (b) Renewed automatically for another week.
- (c) Regular borrowing period + 1 renewal: 2 weeks.

- (3) iPads and tabletop magnifiers (e.g. MATT Connect)

- (a) iPads:

- (1) Any student in any grade may borrow an iPad.

- (2) Students may check them out for the week and must return them Friday morning. Let Assistant Superintendent know which students did not return

them by Friday morning and he/she/they will have someone find the student and ensure its return.

(3) iPads are not allowed to leave the building – students may not take them home or on school trips.

(4) Residential students may take an iPad to the dorm in the evening.

(5) Since iPads do not leave the building, day students must check them out each day and check them in before going home.

(6) Restrictions on iPad use are already built into the iPads so employees do not need to monitor how students use them.

(7) Send any problems with students being negligent in the care of the device they borrow to Assistant Superintendent to handle.

(b) Tabletop magnifiers

(1) Any student in any grade may check out a magnifier.

(2) Magnifiers may be checked out for a semester at a time. They must be checked into the library at either the end of the semester or that of the school year, whichever comes first.

(3) Students may take magnifiers home.

(4) Send any problems with students being negligent in the care of the device they borrow to Assistant Superintendent to handle.

b. Faculty

(1) All LMC materials (including those in the Professional Library):

(a) Regular borrowing period: until end of school year, or until another faculty member requests the item.

(b) NOTE: If faculty members checked items out in the first semester, then he/she/they are encouraged to check back in any items for which he/she/they no longer have any need.

c. Staff

(1) Books, digital books, magazines:

(a) Regular borrowing period: 4 weeks.

(b) All books are renewed automatically for another 4 weeks.

(c) Regular borrowing period + 1 renewal: 2 months.

(2) Portable electronic equipment, iPads and tabletop magnifiers:

(a) Staff may not check out portable electronic equipment.



(1) Staff may only check out these items when given special dispensation from an administrator-level employee as defined above.

3. Renewing items

a. Students

(1) Books, digital books, magazines, portable electronic equipment, iPads, and magnifiers.

(a) Renewals beyond the timeframe outlined above are subject to the School Librarian's discretion.

(2) Troubleshooting:

(a) School Librarian not available

(1) Check in with Library Assistant.

(b) School Librarian & Library Assistant not available

(1) Students will let their adviser(s) know they tried.

(2) Students can either try again at a different time or have their adviser(s) call and make appointment to return, whichever comes first.

b. Faculty

(1) All LMC materials (including those in the Professional Library)

(a) Renewals beyond the timeframe outlined above are subject to whether or not another library user has requested the item(s).

(2) Troubleshooting:

(a) School Librarian not available

(1) Check in with Library Assistant.

(b) School Librarian & Library Assistant not available

(1) Send email.

4. Returning items

a. Books, digital books, magazines

(1) Place in the library's book return slot.

(2) Troubleshooting:

(a) If students are unable to locate the book return slot, additional instruction can be given

b. Portable electronic equipment, iPads and magnifiers

(1) Must be returned directly to School Librarian or Library Assistant. Some of these items have OA asset number barcodes + pieces of equipment for which the School Librarian is responsible.

(2) Whoever checks out equipment is responsible for returning it, as well as any of its peripherals (e.g. chargers + cables)

(3) Students may not check out equipment for Faculty (e.g. for items that that have multiple pieces)

- (4) Faculty may check out portable electronic equipment for students. This equipment must be solely for classroom use.
- (5) All equipment must be returned with all of its peripherals
- (6) Troubleshooting:
  - (a) School Librarian not available: Keep equipment. Let their adviser(s) know they tried. Call and make appointment to return.

#### D. MSB Online Catalog

1. The [LMC has an online catalog](https://msb.follettdestiny.com)<sup>1</sup>. It is accessible from any computer with Internet access.
  2. The catalog operates much the same as other library online catalogs with some exceptions. We have made it easy to tell if a book is in braille or print or audiobook format when looking for something in the catalog, since we often need a specific type of material for a certain student. We have added letters to the beginning of the call numbers in the online catalog to designate which format the item is in or what collection it is in. B:braille, CD:music CD, DB:digital book (talking book), DVD:DVD and Blu-Ray, E:eBook, LT:large type, P:print, PB:print braille, PR:professional, R:reference and so on. A letter N behind it, such as BN, indicates that it is a nonfiction book.
  3. In addition, MSB subscribes to the [Scholastic GO! Online Encyclopedia](https://go.scholastic.com)<sup>2</sup>. The encyclopedia is accessible from any computer with Internet access.
- E. The LMC contains about 24,000 materials, including:
1. 6,700 braille books
  2. 4,000 digital talking books
  3. 3,178 large print books
  4. 538 DVDs and Blu-Rays, including many descriptive videos
  5. Magazines in braille, print and recorded formats
  6. Professional library, containing resources pertaining to visual impairment/blindness in particular, and special education in general.
- F. Library Instruction classes
1. The following points will illustrate how teachers may participate in/utilize library instruction to supplement their curriculum:
    - a. Library instruction for ungraded students consists mostly of active learning and balanced literacy themes. Library instruction is coordinated with the Communication Arts curriculum and covers many reading, listening, and information literacy Grade Level Expectations (GLEs). When possible, themes are coordinated to support theme units that are being taught in the classroom. Music and poetry, gustatory and olfactory mediums often support the theme of the story, giving the

---

<sup>1</sup> <https://msb.follettdestiny.com>

<sup>2</sup> <https://go.scholastic.com>

students additional learning media. Tactile items are used to support concept development and the story, when possible: a teddy bear or a stocking cap, for instance.

- b. Library instruction for elementary and middle school students is also coordinated with the Communication Arts curriculum and supports reading, listening, and information literacy GLEs, such as comparing and contrasting fiction and nonfiction works, interpreting information found in a table of contents in a nonfiction book, and locating and using multiple resources to acquire information. Students in the 5th/6th grades are also taught to use the library's online catalog during their library class time. Most students use screen enlargement software or screen readers and speech synthesizers to access the online catalog. Middle school students learn to use the MSB online catalog, the Wolfner Library online catalog, the online encyclopedia and more.

**Geoffrey Barney**  
**Superintendent**

Revised: February 2020

## 1-16 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 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).
7. ***Visitors and children are not allowed under any circumstances.***

#### B. Hours of Operation: Monday-Friday, 7:30 a.m.-4:00 p.m.

#### C. Procedures

1. All Fitness Center users must sign in on the appropriate sheet at the front desk and present a state-issued ID.
2. The Fitness Center user who is given the keys must sign for them and return them him/herself.
3. 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. MSB 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**

Revised: August 2020

## 1-17 Parent/Family Involvement Policy

### I. Purpose

The 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.

### II. Policy

MSB 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:

- A. Promote regular two-way communication between home and school.
- B. Promote and support responsible parenting.
- C. Recognize the fact that parents/families play an integral role in assisting their children to learn.
- D. 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.
- E. Include parents as full partners in decisions affecting their children and families.
- F. Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

### II. The school plan for meeting these goals is to:

- A. 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;

- B. Implement strategies to involve parents/families in the educational process, including:
  - 1. Keeping parents/families informed of opportunities for involvement, and encouraging participation in various programs.
  - 2. Providing access to educational resources for parents/families to use together with their children.
  - 3. 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, including Weekly Progress Reports (WPRs).
- C. Enable families to participate in the education through a variety of roles.
- D. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.
- E. Perform regular evaluations of parent/family involvement.
- F. Provide access, upon request, to any instructional material used as part of the educational curriculum.

### III. Policy Evaluation

MSB 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.

**Geoffrey Barney**  
**Superintendent**

Revised: August 2020

## **Section II - Finance**



## 2-1 On-Campus Sales

### I. Purpose

To establish a policy governing sales and vending activities at MSB.

### II. Policy

- A. Vending and sales activities will be limited to individual students, employees or groups wishing to raise funds for an MSB activity, event, or project. 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 Assistant Supervisor or Residential Services Administrator.
- B. All monies must be processed through the Business Office and all receipts must be deposited in the appropriate account in the Business Office daily.

**Geoffrey Barney**  
**Superintendent**  
Revised: August 2020

Attachment:  
Request for Permission for Fund Raising  
Activity

Attachment 1

**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**

**2-2 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. Travel both in-state and out-of-state requires 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 (Attachment 1).
3. The Out-of-State Travel Authorization Form can be found online in the [Office of Administration Travel Portal](#)<sup>3</sup>. 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.
4. 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" (Attachment 2). This form can be found online at [Office of Administration Downloadable](#)

---

<sup>3</sup> <https://oa.mo.gov/travel-portal>

[Forms](#)<sup>4</sup>. Expense reports must be submitted within 45 days of end of travel month; each employee may submit only one (1) Expense Report per month. 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 and showing no sales tax on in-state stays.
  - 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 \$6, \$11 and \$20 for the St. Louis metro area; all reimbursement rates for both in-state and out-of-state travel can be accessed online at [Office of Administration Division of Accounting Meal Per Diem](#)<sup>5</sup>. 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. There is direct billing available to some hotels. Please check with the business office to see which hotels qualify. Also, make sure to use the tax-exempt certificate.
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**

Revised: August 2013

Attachments:

1. Out of State Travel Authorization
2. Monthly Expense Account Form

---

<sup>4</sup> <https://oa.mo.gov/general-services/state-printing-center/forms-services/downloadable-forms#acctg>

<sup>5</sup> <https://oa.mo.gov/accounting/state-employees/travel-portal-information/meals-per-diem>



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
DIVISION OF ACCOUNTING  
OUT OF STATE TRAVEL AUTHORIZATION

<b>TYPE OR PRINT IN INK</b>		
NAME		DATE
AGENCY		ACCOUNT NUMBER
DESTINATION		
PURPOSE OF TRIP		
DATES OF TRAVEL		NUMBER MAKING TRIP
FROM:	TO:	
MANNER OF TRANSPORTATION		
<input type="checkbox"/> CAR <input type="checkbox"/> PLANE <input type="checkbox"/> BUS <input type="checkbox"/> TRAIN		
<b>ESTIMATED EXPENSES</b>		SPECIFY EXPENSES (IF NECESSARY)
MEALS		
MILEAGE		
LODGING		
OTHER (SPECIFY)		
<b>TOTAL</b>		
REMARKS		
<b>TRAVEL APPROVED</b>		
DIVISION DIRECTOR		DEPARTMENT DIRECTOR OR AUTHORIZED REPRESENTATIVE

MO 300-0072N (4-01)

DISTRIBUTION: WHITE - ORIGINAL, CANARY - AGENCY, PINK - ORIGINATOR



**Finance**

**2-3 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 \$10,000 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 Community Relations Facilitator. A letter of acknowledgment of the gift signed by the Superintendent will be sent to the contributor.
- B. 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 MSB.

