

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
April 15, 2021

OFFICE OF ACCREDITATION

- C. Approval of Corrective Action Plans (CAPs) for Districts assigned a PROBATION or WITHDRAWN status in accordance with Accreditation Policy 2.8.1

Background Information: In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2020*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

Program offices have reviewed their applicable section(s) of the CAPs and have approved the provided corrective actions and timelines for the following districts:

1. Carroll County School District
2. Hazlehurst City School District
3. Jackson Public School District
4. Leland School District
5. North Bolivar Consolidated School District

Recommendation: Approval

Back-up material attached

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
April 15, 2021

OFFICE OF ACCREDITATION

C.01. Corrective Action Plan for Carroll County School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2020*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Carroll County School District was assigned a PROBATION status by the Commission on School Accreditation on December 10, 2020. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

The Carroll County School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standards 1 and 1.1 – Governance: Superintendent Duties and Responsibilities
- Process Standards 1 and 1.2 – Governance: School Board Policies
- Process Standards 1 and 1.3 – Governance: School Board Duties Responsibilities
- Process Standard 2 – Licensed Professional Staff
- Process Standard 2.2 – No More Than 5% of FTE Working Outside Area of Endorsement
- Process Standard 4 – Annual Financial Audit
- Process Standards 15 - Professional Development Plan

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 1/14/2021

Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board’s responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District’s accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the *Federal Civil Rights Act of 1964*

1.1: The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law.

REGULATIONS: Miss. Code Ann. § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, and § 37-151-5(h)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Based on interviews with District staff and observations by MDE auditors, the District is noncompliant with Standard 1.1. Examples of noncompliance include, but are not limited to, the following:</p> <p>-The Superintendent failed to ensure that all data reported to the MDE are true and accurate as verified by supporting documentation on file in the school district.</p>	<p>The District shall assign all executive and administrative duties to the superintendent in accordance with Miss. Code Ann. 37-9-14.</p> <p>To effectively and efficiently operate the District, the superintendent shall have the support of the Board and the administrative authority to take the actions consistent with the policies of the Board and provisions of the school laws and regulations of the State of Mississippi. Board policies shall include</p>		<p>School Board Meeting</p>	<p>Ongoing</p>

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/14/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The Superintendent failed to implement a professional development program aligned with the Learning Forward Standards for Professional Learning. (See also Process Standard 15) 	<ul style="list-style-type: none"> • Maintaining a positive and professional working relationship with the Board; • Developing and implementing a system for reporting to the Board on policy issues, achievement growth/lack of growth and other significant issues; review issues and growth at monthly leadership meetings and board meetings • Establishing a mechanism to promote community and business commitment and involvement with the District by implementing a district-wide P16 Council • Implementing an instructional management plan that clearly defines the academic goals necessary for improving student achievement; and reviewing the plan and progress towards the goals at monthly leadership meetings • Implementing plans, procedures, programs and systems to achieve clearly defined, desired results. 	<ul style="list-style-type: none"> School Board Superintendent School Board Superintendent School Board Superintendent School Board Superintendent 	<ul style="list-style-type: none"> School Board Meeting Agenda, minutes, sign in Agenda, minutes, sign in Instructional Plan Agenda, minutes, sign in 	<ul style="list-style-type: none"> Ongoing

Please use additional sheets as needed.

Corrective Action Plan

District Name: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 1/14/2021

Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board’s responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District’s accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the *Federal Civil Rights Act of 1964*

1.2: School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the District, and current copies (print or electronic) of school board policies are published and available for public review.

REGULATIONS: Miss. Code Ann. § 25-41-7, §§ 25-61-1 through 17, §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), and the Federal Civil Rights Act of 1964

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>During the 2018-2019 school year the District’s Board policies failed to serve as the basis of operation for the District.</p> <p>The District failed to implement a structured procedure for reviewing, revising, and rescinding policies. Based on a review of Board minutes and interviews, policies are dealt with on an as-needed basis. When asked about a plan for reviewing and revising Board policies, Board members stated that the District has no set plan.</p>	<p>Pursuant to Miss. Code Ann. § 25-41-7, §§ 25-61-1 through 17, §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w); and the Federal Civil Rights Act of 1964, local board policies that comply with State and Federal statutes and SBE policies shall serve as the basis of operation of the District.</p> <ul style="list-style-type: none"> • The District shall review and revise all District publications to ensure that all statements are clearly written and consistent with approved Board policy as well as state and federal statutes. 	<p>School Board Superintendent Board Clerk</p>	<p>School Board Meeting, Agenda, Minutes</p>	<p>November 30, 2019 - ongoing</p>

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/14/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Discrepancies, irregularities, and inconsistencies exist between the Board policies and the student and employee handbooks. Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • The Employee Handbook references policies that are not listed in the District’s official Board policies. (i.e. GBJ, GCBB and GCI). • The definition of truancy in the handbook is inconsistent with local Board policy. • Graduation requirements listed in the handbook are confusing and misleading. The handbook lists all the graduation requirements from Appendix A-1 through Appendix A-10 (except A-3, A-4, and A-5) from the Mississippi Public School Accountability Standards, 2019. It does not distinguish which requirements begin with entering 9th graders of 2018-19, but rather presents all options as the current requirements for graduates. 	<p>When revision(s) are made and approved by the Board, the District shall communicate the revision(s) to all staff, parents, and students.</p>	<p>School Board Superintendent Board Clerk Principals</p>	<p>School Board Meeting, Agenda, Minutes</p>	<p>November 30, 2019 - ongoing</p>
	<p>The District shall consistently implement all Board policies throughout the District to ensure equity for students and staff.</p>	<p>Superintendent</p>	<p>Employee Handbooks</p>	<p>July 31, 2020</p>
	<p>Employee Handbooks shall be revised to only include approved policies.</p>	<p>Superintendent</p>	<p>Student Handbooks</p>	<p>July 31, 2020</p>
	<p>Student handbooks shall be revised to include correct information regarding truancy and graduation requirements.</p>			
	<p>The operation of the District shall be based on approved Board policies and procedures that are current and that comply with state and federal statutes and SBE policies and standards.</p>			
	<p>Adopting policies that reflect the District’s vision for student achievement is the primary role of the board.</p>			

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/14/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Superintendent and Board failed to implement policies that clearly define and ensure that the necessary plans, procedures, programs, and systems are in place to serve all students. The Superintendent and Board also failed to ensure that the District operates according to Board policies and procedures that comply with state and federal statutes and SBE policies and standards. Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Ensuring that all data reported to the MDE are true and accurate (See also Accreditation Policy 2.1), and • Ensuring implementation of appropriate standards of governance (See also Standards 1.1 and 1.3). 	<p>Policy development shall be aligned with the strategic plan and shall support improved student achievement and organizational effectiveness.</p> <ul style="list-style-type: none"> • The student handbook and other documents shall function under the authority of the approved Board policy, as a means of communicating directives and operational procedures to the students, staff, and parents. • The District shall develop and implement a systematic process to review all Board policies, at least annually, and make necessary revisions when needed. All handbooks shall contain information that is consistent with Board policies and practices and comply with current state and federal laws and SBE policies. 	<p>School Board Superintendent Board Clerk Principals</p> <p>School Board Superintendent</p>	<p>School Board Meeting, Agenda, Minutes</p> <p>Board Approved Policy Calendar</p>	<p>November 30, 2019 - ongoing</p> <p>August 6, 2020</p>

Corrective Action Plan

District Name: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 1/14/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<ul style="list-style-type: none"> • The District shall maintain and have available for public review, a current set of official Board policies. All policies shall be properly indexed with the dates of Board adoption, and those dates must be consistent with Board action as recorded in the official Board minutes of the District. All policies shall be clearly identified as policies of the Carroll County School District. A system for assuring that the policy manual is kept current shall be instituted. 	School Board Superintendent	Policy Book	June 30, 2020

Corrective Action Plan

District Name: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 1/14/2021

Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board’s responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District’s accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the Federal Civil Rights Act of 1964

1.3: School board members complete required basic and continuing education programs in order to effectively perform their duties in the manner prescribed by law.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, and § 37-7-306(1-4)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Board failed to effectively perform its duties in accordance with applicable law. The Board failed to limit its responsibilities to matters of setting policy and accessing results. There is no evidence that Board members follow a policy for communicating with the public and for encouraging the public to follow the chain of command process.	To comply with Miss. Code Ann. § 37-9-14, the District shall assign all executive and administrative duties to the superintendent. The District’s Board members shall: • Promote a relationship among the Board, administrators, teachers, and the community that promotes trust, honest communication, and sincerity;	School Board Superintendent	School Board Meeting Feedback from board members, superintendent, and district staff	Ongoing

