

2024-2025

Student Handbook & Code of Conduct



The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title 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; email civilrights@dese.mo.gov.

MISSOURI SCHOOL FOR THE BLIND

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Web Resources

If you do not have internet access, please call 314-776-4320 and a print or braille copy of the policy will be provided.

[Family Involvement](#)¹

[Federal Regulations Governing Discipline of Disabled Students](#)²

[Parents' Bill of Rights](#)³

[Procedural Safeguards Notice](#)⁴

[Notification of Rights under the Protection of Pupil Rights Amendment \(PPRA\)](#)⁵

[The Family Education Rights and Privacy Act \(FERPA\)](#)⁶

[Technology Usage](#)⁷

[Trauma Informed Schools Initiative](#)⁸

¹ <https://dese.mo.gov/quality-schools/federal-programs/parent-family-engagement>

² <https://msb.dese.mo.gov/wp-content/uploads/discipline-of-disabled-students.pdf>

³ <https://dese.mo.gov/special-education/compliance/parents-bill-rights>

⁴ <https://dese.mo.gov/special-education/compliance/procedural-safeguards>

⁵ <https://studentprivacy.ed.gov/topic/protection-pupil-rights-amendment-ppra>

⁶ <https://studentprivacy.ed.gov/topic/family-educational-rights-privacy-act-ferpa>

⁷ <https://msb.dese.mo.gov/wp-content/uploads/technology-usage.pdf>

⁸ <https://dese.mo.gov/traumainformed>

Letter from the Superintendent

Dear MSB Students and Parents:

Welcome to a new school year at MSB! By working together, we can make this our most exceptional year ever.

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

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

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

Sincerely,

Geoffrey Barney

Superintendent

Vision, Mission and Beliefs

Vision

Missouri School for the Blind provides and is widely acknowledged to deliver the most successful educational, vision-related, extracurricular and transition opportunities and resources designed to meet the challenges of a rapidly changing world for students with visual impairments and their families throughout the state of Missouri.

Mission

The Missouri School for the Blind is dedicated to providing high-quality educational services, resources, and individualized instruction to students who are blind or visually impaired ensuring achievement including academic, social, and post-secondary goals empowering students to become lifelong learners and enjoy fulfilling lives in the environment of their choice.

Beliefs

At MSB, we believe...

- Student success is our first and foremost responsibility.
- High expectations and collaboration between staff, students, families, and stakeholders are critical to student success.
- Every student deserves a safe and supportive learning and living environment in which they will be treated with dignity and respect.
- Every student has unique needs, interests, and abilities which will be addressed through their individualized education plan and a variety of rigorous course offerings and extracurricular activities.
- Beginning at age 14 every student will be provided the opportunity to participate in transition skills to prepare them for future success.
- Statewide interagency collaboration and sharing are beneficial to everyone providing services to students who are visually impaired and their families.

Governance

Board of Advisors

Mr. Geoffrey Barney, Superintendent
Ms. Barbara Stramler, Superintendent's Office School System Analyst
Ms. Wilma Chestnut-House
Mr. Eugene Edwards
Mr. Jack Lenk
Ms. Lana Palmer
Mr. Frank Selvaggio

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

The day-to-day operation of the Missouri School for the Blind is the responsibility of the Superintendent. MSB's vision and mission are fulfilled through:

- Educational Programs—Educational services for grades K through 12 are aligned with the Missouri Show-Me Standards, Grade Level Expectations (GLEs) and/or Course Level Expectations (CLEs), Missouri Learning Standards (MLSs), and the Expanded Core Curriculum for the Blind and Visually Impaired (ECC). Extra- and co-curricular programming includes varsity, junior varsity and intramural sports, clubs, and academic competitions.
- Business Office—Fiscal management, food service and storeroom.
- Outreach Services—Technical assistance, Deaf-Blind services, distribution of large print and braille materials to public schools across the state, and family services to children from birth through five years of age.
- Community Relations—Public information, community liaison and school events.
- Residential Services— Residential Services provide a home-away-from home for students who are Missouri residents who cannot be transported to and from school daily due to distance. Activities and supervision are provided, and daily living skills are supported.
- Health Services— MSB employs a head nurse and shift nurses. A variety of health services are offered including screening, monitoring students' physical development, medication management, managing medical concerns that arise while on-campus, as

well as being a resource for parents regarding student health related needs. MSB's health services are not intended to replace the services of a doctor or hospital.

Educational Programs

Alternative Methods of Instruction (AMI)

In the rare occasion that Missouri School for the Blind's campus cannot be open to the public, classes will be conducted via Distance Learning through a variety of methods including, but not limited to: Cisco WebEx Meetings, Zoom Meetings, Google Hangouts, etc. Students, parents/guardians, and staff will be notified via SchoolReach, voicemail, and e-mail as soon as possible with information regarding schedules, start times, etc. All students and staff are expected to participate in Distance Learning opportunities. All MSB policies including attendance, grading and our ZAP policy apply during Distance Learning. At MSB we understand that if we are in need of AMI, some of our MSB family may need an exception to these policies. Please feel free to contact the Assistant Superintendent if your student needs accommodations or an exception during an AMI session. As always, we will do our best to work with our families to meet our student's needs.

Campus Visitors

Parents, relatives, and friends are welcome to visit MSB students. All visitors must be preapproved by a student's parent or guardian. Visitors must be accompanied by staff while on campus. For safety reasons, all visitors must observe the following:

- Sign the Visitor's Registration Sheet at the front desk;
- Obtain a visitor's badge by having a state-issued photo ID scanned at the front desk, and wearing the visitor's badge while on campus and return it on departure;
- Wait to be escorted by a staff member or receive clearance to access the campus.

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

Definition of School Day

School is in session from 8:25 a.m. to 3:40 p.m. Extracurricular activities, selected related services, and Work Experience activities may be scheduled before and after school hours to accommodate scheduling.

Grading Policy and Procedure

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

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

Table 1, Grading Scale

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

In an effort to maintain high levels of academic rigor, MSB applies strict grading practices to all courses. Grades are based only on each student's ability to meet the educational objectives for a given course as described in MSB's approved curriculum. If a student's IEP team determines that the objectives for a 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. All changes to the MSB curriculum must be made by the IEP team prior to initiation. Student grades do not include 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.

At MSB, adequate data is continuously collected to measure students' progress, determine the course of instruction and determine grades. All instructors are expected to collect evidence of student achievement in a systematic manner. Instructors 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. Instructors collect and record summative 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. Students are expected to complete all assigned work; Zeros Aren't Permitted (ZAP). If 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, page 13). At times, it is not possible for a student to complete a course in the given timeframe. 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

F's at the end of one quarter. Exceptions may be made under certain circumstances with the permission of the Assistant Superintendent.