**Geoffrey Barney**  
**Superintendent**

Revised: August 2013

Attachment:

- 1. Student Withdrawal Form



**MSB**  
**Student Withdrawal Form**

1915

Name: \_\_\_\_\_

Date Requested	Description	Amount	Approved By	Date Received
			<b>Total</b>	

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Business Office Signature



**Finance**

**2-4 Activity Funds: Funds from General Program Activities**

I. Purpose

To establish an activity account at MSB 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 \$10,000 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 \$10,000 or more shall be referred to the Department of Elementary and Secondary Education for inclusion in the appropriate trust fund.
- C. All offers of gifts of real property shall be referred to the Department of Elementary and Secondary 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**  
Revised: August 2013

Attachments:  
1. Activity Request Form



## 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:	CARLIE LEE			
DEPARTMENT/SECTION:	COMMUNITY RELATIONS	CODE:		
PURPOSE OF REQUEST:				
VENDOR NAME ( & ADDRESS:IF CHECK NEEDED)		AMOUNT REQUESTED - PCARD		
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**

**2-5 Donations to MSB**

I. Purpose

To establish procedures to receive, acknowledge and track monetary donations or donations of goods and services to MSB.

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**

Revised: August 2013

Attachment:  
1. Donation Form

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



Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP Code \_\_\_\_\_

Telephone # \_\_\_\_\_

Description of Items or Services Donated \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Thank You!*

Donor Estimate of Value \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_

Original form to donor. Send copy to  
Office of Community Relations

## Donations to Missouri School for the Blind

Missouri School for the Blind welcomes donations, both monetary and goods and services. 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 the Office 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 \$10,000 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, along with a copy of this donation form (see other side). The value of goods and services is determined by the donor.

MSB also operates *The Giving Tree*, an annual program designed to provide clothing, books, toys and adaptive equipment to students in need. 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 at 314-633-1562.

For more information on any of these programs, contact the MSB Office of Community Relations, 314-633-1562 or [Carlie.Lee@msb.dese.mo.gov](mailto:Carlie.Lee@msb.dese.mo.gov)

*MSB - The World is at Our Fingertips*

**Finance**

**2-6 Procurement of Supplies, Equipment and Services**

I. Purpose

- A. 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 red-numbered paper using 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.
    - n. All requisitions are sent to DESE for processing by the Business Office.
2. Any order between the prices of \$3,000-\$100,000 must have three vendor bids. Bid information must be attached to the requisition.
3. Orders over \$100,000 must be bid through the state purchasing process. The length of time for the bidding process is two to three months minimum.

4. 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.
5. 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 and online.
6. Vendors must be approved vendors through the state MissouriBuys Program

**Geoffrey Barney**

**Superintendent**

Revised: August 2013

Attachments:

1. Supply Requisition (MO500-1811)

2. Purchase Requisition (MO500-0217)



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
 SCHOOL FOR THE BLIND  
**SUPPLY REQUEST**

06098

TO STOREKEEPERS		FROM
DEPARTMENT		DATE
PLEASE DELIVER TO		SUPERVISORS INITIALS
NEED BY (PLEASE ALLOW AMPLE TIME TO DELIVER)		
THE FOLLOWING ITEM(S):		
QUANTITY	DESCRIPTION	CATALOG NUMBER
<b>CODES:</b> Check mark: indicates merchandise delivered BO: out of stock DS: don't stock		
ORDER FILLED BY		DATE
MERCHANDISE RECEIVED BY		DATE
COMMENTS		

MO 596-1811 (8-95)

DISTRIBUTION: WHITE - CENTRAL SUPPLY YELLOW - PREPARER PINK - SUPPLY RETURN COPY



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							

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

SIGNATURE OF REQUESTOR	AUTHORIZED BY: (SIGNATURE)
TITLE	TITLE
PHONE NO.	DATE
DATE	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
PDQ (Both)	YES/ NO	PGQ (Goods)	NR (Both)		VIQ PVQ	REPV	RE/CRP
SCS (Services/one pmt)		SC (Services)	RXQ (Both)				

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 COMMISSIONERSUPERINTENDENT PINK/FILE COPY

**Finance**

**2-7 Activity Funds**

**I. Purpose**

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

**A. 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 small donations and parents' contributions.

**II. 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 April of the preceding year. The Director of Business Operations will communicate to each division the format in which the budget is to be submitted.

**B. Use**

Divisions will request funds for use by completing an Activity Request Form (see Attachment 1) on red-numbered paper.

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:

- 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. 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. Refer to the Tax Exemption Letter for all state tax purposes (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**  
Revised: August 2013

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



## 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:	CARLIE LEE			
DEPARTMENT/SECTION:	COMMUNITY RELATIONS	CODE:		
PURPOSE OF REQUEST:				
VENDOR NAME (& ADDRESS:IF CHECK NEEDED)			AMOUNT REQUESTED - PCARD	
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 63110

Missouri Tax I.D.  
Number: 12561711

Effective 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.

0804055



**Finance**

**2-8 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. 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**

Revised: August 2013

## **Section III - Human Resources**

### 3-1 Payroll Procedures

#### I. Purpose

To define rules, procedures and responsibilities involved in MSB payroll procedures.

#### II. Policy

MSB payroll policy requires departments to follow all established payroll procedures as detailed below.

#### III. Procedures

##### A. Submission of Time Sheets and Leave Requests/Reports:

1. Full-time equivalent (FTE) employees are required to submit a request through TimeClock Plus (TCP). FTE employees who do not have computer access should fill out Leave Request/Report and submit it to their department director.
2. Complete Payroll 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. Each division should print and submit the Complete Payroll Report in TCP and submit it to the Superintendent's Office.
3. 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.
4. All overtime hours should be recorded on an hourly timesheet, and requires the approval of the Superintendent.
5. School-term employees working during Extended School Year (ESY) follow the same procedure as substitutes in #2 above.

6. Attachment 1 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. See attachment 2 for application form, which must be completed and submitted to Human Resources.
  2. Within 60 days of date of hire, new employees must initiate direct deposit. Employees may go to [Missouri State Employees Self-Service](#)<sup>6</sup>.to access their payroll information.

Note: Both benefit and non-benefit employees access paystubs online with [Missouri State Employees Self-Service](#)<sup>7</sup>.

**Geoffrey Barney**  
**Superintendent**  
Revised: August 2020

Attachments:  
1. Hourly Employee's Time Sheet  
2. Application for Direct Deposit

---

<sup>6</sup> [www.ess.mo.gov](http://www.ess.mo.gov)

<sup>7</sup> [www.ess.mo.gov](http://www.ess.mo.gov)

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

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

EMPLOYEE NAME				SOCIAL SECURITY NUMBER				DIVISION/SECTION/SCHOOL			
MONTHS/YEAR WORKED		POSITION NAME						HOURLY EARNING RATE			
Date	Week Day	From	To	From	To	Hours Worked	Hours Worked Over 40	Overtime Time Worked	Name and/or Name of Person for Whom You are Substituting	Substitute Teachers	
Balance Forward											
	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											
	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											
	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											
	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											
	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											
	Sunday										
	Monday										
	Tuesday										
	Wednesday										
	Thursday										
	Friday										
	Saturday										
Weekly Total											
EMPLOYEE SIGNATURE/DATE				IMMEDIATE SUPERVISOR SIGNATURE/DATE				ASSISTANT COMMISSIONER/AUTHORIZING AUTHORITY SIGNATURE/DATE			
<b>(To be completed by the payroll office.)</b>											
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.