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/14/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Information gathered from Board minutes, videos obtained from confidential informants as well as videos on public forums, and confidential interviews with staff and Board members provided evidence that a Board member is acting individually and outside the role of a Board member prescribe by law and is actively engaged in the day-to-day operations of the District.</p> <ul style="list-style-type: none"> • A Board member routinely visits the schools and the District offices, demands personnel records and other information from employees, and discusses school matters with school and District staff. Video evidence shows a board member entering the high school and peering into classrooms and entering classrooms unattended on January 17, 2017, at approximately 10:50 a.m. 	<ul style="list-style-type: none"> • Establish a mechanism to promote community and business commitment and involvement with the District and building a relationship of trust. • Limit their role of oversight of management of the District as prescribed by law and focus on developing policy to improve student achievement. • Refrain from acting individually, and shall act only as a body and only when the Board officially convenes in a formal, legal meeting. An individual Board member has no authority to act on his/her own. • Weigh whether continuous requests for information are legitimately necessary for making decisions regarding policy or if they are a means of micromanaging. Ideally, requests for information should be an action item, officially approved by the entire Board. 	<p>School Board Superintendent</p>	<p>School Board Meeting</p> <p>Feedback from board members, superintendent, and district staff</p>	<p>Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • During a presentation by a search group, one (1) Board member asked how/why they were present and the speaker stated he had received a call from the Board member. This demonstrates that the presentation was not the Board’s decision, but rather that of one (1) Board member. • In June 2019, the Board member created a job description and job posting for a Security Director, which is an administrative duty of the superintendent. • During the administration of statewide assessments in a previous school year, the Board member entered the school and interrupted teachers, a potential violation of Appendix F of the Mississippi Public School Accountability Standards. 	<p>When making decisions, the Board shall rely on the professional knowledge, expertise, or training of the professional educators and shall limit their decisions to matters of policy.</p> <p>The role of the school board is to set policy, delegate executive, supervisory, and instructional authority to its employees, and appraise the results achieved in light of the goals of the school district; whereas, the role of the superintendent is to function as the chief administrator of the district and implement the policies established by the school board for the day to- day operation of the school district. The Board is to focus on the vision and mission for the District.</p>	<p>School Board Superintendent</p>	<p>School Board Meeting</p> <p>Feedback from board members, superintendent, and district staff</p>	<p>Ongoing</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • District staff members have observed the Board member entering school and district premises without authorization, without using the proper security protocols, and using school/district transportation equipment (air tanks) for personal use. • A review of Board minutes revealed that the Board spends an excessive amount of time involved in the “operational processes” aspect of the District. In the Board meeting on January 14, 2019, examples of the Board member’s interference with management issues is demonstrated by his: <ul style="list-style-type: none"> - requests for employee time sheets; - requests that the use of district vehicles be monitored and his description of the specific process he would use; - requests that the superintendent consider separating the high school; and - statement that the District had too many coaches. 	<p>Implementation is the responsibility of the superintendent. The school board only has the authority to elect or not elect the names. The school board has no authority to recommend and employ. Furthermore, it is the Board that must have good reason to reject any recommendations.</p>	<p>School Board Superintendent</p>	<p>School Board Meeting</p>	<p>Ongoing</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • MDE auditors confirmed the Board member’s interference with and involvement in management of the District in their review of the recorded school Board meeting January 14, 2019. In addition to those listed in this report, other examples of misconduct can be viewed in this Board meeting on the Taxpayers Channel website at (https://www.thetaxpayerschannel.org/program.php?rogram_id=2019-01-14-a-cc) • The Board member asked the Superintendent to resign effective June 2019, rather than completing his elected term through December, 2019, in order for the Board to begin a superintendent search and have a superintendent in place at the beginning of the 2019-2020 school year. 	<p>Parents and members of the community who contact school board members shall be encouraged to contact the school district staff directly responsible for the issue, from teacher to principal to superintendent, following the appropriate chain of responsibility. If the concern is not resolved, it may go before the Board. Board members shall explain to parents and community that the Board has no authority except when in session. The local school board shall follow and enforce rules and regulations of the State Board of Education for their own government and for the government of the schools in the manner provided by law. The school board shall avoid becoming involved in day-to-day operations of the school and shall not become involved in issues until they come before the Board. Knowing that their behavior sets the climate for the district, Board members shall perform their responsibilities with the highest level of professionalism.</p>	<p>School Board Superintendent</p>	<p>School Board Meeting</p>	<p>Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>• The Board member has circumvented the District’s chain-of-command, interfered with the administration’s ability to implement Board policies, and failed to comply with its policies pertaining to complaints, chain of command and employment procedures. Confidential interviews disclosed that he has been directly and actively involved with issues pertaining to complaints from citizens. The father of a teacher contacted the Board member regarding a conflict between the teacher and her principal. The Board member conducted his own investigation which included going to the school and interviewing staff members. The principal was nonrenewed by the Board in a special-called meeting on February 26, 2019. In a special called meeting March 1, 2019, a Board member rescinded his motion to nonrenew the principal and the Board permitted him to submit his resignation. This indicates a lack of commitment to decisions by Board members. (See Carroll County Schools Policies KL-R and BBB.)</p>	<p>The process for utilizing the “consent agenda” is designed to quickly cover routine approvals for hiring of personnel and approvals of contracts or purchases so that adequate time can be spent on discussion of purposeful educational issues that benefit children. Therefore, the Board shall effectively use the consent agenda to help eliminate lengthy meetings.</p>	<p>School Board Superintendent</p>	<p>School Board Meeting</p>	<p>Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The Board failed to comply with Miss. Code Ann. § 37-7-301 (f) which states “To visit schools in the district, in their discretion, in a body for the purpose of determining what can be done for the improvement of the school in a general way” MDE auditors received reports that Board members visit the schools individually. A video recording of the January 14, 2019, Board meeting reveals the Board member saying visiting as a group “is not required anymore.” • A Board members failed to follow the appropriate channels of making requests for information through the superintendent’s office. Confidential interviews with District staff and Board members revealed that the Board member consistently requests information from the staff. Although this is appropriate if the Board needs information to make decisions regarding policy, if the information is related to day-to-day operations, it is a sign of micromanagement and interference in the day-to-day operations of the District. 				

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Requests of this nature send a message of distrust and a vote of no confidence in staff as well as take time away from the primary responsibilities of staff.</p> <ul style="list-style-type: none"> • During the July 15, 2019 Board meeting, MDE auditor observed the Board member requesting the superintendent bring a list of candidates for the security position to the next meeting. The attorney responded, “No, it is not on the agenda.” Board minutes verify that Board members have made specific recommendations concerning the non-renewal/employment and salaries of both certified and non-certified staff without following established employment policies and procedures. In some instances, personnel have been approved with stipulations for hire given by the Board even though the Board only has the authority to approve or disapprove hiring recommendations. 				

Please use additional sheets as needed.

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>When one (1) individual’s name, who had been recommended for hire, came before the Board for approval, Board members cut his salary in half. In another case, after a hearing for an employee who was non-renewed, the Board made the decision to renew the contract and move the person to the other school.</p> <p>There is no documentation in the Board minutes that the Board provides “good reasons to the contrary” or “valid educational reasons” when denying the administration’s recommendations in accordance with Miss. Code Ann. § 37-9-17.</p> <p>The Board does not appear to follow clear rules of order or the Board policy in establishing their agenda for their Board meetings. The Board appears disorganized and unfamiliar with rules of order and the Open Meetings Act. For example, during the June 27, 2019 Board meeting, Board members were unsure as to whether the meeting was a special-called meeting or a regularly-scheduled meeting. Therefore,</p>	<p>The Board completed MSBA training on October 7, 2019 on rules of order and reviewed the Board policy on establishing their agenda for Board meetings.</p>	<p>Superintendent School Board</p>	<p>School Board Meeting</p>	<p>Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Board members were unsure whether they could amend the agenda. After arguing about it, the Board attorney eventually told them that they were not in executive session and advised them if they wanted to go into executive session that someone needed to make a motion.</p> <p>Additionally, during the July 15, 2019 Board meeting, the MDE auditor observed the followings:</p> <ul style="list-style-type: none"> • When the superintendent said he needed to add something to the agenda, the Board chair responded, “We have no agenda.” This conversation then ensued into an argument between the superintendent and the Board chair. Ultimately a motion carried to add the item but the chair voted against it. • Board members were unsure of whether they were in executive session and began arguing over what they could and could not discuss. Even after the Board attorney informed them that they were not in executive session because no one had made a motion to go into executive session, the 				

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Superintendent and Board members continued to discuss personnel matters. The Board attorney tried numerous times to advise them and stated, "I think we are out of line discussing this outside of executive session and we should know when to stop." Rather than considering going into executive session, the Superintendent asked the staff member to leave despite the fact this was a public meeting.</p> <ul style="list-style-type: none"> • A Board member attempted to tell the Superintendent what an athletic director's job duties should entail. The Board member responded with "We are always having Board meetings and we can always change job duties." • Numerous motions were made that had to be repeated because Board members could not hear and could not understand what they were voting on, mostly due to their arguing with each other but partly due to the acoustics of the room. • When the superintendent attempted to ask the Board members for permission to make a partial payment to a vendor, the attorney stopped him and informed him it was not on the agenda. The 				

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Corrective Action Plan

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<p>superintendent responded, “I’m just polling the Board. It doesn’t have to be on the agenda.” One Board member responded, “I just want to have a meeting where we actually follow the agenda.</p> <ul style="list-style-type: none"> • The business manager and Board attorney were arguing about setting salaries. The business manager was trying to tell the Board attorney that they could not do what was being asked. MDE auditors observed that Board members cannot be heard by each other, by members of the general public, or even by the Board attorney, as they make motions and discuss matters. MDE auditors had a difficult time hearing the motions and discussions and heard members of the community complaining about the inability to hear Board members. This was noted in several Board meetings and in multiple locations. Both the attorney and the secretary repeatedly tell Board members to speak up so that everyone can hear their motions, votes, and conversations. 				

Please use additional sheets as needed.

Corrective Action Plan

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<p>Additionally, the July 29, 2019 Board meeting was held in a small utility room in the back of the District office. The room was not conducive to the public. The room is unable to accommodate more than a few (3-5) members of the public.</p> <p>During executive session on July 29, 2019, Board members were arguing over trivial personnel procedures. Board members clearly do not trust each other. During one (1) executive session, Board members expressed concerns about information from executive sessions getting leaked but no individual Board members were accused. During conversations regarding the superintendent search, Board members adamantly expressed concern against other Board members meeting with potential candidates.</p> <p>MDE auditors have concerns regarding possible violations of the Open Meetings Act.</p>	<p>The Board completed MSBA training on October 7, 2019 on the Open Meetings Act.</p>	<p>Superintendent School Board</p>	<p>School Board Meeting</p>	<p>Ongoing</p>

Please use additional sheets as needed.