High School Graduation Requirements Set by the State Board of Education

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

Table 2, Required Subject Credits

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

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

Students are required by the State of Missouri to pass the United States and Missouri Constitution tests prior to graduation. The Constitution tests are embedded in the American Government course at MSB. Missouri law requires that high school students pass an American Civics exam in order to graduate. This exam will be administered as part of the district's 9th grade United States History curriculum. High school students are required by Missouri Law to receive thirty minutes of CPR instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking in order to graduate. This instruction shall be included in the district's existing health curriculum. High school students must receive this instruction and training as required by Missouri law in order to graduate. The Missouri Department of Elementary and Secondary Education also require documentation that each student has completed End of Course Exams in the following subjects: Algebra I, English II, Biology and American Government. Any specific graduation requirement may be waived for a student with disabilities if recommended by the student's IEP Committee. Students whose IEP

teams have determined the MAP-A alternative is the appropriate assessment must take the MAP-A assessment for English language arts grade 11, science grade 11, and mathematics grade 11.

Lockers

Students in grades six (6) through twelve (12) may be assigned lockers to keep their books, jackets and school supplies. Students may provide their own locks or have one issued to them. Students who provide their own locks must give a copy of their key or their combination to the office. However, MSB assumes no responsibility for loss of student property. Students should not share their lock combinations with anyone, leave their lockers open, or leave their locks preset. Food may not be left in lockers. The school reserves the right to search lockers at any time.

Make-Up Work

MSB understands that there is no replacement for teacher directed instruction; however, in an effort to help our students keep pace in the curriculum, all teachers are required to assign Make-Up Work when students are absent from instructional time. Make-Up Work covers the same material covered in class during the time of the absence and is, in general, presented as ten (10) short-answer questions or problems (Math or Science). Students should ask the instructor for their Make-Up Work as soon as possible upon returning to school. Students will be given the same number of days to hand in their assigned work as they were absent from instruction (see ZAP Procedures). Make-Up Work is considered an assignment and is graded and recorded in the Tyler Grade Book as a Formative Assessment. Make-Up Work is in addition to the required Formative and Summative Assessment (See Grading Policy and Procedures).

NOTE: Make-Up Work will be assigned to all academic students who are considered absent (see Attendance). Students are considered absent when they are not at school, in the MSB Health Center, or otherwise not present for instruction. Students who are in Related Services or school-sponsored activities are not considered absent.

Money and Valuables

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

Report Cards and IEP Progress Reports

Report Cards and IEP Progress Reports are sent home quarterly.

Standardized Achievement Testing

Achievement tests, End of Course (EOC) exams, Missouri Assessment Program (MAP), MAP-A (Alternate) tests/Dynamic Learning Maps (DLM), and American College Testing (ACT) are administered annually at appropriate grade levels as determined by the student's IEP

Assessment Plan. Academic students participate in NWEA diagnostic assessment three times each year.

Student Promotion and Retention

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

Vending Machines

Students may purchase items from vending machines after 3:40 p.m. daily.

Weekly Progress Reports (WPRs)

WPRs are sent to parents/guardians. Copies are also provided to the student and academic advisors.

Yondr Phone Pouches

MSB believes cell phones have great utility, however, we have also found that learning and social behavior improve drastically when students are fully engaged with their teachers and classmates. Additionally, studies have shown cell phones usage at night can lead to a number of concerning outcomes, including trouble falling asleep and/or reduced sleep. In order to improve teaching and learning along with restful hours in Residential MSB uses a system called Yondr.

The Yondr Program employs a simple, lockable pouch that stores a cellphone. Every student will secure their phone in a personal Yondr pouch by 7:45 AM each morning or upon arrival at school. Students will maintain possession of their phones and will not use them until their pouches are opened at the end of the school day. Students will have access to their phones in the dorm until lights out. At lights out cell phones will be placed in their pouches until morning wake up at which time, they may unlock their pouch to and from school each day and are responsible for their pouch at all times. Yondr pouches will be used overnight during school

sports trips and field trips. Willful destruction of a pouch will be considered vandalism as defined by the Student Code of Conduct.

[Youth Suicide Awareness and Prevention](#)

Protecting the health and well-being of all students is of utmost importance to Missouri School for the Blind. We believe mental health is just as important as physical health. Suicide is the second leading cause of death for 10 to 24-year-olds. More than twice as many young people die from suicide than cancer and heart disease combined, according to the Centers for Disease Control.

Suicide prevention is a community effort. MSB staff, students, parents and community can all make a difference. All school personnel and students are expected to help create a school culture of respect and support, in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal or are in need of help. While confidentiality and privacy are important, students should know that when there is risk of suicide, safety comes first. If you know someone who is actively thinking of suicide, never leave that person alone, but get help immediately.

MSB has a Crisis Response Team in place to support any students in need of services. 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.

For a more detailed review of the Youth Suicide and Prevention Policy, it can be found on MSB's website in the Employee Manual or made available upon request.

[ZAP \(Zeros Aren't Permitted!\)](#)

This program helps students avoid failing grades due to incomplete work. On a daily basis, students who have missing assignments will be assigned to the ZAP room to eat lunch and work on missing assignments.

Residential Services

Students qualify for Residential Services when the distance between the student's home and MSB preclude daily travel. Clinical and Ancillary Services provide medical services, occupational, physical and speech/language therapies, audiological testing, and licensed professional counseling. In the case of licensed professional counseling, referrals may be made by staff, parents/guardians and/or the student. Parents/guardians or students have the right to seek counselors or therapists outside the school.

Dormitory Assignments

Students are assigned to dorms based on gender, age, maturity and/or specific needs. Each dorm is overseen by Residential Advisors. The number of advisors per dorm is determined by the number of students in each dorm and their individual needs. If concerns arise, every effort will be made to resolve the issue in a satisfactory manner. Each dorm consists of:

- Kitchen
- Living/Dining Area
- Bedrooms
- Shower
- Bathrooms

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

Independent Student Dorm

MSB is pleased to offer qualified LIFE and senior-level students the opportunity to live in the Independent Student Dorm (ISD). Students invited to live in the ISD have demonstrated the personal growth and responsibility, maturity, and the independent living skills necessary to live independently, in a group setting, with minimal supervision.