**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



<b>INSTRUCTIONS FOR COMPLETING PAYROLL AND EMPLOYEE REIMBURSEMENT DIRECT DEPOSIT APPLICATION</b>																									
<b>SECTION A – PURPOSE OF FORM AND EMPLOYEE IDENTIFYING INFORMATION</b>																									
Select the purpose of the form: <b>ESTABLISH NEW</b> – This is a new application; you do not currently have direct deposit. <b>CHANGE EXISTING</b> – You currently have direct deposit but are changing where your pay and reimbursements will be deposited. <b>CANCEL BANKING EFT</b> – You currently have direct deposit established with a financial institution but are cancelling that direct deposit. You cannot cancel your state-offered Pay Card without changing to a financial institution. <b>EMPLOYEE TRANSFER IN</b> – You have transferred to a different agency and will continue your existing direct deposit.																									
<b>SOCIAL SECURITY NUMBER:</b> Enter your 9-digit social security number																									
<b>NAME:</b> Enter your full name																									
<b>SECTION B – EMPLOYEE CHOICE FOR DIRECT DEPOSIT</b>																									
You must provide information for <b>OPTION 1 – BANK ACCOUNT OR OPTION 2 – PAY CARD</b>																									
<b>NOTE:</b> Non-state-offered pay cards are only accepted if they provide the state with legal recourse to recover payments made in error and provide contact information. This determination is made on a case-by-case basis. Enter the routing number and account number in Option 1.																									
<b>OPTION 1: BANK, CREDIT UNION, SAVINGS AND LOAN</b>																									
Select whether the account is a <b>CHECKING</b> or <b>SAVINGS</b> account.																									
<b>ROUTING NUMBER:</b> Enter the first 9-digit number printed on the bottom left-hand portion of personal check.																									
<b>ACCOUNT NUMBER:</b> Enter the series of numbers (excluding the check number) following the routing number. The check number may be printed before or after the account number. <b>NOTE:</b> The check number is not included in the account number. <b>SEE EXAMPLES BELOW FOR IDENTIFYING YOUR ROUTING AND ACCOUNT NUMBER.</b>																									
<b>NOTE ABOUT CREDIT UNIONS:</b> Credit Unions and Savings and Loan Associations may differ from the examples below regarding routing and account numbers. Please verify your depositor account number and electronic routing number with your financial institution – obtain the format they require for processing an ACH transaction.																									
<b>FINANCIAL INSTITUTION NAME:</b> Enter the name of your Financial Institution.																									
<b>TELEPHONE NUMBER:</b> Enter the telephone number of your Financial Institution.																									
<b>REQUIRED ATTACHMENTS:</b> Attach a voided personal check or signed bank verification to the application form. Your name must be pre-printed on the check; starter or counter checks are not acceptable. A bank verification must be signed by the bank and include your name as well as complete electronic routing and depositor account numbers. Deposit slips are not acceptable; they may include internal routing numbers and not the Federal Reserve routing number required for a direct deposit.																									
<b>CHECK ROUTING AND ACCOUNT NUMBER EXAMPLES:</b>																									
<table border="1" style="width: 100%;"> <tr> <td style="text-align: right;">YOUR NAME PRE-PRINTED HOMETOWN USA</td> <td style="text-align: right;">CHECK NO. 4444</td> </tr> <tr> <td colspan="2">PAY TO THE ORDER OF:</td> </tr> <tr> <td style="text-align: center;">121456789</td> <td style="text-align: center;">8765432109812</td> </tr> <tr> <td style="text-align: center;">↑</td> <td style="text-align: center;">↑</td> </tr> <tr> <td style="text-align: center;">Routing No.</td> <td style="text-align: center;">Account No.</td> </tr> </table>	YOUR NAME PRE-PRINTED HOMETOWN USA	CHECK NO. 4444	PAY TO THE ORDER OF:		121456789	8765432109812	↑	↑	Routing No.	Account No.	<table border="1" style="width: 100%;"> <tr> <td style="text-align: right;">YOUR NAME PRE-PRINTED HOMETOWN USA</td> <td style="text-align: right;">CHECK NO. 4444</td> </tr> <tr> <td colspan="2">PAY TO THE ORDER OF:</td> </tr> <tr> <td style="text-align: center;">121456789</td> <td style="text-align: center;">4444</td> </tr> <tr> <td style="text-align: center;">↑</td> <td style="text-align: center;">↑</td> </tr> <tr> <td style="text-align: center;">Routing No.</td> <td style="text-align: center;">Ck. No.</td> </tr> <tr> <td style="text-align: center;">8765432109812</td> <td style="text-align: center;">↑</td> </tr> <tr> <td style="text-align: center;">Account No.</td> <td></td> </tr> </table>	YOUR NAME PRE-PRINTED HOMETOWN USA	CHECK NO. 4444	PAY TO THE ORDER OF:		121456789	4444	↑	↑	Routing No.	Ck. No.	8765432109812	↑	Account No.	
YOUR NAME PRE-PRINTED HOMETOWN USA	CHECK NO. 4444																								
PAY TO THE ORDER OF:																									
121456789	8765432109812																								
↑	↑																								
Routing No.	Account No.																								
YOUR NAME PRE-PRINTED HOMETOWN USA	CHECK NO. 4444																								
PAY TO THE ORDER OF:																									
121456789	4444																								
↑	↑																								
Routing No.	Ck. No.																								
8765432109812	↑																								
Account No.																									
<b>OPTION 2: PAY CARD</b>																									
<b>SIGNATURE OF EMPLOYEE CHOOSING PAY CARD OPTION:</b> By signing, you agree to abide by the terms and conditions of the pay card provider and understand that the pay card provider must be able to verify the identifying information you provide. Terms and conditions can be found at <a href="http://oa.mo.gov/acct/directdeposit.htm">http://oa.mo.gov/acct/directdeposit.htm</a> .																									
<b>Select UMB PAY CARD or CENTRAL BANK PAY CARD:</b> You should review the terms and conditions of the cards, be aware of the fee structures and also be aware of locations where the card will be honored to provide the easiest access to your pay.																									
<b>EMPLOYEE ADDRESS:</b> Enter the street address where the pay card is to be delivered. PO Boxes are not acceptable.																									
<b>CITY, STATE, ZIP:</b> Enter the City, State, and Zip Code for the street address.																									
<b>TELEPHONE NUMBER:</b> Enter a telephone number where you can be reached.																									
<b>DATE OF BIRTH:</b> Enter your date of birth.																									
<b>SECTION C – EMPLOYEE CERTIFICATION AND SIGNATURE</b>																									
You must review the statements provided and sign the application. The statements may not be altered in any way.																									
<b>SECTION D – TO BE COMPLETED BY AGENCY</b>																									
The Agency must review the documentation provided by the employee to ensure all required information is being provided with the application. By signing, the Agency is indicating they have reviewed the application and it is ready for final processing by OA/Accounting. Applications must be signed by the Agency.																									



## 3-2 Workers' Compensation Procedures

### I. Purpose

To establish procedures for Worker's Compensation claims.

### IV. Policy

MSB Worker's Compensation claims requires departments to follow all established procedures as detailed below.

### V. 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 (314-633-1556). 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. Phone: (573) 751-2837. Toll free: (888) 622-7694.

**Geoffrey Barney**  
**Superintendent**

Revised: August 2013

MISSOURI SCHOOL FOR THE BLIND  
3815 Magnolia Avenue  
**Human Resources**

St. Louis, Missouri 63110  
School Operating Instruction 3-3  
August 19, 2014

### 3-3 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  
[MCHCP Website](http://mchcp.org)<sup>8</sup>

#### **Missouri State Employees Retirement System (MOSERS)**

907 Wildwood Drive  
P.O. Box 209  
Jefferson City, MO 65102  
(573) 632-6100  
(800) 827-1063  
[MOSERS website](https://www.mosers.org)<sup>9</sup>

#### **Missouri Cafeteria Plan**

Applications Software, Inc. (ASI)  
P.O. Box 858  
Columbia, MO 65205-0858  
(573) 442-3035  
(800) 659-3035  
[Missouri Cafeteria Plan Website](http://mocafe.com)<sup>10</sup>

#### **Geoffrey Barney Superintendent**

Revised: August 2013

---

<sup>8</sup> <http://mchcp.org>

<sup>9</sup> <https://www.mosers.org>

<sup>10</sup> <http://mocafe.com>

#### **Missouri Credit Union**

1815 Southwest Blvd.  
P.O. Box 1795  
Columbia, MO 65205-1795  
(800) 451-1477  
[Missouri Credit Union Website](http://missouricu.org)<sup>11</sup>

#### **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  
[Missouri Deferred Compensation Plan Website](http://modeferredcomp.org)<sup>12</sup>

#### **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  
[MOVLIC Website](http://missouricu.org)

<sup>11</sup> <http://missouricu.org>

<sup>12</sup> <http://modeferredcomp.org>

### 3-4 Tuition Reimbursement

#### I. Purpose

To establish procedures for Worker's Compensation claims.

#### II. Policy

MSB may reimburse the cost of tuition for college level courses employees take at an accredited institution. Reimbursement is limited to one (1) course (a course is considered to be three (3) credit hours) per semester (based on three (3) traditional semesters of Spring, Summer, Fall/Winter); for a maximum possible reimbursement of three (3) classes or nine (9) hours. An accelerated course is considered a semester. Costs for administrative fees, books, labs, travel, etc. are not reimbursable. These courses must, in the opinion of management, increase employees' competence in their present jobs or prepare them for advancement in the Department. An employee must be employed with the Department a minimum of one (1) year to receive reimbursement. Class attendance and completion of study assignments must be accomplished outside of the employee's regular working hours, unless a flexible schedule has been approved by the employee's supervisor as needed for class attendance only. Tuition reimbursement may be suspended or prorated based on budgetary constraints.

##### A. Eligibility Rules

To be eligible for tuition reimbursement, the employee must:

1. Be employed by the Department in a position that is deemed to be of a continuing nature.
2. Be considered at least half time (.5 FTE) or higher;
3. Ensure that the class start date is after the employee has been employed by the Department for a minimum of one (1) year;
4. Must be a successful employee for the duration of the reimbursement period.
5. Enroll in a degree program, which will be of use to the employee in their current position or another position within the Department.