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District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/14/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The Board attorney has repeatedly had to remind Board members to state their reasons for going into executive session for the public. MDE auditors failed to observe any public announcements immediately following executive sessions. • On July 11, 2019, a Board member stated, “We decided this the other night. We are just going to make a motion tonight.” It was unclear to the MDE auditor who decided what, when, or how. • After obtaining an agenda for the July 11, 2019 meeting, the MDE auditor called the District office to ask for copies of the minutes of the July 1, 2019 special-called meeting because the MDE was unaware of a specialcalled meeting. The staff member informed the auditor that she did not know about a meeting on July 1, 2019 so she would have to look into it. • Immediately following the July 29, 2019 meeting, the Board chair asked the MDE auditor how she knew about their meetings as if he could not understand how anyone would know 	<p>The Board completed MSBA training on October 7, 2019 on the Open Meetings Act.</p>	<p>Superintendent School Board</p>	<p>School Board Meeting</p>	<p>Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/14/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>they were meeting.</p> <p>The Board failed to ensure the District administration implements approved school Board policies and procedures that comply with State and Federal statutes and SBE policies and standards (See also Standard 1.2). Additional examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Ensuring all data reported to the MDE are true and accurate as verified by supporting documentation on file in the school district (See also Accreditation Policy 2.1), • Ensuring implementation of appropriate standards of governance (See also Process Standards 1, 1.1 and 1.2), • The District failed to ensure that individuals acting in the place of the principal are properly endorsed. (See also Process Standards 2 and 2.2) 	<p>See Standard 2 and 2.2</p>			<p>Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/14/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>• Ensuring the development and implementation of a professional development program aligned with the Learning Forward Standards for Professional Learning (See also Process Standard 15).</p> <p>Note: A review of the District’s website on August 14, 2019 still indicated two (2) Board members who are no longer serving on the Carroll County School Board. It did not reflect the current members of the Board.</p>	<p>The school leadership teams and the district leadership team met to discuss the data from the 2018- 2019 school year. The data was used to create a Professional Development Plan. The Board approved it at the January 2020 board meeting. The District Leadership Team reviews it monthly to check progress.</p> <p>A new website was created and launched October 24, 2019. New board members voted in during the January 2020 school board meeting were updated to reflect new board members. The new site can be reached at ccsd.ms or www.carrollcountysd.echalksites.com.</p>	<p>Superintendent District Leadership Team School Leadership Teams</p> <p>Assistant Superintendent Federal Programs Director</p>	<p>Completion of goals and objectives of the CCSD PD Plan</p> <p>District Website</p>	<p>Ongoing</p> <p>January 2020</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 1/14/2021

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA (revised as ESSA)*, and Federal Code

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The on-site investigative audit conducted June 11- August 26, 2019 revealed the District has individuals who are not properly endorsed acting in the place of the principal during the principal's absence. (See also Process Standard 2.2)</p>	<p>To comply with Miss. Code Ann. § 37-9-7, which states, "It shall be unlawful for any superintendent, principal, or teacher to be employed or contracted with to teach or serve in any of the public schools of this state who does not hold a proper license as required by the State Board of Education," the District shall:</p> <ul style="list-style-type: none"> -Develop and implement approved local school board policy for the employment of certified teaching staff that complies with state law and State Board of Education (SBE) policy. -Fill all district professional positions requiring licensed staff with staff that are properly licensed and endorsed as required by state law and federal requirements of the Elementary and Secondary Education Act (ESEA). 	<p>Superintendent School Board</p> <p>Superintendent Principals</p>	<p>Adoption of Policy CF</p> <p>MSIS Personnel Data</p>	<p>December 5, 2019</p> <p>January 31, 2021</p>

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/14/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>-Building principals must notify the superintendent in the event that he/she will be absent from work prior to the absence.</p> <p>-School building administration procedure will be created and implemented for absence of the school building administrator.</p>	<p>Principals</p> <p>District Administrators</p>	<p>Email and leave documentation</p> <p>Personnel Handbook</p>	<p>January 31, 2021</p> <p>January 31, 2021</p>

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/14/2021

Standard 2.2: With the exception of academic core subjects, the professional staff in each school is comprised of no more than 5% of Full Time Equivalent (FTE) units working outside the area or areas of endorsement. Assistant principals and administrative interns who are not properly endorsed may be included in the 5% FTE working outside their area of endorsement, provided that they do not act in the place of the principal. An appropriate license is required for superintendents, principals, librarians, and guidance counselors.

REGULATIONS: Miss. Admin. Code 7-3: 2.1, State Board Policy Chapter 2, Rule 2.1

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The on- site investigative audit conducted June 11- August 26, 2019 revealed the District has individuals who are not properly endorsed acting in the place of the principal during the principals' absence.</p>	<p>To comply with Process Standard 2.2, all District professional positions requiring licensed staff shall be filled by staff who are properly licensed and endorsed as required by policy, state law, and federal requirements of the Elementary and Secondary Education Act (revised as ESSA).</p>			
	<p>Individuals not properly endorsed shall not act in the place of the principal.</p>			
	<p>The School Board of Education will adopt Policy CF- School Building and General School Administration which states that properly endorsed staff will supervise the school in the event of the absence of the principal.</p>	<p>Superintendent School Board</p>	<p>Adoption of Policy CF</p>	<p>December 5, 2019</p>
	<p>Building principals must notify the superintendent in the event that he/she will be absent from work prior to the absence.</p>	<p>Principals</p>	<p>Email and leave documentation</p>	<p>January 31, 2021</p>

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/14/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	School building administration procedure will be created and implemented for absence of the school building administrator.	District Administrators	Personnel Handbook	January 31, 2021

Please use additional sheets as needed.

Corrective Action Plan

District Name: Carroll County School District District Number: 0800 Date CAP Approved by Local School Board: 1/14/2021

Standard 4: The local school board obtains an annual financial audit of the school district, as conducted under the guidelines of the Office of the State Auditor, no later than nine months after the end of the district's fiscal year.

- 4.1: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates a fixed asset system of accountability that provides verification of fixed assets and fixed assets records.
- 4.2: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates no less than a zero fund balance (as defined by generally accepted accounting principles) for all funds of the school district.
- 4.3: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the process for distributing Educational Enhancement Fund procurement cards to all eligible teachers.
- 4.4: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, indicates an unqualified opinion (as defined by generally accepted auditing standards) on the financial statements of the school district.
- 4.5: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the local school board has received, reviewed and discussed, as reflected in official minutes of the regularly scheduled monthly meeting, the financial reports required by state law and/or the State Board of Education.
- 4.6: The most recent annual financial audit report of the school district, as conducted under the guidelines of the Office of the State Auditor, verifies the accuracy and timely compilation and reporting of all financial data, including the year-end data provided through the Financial Exchange Transfer System (FETS), required for submission to the MS Department of Education by the fifteenth day of October, each year, in accordance with state law and/or the State Board of Education.
- 4.7: The most recent annual financial data of the school district, as submitted to the MS Department of Education, verifies a 7% fund balance of the district maintenance fund.

REGULATIONS: Miss. Code Ann. § 7-7-211(e), § 37-9-18(1-2), § 37-17-6(18), § 37-37-7(2)(e), § 37-37-13, §37-61-8, § 37-61-19, § 37-61-21(2), § 37-61-29, § 37-61-33(3)(iii), Miss. Admin. Code 7-3: 10.1 State Board Policy Chapter 10, Rule 10.1, Miss. Admin. Code 7-3: 32.1, State Board Policy Chapter 32, Rule 32.1, Miss. Admin. Code 7-3: 71.1, State Board Policy Chapter 71, Rule 71.3, and 2 C.F.R. § 200

Please use form on next page and additional sheets as needed.

Page 1 of 2

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/14/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The district is not in compliance with Standard 4 based on the audit report for the fiscal year ending June 30, 2019. The local school board obtains an annual financial audit of the school district, as conducted under the guidelines of the Office of the State Auditor, no later than nine months after the end of the district's fiscal year.</p> <p>The district did not submit their fiscal year audit report by the deadline, September 30, 2020. A letter of warning has been issued to the school district and placed in the district file. This is the 4th consecutive violation.</p>	<p>The CCSD will ensure annual financial audits are completed no later than nine months after the end of the district's fiscal year by doing the following:</p>			
	<p>Gaining board approval of contract for audit agency prior to the end of the fiscal year</p>	<p>Superintendent Business Manager School Board</p>	<p>Agenda, Minutes, Contract</p>	
	<p>Scheduling audit dates with the agency within two months of the close of the fiscal year</p>	<p>Superintendent Business Manager</p>		<p>August 31, 2021</p>
	<p>Regular communication with the audit agency</p>	<p>Superintendent Business Manager</p>		<p>March 31, 2021</p>
	<p>The audit report for the fiscal year ending June 30, 2019 has been completed and is in draft submission to OSA.</p>	<p>Superintendent Business Manager</p>	<p>Audit Report</p>	<p>February 28, 2021</p>
	<p>The audit report for the fiscal year ending June 30, 2020 has been extended due to COVID- 19 and is scheduled to be completed April 2021.</p>	<p>Superintendent Business Manager</p>	<p>Audit Report</p>	<p>May 30, 2021</p>

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/14/2021

Standard 15: The school district implements a professional development program aligned with the Learning Forward Standards for Professional Learning. (Districts Meeting the Highest Levels of Performance are exempted.)