The ISD is under the supervision of the Education Division through the MSB Dorm Director. Students assigned to the ISD will meet with the MSB Dorm Director who will conduct regular inspections of the dorm, coordinate use of facilities with LIFE staff to navigate their first independent experiences in communal life and serve as the first line of communication between the staff shifts and administration.

Students assigned to the ISD will continue to participate in all Residential Activities.

Students assigned to the ISD will follow the published MSB Food Service Schedule. ISD students are expected to attend all meals in a timely manner.

Living in the ISD is a privilege reserved for only the most mature and responsible students, therefore, students who have been invited to live in the ISD should consider the responsibility and commitment they are taking on carefully before moving in. Assignment to the ISD is based on availability of space and at the discretion of the MSB Superintendent and/or Assistant Superintendent or their designee. Students may be removed from the Independent Living Dorm at any time at the discretion of the Superintendent or Assistant Superintendent. If students are removed from the ISD, they will be provided housing in an available space in the Residential Division (preferential dorm or rooms may not be available and students should not assume that other students will be moved to accommodate their move). All students assigned to the ISD must review, agree to and abide by the rules and responsibilities of the ISD to maintain their eligibility for the program.

General Dormitory Rules

- Food and beverages may be eaten and stored in the dorm kitchens. Snacks are provided by Food Services, and students may bring snack items of their choice from home.
- Pictures, posters and other wall or door hangings may be affixed using wall tack in each living areas. Nails, tape, and adhesive of any kind are not permitted.
- Each dormitory has a television available for general use and rules of use are posted in each dorm. Students may use their own electronic equipment in their dorm room. Please make sure all items are clearly and permanently marked with the student's name and registered with a Residential Supervisor to ensure their security.
- Students may bring their own video games, CDs and/or DVDs, etc., up to a maximum of six items per device.
- Students should bring enough clothing for one week. Please label all clothing with the student's name with a permanent marker.
- Please include a robe and slippers to ensure student modesty at all times.
- Towels and bedding are provided by MSB. Students may bring bedspreads/comforters, blankets, pillows, stuffed animals, etc. to ensure their comfort.
- Please provide your student with a toothbrush, toothpaste, shampoo, and other personal items.
- Curfew hours vary depending on the individual student's age, grade and maturity level and are enforced consistently.

Health Services

MSB's Health Services staff consists of a nursing supervisor, registered nurses, and licensed practical nurses. When physician specialist services are needed, the Health Services staff contacts the appropriate doctor. Other services (with parental consent) include:

- Medication Management and Administration

- Medical Examinations (as needed)
- First Aid

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

Medications

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

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

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

Illness Guidelines

In the event of an injury or illness, students will be treated in the Health Center. Anything beyond routine will be communicated with the students' parents and Administration.

In the event the injury or illness is beyond our ability to treat, students' parents will be notified and given the choice to come and pick up their student or be treated at the urgent care, ER, hospital, etc.

1. Student needing care beyond what we can provide routinely in the health center, the Admin. line (314-934-7231) should be called and notified. Note: the only people who can send students home are the Superintendent and Assistant Superintendent.

2. Administration should be contacted if following circumstances arise:

- a. Temperature of 100.4 or above
- b. Vomiting or diarrhea that does not respond to medication.
- c. Severe cold/flu/COVID-19 symptoms

*Each situation will be considered individually, and the criteria above will be considered

guidance, but not written in stone.

3. The administrator on call will be contacted any time medical interventions beyond what MSB typically provides are needed. The Administrator will be contacted before the parent unless the injury or illness is severe.

4. When parents pick up a student at their choice, (doctors apt, student calls parent...) the health center will notify the administrator on campus (There is an admin on campus from 7:30am until 9:00pm) or call the Admin. line.

Head Lice Policy

Any student found to have an active head lice infestation will be treated in the Health Center and then sent home until the student is found to be lice free. MSB will not exclude otherwise healthy students from school due to nit infestation. The school nurse will notify the parent that the student has active head lice and needs to be picked up from school. The school nurse will provide information on methods of treating the infestation in the hair, and in the home.

After the student is treated, they may return to school via their normal transportation method. The student will be examined at the bus stop by the bus chaperone before getting on the bus if head lice is detected by the bus chaperone; the student will not be permitted to get on the bus. All students will be checked by the nurse upon arrival for live lice or nits. If there is a presence of live head lice, the nurse will contact the parent to pick up the student from school as well as reinstruct the parent regarding treatment. The student will not be excluded from school if there are nits present. If the student has nits identified upon inspection, they will be inspected by the school nurse each morning and evening. If the examination reveals nits are still present, the parent will be notified and instructed on treatments and removal of nits. This process will repeat until the student is free of nits.

Students who have had evidence of active head lice will continuously be checked by the school nurses every 2 to 3 days for 3 weeks. The nurses will perform a second treatment on the student 10 days after the first treatment was completed.

When a student is found to have head lice, hard surface areas of concern will be cleaned and disinfected using approved cleaning products. Once hard surface areas have been cleaned, and disinfected, all upholstered or carpeted areas of concern will be vacuumed thoroughly. After the vacuuming process is completed, the vacuum canister will be emptied directly into a trash bag. The trash bag must be tied and placed directly into the outside trash receptacle. The vacuum canister will be properly cleaned before replacing onto the vacuum cleaner. Individual students who have been identified with lice or nits will have their sheets taken off their bed and washed individually daily by the staff. Hot water and high heat will be used.

All appropriate measures should be taken to decrease the time a student is out of school due to head lice. If the parent refuses to bring the child in and lice continues to be a problem, the building administrator, and the school nurse will consider whether this action constitutes abuse, or neglect, and make a hotline call, if necessary.

Recreation Areas

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

- Bowling Alley
- East and West Gyms
- East Garden
- Exercise Playground
- Fitness Center
- Student Center
- Swimming Pool
- Track

Student Accounts

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

Transportation

Daily: Daily transportation is provided through a contracted transportation service. Students may be transported by van, bus, or a cab. In some cases, students may be transported by their local school district.

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

Student Code of Conduct

Philosophy

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

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

All disciplinary action is carried out by the Assistant Superintendent or her designee. Disciplinary actions are in line with the general provisions outlined in the Student Code of Conduct adopted by the State Board of Education. In addition, MSB follows the [Federal Regulations regarding discipline for disabled students as specified by IDEA](#)⁹. A link is also provided on the [MSB website](#)¹⁰.

Any conduct not listed here, or an aggravated circumstance of any offense or an action involving a combination of offenses, may result in disciplinary consequences that extend beyond this Code of Conduct as determined by MSB Superintendent or Assistant Superintendent.