#### III. Procedures

- B. An employee who meets the eligibility requirements must submit the Request for College Enrollment Form (Attachment 1) for education reimbursement to his or her immediate supervisor, who will request approval from The MSB Superintendent

- prior to enrolling. The Enrollment Form is completed only once for a degree program. If the employee changes degree programs, a new form must be completed.
- C. The employee must be enrolled in a degree program at an accredited college or university.
  - D. The supervisor should retain a copy of the employee's Request for College Enrollment Form until the employee has completed or otherwise ended the program.
  - E. The employee should obtain and submit receipts for tuition, an official school grade report, and a completed Tuition Reimbursement Payment Form (Attachment 2) to the Human Resources Section for reimbursement.
  - F. 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.
  - G. The Superintendent retains ultimate discretion to approve requests and specific items sought to be reimbursed.
  - H. 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. The following is the reimbursement schedule prorated on the basis of course grade:
    - 1. A = 100% reimbursement of tuition
    - 2. B = 75% reimbursement of tuition
    - 3. C = 50% reimbursement of tuition
    - 4. Pass in a Pass/Fail class = 75% reimbursement of tuition
  - I. Reimbursement for graduate degree research hours shall not exceed the research requirement for the degree program.
  - J. The amount of reimbursement per credit hour an employee can receive in a semester is limited to the lesser of the actual credit hour rate paid or the base undergraduate/graduate rate charged by the University of Missouri.
  - K. This excludes any other Department or course special rates or higher fees, as well as any other added fees for distance/online programs.

**Geoffrey Barney**  
**Superintendent**  
Revised: August 2020

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		LAST FOUR OF SOCIAL SECURITY NUMBER	
JOB TITLE			
DIVISION/OFFICE		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? ___ YES ___ NO			
If YES, please explain:			
<p><b>ELIGIBILITY:</b></p> <p>To be eligible for tuition reimbursement, the employee must:</p> <ul style="list-style-type: none"> <li>• Be employed by the Department in a position that is deemed to be of a continuing nature.</li> <li>• Be considered at least half time (.5 FTE) or higher.</li> <li>• Be employed by the Department for a minimum of one (1) year.</li> <li>• Be a successful employee for the duration of the reimbursement period.</li> <li>• Enroll in a degree program, which will be of use to the employee in their current position or another position with the Department.</li> </ul> <p><b>PROCEDURE:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. The employee must be enrolled in a degree program at an accredited college or university.</li> <li>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.</li> <li>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>.</li> <li>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.</li> <li>6. The Commissioner retains ultimate discretion to approve requests and specific items sought to be reimbursed.</li> </ol> <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.</p> <p><b>REIMBURSEMENT SCHEDULE:</b> The following is the reimbursement schedule prorated on the basis of course grade:</p> <p>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.</p>			
APPROVAL			
EMPLOYEE'S SIGNATURE	DATE	DIRECTOR'S SIGNATURE	DATE
ASSISTANT COMMISSIONER'S SIGNATURE	DATE	HUMAN RESOURCES DIRECTOR'S SIGNATURE	DATE

MO 500-2730 (10/18)

Copy to: Employee, Personnel File, Division, and Section



## 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.

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		LAST FOUR OF SOCIAL SECURITY NUMBER	
DIVISION/OFFICE		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 ELIGIBILITY VERIFICATION**

<input type="checkbox"/> Approved  <input type="checkbox"/> Denied	To be eligible for tuition reimbursement, the employee must: <ul style="list-style-type: none"> <li>• Be employed by the Department in a position that is deemed to be of a continuing nature.</li> <li>• Be considered at least half time (.5 FTE) or higher.</li> <li>• Be employed by the Department for a minimum of one (1) year.</li> <li>• Be a successful employee for the duration of the reimbursement period.</li> </ul>
--	---

MO 500-2731 (10/16)

Copy to: Employee, Personnel File, Division, and Section

### 3-5 Memberships and Seminars

#### I. Purpose

To establish procedures for employees to attend seminars and maintain memberships in a professional capacity as a representative of MSB.

#### II. 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;
  5. 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;
  6. 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;
  7. 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;



8. 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;
9. Costs for membership in unions, trade unions or social organizations are not reimbursable.

**Geoffrey Barney**  
**Superintendent**

Revised: August 2020

### **3-6 Federal and State Income Tax Withholding Forms**

Federal and State w-4 Forms can be printed from the [Missouri State Employees Self-Service Portal](#)<sup>13</sup>. To change your withholdings, complete the forms and submit them to Human Resources for processing.

The federal government suggests completing a new W-4 Form every year, and when your personal or financial situation changes.

**Geoffrey Barney**  
**Superintendent**

Revised: August 2019

---

<sup>13</sup> [www.ess.mo.gov](http://www.ess.mo.gov)

### **3-7 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](mailto: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.

**Geoffrey Barney**  
**Superintendent**

Revised: August 2020

### 3-8 Verification of Employment

#### I. Purpose

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.

#### II. Policy

##### A. PROOF OF EMPLOYMENT

Give the person needing proof of your employment (the verifier), the following:

1. Your Social Security Number: £ £ £ - £ £ - £ £ £ £;
2. Employer Code for The State of Missouri: 1 0 1 0 6;
3. The Work Number Access Options;
  - a. Option a) [The Work Number website](#)<sup>14</sup>;
  - b. Option b) 1-800-367-5690.

##### B. PROOF OF EMPLOYMENT PLUS INCOME

1. Step 1) Go to The Work Number either via:
  - a. [The Work Number Employee webpage](#)<sup>15</sup>;
  - b. 1-800-367-2884
2. Step 2) Enter the following information:
  - a. Employer Code from The State of Missouri: 1 0 1 0 6;
  - b. Employee Social Security Number: £ £ £ - £ £ - £ £ £ £;
  - c. Employee PIN #: (last four digits of your social security number).
3. Step 3) Select to Obtain a Salary Key and write down in the boxes provided below;
4. Step 4) Give the person needing proof of your employment plus income (the verifier), the following information:
  - a. Your Social Security Number: £ £ £ - £ £ - £ £ £ £;
  - b. Employer Code for The State of Missouri: 1 0 1 0 6;
  - c. Your Salary Key (from #3 above): £ £ £ £ £ £;

<sup>14</sup> [www.theworknumber.com/verifier](http://www.theworknumber.com/verifier)

<sup>15</sup> [www.theworknumber.com/employee](http://www.theworknumber.com/employee)

d. The Work Number Access Options:

- (1) Option a) [The Work Number Verification webpage](#)<sup>16</sup>;
- (2) 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).

**Geoffrey Barney**  
**Superintendent**

Revised: August 2020

---

<sup>16</sup> [www.theworknumber.com/verifier](http://www.theworknumber.com/verifier)

### 3-9 Travel Guidelines

#### I. Purpose

To outline guidelines for work-related travel.

#### II. Policy

##### A. Transportation

1. Work-related travel must be pre-approved by the employee's Division Director or his designee as far in advance of the travel as possible but no less than 2 weeks prior to the requested travel days unless otherwise approved.
2. Employees are expected to carpool unless otherwise approved by their Division Director or his/her designee. If a person excuses him/herself from a carpool for personal reasons, that person will receive no reimbursement for travel unless they receive prior approved from the Superintendent or his designee.
3. Employees must utilize the Trip Optimizer to determine the most cost-efficient travel option available.
4. MSB employees are expected to use a state vehicle; if a state vehicle is not available, they will be reimbursed for using their private vehicle the standard reimbursement rate.
5. If an employee wishes to use their own vehicle in lieu of the most cost effective option, the employee must request and receive pre-approval from the Superintendent or designee and will be reimbursed at the established fleet rate.

##### B. Lodging

1. Employees traveling on behalf of MSB are expected to book hotels that can be directed billed through the MSB Business Office. A list of current options is available from the MSB Business Manager.
2. If staying at a non-direct-bill hotel, the employee must pay for the hotel and obtain reimbursement through a monthly expense report. The employee will need a receipt from the hotel showing zero balance due. In general, an employee may not claim lodging reimbursement if the meeting

is within 50 miles of MSB or the employee's residence. The Superintendent must approve all exceptions.

3. Employees are expected to share a hotel room at training events, unless a work-related exception has been pre-approved by the Superintendent.
4. If an employee is expected to share a hotel room, the employee may request a single room but will pay the difference between half the cost of the double room and the entire cost of a single room per night.

**Geoffrey Barney**  
**Superintendent**

Revised: August 1, 2018

### **3-10 Missouri State Employees Self-Service Portal**

I. Purpose

To outline guidelines for Employees to access Missouri State Employees Self-Service Portal.

II. Policy

Active State employees may 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:

- A. Last Name;
- B. Last four digits of your Social Security Number;
- C. Date of Birth;
- D. State Agency where you work;
- E. 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);
- F. 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.

**Geoffrey Barney**  
**Superintendent**  
Revised: August 2020



## **Section IV - Health and Safety**

## 4-1 Asbestos Public Notice

### 2020-2021 School Term

Effective date July 1, 2014; Updated Aug. 1, 2019

#### **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), 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 re-inspections, 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 five (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.

## 4-2 Health Center

### I. Purpose

This policy is a general guide to help staff and students determine the appropriate amount of time for a student to receive medical care in the MSB Health Center.

### II. Policy

- A. The MSB Health Care Center is open/available 24 hours per day to provide medical care to students.
- B. If a student requires medical care for 24 consecutive hours or longer, MSB will contact the parents/guardians of the student to determine where the student shall be transferred to for medical care

**Geoffrey Barney**  
**Superintendent**

Revised: August 2020

### 4-3 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 Residential Services Administrator (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. UIRs 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 Community Relations Facilitator. 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 Community Relations Facilitator. If they are unavailable, the Assistant Superintendent, Coordinator of CARS, Coordinator of Outreach Services or Director of Business Operations (in that order) will serve as the media contact.
  2. Refer to the Crisis Intervention Plan for detailed instructions.