REGULATIONS: Miss. Code Ann. § 37-17-8 and Miss. Admin. Code 7-3: 44.1, State Board Policy Chapter 44, Rule 44.1

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The on-site investigative audit conducted June 11- August 26, 2019 revealed the District does not have a professional development plan.</p>	<p>Pursuant to Miss. Code Ann. § 37-17-8 and Miss. Admin. Code 7-3: 44.1, State Board Policy Chapter 44, Rule 44.1, the school district implements a professional development program aligned with the Learning Forward Standards of Professional Learning.</p> <p>Administration shall provide the following documentation for the 2019-2020 and 2020- 2021 school years to verify professional development program implementation:</p>			
	<p>District Professional Development Plan with calendar included and board approval</p>	<p>District Administrators and School Board</p>	<p>District Professional Development Plan and Board Agenda and Minutes</p>	<p>February 28, 2021</p>
	<p>Schedule of regularly scheduled professional development meetings</p>	<p>District and school administrators</p>	<p>Schedules</p>	<p>February 28, 2021</p>

Corrective Action Plan

District Name: Carroll County School District **District Number:** 0800 **Date CAP Approved by Local School Board:** 1/14/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	Agendas and sign in sheets for regularly scheduled professional development meetings	District and school administrators	Agenda, Sign In, and Minutes	February 28, 2021
	List of teacher committee assignments to various leadership teams	School level administrators	Committee lists	February 28, 2021
	School schedule that reflects leadership meeting dates and times	School level administrators	Schedules	February 28, 2021
	Sign in sheets and agendas for professional development meetings for administrators	District and school administrators	Agenda, Sign In, and Minutes	February 28, 2021
	Evaluation of the 2019- 2020 and 2020-2021 Professional Development Plan	District and school administrators	Evaluation Surveys	June 30, 2021

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
April 15, 2021

OFFICE OF ACCREDITATION

C.02. Corrective Action Plan for Hazlehurst City School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2020*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Hazlehurst City School District was assigned a PROBATION status by the Commission on School Accreditation on December 10, 2020. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

The Hazlehurst City School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Policy 2.1 – Data Reporting
- Process Standards 1 and 1.2 – Governance: School Board Policies
- Process Standards 1 and 1.3 – Governance: Local School Board
- Process Standard 8 – Student Records
- Process Standard 14 – Graduation Requirements
- Process Standard 14.1 – Minimum Carnegie Unit Requirements
- Process Standard 14.2 – High School Exit Exams
- Process Standard 14.5 – Participation in Graduation Ceremonies
- Process Standard 17.4 – Special Education Program
- Process Standard 22 – Alternative Education Program

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

ACCREDITATION POLICY 2.1: The Commission on School Accreditation determines the annual accreditation status of all public school districts in the fall of each school year based on verified accreditation data from the previous school year. An annual district accreditation status is assigned based on compliance with Process Standards. Information concerning district compliance with Process Standards is reported to the Commission on an annual basis. The District superintendent and school principals are responsible for ensuring that all data reported to the Mississippi Department of Education are true and accurate as verified by supporting documentation on file in the school district. Reporting false information is a violation of the accreditation requirements set forth by the State Board of Education and may result in the downgrading of the District's accreditation status.

REGULATIONS: Miss. Admin. Code 7- 3: 2.1, State Board Policy Chapter 2, Rule 2.1

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
All teachers in the district must have the proper credentials for teaching in order to be employed.	All teachers hold at least a standard non-renewable license issued by the Mississippi Department of Education.	Assistant Superintendent	MDE approved licenses were required prior to receiving contracts issued by the Hazlehurst City School District.	May 2020 - Present
The librarian must have a 440 endorsement in order to serve as a librarian for the district. Because the enrollment at the elementary school exceeds 500, a second librarian must be employed.	The District will hire a certified librarian that has a 440 endorsement for each school. Each school will have a properly licensed librarian.	Human Resource Specialist Superintendent and Board of Trustees	Librarians will provide license or certificates upon hire.	March 2020- September 2021
The district must employ a qualified business officer.	The District has employed a properly licensed business manager.	Human Resource Specialist Superintendent and Board of Trustees	Business Manager will provide license or certificate upon hire.	In January 2017 (Hired)
All board members must be properly bonded in order to serve.	All Board Members are properly bonded.	Board Clerk	School Board Members must provide training and certificates to the District Office.	May 2016 May 2017 - Present

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board’s responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District’s accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the *Federal Civil Rights Act of 1964*

1.2: School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the District, and current copies (print or electronic) of school board policies are published and available for public review.

REGULATIONS: Miss. Code Ann. § 25-41-7, §§ 25-61-1 through 17, §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), and the Federal Civil Rights Act of 1964

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Board policies do not serve as the basis of operation for the district.	The HCSD has adopted all board policies to serve as the basis of operation. HCSD Board of Trustees review board policies each month as listed on the Board Policy Review Calendar. As policies are revised, updates are provided on the district website.	Board Members Superintendent Board Clerk	Board Policy Review Calendar Work Session Board Agendas District Website	May 3, 2018 - February 2021 (Present & ongoing)
Some board policies are published and referenced in the student handbook, but the same process is not implemented in the personnel handbook.	HCSD has developed student handbooks as well as personnel handbook for the school district that clearly communicates approved school board policy to staff, students, and parents/guardians. These handbooks are created annually.	Superintendent Board Clerk	Board Approved Student & Personnel Handbooks disseminated to students/parents and faculty.	September 6, 2018 October 4, 2018 July 2019 August 2019 February 2021 (Present & ongoing)

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>There is no structured process in place for reviewing, revising, and rescinding policies. Based on a review of board minutes and interviews, policies are dealt with on an as needed basis. None of the policies adopted by the Board in 2014 have been placed in the District's policy manual.</p>	<p>HCS D Board of Trustees has established a systematic process for reviewing and revising school board policies. Policies are reviewed each month as listed on the Board Policy Review Calendar. When policy revisions are approved, changes are communicated to all school district staff through district website and email. Parents are alerted of updates through Active Instant Messenger (AIM).</p>	<p>Superintendent Board Members</p>	<p>Board Policy Review Calendar Work Session Agendas and Minutes District Websites Email (Policy Updates)</p>	<p>July 2018 - February 2021 (Present & ongoing)</p>
<p>The District is not implementing its Public Comment Policy (BCAF) appropriately. Individuals or organizations are put on the agenda under Public Comments when they should be listed as an agenda item. Sometime action by the board is required and it would be inappropriate to limit their presentation to three minutes as required by the Public Comment Policy.</p>	<p>HCS D has ensured Board Policy BCAF is implemented. The district reviews all school district publications to ensure that all statements are clearly written and consistent with approved school board policy. If the general public requires more than (3) minutes and possibly require board action, the Board of Trustees follow the process outlined in Policy BCBI, which ensures individuals or organizations are listed as an agenda item.</p>	<p>Superintendent Board Members Board Clerk</p>	<p>Board Policy BCAF Board Agendas Public Comment Sign-in Sheet Board Minutes</p>	<p>June 29, 2018 - February 2021 (Present & ongoing)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 2/4/2021

Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board’s responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District’s accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the Federal Civil Rights Act of 1964

1.3: School board members complete required basic and continuing education programs in order to effectively perform their duties in the manner prescribed by law.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, and § 37-7-306(1-4)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Some board member expressed concern about getting items placed on the board agenda.	The board has developed and adopted policies that specifically addresses how to get an item placed on the agenda.	Superintendent Board Members	Board Policy BCBI Board Policy BCBD	March 16, 2016 March 22, 2017
There was no evidence of a bond provided for one board member.	All board members are properly bonded in order to serve. All respective dates of bonding are listed in the implementation for current board members time-line.	Board Clerk	Executed and Court Filed Official Bond and Oath	March 30, 2018

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>There was no evidence of micro-management by the board based on interviews and a review of the board minutes, there are clearly issues with board-superintendent relations and the ability of the board to work as a cohesive unit. There is a split decision with a 3-2 vote the majority of the time. When items are voted on by the board.</p>	<p>The District has received guidance through trainings from MSBA in assisting with the board-superintendent relationship as to how to work together cooperatively. Through these trainings the board meetings have been operating more effectively and efficiently. Dates listed in the implementation timeline outlines attended training for the board members.</p>	<p>Superintendent Board Members</p>	<p>MSBA Trainings Work Session Agenda Certificate of Completion</p>	<p>June 30, 2018 February 25-26, 2019 April 29-30, 2019 September 10-11, 2019 October 2, 2019 November 6, 2019 November 11-12, 2019 February 17-19, 2019</p>
<p>Electing new board officers was brought up at the January board meeting but so far no election has been held.</p>	<p>The board has adopted and operated under district policy BBAA which specifically addresses when board officers will be elected.</p>	<p>Superintendent Board Members</p>	<p>Board Policy BBAA Board Minutes reflecting a majority vote of Election of its members</p>	<p>January 11, 2018 January 7, 2019 January 6, 2020</p>
<p>During school board interviews, one board member admitted visiting the schools regularly.</p>	<p>The board has adopted and adhered to school board policy BBBCB. When visiting the schools, each board member obtains the Board Member Visitation Form from the school's Office Manager.</p>	<p>Superintendent Board Members Office Manager Board Clerk</p>	<p>Board Policy BBBCB Board Member School Visitation Form</p>	<p>January 31, 2019 - July 30, 2020 Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazelhurst City School District District Number: 1520 Date CAP Approved by Local School Board: 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>Upon departure, the form is completed in its entirety and submitted to the Superintendent to be filed with the Board Clerk. MSBA has also provided training for board members concerning this matter.</p>			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Standard 8: Permanent records and cumulative folders for individual students contain all required data and are collected, maintained, and disseminated in compliance with state law, the Family Educational Rights and Privacy Act of 1974, and the Confidentiality Section of the Individuals with Disabilities Act, 1997 Amendments.