Disciplinary Actions Defined

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

⁹ <https://www.parentcenterhub.org/disciplineregs/>

¹⁰ www.msb.dese.mo.gov

Student Conference (Informal Talk/Counseling)

A school official (counselor, supervisor, or administrator) will talk with the student regarding the student's behavior. The school official will review the student's behavior and reinforce appropriate behaviors. The official will ensure that the student understands the appropriate school behaviors and rules. Parent(s)/guardian(s) will be notified at the discretion of administration.

Parent/Guardian Contact

Parent(s)/guardian(s) are notified of student's behavior and consequences/disciplinary action taken.

Detention

Detention will be held during lunch or after school under the supervision of a staff member.

Assignment of Extra Duty or Extra Work

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

Deprivation of Privileges

Extracurricular activities are special privileges offered to enhance the student's overall learning experience. Field trips, attendance at non-academic assemblies, participation in sporting activities and other special events are privileges, not rights. Any or all of these privileges may be revoked. Parent(s)/guardian(s) will be notified.

Restitution

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

Assignment to Alternative/In-School Suspension (ISS)

The Assistant Superintendent may determine that the student be placed in an in-school suspension for a specified number of days during regular school hours. The student is required to complete class assignments and may earn credit for work completed. All extracurricular activities will be suspended for that day. The parent(s)/guardian(s) will be notified.

Dorm Restriction/Sight Patrol

Dorm Restriction/Sight Patrol means that students are expected to stay in their dorm unless they are accompanied by a staff member. Students may attend activities (unless otherwise noted) but they will be partnered with an adult, as opposed to a peer. Students who are on Sight Patrol should be within a staff member's "sights" at all times. Sight Patrol can be used for a variety of infractions of the code or for students' own safety.

Room Restriction (Dorm)

A residential student will be confined to their assigned dorm room except for when escorted by a residential advisor for meals or emergencies. Note: Due to the nature of offenses which require Room Restriction, a period of Room Restriction is often followed by Dorm Restriction until a student has regained all of their privileges.

Out-Of-School Suspension (OSS)

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

Out-of-Dorm Suspension (ODS)

The Assistant Superintendent may suspend a student from the MSB dorms for a period of time up to 10 days.

Disciplinary Procedures/Consequences

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

- The seriousness of the offense
- The student's behavior
- Past behavior of the student
- The student's pattern of misconduct
- The student's degree of cooperation
- Attendance patterns and academic progress

- The safety and welfare of the students
- Age/academic placement of student

NOTE: All disciplinary actions will be determined at the discretion of the Assistant Superintendent or Residential Services Administrator. Safe schools violations are referred to the Superintendent and reported accordingly. All infractions of the Disciplinary Code will be recorded in the Tyler Discipline Log and entered into the student’s permanent record.

Academic Preparedness

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

Education Program

First Offense: Student Conference (Informal Talk/Counseling)
 Second Offense: Parent/Guardian Contact
 Repeat Offense: Detention

Residential Program

First Offense: Not Applicable
 Second Offense: Not Applicable
 Repeat Offense: Not Applicable

Alcohol, Drugs and Drug Paraphernalia

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

Education Program

First Offense: Parent/Guardian Contact
 Second Offense: Assignment of Alternative/In-School Suspension (ISS)
 Repeat Offense: Out of School Suspension

Residential Program

First Offense: Parent/Guardian Contact
 Second Offense: Room Restriction (Dorm)
 Repeat Offense: Out of Dorm Suspension

Arson

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

Education Program

First Offense: Assignment of Alternative/In-School Suspension (ISS)
Second Offense: Assignment of Alternative/In-School Suspension (ISS)
Repeat Offense: Out of School Suspension

Residential Program

First Offense: Dorm Restriction/Sight Patrol
Second Offense: Room Restriction (Dorm)
Repeat Offense: Out of Dorm Suspension

Assault/Verbal and Physical

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

Education Program

First Offense: Parent/Guardian Contact
Second Offense: Assignment of Alternative/In-School Suspension (ISS)
Repeat Offense: Out of School Suspension

Residential Program

First Offense: Dorm Restriction/Sight Patrol
Second Offense: Room Restriction (Dorm)
Repeat Offense: Out of Dorm Suspension

Attendance

Regular school attendance is essential to academic success. MSB strives to meet attendance standards for state accreditation. Students and their parents/guardians are responsible for student attendance. Students are considered absent when they are not in attendance in class. This includes students who are not at school as well as students who are in the MSB Health Center or otherwise not present for instructions. Students who are in Related Services or school-sponsored activities or attending class virtually with prior administrative approval are not considered absent. Parents/guardians are to notify the school in the event a student is absent, otherwise the absence will be considered truancy. Students who are absent without an excuse in excess of ten (10) consecutive days will be referred to their local school district. Students are responsible for making up work from absences and tardies in a timely manner. Unexcused absences or tardiness deemed to be within the control of the student in excess of three school days will result in disciplinary measures.

Education Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Detention

Residential Program

First Offense: Not Applicable
Second Offense: Not Applicable
Repeat Offense: Not Applicable

Bomb Threats/False Alarms

Making a false report regarding the possession or location of explosive materials, making a threat to bring or bringing a bomb to school (including counterfeit or non-operational devices), or activating an emergency response when no emergency exists is a serious offense that may endanger the lives of others.

Education Program

First Offense: Parent/Guardian Contact
Second Offense: Assignment of Alternative/In-School Suspension (ISS)
Repeat Offense: Out of School Suspension

Residential Program

First Offense: Parent/Guardian Contact
Second Offense: Dorm Restriction/Sight Patrol
Repeat Offense: Room Restriction (Dorm)

Cheating

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

Education Program

First Offense: Parent/Guardian Contact
Second Offense: Detention
Repeat Offense: Assignment of Alternative/In-School Suspension (ISS)

Residential Program

First Offense: Not Applicable
Second Offense: Not Applicable
Repeat Offense: Not Applicable

Chronic Disciplinary Violations

A series of disciplinary violations from different categories (i.e., fighting, theft, disrespect), which are of a serious nature, or sequential violations within the same category at different times.

Education Program

First Offense: Detention
Second Offense: Assignment of Alternative/In-School Suspension (ISS)
Repeat Offense: Out of School Suspension

Residential Program

First Offense: Parent/Guardian Contact
Second Offense: Dorm Restriction/Sight Patrol
Repeat Offense: Room Restriction (Dorm), up to 30 days

Counterfeiting

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

Education Program

First Offense: Parent/Guardian Contact

Second Offense: Assignment of Alternative/In-School Suspension (ISS)

Repeat Offense: Out of School Suspension

Residential Program

First Offense: Parent/Guardian Contact

Second Offense: Dorm Restriction

Repeat Offense: Room Restriction (Dorm)

Destruction of Property/Vandalism

Students who are responsible for destruction, misuse or damage to school property will be required to make restitution for damages.