**Geoffrey Barney**  
**Superintendent**

Revised: August 2013

## Health and Safety

### 4-4 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. All MSB employees are required to take Mandatory Reporter Professional Development annually.
- B. 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.”
- C. 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.”
- D. 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.
- E. A report is required when:
  1. A reporter has reasonable cause to suspect that a child has been subjected to abuse or neglect.

2. 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.
- F. 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, Residential Services Administrator, 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;
- G. 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.
- H. The report must include the name, address, occupation, and contact information for the person making the report;
- I. 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: February 2020

Attachments:  
 1. Instructions for State Employees to hotline child abuse or neglect  
 2. Zero Tolerance Policy Against Abuse Form

**Instructions for State Employees to hotline child abuse or neglect:**

Child abuse is reported to the Department of Social Services, DSS (1-800-392-3738) for those students under the age of eighteen.

Abuse or neglect for students in the school that are 18 years of age or older are reported to the Division of Senior and Disability Services, DSOS (1-800-392-0210)."

If when you make the call to DSS you are instructed to hotline online here is the process:

Go to: <https://dss.mo.gov/cd/keeping-kids-safe/can.htm>

**Step 1**



Click on the green "online mandated reporting button". It will take you to the next screen.

**Step 2**



Click on the "Login/Begin Online Report" button. It will take you to the next screen.

**Step 3**

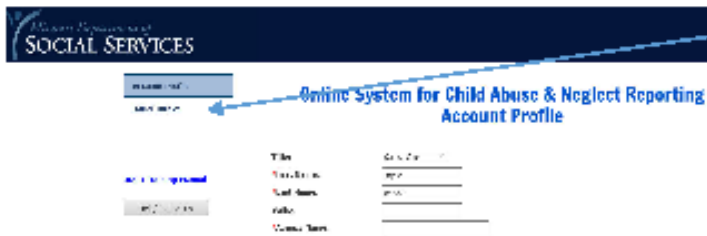


\_\_\_\_\_@bds.state.mo.us  
Your bds login name goes where the line is. For example mine is wilsoj8. So my email for this login would be wilsoj8@bds.state.mo.us

This password is the same password you use to log in to your computer each day.



**Step 4**



Once you are logged in you will be prompted to update your profile and then click on the "Initial Intake" button which will send you to the place you will input the hotline information.

There is a complete manual of instructions on how to make an online hotline at the link below.

<https://apps.dss.mo.gov/OnlineCanReporting/Documents/OSCR%20User%20Manual.pdf>



MISSOURI DEPARTMENT OF ELEMENTARY AND  
SECONDARY EDUCATION  
MISSOURI SCHOOL FOR THE BLIND  
3815 Magolda  
St. Louis, MO 63110

## ZERO TOLERANCE POLICY AGAINST ABUSE

The organization of Missouri School for the Blind (MSB) is committed to providing a safe environment for its students and staff, and to preventing abusive conduct in any form. Every staff member employed by MSB is responsible for protecting the students and ensuring their safety. MSB has established the following guidelines of behavior and procedures for our staff, service providers, volunteers and parents/guardians.

All members of this organization are expected to observe and adhere to these guidelines:

1. Abuse or neglect of any kind is not permitted within our schools, on our grounds, or during our activities. This means by policy and practice MSB does not tolerate physical, sexual, emotional or verbal abuse or misconduct from employees, volunteers, parents or visitors to our buildings, grounds or activities.
2. Physical and sexual abuse, including, but not limited to: striking, hitting, kicking, biting, indecent or wanton gesturing, lewd remarks, indecent exposure, unwanted physical contact, any form of sexual contact, inappropriate touching, or inappropriate use of technology are strictly prohibited within the MSB organization.
3. Emotional abuse or verbal abuse is also prohibited. This includes, but is not limited to: yelling, insulting, threatening, mocking, demeaning behavior or making abusive statements in regard to a person's race, gender, religion, nationality/ ethnicity, sex, age or disability.
4. MSB is committed to providing a safe environment for students, visitors and staff. We do so by appointing all staff as protection advocates. Every member of our organization is responsible for reporting any case of abuse or neglect, or suspected abuse or neglect toward our students by anyone including staff member, volunteer, parent, other student or other persons who come in contact with our students.
5. To protect the students, as well as the volunteers, MSB requires that volunteers are never alone with the students. Volunteers are never to observe or provide personal hygiene or bathroom procedures.
6. MSB encourages parents to become active in school sponsored activities. The more the parents are involved, the less likely abusive situations will develop.
7. MSB empowers the students to trust their feelings and let them know that their concerns, fears and hopes are important by listening to them. Open communication between students and parents, or between students and other adults may help early warning signs of abuse or neglect to surface.
8. All staff will respond quickly to any and all allegations of abuse or neglect within the MSB system. Under the legal requirement of mandated reporting, this information will be communicated to the Department of Social Services (1-800-392-3738) or Department of Health- Division of Senior and Disability Services (1-800-392-0210) for investigation. After making the report to the appropriate organization, staff shall inform the division director. After the report has been made to DSS or DHS the administrative staff will investigate. The alleged offender will be promptly notified of such allegations.
9. Any person accused of sexual, physical, verbal or emotional abuse may be asked to resign voluntarily or may be suspended until the matter is resolved.
10. MSB encourages qualities of mutual respect, courtesy and tolerance in all students, parents, employees and volunteers. MSB advocates building strong self-images among the students. Children and youth with a strong self-image may be less likely targets for abuse; similarly, they may be less likely to abuse or bully others around them.

**I HAVE READ AND I UNDERSTAND THE ZERO TOLERANCE POLICY AGAINST ABUSE.**

I have read and I understand the following policies from *Missouri for the Blind Employee Manual* and the *Missouri Department of Elementary and Secondary Education Personnel Policies and Procedures Manual*:

1. The *Missouri School for the Blind Employee Manual* – 4-3 (Mandatory Reporting of Suspected Child Abuse or Neglect); 4-4 Accident Injury Reporting 5-5 (Student and Staff Relations); Policy 5-7 (Supervision of Students)
2. The *Missouri Department of Elementary and Secondary Education Personnel Policies and Procedures Manual* 300-310 (Standard of Conduct), 300-330 (Sexual Harassment), 300-350 (Acceptable Use of Electronic Technology), 300-385 (Internal Investigations), 300-390 (Whistleblower Statute) and 000-070 (Personnel Records and Privacy).

I understand I am bound by these and all other policies Missouri School for the Blind and of the Department of Elementary and Secondary Education and failure to adhere to the policies may be cause for disciplinary action.

Name (Last, First, Middle initial)	School	Position Name/Title
Signature of Employee		Date

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Agg Act), 6<sup>th</sup> Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).

### **4-5 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 at 314-633-1555.

**Geoffrey Barney**  
**Superintendent**  
Revised: August 2020

Attachment:  
1. 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

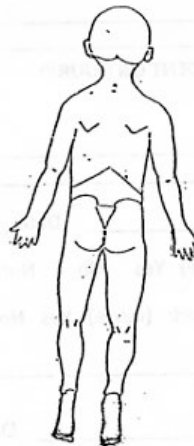
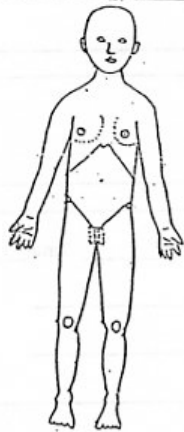
Parent/Guardian Notified: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

Physician Notified: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

Signature of Nurse: \_\_\_\_\_ Date: \_\_\_\_\_

Reported to: \_\_\_\_\_

USE FOR DOCUMENTATION  
\_\_\_\_ CHILD ABUSE  
\_\_\_\_ ACCIDENT/INJURY  
\_\_\_\_ PAIN/LESSER INJURY  
\_\_\_\_ ALLERGIC REACTION  
DATE: \_\_\_\_\_



Routing: Nursing Supervisor \_\_\_\_\_  
C & A Coordinator \_\_\_\_\_  
Asst. Superintendent \_\_\_\_\_  
Other \_\_\_\_\_

Signatures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rev Spring 2010

## 4-6 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. 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**

Revised: August 2020

## 4-7 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. 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 fluid;
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. 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**

Revised: August 2020

## 4-8 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, and 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. of bleach in 1 qt water. The surface should remain wet several minutes before being wiped dry. Bleach solutions should be discarded after 24 hours.

## 4-9 Seclusion and Restraint Policy

### I. Purpose

Missouri law (RSMo 160.263) requires 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.

### II. Policy

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

### III. Use of Restrictive Behavioral Interventions

#### A. Time-Out

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

## B. 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.

## C. Isolation

1. Isolation may only be used:
  - a. After de-escalating procedures have failed;
  - b. In an emergency situation as defined in this section;
  - c. With parental approval, as specified in a student's Individualized Education Program (IEP), Section 504 plan, or behavior intervention plan.
2. Use of isolation requires all of the following:
  - a. 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;
  - b. 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;
  - c. The space in which the student is placed should be a normal-sized meeting or classroom commonly found in a school setting;
  - d. 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;
  - e. Space in which the student is placed must be free of objects that could cause harm.
  - f. Isolation shall never be used as a form of punishment or for the convenience of school personnel.