REGULATIONS: Miss. Code Ann. §§ 37-15-1 through 3, § 37-15-6, § 37-15-10, Appendix E of the *Mississippi Public Schools Accountability Standards, 2018*, and the *Mississippi Cumulative Folders and Permanent Records Manual of Directions*

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>While an immunization Form 121 was located in folders at all schools, as students received an updated Form 121 the dates were not recorded on either the cumulative folder or the permanent record.</p> <p>*Hazlehurst Elementary School - Sample of 37 of 796 -Mother's name was not on one cumulative folder</p> <p>*Hazlehurst Middle School - Sample of 20 of 297 -None of the records had indicated that the student had transferred from the elementary to the middle school. Until this year, the two schools have been a k-8 school so that information will have to be added. -One student's name was incomplete on records -One record had an incorrect birth certificate.</p>	<p>The district's leadership team has reviewed, corrected, and evaluated ALL cum folders for the district and have made the necessary corrections that were identified during the on-site visit. Any missing or incorrect documentation has been addressed.</p> <p>A transcript analysis has been conducted at each school by the counselor and/or designated personnel.</p> <p>Counselors and/or designated personnel have requested the records from the previous school of the student. The timeline lists the dates of the folder checks and audits.</p>	<p>Counselors Records Clerks Principals Assistant Principals</p>	<p>The cumulative folder review process is completed accurately as each counselor utilizes a checklist titled "Required Information for Cumulative and Permanent Records" Record clerks will assist in the process. Additionally, each principal periodically conducts quarterly audits to ensure that the cumulative folders have been organized and completed accordingly.</p>	<p>Done Quarterly December 2018 March 2019 August 2019 February 2021 (Present & ongoing)</p> <p>(Ready for a follow-up visit from MDE)</p>

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>-One permanent record had no initials verifying birth information -One father's name was not on birth certificate but was on cumulative and permanent records. -One record indicated the wrong state of birth. -Six records showed incomplete parents' names as compared to the birth certificate.</p> <p>Hazlehurst High School - Sample of 39 of 496 -Records had stickers that overlapped the space to record immunizations. -One senior graduated (2014-2015), had a non-passing grade with 0.0 credit for a course but when counting total credits for the year a credit was counted.</p>	<p>All members of the district's leadership team have carefully reviewed all cumulative folders for incomplete documentation and have made the necessary corrections that were identified during the on-site visit.</p> <p>Counselors have ensured that each folder is complete and contains accurate documentation. A transcript analysis has been conducted at each school by the counselor and/or designated personnel.</p> <p>Each site's principal will conduct an integrity check each nine weeks for cumulative folders of returning and students new to the school.</p>	<p>Counselors Records Clerks Principals Assistant Principals</p>	<p>To ensure that the cumulative folders review process is complete accurately and with fidelity, each counselor has been provided with a checklist form supplied by the MDE. Additionally, the principals will periodically use this checklist form to conduct quarterly internal audits to ensure that the cumulative folders have been organized and completed accordingly. Record clerks at each school will assist in this process.</p>	<p>Done quarterly December 2018 March 2019 August 2019 February 2021 (Present & ongoing)</p> <p>(Ready for a follow-up visit from MDE)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 2/4/2021

Standard 14: The school district requires each student, in order to receive a high school diploma, to have met the requirements established by its local board of education and by the State Board of Education.

14.1: Each student receiving a standard high school diploma has earned the minimum number of Carnegie units as specified in Appendices A-1 through G. (See Appendix A) Students receiving a standard diploma may select from four (4) graduation pathways as specified by the local school district's graduation requirements.

14.1.1: Entering ninth graders in 2005-2006 and thereafter (seniors of school year 2008-2009 and later) are required to have a minimum of 21 Carnegie units as specified in Appendix A-1.

14.1.2: Entering ninth graders in 2008-2009 and thereafter (seniors of school year 2011-2012 and later) are required to have a minimum of 24 Carnegie units as specified in Appendix A-2, unless in accordance with school board policy, their parent/guardian requests to opt the student out of Appendix A-2 requirements. This student would be required to complete the graduation requirements specified in A-1.

14.1.3: Entering eleventh graders in 2010-2011 and thereafter (seniors of school year 2011-2012 and later) who chose the Career Pathway Option are required to earn the minimum graduation requirements specified in Appendix A-3.

14.1.4: Beginning in school year 2011-2012, all eighth grade students are required to have an Individualized Career and Academic Plan (iCAP) prior to exiting the eighth grade.

14.1.5: Innovative Programs

14.1.6: Early Exit Diplomas

14.2: Each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations.

14.3: Each student who has completed the secondary curriculum for special education may be issued a special diploma or certificate of completion, which states: "This student has successfully completed an Individualized Education Program."

14.4: Each student with disabilities receiving a Mississippi Occupational Diploma has successfully completed all minimum requirements established by the State Board of Education. (See Appendix G.)

14.5: The student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.

Note: Students enrolled in grades 7-12 may be awarded a Carnegie unit credit provided the course content is a Carnegie unit bearing course in the current edition of the Approved Courses for the Secondary Schools of Mississippi Manual.

REGULATIONS: Miss. Code Ann. § 37-16-7 and §§ 37-16-11(1)(2), Miss. Admin. Code 7-3: 28.2-28.3, State Board Policy Chapter 28, Rules 28.2-28.3, Miss. Admin. Code 7-3: 34.1, State Board Policy Chapter 34, Rule 34.1, Miss. Admin. Code 7-3: 36.1-36.4, State Board Policy Chapter 36, Rules 36.1-36.4, Miss. Admin. Code 7-3: 74.19, State Board Policy Chapter 74, Rule 74.19 and Appendices A-1, A-2, A-3, A-4, A-5, A-6, A-7, A-8, A-9, A-10, A-11, and G of the Mississippi Public School Accountability Standards, 2018, and 34 C.F.R. §§ 300.320(b), 300.324(c)

Please use form on next page and additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Documentation is needed to support and confirm that each student receiving a standard high school diploma has earned the minimum number of Carnegie units</p> <p>Evidence should be strengthened to verify that the student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.</p>	<p>HCS D Board of Trustees has reviewed and revised the district graduation policy to reflect all options for graduation. The HCS D high school and principal has created checklist to ensure that all students that will exit HCS D have met all of the requirements as established by the local board and the State Board of Education.</p> <p>HCS D high school principal and counselor will comply with the quarterly audits of the student checklist regarding graduation requirements. HCS D principal and counselor will meet with all students scheduled for graduation to confirm or deny graduation privileges prior to the start of graduation exercises. Any student that does not meet the requirements will not be allowed to participate in the graduation exercises.</p>	<p>HCS D Board of Trustees Superintendent HCS D High School Principal Counselor</p> <p>HCS D high school principal and counselor</p>	<p>HCS D high school principal and counselor will perform quarterly audits of each student scheduled for graduation to ensure all necessary requirements are met.</p> <p>Audits should be done throughout the year on all students scheduled to graduate.</p>	<p>November 2019-July 30, 2021 (ongoing)</p> <p>November 2019-July 30, 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Documentation is needed to support and confirm that each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations.</p>	<p>HCS D high school principal and counselor have created checklists to ensure that all students scheduled to exit HCS D have met all of the requirements as established by the local board and the State Board of Education. Each cohort of students is closely monitored for missing state assessment scores and are offered alternate routes of satisfying this requirement such as completion by means of achieving adequate scores on ACT, ASVAB, Work Keys, etc. Each student is also evaluated according to the concordance table for the year the assessment was taken.</p>	<p>HCS D High School Principal Counselor</p>	<p>HCS D high school principal and counselor will perform quarterly audits of each student scheduled for graduation to ensure all necessary requirements are met. HCS D high school principal and counselor will also have checklist forms for all students enrolled at HHS and will monitor students as they take EOC assessments.</p>	<p>November 2019-July 30, 2021 (ongoing)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District Number: 1520 Date CAP Approved by Local School Board: 2/4/2021

Standard 17: The school district is in compliance with state and/or federal requirements for the following programs:

17.4: Special Education Individuals with Disabilities Education Act (IDEA) (20 U.S.C §§ 1400, et. seq.)

REGULATIONS: Child Find – Initial Evaluation (CFI): 34 C.F.R. §§ 300.111, 300.301, 300.304 – 300.311; 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19, §§ 300.111, 300.301, 300.304 – 300.311

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The evaluation team reviewed two (2) student records identified through a random selection (Prong 2) in the area of Child Find in order to review implementation of Child Find Procedures in accordance with 34 C.F.R. 300.301 and Chapter 74, Rule 74.19. A review of special education records, district documents indicated following:</p> <p>CFI-4 One (1) of two (2) student records reviewed indicated the district failed to hold a MET meeting within 14 calendar days of receiving a written parent request. (Student 25)</p>	<p>Upon review of (Student 25) IEP file, there was a parent request from 8/30/2012. Further review of (Student 25) IEP file provided evidence of a parent written request for a MET meeting. The MET meeting was scheduled for 9/4/2012 at 11:00 a.m.; the parent gave consent for an initial evaluation on 9/04/2012. (Student 25) received an initial comprehensive evaluation ruling on 11/02/2012 where the</p>	<p>Superintendent, Special Programs Director, Child Find Coordinator</p>	<p>Copies of the written parent request, parent invitation response form Child Find/MET Committee Meeting, Parent Invitation Response Form, Receipt of Procedural</p>	<p>Within 30 days (March 2018-April 2018), The Child Find Coordinator submitted the appropriate documentation as evidence to OSE.</p>