Education Program

First Offense: Parent/Guardian Contact & Restitution

Second Offense: Deprivation of Privileges

Repeat Offense: Assignment of Alternative/In-School Suspension (ISS)

Residential Program

First Offense: Parent/Guardian Contact

Second Offense: Dorm Restriction/Sight Patrol

Repeat Offense: Room Restriction (Dorm)

Disorderly Conduct

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

Education Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Parent/Guardian Contact

Repeat Offense: Detention

Residential Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Parent/Guardian Contact

Repeat Offense: Dorm Restriction

Disrespect

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

Education Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Parent/Guardian Contact

Repeat Offense: Assignment of Alternative/In-School Suspension (ISS)

Residential Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Dorm Restriction/Sight Patrol

Repeat Offense: Room Restriction (Dorm)

Electronic Devices

Students are not to bring personal devices not related to instruction to school unless authorized. Students may carry personal cell phones: however, cell phones must be turned off and placed in the student's Yondr pouch during the school day. Students are not to use electronic devices for the purpose of academic dishonesty. Any electronic devices, including but not limited to cell phones, that are left out or are used during instructional time are considered to be a disruption and may be confiscated and secured in the Assistant Superintendent's office. Students may retrieve their cell phones after 3:45 PM. Cell phones and cameras may NOT be used inside any bathroom or locker room for any purpose. Students may bring pre-approved personal electronic devices to use in the dorms after school. All electronic devices must be turned off at lights out in the dorm. Cell phones must be secured in the Yondr pouches overnight and may be unlocked in the morning.

Education Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Parent/Guardian Contact

Repeat Offense: Detention

Residential Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Parent/Guardian Contact

Repeat Offense: Deprivation of Privileges

Electronic Tampering

Electronic tampering includes but is not limited to any willful destruction of electronics, unauthorized website access, unauthorized access to social media, accessing porn, or alteration of electronic systems data. Students using MSB technology, including internet access, will be provided a policy outlining the acceptable use of technology and must sign a user agreement prior to usage.

Education Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Parent/Guardian Contact

Repeat Offense: Assignment of Alternative/In-School Suspension (ISS)

Residential Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Parent/Guardian Contact

Repeat Offense: Dorm Restriction/Sight Patrol

Extortion

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

Education Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Parent/Guardian Contact

Repeat Offense: Assignment of Alternative/In-School Suspension (ISS)

Residential Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Parent/Guardian Contact

Repeat Offense: Room Restriction (Dorm)

Fighting

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

Education Program

First Offense: Parent/Guardian Contact

Second Offense: Deprivation of Privileges

Repeat Offense: Assignment of Alternative/In-School Suspension (ISS)

Residential Program

First Offense: Dorm Restriction

Second Offense: Room Restriction (Dorm)

Repeat Offense: Room Restriction (Dorm)

Fire and Emergency Equipment

Tampering with or damaging fire and emergency equipment is forbidden.

Education Program

First Offense: Parent/Guardian Contact

Second Offense: Detention

Repeat Offense: Assignment of Alternative/In-School Suspension (ISS)

Residential Program

First Offense: Parent/Guardian Contact

Second Offense: Room Restriction (Dorm)

Repeat Offense: Room Restriction (Dorm)

Fireworks and Explosive Devices

Possession or use of fireworks or explosive devices is strictly prohibited. Items will be confiscated; police will be notified and charges filed if warranted.

Education Program

First Offense: Parent/Guardian Contact

Second Offense: Detention

Repeat Offense: Assignment of Alternative/In-School Suspension (ISS)

Residential Program

First Offense: Parent/Guardian Contact

Second Offense: Dorm Restriction/Sight Patrol

Repeat Offense: Room Restriction (Dorm)

Food and Drink in Halls, Classrooms, School Buses, Dorm Rooms

Students may eat snacks and drink beverages in the hallway and lobby areas during break-time and after school. Food and beverages are prohibited during class time and on school buses

unless authorized by the Assistant Superintendent or his/her designee. Items will be confiscated. Students may eat in the common areas of the dorms but, may not have any food or drink in their dorm room other than water to prevent unwanted critters. Any snack food students bring from home must be labeled and stored in the dorm kitchen.

Education Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Detention

Residential Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Deprivation of Privileges

Forgery

Manual or electronic manipulation of data or impersonation of another individual or another individual's signature for the purpose of falsifying information is prohibited.

Education Program

First Offense: Parent/Guardian Contact
Second Offense: Detention
Repeat Offense: Up to 5 days ISS

Residential Program

First Offense: Parent/Guardian Contact
Second Offense: Up to 5 Days Dorm Restriction
Repeat Offense: Up to 5 days Room Restriction

Gambling

Gambling is defined as participation in any activity in which money and/or items may be exchanged in relation to the outcome of the activity. Gambling paraphernalia will be confiscated.

Education Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Detention

Residential Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Up to 5 days Room Restriction

Gangs/Secret Organizations

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

Education Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Detention

Residential Program

First Offense: Parent/Guardian Contact
Second Offense: Up to 5 Days Room Restriction
Repeat Offense: Up to 10 days ODS

Harassment/Intimidation/Bullying/Hate Speech

Respect for the dignity of others is the cornerstone of civil society. Harassment/Intimidation and/or Bullying creates an atmosphere of fear that robs a person of their dignity, detracts from our safe environment, and will not be tolerated at Missouri School for the Blind. Students who Harass/Intimidate or Bully another person or instigate another person to do so on their behalf shall be held accountable for their actions. Actionable behaviors can occur at school or a school-sponsored activity, during residential or travel time, and through verbal interaction, physical intimidation and/or written or electronic communication or social media.

Words and/or actions directed toward an individual or group of individuals that intimidates bullies, degrades, hazes and/or fails to respect another person's dignity is considered Harassment/Intimidation and/or Bullying. Harassment/Intimidation and/or Bullying includes, but is not limited to, references made to a person or groups based upon a person's age, sex, race, religion, ethnic origin, or disability. Verbal comments, sexual name-calling, gestures, jokes, slurs and spreading sexual rumors directed toward an individual or groups are also considered harassment. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature. Bullying includes sarcastic "compliments" about another student's thoughts, comments on personal appearance, pointed questions intended to embarrass or humiliate, mocking, taunting, or belittling, non-verbal threats and/or intimidation such as unwanted touching, poking, play fighting, "fronting" or "chesting" a person. Demeaning humor, blackmail, extortion, demands for money or loans, stealing or hiding belongings, threatening to physically harm another student, or cyberbullying are all forms of Harassment/Intimidation and Bullying. This includes written, electronic forms of communication and social media.