## D. Physical Restraint

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

2. Physical restraint shall only be used:
  - a. For as long as necessary to resolve the actual risk of danger or harm that warranted the use of physical restraint,
  - b. Use no more than the degree of force necessary to protect the student or other persons from imminent bodily injury;
  - c. When it does not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck or throat of the student which restricts breathing;
  - d. By school personnel trained in the proper use of restraint.
3. Any school personnel using physical restraint shall:
  - a. Use methods of restraint in which the person has received district approved training;
  - b. 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;
  - c. Should never be used as a form of punishment or for the convenience of school personnel.

#### E. Mechanical Restraint

Mechanical restraint shall only be used:

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

#### F. Chemical Restraint

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

### IV. Communication and Training

#### G. 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).

H. Parental Notification:

Except as otherwise specified in a student's IEP:

1. 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;
2. 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:
  - a. Date, time of day, location, duration, and description of the incident and interventions;
  - b. Event(s) that led up to the incident;
  - c. Nature and extent of any injury to the student;
  - d. Name of a school employee the parent or guardian can contact regarding the incident;
  - e. Plan to prevent the need for future use of seclusion, isolation or restraint.

I. School Personnel Training:

MSB 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:

1. A continuum of prevention techniques;
2. Environmental management techniques;
3. Continuum of de-escalation techniques;
4. Information about the policy.

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

1. De-escalation practices;
2. Appropriate use of physical restraint;
3. Professionally-accepted practices in physical management and use of restraints;
4. Methods to explain the use of restraint to the student who is to be restrained and to the individual's family;
5. Use of isolation;
6. Use of seclusion;
7. Policy and appropriate documentation and notification procedures.

K. 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 including, but not limited to, a formal functional behavior assessment and a positive behavior support plan developed.

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

MSB 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.

M. Applicability of this Policy:

This policy applies to all MSB personnel.

N. Definitions:

1. "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;
2. "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;
3. "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;
4. "Behavior Intervention Plan (BIP)" sets forth specific behavior interventions for a specific student who displays chronic patterns of problem behavior;
  5. "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;
  6. "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;
  7. "Confinement" means the act of preventing a child from leaving an enclosed space;
  8. "Discipline" means the consequences for violating the district's student code of conduct;
  9. "Emergency situation" is one in which a student's behavior poses a serious, probable threat of imminent physical harm to self or others;
  10. "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;
  11. "IEP" means a student's Individualized Education Program as defined by the Individuals with Disabilities Education Act (IDEA);
  12. "Isolation" means the confinement of a student alone in an enclosed space without locking hardware;
  13. "Law enforcement officer" means any public servant having both the power and duty to make arrests for violations of the laws of this state;
  14. "Locking hardware" means mechanical, electrical or other material devices used to lock a door or to prevent egress from a confined area;
  15. "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;
  16. "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;



17. “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;
18. “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;
19. “School personnel” means:
  - a. Employees of MSB;
  - b. Any person, paid or unpaid, working on school grounds in an official capacity;
  - c. 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;
  - d. Any person working on school grounds or at a school function for another agency providing educational or related services to students.
20. “Seclusion” means the confinement of a student alone in an enclosed space from which the student is physically prevented from leaving by locking hardware;
21. “Section 504 Plan” means a student’s individualized plan as defined by Section 504 of the Rehabilitation Act;
22. “Time out” means brief removal from sources of reinforcement within instructional contexts that does not meet the definition of seclusion or isolation.

**Geoffrey Barney**  
**Superintendent**

Revised: August 2020

## 4-10 Allergy Prevention and Response

### I. Purpose

To create an organized system for preventing and responding to allergic reactions. This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions.

### II. Policy

- A. It is the objective of Missouri School for the Blind to provide a safe environment for all students, including those with life-threatening food allergies, to promote an understanding of their needs to the wider school community, and provide guidelines that outline prevention strategies and treatment protocols that allow staff to respond to individual circumstances and provide necessary emergency treatment. This policy applies to school facilities and community venues to which students have access and includes transportation provided by MSB.
- B. Identification and Communication  
MSB will attempt to identify students with life-threatening allergies, including food allergies. An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions range from mild to severe, even life-threatening. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.  
The MSB Health Center will create, maintain, and distribute a current list of students with allergies to all MSB education, residential and dietary staff.
- C. Prevention  
An Individualized Health Plan (IHP), including an Emergency Action Plan (EAP), may be developed for students with allergies. The need for an IHP and EAP will be developed by MSB's head nurse. The head nurse or her designee will be responsible for providing appropriate training, as well as a copy of the IHP and EAP to all education, residential and dietary staff. Trainings will differ for staff with supervision or direct contact with individual students.

Staff are required to follow the IHP/EAP developed for all students in their care. If the need occurs, staff members may be asked to refrain from use of air fresheners, oils, perfumes or other such items intended to add fragrance. Furthermore, the superintendent may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances. Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by MSB. MSB will not serve any processed foods, including foods sold in vending machines, which are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The Food Service director will provide a list of ingredients of processed foods upon request. Prepackaged items used in classroom and dorm activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is provided.

D. Education and Training

Designated educational, residential and dietary staff will be trained by the head nurse to serve as a response team. Annual training will include the use of an epinephrine premeasured auto injection devices.

Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state standards for health education.

Education will include potential causes, information on avoiding allergens, signs and symptoms of allergic reactions and simple steps students can take to keep classmates safe.

E. Confidentiality

Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will be shared with students and others who do not have a legitimate educational interest in the information, only to the extent authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

F. Response

Response to an allergic reaction shall be in accordance with established procedures, including application of the student's IHP/EAP. Information about known allergies will be shared in accordance with FERPA.

**Geoffrey Barney**

**Superintendent**

Approved: August 2020

## 4-11 Youth Suicide Awareness and Prevention Policy

### I. Purpose

This plan will outline key protocol and procedures for Missouri School for the Blind in educating employees and students on the actions and resources necessary to prevent suicide and to promote student well-being. This policy is being adopted pursuant to Section 170.048, RSMo.

### II. Policy

#### A. Crisis Response Team

MSB will establish a Crisis Response Team to include suicide awareness and prevention. Crisis Response Team members will include administrators, a counselor and may also include teachers, a school nurse and/or community resources as appropriate. The crisis response team will be responsible for implementation of Crisis Response Procedures.

MSB will adopt an evidence based/informed tool for assessing suicide risk. The counselor and staff members designated by the administration will receive training and coaching in using this tool to collect and document student suicidal behaviors and safety planning strategies.

#### B. Crisis Response Procedures

Student suicidal behaviors are not confidential and may be revealed to the student's parents, guardians, school personnel or other appropriate authority when the health, welfare or safety of the student is at risk.

Any school employee who has a reasonable belief that a student may be at risk for suicide or witnesses any attempt towards self-injury will notify the counselor, a school supervisor, or the Assistant Superintendent immediately. Residential staff must notify the supervisor on duty or the Residential Life Administrator. A formal report should be submitted in writing to the Assistant Superintendent or Residential Life Administrator by the end of the staff member's shift.

#### C. Procedures for Parent Involvement

The counselor shall reach out to the parents/guardians of a student identified as being at risk of suicide to consult with them about the risk assessment of their student, to make them aware of community resources, and to discuss how to best support the student's mental well-being and safety.

If the parent refuses to cooperate or if there is any doubt regarding the student's safety, local mental service providers and/or law enforcement may need to be engaged, and a report may need to be made to the Child Abuse and Neglect Hotline. Contact with a parent concerning risk of suicide will be documented in writing.

D. School and Community Resources

A student exhibiting suicidal behavior will be directed to meet with the counselor to discuss support and safety systems, available resources and coping skills. The counselor will consult with the student, administration and parents to develop a safety-plan. The student will automatically be placed on a 72-hour sight patrol. MSB will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. A basic list of resources can be found on the [Department of Mental Health website](#)<sup>17</sup>.

E. Responding to Suicidal Behavior or Death by Suicide in the School Community

When the school community is impacted by suicidal behavior or a death by suicide, MSB will confer with the Crisis Response Team and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior and/or death.

The Crisis Response Team, in conjunction with the Superintendent will determine appropriate procedures for informing the school community of a death by suicide and the supports that will be offered. Staff and students who need immediate attention following a death by suicide will be provided support and resources as determined necessary.

F. Suicide Prevention and Response Protocol Education for Staff

All MSB employees will receive information annually regarding this policy and the school's protocol for suicide awareness, prevention and response. The importance of suicide prevention, recognition of suicide protective and risk factors, strategies to strengthen school connectedness and response procedures will be highlighted. Such information shall include the following:

1. Current trends in youth mental health, wellbeing and suicide prevention and awareness
2. Strategies to encourage students to seek help for themselves and other students

---

<sup>17</sup> <https://dmh.mo.gov/mental-illness/suicide/prevention>

3. Warning signs that indicate a student may be at risk of suicide
  4. The impact of mental health issues and substance abuse
  5. Communication to students regarding concerns about safety and that asking for help can save a life
  6. Understanding limitations and boundaries for giving help and techniques to practice self-care
  7. Identification of key school personnel who are comfortable, confident and competent to help students at risk of escalated distress and suicide
- G. **Suicide Prevention Education for Students**
- Starting no later than fifth grade, students will receive age appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate. Student education will include the following:
1. Information about mental health, well-being and suicide prevention and awareness
  2. Promotion of a climate that encourages peer referral and which emphasizes school connectedness
  3. Recognition of the signs that they or peers are at risk for suicide
  4. Identification of issues that may lead to suicide including depression, anxiety, anger, and drug/alcohol dependency
  5. Directive to not make promises of confidence when they are concerned about peer suicide
  6. Identification of a trusted adult on campus with whom students can discuss concerns about suicide
- H. **Publication of Policy**
- MSB will notify employees, students and parents of this policy through the MSB Employee Manual and the MSB Student Handbook and Code of Conduct, which are reviewed annually and posted on the school website.