Corrective Action Plan

District Name: Hazlehurst City School District Number: 1520 Date CAP Approved by Local School Board: 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Note: This corrective action will require a review of random files (Prong 2) in order to verify implementation. The OSE will request randomly selected files for review through a desk audit.</p>	<p>student was eligible for OHI: ADD/ADHD & LI. (Student 25) latest comprehensive reevaluation was conducted on 11/2/2015 to determine appropriate eligibility. The most appropriate eligibility for (Student 25) is OHI: ADD/ADHD. (Student 25) upcoming three-year reevaluation will be conducted before or by 11/2/2018.</p> <p>The Child Find Coordinator will submit the appropriate documentation as evidence to OSE.</p> <p>The Child Find Coordinator will review each initial IEP file (2016-2017) & (2017-2018) for the purpose of clarifying eligibility timelines.</p>	<p>Child Find Coordinator</p>	<p>Safeguard documentation, Consent form and Determination of Eligibility report will be submitted to the OSE.</p> <p>Child find/ Eligibility File Review Checklist</p>	<p>Within 90 days (March 2018-May 2018), The Child Find Coordinator reviewed each initial IEP file (2016-2017) & (2017-2018) for the purpose of clarifying eligibility timelines.</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Delivery of Services/Free Appropriate Public Education/Least Restrictive Environment (FAPE/LRE). Reconvene the IEP Committees to revise IEP's with all required components to meet the unique needs of the students in accordance with Mississippi Department of Education (MDE) policy 74.19.</p>	<p>Utilize MDE Sponsored Technical Assistance Training in IEP development and implementation in the following areas:</p> <p>IEP Present Level of Academic Achievement Functioning Performance (PLAAFP)</p> <p>IEP IMPACT STATEMENT</p> <p>IEP SPECIAL CONSIDERATIONS</p> <p>IEP ACADEMIC AREAS</p> <p>IEP BEHAVIORAL NEEDS</p> <p>IEP FUNCTIONAL AREA NEEDS</p> <p>IEP DEVELOPING BASELINE DATA</p> <p>IEP DEVELOPING MEASUREABLE GOALS/ SHORT TERM INSTRUCTIONAL OBJECTIVES</p>	<p>Superintendent Special Programs Director Special Education Teachers General Education Teachers Therapists Counselor Administrators</p>	<p>Sign-in Sheets of the specific professional development; PowerPoint Presentation of the specific professional development; Agenda of the specific professional development</p>	<p>Within 90 days (March 2018- May 2018) the district provided professional development to special education teachers and appropriate staff regarding the development and implementation of IEP's and in accordance with MDE policy 74.19. February 2021 (Present & ongoing)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-2 One of twenty five student records reviewed indicated the PLAAPFs did not provide detailed and targeted summaries of current daily academic, behavior and functional performance. Baseline data was not provided for developing measurable goals. (Student 25)</p>	<p>(Student 25): Reconvene IEP meetings to revise PLAAFP statements to provide detailed summaries of current daily academic, behavior and functional performance in order to meet the student's individual needs in accordance with MDE policy 74.19.</p> <p>Utilize MDE Sponsored Technical Assistance Training in IEP development and implementation in accordance with MDE Policy 74.19</p>	<p>Special Education Teachers General Education Teachers Therapists Administrators</p> <p>Special Education Teachers General Education Teachers Therapists Administrators & Appropriate Staff members</p>	<p>Parent Invitation & Written Notice Documentation; Review/Revised Completed IEP's</p> <p>Powerpoint Presentation of the specific professional development; Sign-in sheets of the specific professional development; Agendas of the specific professional development</p>	<p>Within 30 days (March 2018- April 2018), the district reconvened IEP meetings to revise PLAAFP statements in accordance with MDE policy 74.19.</p> <p>Within 90 days (March 2018- May 2018) the district provided professional development to special education teachers and appropriate staff regarding the development and implementation of IEP's findings</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-3 Two of twenty five student records reviewed indicated the IEP's did not include statements of how the disability affects student involvement and progress in the general education curriculum. (Students 12 & 25)</p>	<p>(Student 12 & 25): Reconvene IEP meetings to revise the PLAAFP statements to indicate how the disability affects student involvement and progress in the general education curriculum in order to meet the requirements of the student's individual needs in accordance with MDE policy.</p>	<p>Special Education Teachers General Education Teachers Therapists Administrators</p>	<p>Parent Invitation & Written Notice Documentation; Review/Revised Completed IEP's</p>	<p>Within 30 days (March 2018-April 2018), the district reconvened IEP meetings to revise the PLAAFP statements; Parents concerns; academic areas in accordance with MDE Policy 74.19.</p>
<p>DS-4 Two of the twenty five student records reviewed indicated the IEP's did not include concerns of the parents. (Student 22 & 25)</p>	<p>(Student 22 & 25): Reconvene IEP meeting to address parent concerns in order to meet the requirements of the student's individual needs in accordance with MDE policy.</p>	<p>Special Education Teachers General Education Teachers Therapists Administrators</p>	<p>Parent Invitation & Written Notice Documentation; Review/Revised Completed IEP's</p>	
<p>DS-5 Seven of the twenty five student records reviewed indicated the IEP's did not address the academic areas of need for the students. (Students 7, 9, 12, 18, 19, 21 & 25)</p>	<p>(Students 7, 9, 12, 18, 19, 21 & 25): Reconvene IEP meetings to address academic areas of need in order to meet the requirements of the student's individual needs in accordance with MDE policy. (STIO's) IEP EXTENDED SCHOOL YEAR (ESY)</p>	<p>Special Education Teachers General Education Teachers Therapists Administrators</p>	<p>Parent Invitation & Written Notice Documentation; Review/Revised Completed IEP's</p>	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-6 (Student 25) One (1) of twenty-five (25) student records reviewed indicated the IEP did not identify address the functional areas of need for the student. (Student 25)</p>	<p>(Student 25) Reconvene the IEP committees to revise the IEP to identify and address functional areas of need.</p>	<p>Superintendent Special Programs Director Special Education Teachers General Education Teachers Therapists Counselor Administrators</p>	<p>Parent Invitation, Written Notice Documentation, Review/ Revised Completed IEP's</p>	<p>Within 30 days (March 2018-April 2018), the district reconvened IEP meetings to revise the IEP to address the functional areas of need as well as special considerations in accordance with MDE policy 74.19.</p>
<p>DS-9 (Student 25) One (1) of (25) student records reviewed indicated the IEP did not address special considerations. (Student 25)</p>	<p>(Student 25) Reconvene the IEP committee to revise the IEP to identify special considerations that address the needs of the student and support annual goals</p>	<p>Superintendent Special Programs Director Special Education Teachers General Education Teachers Therapists Counselor Administrators</p>	<p>Parent Invitation Written Notice Documentation, Review/Revised Completed IEP's</p>	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Standard 22: The school district provides access to an alternative education program that meets the program guidelines outlined in Miss. Code Ann. § 37-13-92 and the guidelines established by the State Board of Education.

REGULATIONS: Miss. Code Ann. § 37-13-92, Miss. Admin. Code 7-3: 7.1, State Board Policy Chapter 7, Rule 7.1, and the Guidelines for Alternative/High School Equivalency School Programs

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The district has a board approved policy that governs the alternative education program.	The Alternative School policy has been updated and is board approved.	Superintendent School Board	Board Policy JCD	March 16, 2016 – April 4, 2019 February 2021 (Present & ongoing)
Students in the alternative education program are offered instruction in all core courses.	Students are guided by teacher with an instructional schedule. They are instructed on the same level and standards as students in the regular education setting. Teachers in the regular education setting are responsible for supplying the alternative school facilitator with the appropriate work and materials for the alternative student enrolled in their class.	Principals Director of Curriculum and Instruction	Instructional Schedule Progress Reports Report Cards Standardized Testing	November 2016 – February 2021 (Present & ongoing)
The alternative education administrator requires verification from the appropriate guidance counselor regarding suitability.	Each student is afforded the opportunity of due process. During each hearing, a certified school counselor is present. The student’s school counselor is also aware of t	Counselors	Completion of Suitability Forms	November 2016 – February 2021 (Present & ongoing)

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District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Counseling is provided for parents and students.</p>	<p>the situation and responds accordingly. The counselors complete a placement suitability assessment.</p> <p>The District has employed a Positive Behavior Specialist who offers students in SPED and the general education program behavior support and onsite counseling. Parents also have the opportunity to request additional services through the SPED and Counseling Departments. The counselor visits the students at the alternative school twice a week.</p>	<p>Counselors Behavior Specialist</p>	<p>Counselor Visitation Logs Sign-in Sheets</p>	<p>November 2016 – February 2021 (Present & ongoing)</p>
<p>If a child is placed in alternative school, the district will make an individual assessment and evaluation of that child between five (5) and ten (10) days.</p>	<p>Counselors will check in with students upon arrival. The counselors will also complete a Suitability Form.</p> <p>Students are assessed through the STAR assessment and progress monitoring tools as scheduled through the regular home school program.</p>	<p>Counselors</p>	<p>Student Suitability Form Completion Visitation Logs</p>	<p>November 2016 – February 2021 (Present & ongoing)</p>
<p>If a school district approves an alternative program, the district must provide transportation consistent with MS Code §37-13-92 (6)</p>	<p>Students placed in the Hazlehurst City School District Alternative School will be picked up each morning from the home and dropped off back at the home by the Hazlehurst City School District Transportation Department.</p>	<p>Superintendent School Board</p>	<p>Board Approved policy JCD</p>	<p>March 16, 2016 – February 2021 (Present & ongoing)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The school district has a board-approved disciplinary policy.	The HCSD has a disciplinary policy that has been board approved. The policy will also be found in HCSD Alternative School Handbook.	Superintendent School Board	Board Approved Policy JDA	March 16, 2016 – April 4, 2019 February 2021 (Present & ongoing)
The district superintendent ensures that the written disciplinary policy is followed by the district staff.	Disciplinary referrals and hearing forms involving consequences must be signed off by the superintendent.	Superintendent School Board	Board Approved Policy JCB	March 16, 2016 – April 4, 2019 February 2021 (Present & ongoing)
The superintendent ensures that the disciplinary policy has been distributed to students and parents/guardians.	Upon arrival at the Hazlehurst City School District Alternative School, students undergo an orientation in which a parent/guardian must be present. During orientation, students and parents are given the handbook which contains the discipline policy. The handbook, rules, and procedures are explained to the parents by the Alternative Programs Staff.	Principal Assistant Superintendent HCSD Alternative Staff	Board Approved Policy JCD(2) Student Handbook	March 16, 2016 – April 4, 2019 November 2016 – February 2021 (Present & ongoing)
The disciplinary policy describes due process requirements and procedures for the placement of a student into an alternative education program.	All items of due process are found in the HCSD Alternative School Handbook and Hearing Packet.	Superintendent School Board Hearing Officer	Board Approved Policy JCAA District Due Process Hearing Packet Student Handbook	March 16, 2016 – April 4, 2019 November 2016 – February 2021 (Present & ongoing)