Education Program

First Offense: Parent/Guardian Conference
Second Offense: Assignment of Alternative/In-School Suspension (ISS)
Repeat Offense: Up to 10 days OSS

Residential Program

First Offense: Parent/Guardian Contact
Second Offense: Dorm Restriction/Sight Patrol
Repeat Offense: Room Restriction (Dorm)

Improper Dress

Students are expected to be groomed and dressed appropriately for school and school-related activities. Clothing with undue exposure of the body is not permitted, i.e., backless and tube tops, muscle shirts, sleeveless shirts, tank tops, spaghetti straps and/or see-through clothing. Safe footwear must be worn at all times. Students may wear billed hats and sunglasses inside for the purpose of glare reduction as a result of their eye condition. Documentation of specific need may be required by the Assistant Superintendent. Students may not wear hoodies, hats, or sunglasses indoors as fashion accessories. Any insignia/slogans that are offensive, profane, and sexually suggestive or promote illegal substances, including tobacco and alcohol are not permitted. Articles of clothing are to be worn the way they were designed to be worn. Any clothing causing a disruption or considered distracting to the learning process is prohibited. When in the judgment of the Assistant Superintendent or Residential Services Administrator, a student's appearance or mode of dress may disrupt the educational process or constitute a threat to health or safety, the student may be required to make modifications. (Exceptions to this policy may be made for residential students in the privacy of their dormitories at the discretion of Residential Supervisors).

Education Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Detention

Residential Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Up to 5 days Dorm Restriction

Inappropriate Item

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

Education Program

First Offense: Student Conference (Informal Talk/Counseling) & Parent/Guardian Contact
Second Offense: Deprivation of Privileges
Repeat Offense: Assignment of Alternative/In-School Suspension (ISS)

Residential Program

First Offense: Student Conference (Informal Talk/Counseling) & Parent/Guardian Contact
Second Offense: Up to 5 days Dorm Restriction
Repeat Offense: Up to 5 Days Room Restriction

Inappropriate Language

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

Education Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Detention

Residential Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Up to 5 days Dorm Restriction
Repeat Offense: Up to 5 Days Room Restriction

Insubordination

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

Education Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Detention

Residential Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Up to 5 Days Room Restriction
Repeat Offense: Up to 5 Days ODS

Lack of Academic Effort

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

Education Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Detention

Residential Program

First Offense: Not Applicable
Second Offense: Not Applicable
Repeat Offense: Not Applicable

Late Arrivals/Early Departures

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

Education Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Detention

Residential Program

First Offense: Not Applicable
Second Offense: Not Applicable
Repeat Offense: Not Applicable

Lockers/Desks/Dorm Rooms

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

Education Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Parent/Guardian Contact

Repeat Offense: Detention

Residential Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Parent/Guardian Contact

Repeat Offense: Up to 5 days Room Restriction

Lying

Presenting false information or withholding accurate information which leads students or school personnel to erroneous conclusions.

Education Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Parent/Guardian Contact

Repeat Offense: Detention

Residential Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Up to 5 days Dorm Restriction

Repeat Offense: Up to 5 Days Room Restriction

Nuisance Items

Students are not to bring to school nuisance items, including but not limited to radios, MP3 players, headphones, video games, toys, or other items or materials distracting to the education process of the classroom. Items as outlined above are permissible in the dorm setting if they do not disrupt or disturb other students. Such items may be confiscated and later returned to the student, parent/guardian, or law enforcement agency.

Education Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Parent/Guardian Contact

Repeat Offense: Detention

Residential Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Up to 5 days Dorm Restriction

Repeat Offense: Up to 5 Days Room Restriction

Obstruction/Disruption of School

Acts that cause a substantial disruption or obstruction of the school day or school activities, including, but not limited to: occupying any school building, grounds, or school bus which deprives others of its use; blocking the entrance or exit of any school building, corridor,

doorway, or classroom passageway that deprives others' access; blocking normal pedestrian/vehicular traffic on the school campus; and/or excessive talking or otherwise disrupting class.

Education Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Detention

Residential Program

First Offense: Not Applicable
Second Offense: Not Applicable
Repeat Offense: Not Applicable

Public Displays of Affection

Students should refrain from inappropriate, intimate behaviors on campus or at school related events and activities. Inappropriate displays of affection include but are not limited to touching, fondling, hugging, snuggling and kissing. MSB recognizes that students may develop genuine feelings for each other, and therefore holding hands is allowed during non-instructional time. Students are expected to show good taste and conduct themselves respectfully at all times.

Education Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Detention

Residential Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Up to 5 days Dorm Restriction
Repeat Offense: Up to 5 Days Room Restriction

Profanity

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

Education Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Detention

Residential Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Up to 5 days Dorm Restriction
Repeat Offense: Up to 5 Days Room Restriction

School Bus

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

- Follow instructions from driver or supervising staff.
- Do not eat or drink on the bus unless with permission of staff member.

- Remain quiet and seated facing forward until the bus comes to a complete stop.
- Keep the aisle clear and do not litter, mark or damage the bus.
- Wear seatbelts when available.

Education Program

First Offense: Student Conference (Informal Talk/Counseling)
 Second Offense: Parent/Guardian Contact
 Repeat Offense: Up to 5 days ISS

Residential Program

First Offense: Student Conference (Informal Talk/Counseling)
 Second Offense: Parent/Guardian Contact
 Repeat Offense: Up to 5 days Dorm Restriction

Sexual Harassment

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

Education Program

First Offense: Parent/Guardian Contact
 Second Offense: Up to 5 days ISS
 Repeat Offense: Up to 10 days OSS

Residential Program

First Offense: Parent/Guardian Contact
 Second Offense: Up to 5 Days Room Restriction
 Repeat Offense: Up to 10 days ODS

Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material

Students may not possess, display, send or receive, electronically or otherwise, obscene, sexually explicit, vulgar, or violent material including, but not limited to, pornography or depictions of nudity, violence, or explicit death or injury. Materials and/or electronic devices will be confiscated immediately.