**Geoffrey Barney**  
**Superintendent**

Approved: August 2020

## **Section V - Work Conduct**



## **Work Conduct**

### **5-1 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 MSB 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**

Revised: August 2020

## Work Conduct

### 5-2 Anti-Bullying Policy

#### I. Purpose

To outline MSB's anti-bullying policy in order to provide a safe and civil environment, conducive to learning, living and teaching in an environment free from threat, harassment and any type of bullying behavior.

#### II. Policy

##### A. Bullying

Bullying is defined as intimidation, unwarranted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her emotional or physical safety or property or substantially interferes with the educational performance, opportunities or benefits of any student without exception or substantially disrupts the orderly operation of the school. Bullying of students is prohibited on all school property, at any school function, as well as on school busses. Bullying may consist of the following:

1. Physical Actions
2. Oral intimidation
3. Electronic or Written communication
4. Threats of retaliation for reporting such acts
5. Offensive Gestures

##### B. Cyber-Bullying

Cyberbullying is defined as bullying under this policy through the transmission of a communication including, but not limited to, a message, social media post, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. Pursuant to Missouri Statute Section 160.775, MSB has jurisdiction to prohibit cyberbullying that originates on a school's campus or at a school activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at an MSB activity using the student's own personal technological resources. MSB may discipline any student for such cyberbullying to the greatest extent allowed by law.

##### C. Discipline

Students shall be held accountable for bullying and/or cyberbullying behavior, pursuant to the student code of conduct.

D. Student and Employee Reporting

Students are encouraged to immediately report any incident they consider to be bullying to their teacher, house parent, school/residential supervisors or the Assistant Superintendent or Residential Life Administrator.

MSB employees are required to report all incidents, regardless if the incident is a first-time offense or repetitive, to the Assistant Superintendent or his/her designee during education hours or the Residential Life Administrator or his/her designee during residential hours. Specifically, an employee who witnesses an incident of bullying must report the incident to the Assistant Superintendent or his/her designee or the Residential Life Administrator or his/her designee, verbally and in writing, by the end of the employee's shift. Failure to do so, shall be grounds for personnel action.

Within 24 hours of receiving the report, the Assistant Superintendent or his/her designee or the Residential Life Administrator or his/her designee must initiate an investigation of the incident. The Assistant Superintendent or Residential Life Administrator may appoint other school staff to assist in the investigation, as needed. The investigation shall be completed within five school days from the date of the written report, including the findings of the supervisor. By the end of business on the fifth day, the written report and findings will be submitted to the Assistant Superintendent, who will maintain a file of all reports.

MSB prohibits reprisal or retaliation against any person who reports an act of bullying.

E. Publication and Training

This policy will be publicized annually in the Student Handbook & Code of Conduct, as well as the Employee Manual. MSB will provide annual notice of the policy to students, parents or guardians and staff.

All employees of MSB shall receive information regarding this policy and staff who have significant contact with students will receive annual training related to MSB's bullying policy to enable them to implement the provisions of the policy in the course of their duties.

Students will receive education and information regarding bullying, including information regarding this policy, the harmful effects of bullying, and other applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have

engaged in bullying, reprisal, or retaliation against any person who reports any act of bullying. To this end, the administration will instruct the counselor to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques shall include, but not be limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills; or encouraging the student to develop an internal locus of control. The administration shall implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.  
<http://dmh.mo.gov/mentalillness/suicide/prevention.html>

**Geoffrey Barney**

**Superintendent**

Revised: August 2020

## Work Conduct

### 5-3 Information Technology Responsible Use Practices

#### I. Purpose

- A. To set forth MSB policy on computer usage.

#### II. Policy

##### A. Privacy

- B. 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.

##### C. Responsibilities

- D. Effective security is a team effort involving the participation and support of every MSB 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 MSB'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 MSB;
  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](mailto: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 MSB:
  - 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.

#### E. 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.

#### F. Violation of this Policy

1. 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



**Work Conduct**

**5-4 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

## Work Conduct

### 5-5 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, consuming or 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.

Note: 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, extracurricular, 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

## Work Conduct

### 5-6 Staff Dress Code

#### I. Purpose

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

#### II. Policy

A. All professional and support staff will follow the DESE dress code guidelines for appropriate workplace attire as follows:

1. A dress is separated into two areas – School Year (September through May) and Summer (June, July, August):

a. School Year: All employees are expected to dress in professional school attire Monday through Thursday; 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, polo shirts, and/or MSB Mules gear. Acceptable professional school attire may differ depending on the responsibilities of the employee, however, appropriate attire includes:

(1) Slacks and dress pants, with at least 1-inch positive ease;

(2) Blouses, sweaters and dress shirts with necklines no lower than 3 finger widths below the collarbone;

(3) Skirts and dresses no shorter than 3 finger widths above the knee.

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, slacks, etc.); 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. No shorts may be worn at any time without prior permission.

B. Non-Education Department staff, including employees of the Residential, Custodial, Food Service, and Health Center divisions, 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 is 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**

Revised: February 2020

## Work Conduct

### 5-7 Supervision of Students

#### I. Purpose

To ensure proper supervision of students at all times.

#### II. Policy

- A. Extent of Supervision: Students will be under the supervision of MSB personnel or persons appointed by authorized school personnel during school, residential time and all school sponsored events, including play/recess periods, meals, and travel as well as during the school day and during extracurricular activities;
- B. Personnel supervising students may be certified employees, which include School Supervisors, School Counselors and teachers, paraprofessionals, coaches and extracurricular activities sponsors, Residential Supervisors or Advisors or other personnel assigned by the Assistant Superintendent or his/her designee or the Coordinator of Residential Services or his/her designee. Contracted persons, including bus drivers, nurses, therapists and other such persons shall supervise students in accordance with the duties prescribed by their respective employment functions and/or contracts. Non-school personnel appointed to supervise students must comply with MSB's Volunteer Policy (Policy 1-9) and be approved to supervise students by either the Assistant Superintendent or the Coordinator of Residential Services for their respective programs;
- C. Responsibilities:
  - 1. Students are responsible for being in their assigned area at all times;
  - 2. The Assistant Superintendent and Coordinator of Residential Services or their designees are responsible for assigning adequate staff to provide supervision;
  - 3. Supervisors, teachers, paraprofessionals, residential advisors and all other assigned personnel are responsible for supervising students at all times as required by their assigned professional duties;
  - 4. Parents/guardians are responsible for ensuring supervision of their children during non-school hours both before and after school and at school sponsored events where their student is not a participant. Parents who need additional supervision for their child from MSB should contact the Assistant Superintendent and/or Coordinator of Residential Services. Exceptions will be considered on an individual basis;
  - 5. The Superintendent is responsible for ensuring that this policy is implemented fully.

- D. Description of Supervision: Students will be under the supervision of MSB personnel or persons appointed by authorized MSB personnel at all times.
1. When a staff member becomes aware that a student is not in their assigned areas (e.g., Student Center, dorm, classroom), the staff member shall:
    - a. While ensuring that the remaining students are properly supervised, attempt to restore the student to their assigned area (e.g., call out to the student to return to the designated area and visually monitor the student, when possible). If two (2) staff members are assigned to the group of students one staff member should stay with the group and the other should follow the student who has left the assigned area.
    - b. Personally inform the office and request assistance immediately. During school hours, the teacher is responsible for speaking with a School Supervisor in person. If neither School Supervisor is available by phone the teacher should call the Education Administrative Assistant, Assistant Superintendent or Front Desk (in that order) until her or she is able to speak with an administrator in person.
    - c. Fill out an MSB Disciplinary Referral Form as needed.
    - d. Office staff will assist the student in returning to his or her assigned area and apply the MSB Code of Conduct as needed.
  2. Assigned staff will maintain supervision at all times.
    - a. MSB staff will not leave students unattended. If a staff member needs to leave his or her assigned area, they should contact the office for coverage and wait in their assigned area until another staff member comes to cover them.
    - b. MSB staff will take the responsibility for maintaining a safe and orderly learning and living environment for all of our students. If a staff member notices a student outside of their assigned area, unsupervised, or in any situation the staff member deems to be unusual, he or she shall immediately notify the Education or Residential office instigating a supervisor to investigate.
  3. Classroom teachers of record are required to take attendance hourly and record attendance hourly in the student information system.
    - a. Instructors and teachers of pull-out lessons are not required to record attendance in the student information system.
  4. Sight patrol – When individual students are on sight patrol, teachers are required to maintain visual supervision of them throughout the day while in class and transitioning to/from Residential time, between classes, break time, and lunch.
  5. All staff are required to remain in their assigned locations to supervise students for the duration of the scheduled times including, but not limited



to, before and after school, during class time, during break and lunch, and transitioning in between these activities.

6. Employees failing to comply with any part of this policy may be subject to disciplinary action in accordance with Missouri Department of Elementary and Secondary Education Personnel Policies and Procedures policy number 300-310, Section: Standards of Conduct and Employee Corrective Action.

**Geoffrey Barney**  
**Superintendent**

Revised: February 2020

**Work Conduct**

**5-8 Grading System for Grades K-12**

**I. Purpose**

To outline guidelines for grading in grades kindergarten through twelfth grade.