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The disciplinary policy includes a process for the removal of a student from the alternative education program whose behavior poses a continuing danger to persons or property, or is an ongoing threat of disrupting the school or class.</p>	<p>The handbook clearly explains the Three Strikes policy. It indicates that three occurrences of certain behaviors, will result in an automatic expulsion. The district has employed a behavior interventionist to address specific behaviors of general education students exhibiting inappropriate or repetitively unacceptable behaviors as identified by the administrators. The students receiving services through the special education department will continue to receive behavior intervention support with the positive behavior therapist.</p>	<p>Principal Hearing Officer Superintendent School Board</p> <p>Superintendent & School Board</p>	<p>Student Handbook Board Approved Policy JCD(2)</p> <p>Board Approved Policy JCD</p>	<p>March 16, 2016 – April 4, 2019 November 2016 – February 2021 (Present & ongoing)</p> <p>March 16, 2016 – April 4, 2019 November 2016 – February 2021 (Present & ongoing)</p>
<p>The disciplinary policy identifies categories of behavior for which placement of a student into an alternative education program is appropriate.</p>	<p>Inside of the HCSD Alternative School Handbook there is an Alternative School placement chart explaining the causes, steps, and process.</p>	<p>Principal Assistant Superintendent</p>	<p>Alternative Teacher Rosters</p>	<p>March 16, 2016 – April 4, 2019 November 2016 – February 2021 (Present & ongoing)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The student-teacher ratio greater than 15:1 in any classroom.	No alternative school staff member has more than 15 students in one classroom.	Principal Assistant Superintendent		
The school district has adequate instructional staff assigned to ensure the continuing education of students and classroom supervision at all times.	The alternative program includes two (2) certified teachers in two separate rooms.	Principal Assistant Superintendent	Alternative Teacher Roster	November 2016 – February 2021 (Present & ongoing)
Subjects are taught by certified classroom teachers.	Because there are only a few students currently enrolled in the HCSD Alternative School Program, certified teachers (including SPED if applicable), will follow a rotational schedule to ensure that the students are being properly serviced. Also, actual certified alternative school instructors have been hired.	Principal Assistant Superintendent	Sign in Sheets MDE Licensure Instructional Schedule	November 2016 – February 2021 (Present & ongoing)
The alternative education staff members aware of the requirement to report any unlawful activity committed on school property to the appropriate authorities?	Alternative education staff member are trained to work at the alternative school and understand that the same safety guidelines will apply; even in the alternative setting. The teachers also are trained on MS Educator Code of Ethics.	Principal Human Resource Specialist Assistant Superintendent	Signed Code of Ethics Training Signed Code of Ethics Acknowledgment Forms	November 2016 – February 2021 (Present & ongoing)

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The alternative education program has an Individualized Instruction Plan (IIP) on file for each student and a process in place for the development of an IIP.	Each student has a folder that includes the IIP as well as pertinent information about the student.	Alternative Staff Principal Assistant Superintendent	Student IIP Folders	November 2016 – February 2021 (Present & ongoing)
The disciplinary policy describes the appointment of a committee consisting of classroom teachers, and other appropriate professional personnel to ensure a continuation of educational services.	The Hazlehurst City School has a District Disciplinary Committee: Hearing Officer Administrator Principal Instructional Specialist (Teacher) SPED Director	Superintendent School Board Hearing Officer	Board Approved Policy JCD Hearing Packets	March 16, 2016 – April 4, 2019 November 2016 – February 2021 (Present & ongoing)
The IIPs provide the student with a full academic day 330 minutes of rigorous workload in courses required for graduation and minimal non-instructional time.	Students placed in the HCSD Alternative School are responsible for completing the same assignments as the students in the regular setting. Most times, the students complete appropriate Teacher Packets for an instructional schedule	Principal Alternative Staff Assistant Superintendent	Instructional Schedule Progress Reports Report Cards Benchmark Testing Standardized State Testing	November 2016 – February 2021 (Present & ongoing)
The IIP emphasizes academic goals, behavior goals, functional skills and career education.	The IIP packet is also included in the HCSD Alternative School Handbook.	Alternative Staff Principal Assistant Superintendent	Student IIP Folders with test scores and goals	November 2016 – February 2021 (Present & ongoing)

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The students enrolled in the alternative education program participate in the Mississippi Assessment System in accordance with established guidelines regarding student grade levels and eligibility?	The HCSD Alternative School Program facility included a computer lab suitable for administering state assessments. They complete benchmarks and State assessments as well.	Counselors Principals Assistant Superintendent	Diagnostic Test Data Benchmark Test Data MAAP Assessment Data	November 2016 – February 2021 (Present & ongoing)
Students' progress is evaluated at regular intervals and appropriate records maintained.	All student work is returned back to the appropriate home school teacher and is kept in a portfolio. Students are STAR assessment and given progress and report cards.	Counselors Principals Director of Curriculum and Instruction	Progress Reports Report Cards Student Portfolios	November 2016- July 2020 (Present) Ongoing
The home school receives educational results for students enrolled in the alternative education program?	All work and assessment is returned to the home school. The grades are assigned by the home-school teachers. Teachers also pick up work during their rotation time. All students remain electronically attached to the home school for teachers and counselor input of grades and assessments data.	Counselors Principals Director of Curriculum and Instruction	SAMs records Progress Reports Report Cards	November 2016- July 2020 (Present) Ongoing
If the alternative school program is housed in a free standing facility separate from the regular school program, is there a certified administrator assigned to supervise the program?	The HCSD Alternative School building is located on the campus of the middle school. Therefore, the middle school principal presides over the campus of the program. She handles any issues of academics or discipline for the program.	Hazlehurst Middle School Principal	Discipline Referrals Observation Feedback Professional Development Sign-ins	November 2016- July 2020 (Present) Ongoing

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District **District Number:** 1520 **Date CAP Approved by Local School Board:** 2/4/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>If the alternative school program is housed in an existing school, is the safety of regular staff and students ensured by appropriate supervision and/or isolation?</p>	<p>The middle school campus is in close range. Nevertheless, students and parents are made aware the rules of trespassing during the process of orientation. Also, it is documented on transportation letter.</p>	<p>Principal SRO Director of Curriculum and Instruction</p>	<p>Student Handbook SRO Report</p>	<p>November 2016- July 2020 (Present) Ongoing</p>
<p>The alternative education program facilities are clean, safe, functional, and commensurate with facilities provided to other students by the local school district.</p>	<p>The custodians of the HCSD are responsible for fulfilling a janitorial checklist daily and weekly.</p>	<p>Maintenance Director</p>	<p>Check-in and Sign-in Custodial Routine and Schedule</p>	<p>November 2016 – July 2020 (Present & ongoing)</p>
<p>The alternative education facilities are not commensurate with those of local school districts. Students require a pathway to get from either door of the alternative building.</p>	<p>The district has obtained and purchased services to have an awning and walkway from the Alternative building to where the bus loads.</p>	<p>Maintenance Director</p>	<p>Awning Construction Quotes and Receipts</p>	<p>November 2016 – January 2018</p>

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
April 15, 2021

OFFICE OF ACCREDITATION

C.03. Corrective Action Plan for Jackson Public School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2020*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Jackson Public School District was assigned a PROBATION status by the Commission on School Accreditation on December 10, 2020. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

The Jackson Public School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Policy 2.1 – Data Reporting
- Process Standards 1 and 1.2 – Governance: School Board Policies
- Process Standards 6 and 6.1 – Residency Verification
- Process Standards 6 and 6.2 – Immunization Requirements
- Process Standard 8 – Student Records
- Process Standard 10 – Compulsory School Attendance
- Process Standard 10.1 – Accuracy, Validity, and Timely Reporting of Student Data
- Process Standard 16 – Statewide Assessment System
- Process Standard 17.1 – Early Childhood Programs (Kindergarten)
- Process Standard 17.2 – Pre-Kindergarten Programs
- Process Standard 30 – School District Facilities
- Process Standard 31 – School Safety Plan and Implementation

- Process Standards 32, 32.1, and 32.2 – Youth Detention Center

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 02/02/2021

ACCREDITATION POLICY 2.1: The Commission on School Accreditation determines the annual accreditation status of all public school districts in the fall of each school year based on verified accreditation data from the previous school year. An annual district accreditation status is assigned based on compliance with Process Standards. Information concerning district compliance with Process Standards is reported to the Commission on an annual basis. The District superintendent and school principals are responsible for ensuring that all data reported to the Mississippi Department of Education are true and accurate as verified by supporting documentation on file in the school district. Reporting false information is a violation of the accreditation requirements set forth by the State Board of Education and may result in the downgrading of the District's accreditation status.