Education Program

First Offense: Student Conference (Informal Talk/Counseling) & Parent/Guardian Contact
 Second Offense: Deprivation of Privileges
 Repeat Offense: Assignment of Alternative/In-School Suspension (ISS)

Residential Program

First Offense: Student Conference (Informal Talk/Counseling) & Parent/Guardian Contact
 Second Offense: Up to 5 days Dorm Restriction
 Repeat Offense: Up to 5 Days Room Restriction

Sexual Misconduct

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

Education Program

First Offense: Parent/Guardian Contact
Second Offense: Up to 5 days ISS
Repeat Offense: Up to 10 days OSS

Residential Program

First Offense: Parent/Guardian Contact
Second Offense: Up to 5 Days Room Restriction
Repeat Offense: Up to 10 days ODS

Skateboards, Rollerblades, Bicycles, Hoverboards and Segways

Students are not to bring Hoverboards or Segways, or similar products, as well as skateboards, rollerblades, bikes or shoes with wheels on school property during the school day unless authorized by the Assistant Superintendent, during physical education or during instructor-supervised bike repair classes.

Education Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Detention

Residential Program

First Offense: Not Applicable
Second Offense: Not Applicable
Repeat Offense: Not Applicable

Smoking/Possession of Tobacco

The use and/or possession of tobacco, herbal, vape pens, and/or smokeless tobacco products (chew) are not permitted in school buildings, within 300 feet of school property, or at school-sponsored activities. Smoking paraphernalia, tobacco products, lighters, matches, rolling papers, etc., will be confiscated.

Education Program

First Offense: Parent/Guardian Contact
Second Offense: Detention
Repeat Offense: Up to 5 days OSS

Residential Program

First Offense: Up to 5 days Dorm Restriction
Second Offense: Up to 5 Days Room Restriction
Repeat Offense: Up to 5 days ODS

Tardiness

Students are considered tardy when they are not where they are supposed to be at a given time. Students who are late to school, class or do not report to their assigned area (dorm or activity) in a timely manner or leave their assigned area without the permission of their assigned staff or an MSB administrator are considered tardy. Students who are tardy in arriving to school or need to leave school before the end of the school day must check in at the Education Office before reporting to class.

Education Program

First Offense: Student Conference (Informal Talk/Counseling)
Second Offense: Parent/Guardian Contact

Repeat Offense: Detention

Residential Program

First Offense: Student Conference
Second Offense: Parent/Guardian Conference

Repeat Offense: Dorm Restriction

Theft

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

Education Program

First Offense: Parent/Guardian Contact

Second Offense: Detention

Repeat Offense: Up to 5 days ISS

Residential Program

First Offense: Parent/Guardian Contact

Second Offense: Up to 5 days Dorm Restriction

Repeat Offense: Up to 5 Days Room Restriction

Threats

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

Education Program

First Offense: Parent/Guardian Conference

Second Offense: Up to 5 days ISS

Repeat Offense: Up to 10 days OSS

Residential Program

First Offense: Up to 5 days Dorm Restriction

Second Offense: Up to 5 Days Room Restriction

Repeat Offense: Up to 5 days ODS

Trespassing

Unauthorized presence on school property or refusing to leave when directed to do so by a person of authority. During the time of a suspension from school, a suspended student is not allowed on any school property or to participate in school-sponsored, extracurricular activities. A police report may be filed.

Education Program

First Offense: Student Conference (Informal Talk/Counseling)

Second Offense: Parent/Guardian Contact

Repeat Offense: Detention

Residential Program

First Offense: Not Applicable

Second Offense: Not Applicable

Repeat Offense: Not Applicable

Truancy

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

Education Program

First Offense: Student Conference (Informal
Talk/Counseling)
Second Offense: Parent/Guardian Contact
Repeat Offense: Detention

Residential Program
First Offense: Not Applicable
Second Offense: Not Applicable
Repeat Offense: Not Applicable

Weapons

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

Education Program

First Offense: Up to 5 days ISS
Second Offense: Up to 10 days OSS
Repeat Offense: Refer to Superintendent

Residential Program

First Offense: Up to 5 days Dorm Restriction
Second Offense: Up to 10 days ODS
Repeat Offense: Refer to Superintendent

Associated Disciplinary Policies

Corporal Punishment (Prohibited)

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

Reporting of School Violence

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

IEPs and Violent Students

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

Seclusion and Restraint Policy

Preface

Recent changes in Missouri law (RSMo 160.263) require all school districts in the state of Missouri to develop 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.

Purpose

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

Use of Restrictive Behavioral Interventions

Time-Out

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

Seclusion

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

Isolation

Isolation may only be used:

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

Use of isolation requires all the following:

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

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

Physical Restraint

Physical restraint shall only be used:

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

Physical restraint shall only be used:

- For as long as necessary to resolve the actual risk of danger or harm that warranted the use of physical restraint.
- Use no more than the degree of force necessary to protect the student or other persons from imminent bodily injury.

- Not place pressure or weight on the chest, lungs, sternum, diaphragm, back, neck, or throat of the student which restricts breathing.
- Only be done by school personnel trained in the proper use of restraint.

Any school personnel using physical restraint shall:

- Use methods of restraint in which the person has received district approved training.
- Conduct restraint with at least one additional adult present and in line of sight unless other school personnel are not immediately available due to the unforeseeable nature of the emergency situation.
- Physical restraints should never be used as a form of punishment or for the convenience of school personnel.

Mechanical Restraint

Mechanical restraint shall only be used:

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

Chemical Restraint

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

Communication and Training

School Personnel Debriefing

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

Parental Notification

Except as otherwise specified in a student's IEP:

- Following an emergency situation involving the use of seclusion, isolation, or restraint the parent or guardian of the student shall be notified through verbal or electronic

means of the incident as soon as possible, but no later than the end of the day of the incident.

- The parent or guardian shall receive a written report of the emergency situation within (5) school days of the incident. The written incident report shall include all of the following:
 - Date, time of day, location, duration, and description of the incident and interventions.
 - Event(s) that led up to the incident.
 - Nature and extent of any injury to the student.
 - Name of a school employee the parent or guardian can contact regarding the incident.
 - Plan to prevent the need for future use of seclusion, isolation, or restraint.

School Personnel Training

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

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

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

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

Students with Disabilities

The policy applies to all students at MSB. If the IEP team determines, and the parent consents, that a form of restraint or isolation or aversive behavior intervention may be appropriate in certain identified and limited situations, the team may set forth the conditions and procedures

in the IEP. Any use of restraint, isolation, or aversive behavior interventions must be limited to what is set forth in the IEP. If the IEP permits use of restraint, isolation, or aversive behavior interventions, it must also contain a plan to eliminate the need for their use. Before adding the use of restraint, isolation, or aversive behavior interventions to an IEP the student must have undergone appropriate assessments to include, but not limited to, a formal functional behavior assessment and a positive behavior support plan developed.