**II. Policy**

- E. Guiding Philosophy: Based on the research of Wormeli, R. (2006), Reeves, D. (2008, 2013) and Gusky, T. (2005, 2011, 2015), at MSB:
  - 1. Grades will communicate student progress in the curriculum;
  - 2. Zeros Are Not Permitted;
  - 3. Students learn at different rates and therefore, students will be allowed to retake Summative Assessments until they master the content at 80% or higher as deemed appropriate for the content area and specific objectives. In grades 6-12, Retake Assessments will be taken outside of regular class time at a time agreed upon by the student and teacher. Students will not be penalized with a lowered grade for retaking a test. The "retake grade" will replace the previous grade;
  - 4. All assessments will be graded and students will be provided feedback and re-teaching as needed;
  - 5. Summative Assessments will require students to demonstrate mastery of at least 80%;
  - 6. Assessments must have clear goals and be fully aligned with MSB's approved curriculum;
  - 7. Teachers will be able to define mastery of their courses and be able to succinctly share its meaning for their content area.
- F. Grading Policy and Procedure: All elementary, middle and high school students are graded according to the following scale, unless, based on the IEP team's recommendation, alternative grading methods including pass/fail and anecdotal reports are deemed more appropriate:

Table 5, Letter Grade by Numerical Score Range

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

- G. Components of Grades: In an effort to maintain high levels of academic rigor, MSB strictly applies the following grading practices to all her courses:
1. Grades are based only on an individual student's ability to meet the educational objectives for a given course as described in MSB's approved curriculum;
  2. If a student's IEP team determines that the objectives for a given course are not appropriate for a student and that student would still benefit from participation in the course, the IEP may determine which objectives will be met and/or identify specific modifications the student needs to meet the course objectives. The IEP team will make determinations regarding modification or accommodations needed prior to the beginning of the course or as soon as can be reasonably arranged after the course begins and concerns are identified;
  3. Prior to implementation, all changes to the MSB curriculum, grading system or materials must be identified by the IEP team and included in the IEP with enough detail for a reader unfamiliar with the student to implement;
  4. Student grades do not include group work, cooperation, participation, attendance or behaviors which are reported in the anecdotal comments section of the Weekly Progress Report and Comments section of the student grade card. Note that groups of students may, at times, do individual work that is combined into a group project. In this event, the individual will be graded on their work, but not the final group project.
- H. Data Collected to Determine Grades: At MSB, adequate data is collected to measure students' progress, determine the course of instruction and determine grades. All instructors are expected to collect evidence of student achievement in the following systematic manner:
1. Instructors will collect and record at least two formative grades per week which evaluate students' understanding of the curriculum objectives that are currently being taught, record their progress in the Tyler Grade Book and use the information gained to plan future instruction. Formative Assessment Data will account for no more than 40% of the students' final grades;
  2. Instructors will collect and record Summative Assessment Data which assesses students' retention and understanding of the key concepts associated with the current unit as well as overall course objectives at least once every two weeks. Examples of Summative Assessment Data may include tests, projects, essays and/or performance events. Teachers will maintain a file of summative evaluations for at least one year for each course they are currently teaching. Summative Assessment Data will account for approximately 60% of the students' final grades;

3. Students are expected to complete all assigned work – Zeros Aren't Permitted (ZAP). If a student is present and missing an assignment, the instructor will assign the student to the ZAP room the day of the missing assignment;
  4. In the event a student is absent from school, they will be given the same number of days to hand in their assigned work as they were absent. For example, if a student is absent for 3 days, they have 3 days to hand in their work before being assigned to the ZAP Room (detailed under ZAP in MSB Handbook for Students and Parents). Students may self-select to go to the ZAP Room to get additional assistance as needed;
  5. At times, it is not possible for a student to complete a course in the given time frame. If a student has outstanding work at the end of the quarter, they will be given an Incomplete on their grade card. Students who receive an Incomplete will have one quarter to complete the necessary work to allow the teacher to determine the final class grade. Incompletes become Fs at the end of one quarter. Exceptions may be made under certain circumstances with permission from the Assistant Superintendent.
- I. Quarterly Grades: Quarterly Grades are determined by the average of weighted formative and summative data;
  - J. Semester Grades: Semester Grades are determined as an average of quarter grades;
  - K. Weekly Progress Reports (WPR) give students and parents a weekly view of how the student is progressing through the curriculum, as well as a means to identify any potential concerns early. Teachers' conference with students on Thursday each week and hand in completed WPRs to the Education Office by 3:30 PM each Thursday. In the event of an absence, teachers are responsible for filling out all of their assigned students' WPRs on Friday morning before 8:30 AM. In the event of student absence, the student's first hour teacher is responsible for starting the student's WPR and the student's advisor will be responsible for assuring the student's WPR is completed and handed into the Education Office on time. A School Supervisor or the Assistant Superintendent reviews the WPR weekly and identifies and investigates any potential areas of concern. WPRs are sent to parents/guardians on Friday each week. Copies are also provided to the students' academic advisors;
  - L. Report Cards and IEP Progress Reports are sent home quarterly unless otherwise determined appropriate by a student's IEP team.

**Geoffrey Barney**  
**Superintendent**

Approved: August 2016

## Work Conduct

### 5-9 Confidentiality and Privacy

#### I. Purpose

This policy is a general guide to guaranteeing confidentiality of student information in compliance with state and federal laws, regulations, and guidelines.

#### II. Policy

- A. All MSB staff receive annual training in regards to student confidentiality.
- B. Education records are maintained in accordance with the Missouri State Board Operated Programs Retention of Records protocol, the Family Educational Rights and Privacy Act (FERPA), and current Missouri Department of Elementary and Secondary Education guidelines.
  - 1. Students' guardians receive a FERPA notice annually.
  - 2. MSB staff receive a FERPA notice and professional development annually.
  - 3. MSB Custodian of Records is responsible for maintaining current and historic student records. Records are available to stakeholders in accordance with Missouri law and Missouri Department of Elementary and Secondary Education policy. All records requests are directed by end of business on the day of the request to the Custodian of Records, and processed by his or her administrative assistant usually within one business day.
    - a. MSB Custodian of Records for 2020-2021 is Assistant Superintendent Joyce Waddell.
- C. Students' medical information is maintained in accordance with Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule and Missouri Department of Elementary and Secondary guidelines.
  - 1. Students' guardians receive a HIPAA notice annually.
  - 2. Medical records may fall under FERPA regulations as well as HIPAA policy and thus be considered school records under the purview of the MSB Custodian of Records.

**Geoffrey Barney**  
**Superintendent**

Approved: August 2020

## Topic Index

Topic Section	Location
2020-2021 Calendar	Administration, 1-3
Accident/Injury Report	Health & Safety, 4-4
Activity Funds	Finance, 2-7
Activity Funds: Funds from General Program Activities	Finance, 2-4
Allergy Prevention and Response	Health and Safety, 4-10
Anti-Bullying Policy	Work Conduct, 5-2
Asbestos Management-Public Notice	Health & Safety, 4-1
Benefit Contact Information	Human Resources, 3-3
Bulletin Boards, Use of	Administration, 1-7
Confidentiality and Privacy	Work Conduct, 5-9
Crisis Intervention Plan	Health & Safety, 4-2
Distribution of Political Materials Soliciting Campaign Funds/Votes	Work Conduct, 5-1
Donations to MSB	Finance, 2-5
Dress Code	Work Conduct 5-6
Emergency Weather Conditions	Administration, 1-11
Exposure Control Plan for Airborne Pathogens	Health & Safety, 4-7
Exposure Control Plan for Blood-borne Pathogens	Health & Safety, 4-6
Federal and State Income Tax Withholding Forms	Human Resources, 3-6
Fitness Center, Use of	Administration, 1-16
Grading System for Grades K-12	Work Conduct, 5-8
Head Lice Treatment and Control	Health & Safety, 4-5
Health Center	Health & Safety, 4-2
Information Policy	Administration, 1-8
Information Technology Responsible Use Practices	Work Conduct, 5-3
Library Media Center, Use of	Administration, 1-15
Loss Prevention and Monitoring System	Administration, 1-12
Maintenance Requests	Administration, 1-4
Mandatory Reporting of Suspected Child Abuse or Neglect	Health & Safety, 4-3

<b>Topic Section</b>	<b>Location</b>
Meal Money Advances	Finance, 2-8
Memberships and Seminars	Human Resources, 3-5
Missouri State Employee Self-Service Portal	Human Resources, 3-10
MSB Vehicles, Use of	Administration, 1-13
On-Campus Sales	Finance, 2-1
Organizational Chart	Administration, 1-2
Parent/Family Involvement Policy	Administration, 1-17
Payroll Procedures	Human Resources, 3-1
Phone/Personal Electronics Usage	Work Conduct, 5-4
Policies Format and Preparation	Administration, 1-1
Procurement of Supplies, Equipment and Services	Finance, 2-6
Receipts Processing/Accounts Receivable Procedures	Finance, 2-3
School Premises, Use of	Administration, 1-6
School Technology Requests	Administration, 1-5
Seclusion and Restraint Policy	Health & Safety, 4-8
Staff/Student Relations and Communications Policy	Work Conduct, 5-5
Statement of Non-Discrimination	Introduction
Supervision of Students	Work Conduct, 5-7
Tax Compliance for State Employees	Human Resources, 3-7
Transportation of Students	Administration, 1-13
Travel/Expense Account Guidelines	Finance, 2-2
Travel Guidelines	Human Resources, 3-9
Tuition Reimbursement	Human Resources, 3-4
Verification of Employment	Human Resources, 3-8
Visitors	Administration, 1-9
Volunteers	Administration, 1-10
Workers' Compensation Procedures	Human Resources, 3-2
Youth Suicide Awareness and Prevention Policy	Health and Safety, 4-11

Table 6 Topic Index