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

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

Applicability of this Policy

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

Definitions

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

“Aversive behavioral interventions” means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as: contingent application of noxious, painful, intrusive stimuli or activities; any form of noxious, painful, or intrusive spray, inhalant or tastes; or other stimuli or actions similar or the interventions described above. The term does not include such interventions as voice control, limited economy system; brief physical prompts to interrupt or prevent a specific behavior; interventions medically necessary for the treatment or protection of the student; or other similar interventions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

taking a student's hand to transport them for safety purposes, physical escort, or intervening in a fight.

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

“School personnel” means:

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

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

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

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

Anti-Bullying Policy

MSB's anti-bullying policy is designed 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.

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 physical actions, oral intimidation, electronic or written communication, threats of retaliation for reporting such acts and/or offensive gestures.

Cyberbullying

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.

Discipline

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

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, 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.

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. For more information, visit [Missouri Department of Mental Health's webpage for Suicide Prevention](https://dmh.mo.gov/mental-illness/suicide/prevention)¹¹

¹¹ <https://dmh.mo.gov/mental-illness/suicide/prevention>

Attendance Policy and Procedures

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

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

Notification of Absences

- Absences from campus for reasons other than those listed above are considered unexcused.
- A parent/guardian or responsible party must notify the education office at 314-633-1562 or the residential office at 314-633-1561 when the student must be absent.
- Parents/guardians of local students should also notify the bus company that their child will not be riding the bus in advance of scheduled pick up.
- For school-sponsored activities, each student is responsible for notifying their teachers of the anticipated absence and making arrangements for missed assignments to ensure a satisfactory grade.

Absenteeism

Parent(s)/guardian(s) and student(s) should use the following guidelines when absences occur:

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

Tardiness

Students are tardy if they are not in their assigned classroom when class is scheduled to start. These students are reported to the education office in the student information system. A written excuse from the staff member involved is required when a student is late from another class or appointment. Students who are tardy for class without a written excuse are required to get a note from the Education Office.

Make-up Work

Work missed due to an absence must be made up. Students 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 three (3) days, they will be given three (3) days to hand in their make-up work before being assigned to the ZAP Room as detailed on page 10. It is the student's responsibility to make appointments with the teacher for make-up work. Regardless of the reason for absence, all work must be made up for full credit to be given. Assignments may be requested through the Education Office for absences lasting more than two days.

Student Records

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

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

Student Directory Information

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

Missouri School for the Blind designates the following items as Directory Information: student's name, parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof, weight and height of members of the athletic teams, dates of attendance, degrees, honors, awards received, most recent previous school attended and photographs, including photos of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy. Parents/guardians of a student under 18 and students 18 or older have ten (10) school days after this annual public notice is published to view the student's Directory Information and to provide notice in writing to the school that they choose not to have this information released. Unless notified to the contrary in writing within the ten (10) school day period, MSB may disclose any of those items designated as Directory Information without prior written consent. Parents/guardians or students who do not want this information released should write to the attention of:

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

Student Complaints and Grievances

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

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

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

resolve the complaint. The decision of the Assistant Commissioner will be entered in writing within five days. The decision of the Assistant Commissioner will be final.

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

Discrimination Complaint Resolution

The Missouri Department of Elementary and Secondary Education (the Department) has developed a complaint procedure providing for prompt and equitable resolution of complaints alleging compliance by the Department with 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, Title II of the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments of 2008 (ADAAA), the Genetic Information Non-Discrimination Act (GINA) or USDA VI.

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

A complaint pertaining to a Department program, facility or activity, with the exception of complaints related to the operation of the School Foods Services Program, must be submitted to the Department's Civil Rights Compliance and MOA Coordinator (Title VI/Title IX/504/ADA/Age Act), Department of Elementary and Secondary Education, Jefferson State Office Building, 5th floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, Missouri 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov. Complaints alleging discrimination by the Food and Nutrition Services Section, should be forwarded to the United States Department of Agriculture (USDA). To file a program complaint, complete the USDA Program Discrimination Complaint Form or write a letter addressed to USDA and provide the information requested in the form. To request a copy of the form, call (866) 632-9992. Submit your completed form or letter to USDS by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. All USDA complaints should also be sent to the Department's Office of Chief Counsel at counsel@dese.mo.gov or Office of the Chief Counsel, 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480.

Procedure

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

The complaint must contain the name and address of the person filing it. Complaints must state the problem or action, including any allegation of misconduct, discrimination, harassment and/or retaliation in sufficient detail to include but not be limited to dates, witnesses, locations, etc.; the requested outcome; and the protected class to which the individual belongs.

The person or person's legal representative must sign the complaint.

2. The Coordinator shall conduct a prompt and thorough investigation of each complaint received. This investigation shall afford all interested persons an opportunity to submit evidence relevant to the complaint. The Coordinator shall maintain files and records relating to the complaint. Further, to the extent allowed by law, the Coordinator shall maintain the confidentiality of the person filing the complaint. This shall not prohibit the Coordinator from consulting with Department legal counsel regarding the investigation and the drafting of a decision.
3. The Coordinator will issue a report in writing to the appropriate Department Division/Office Administrator outlining what action, if any, will be taken in regard to the complaint no later than 30 working days after its filing. If the Coordinator, for good reason, is unable to reach a decision within the 30 working day time period, s/he shall notify the person as to the reason for the delay and the additional time needed to reach a decision. Should the Division/Office Administrator find misconduct, discrimination harassment, and/or retaliation within a Department program or activity, the Department will take immediate steps to make the correction and to prevent its recurrence.
4. The person filing the complaint may appeal the decision within 10 working days of the receipt of the decision by writing to the Commissioner of Education, Missouri Department of Elementary and Secondary Education, Jefferson State Office Building, 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, Missouri 65102-0480; telephone number 573-751-4446.

The filing of the appeal authorizes the Commissioner of Education (Commissioner), or his/her designee, to review all information. The Commissioner or his/her designee will

review the person's statement of appeal and the factual findings of the Division/Office Administrator's decision to arrive at an independent conclusion.

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

The availability and use of this complaint procedure does not prevent a person from filing a complaint with appropriate state or federal agencies, including the U.S. Department of Education, Office of Civil Rights, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri, 64106; telephone number 816-268-0550; FAX 816-823-1404; TDD 877-521-2172; email OCR.KansasCity@ed.gov.

Department employees with questions about the Department Non-Discrimination Policy and Internal Investigations Policy should consult Personnel Policies 000-010 and 000-015.

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.

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.