REGULATIONS: Miss. Admin. Code 7- 3: 2.1, State Board Policy Chapter 2, Rule 2.1

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>A comparison of the 2016-2017 Mississippi Student Information System (MSIS) Personnel/Accreditation Data Report with employee contracts and salary schedules revealed numerous errors, omissions, and inconsistencies among MSIS reports, salary schedules, and contracts. The MDE consistently found the following deficiencies:</p> <p>1. Salaries reported in employee contracts differ with the salaries reported in the MSIS Personnel/Accreditation Data Report for 2016-2017.</p>	<p>The District has been reviewing, revising, and updating the Data Collection Procedures Manual, with timelines, that outline the processes and procedures for the submission of district data via MSIS. The Manual will be completed by June 30, 2021.</p> <p>Monitor MDE's website and Listserve for relevant and pertinent trainings to ensure compliance with Policy 2.1. Emails will then be sent to Exceptional Education, Gifted, CTE, State and Federal, and Data Management departments.</p>	<p>Executive Director of Data and Accountability</p> <p>Executive Director of Data and Accountability</p>	<p>Completed Manual</p> <p>List of available sessions Training materials</p>	<p>June 2021</p> <p>July 2020 and ongoing</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>2. Salaries reported for employees in the MSIS Personnel/Accreditation Data Report and in employee contracts could not be matched to the district pay scale.</p> <p>3. The number of days employed in the contracts of some employees does not match the number of days employed reported in the 2016-2017 MSIS Personnel/Accreditation Data Report.</p> <p>4. Supplemental contracts were not provided for every individual receiving an additional salary for other duties. Therefore, the MDE is unable to verify whether the District reported all employee supplements in MSIS for these individuals.</p> <p>Additional District/ School Findings</p> <p>Years of experience on contract did not match years of experience reported in MSIS.</p>	<p>Office Managers and Office Assistants will receive monthly trainings regarding data processes and procedures including any updates resources and training materials available from the Director of Assessment and Data Management and Coordinator of Data Management.</p> <p>Data Management resources and training materials are available and updated monthly on the secure (login required) Accountability and Research web page on the JPSD website.</p> <p>Salaries entered into MSIS will be cross-walked with contract salary amounts by the Director of Assessment and Data Management Coordinator. The Data Manual will contain the data flow for the district's process for salary verification.</p>	<p>Executive Director of Data and Accountability</p> <p>Director of Assessment and Data Management</p> <p>Executive Director of Data and Accountability</p>	<p>Agendas Sign-in Sheets</p> <p>Resource List</p> <p>Salary cross-walk data manual</p>	<p>July 2020 and ongoing</p> <p>July 2018 and ongoing</p> <p>June 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation	Implementation
All contracted employees reported in MSIS do not have contracts, appear on Master Schedule, and are not on District's Staffing List.	The cross-functional team consisting of Executive Director of Human Resources, Executive Director of REA, CFO, Director of Assessment and Data Management Coordinator of Data Management will review the personnel snapshot and continue to make updates to salary information.	Executive Director of Human Resources	Personnel Snapshot Revisions	June 2020 and ongoing
	The Executive and Director of HR will review and revise where necessary, the salary schedule for classified non-supervisory, classified supervisory, certified non-administrative, and certified administrative and make the necessary recommendation to the school board.	Executive Director of Human Resources	Revised Salary Schedules Board Policy Agenda Board Minutes	March 2021 and ongoing
	The Executive and Director of HR will review and revise where necessary, policies and procedures associated with setting salaries for all classified and certified staff.	Executive Director of Human Resources	Board Policy Agenda Board Minutes	July 2020 and ongoing

Please use additional sheets as needed.

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation	Implementation
	Days employed entered into MSIS will be cross-walked with contract days employed and updated as employment is severed by the Coordinator of Data Management. The Data Manual will contain the data flow district's process for days employed.	Executive Director of Data and Accountability	Crosswalk of days employed Data Manual	February 2021
	Each supplemental contract will be kept on file in the Human Resources Department.	Executive Director of Human Resources	Review of Supplemental Contracts	December 2021
	Executive Director of Human Resources will review and revise, where necessary, all policies/procedures associated with supplemental contracts.	Executive Director of Human Resources	Board Policy Update Board Minutes	March 2021
	Executive Director of REA will review all board material to ensure that all supplements have been issued according to policy. The supplements will then be entered into MSIS by the Coordinator of Data Management.	Executive Director of Data and Accountability	Crosswalk of supplement letters, board material and General Schedule Listing report	March 2021

Please use additional sheets as needed.

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation	Implementation
	Executive Director of Human Resources will review and revise where necessary, all employment policies and procedures.	Executive Director of Human Resources	Board Policy Agenda Board Minutes	March 2021
	Executive Director of Human Resources will verify that every active employee has a contract or letter of employment according to revised policies and procedures on file in HR and at his/her pay location.	Executive Director of Human Resources	Review of contracts and letters of employment	June 2021
	Director of Assessment and Data Management and Coordinator of Data Management will compare data on contracts/letters with data in MSIS and on District Staffing Lists.	Executive Director of Data and Accountability	Crosswalk of contracts, letters of employment, board material and General Schedule Listing report	June 2021

Please use additional sheets as needed.

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>The district has revised its procedures for rolling over employee data to the next school year. These procedures listed in the Data Manual will help to ensure that only active employees are available for updating.</p>	Executive Director of Data and Accountability	Roll Over Procedures Data Manual	June 2021
	<p>The principals/department heads will verify the employment status of all employees currently in MSIS using the verification checklist.</p>	Assistant Superintendents	Verification Checklist	June 2021

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board’s responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District’s accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the *Federal Civil Rights Act of 1964*

1.2: School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the District, and current copies (print or electronic) of school board policies are published and available for public review.

REGULATIONS: Miss. Code Ann. § 25-41-7, §§ 25-61-1 through 17, §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), and the Federal Civil Rights Act of 1964

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>During the April 5 through April 22, 2016 legislative audit, the District’s board policies failed to serve as the basis of operation for the District. Furthermore, irregularities and inconsistencies existed in local board policies and other district documents such as the student handbook, etc.</p> <p>Although the District implemented some corrective actions outlined in the Corrective Action Plan approved by the State Board of Education on December 15, 2016, such as establishing a</p>	<p>Pursuant to Miss. Code Ann. § 25-41-7, §§ 25-61-1 through 17, §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w); and the Federal Civil Rights Act of 1964, local board policies that comply with State and Federal statutes and SBE policies shall serve as the basis of operation of the District.</p> <p>The District will undertake a comprehensive review and revise all district publications to ensure that all statements are clearly written and consistent with approved school board policy.</p>	<p>Superintendent</p>	<p>Board minutes</p>	<p>Ongoing</p>

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>systemic process for reviewing and revising policy and revising the Code of Conduct for Students, irregularities and inconsistencies in local board policy and student handbook still exist.</p> <p>The 2016-2017 Student Handbook contained the District’s Code of Conduct for Students; however, the MDE continues to receive confidential reports from administrators and teachers, of allegations that discipline policies, when applied, are applied inconsistently, and that central office administrators and board members interfere the administration’s decisions regarding student discipline.</p> <p>Despite the District’s efforts to address the irregularities and inconsistencies between the school board policies and the student handbook, and within the student handbook, discrepancies still exist.</p> <p>Examples include, but are not limited to, the following:</p>	<p>District Action: The Board has a regular review cycle for District policies. The District will review and revise all district publications annually to ensure consistency with board policies.</p> <p>When policy revision(s) are made and approved by the school board, the Superintendent shall communicate the revision(s) to all staff, parents, and students. All policies are posted for public comment before changes are approved.</p> <p>All policies that are under review will be posted on the Board Policies Under Review web page with the noted suggestions.</p>	<p>Board Superintendent District Counsel</p> <p>Superintendent</p>	<p>Cross-walk checklist</p> <p>Emails will reflect that revised and approved board policies have been communicated to all staff. Parents and students will be notified through the District's web page, Board Approved Policies and Board Policies Under Review. Internal audit reports.</p>	<p>January 2018 and Ongoing</p> <p>Ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • Graduation Requirements (IGB/JBQ) (See also Standard 14) • Promotion/Progression/Retention of Students (JBJ/IGD) (See also Standard 21) • Instructional Materials and Fees (IFB) • Textbooks (IFCA) • Food Service (ED and JDB) • Dress Code (JCSA) • Suspension and Expulsion (JCH) <p>The District does not have a board policy that addresses the sale of computers in accordance with Miss. Code Ann. § 37-7-459.</p> <p>The Superintendent and Board failed to implement policies that clearly define and ensure that the necessary plans, procedures, programs, and systems are in place to serve all students. The Superintendent and Board also failed to ensure that the school district operates according to school board policies and procedures that comply with state and federal statutes and SBE policies and standards.</p>	<p>Any policy affecting students that parents need to know about will necessitate an automated call or placement on the District's web page and/or other means.</p> <p>Monthly meetings with principals to inform them of policy changes. Superintendent will ensure principals have regular staff meetings and will give hard copies of policy to staff and review changes with them.</p> <p>The District shall consistently implement all board policies, including the Code of Conduct for Students, throughout the District to ensure equity for all students.</p> <p>District Action: All staff will receive monthly updates of approved and revised board approved policies. 1. Web manager sends out revised policies that are considered for revision. 2. Once approved by the Board, web manager sends out approved policy via email. Employees will be held accountable for not following and knowing applicable policies.</p>	<p>Superintendent</p>	<p>Emails will reflect that revised and approved board policies have been communicated to all staff. Sign in sheets and agendas from staff meetings. Parents and students will be notified through the District's web page, Board Approved Policies and Board Policies Under Review.</p> <p>Internal audit reports</p>	<p>January 2021</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Examples include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Ensuring that all data reported to the MDE are true and accurate (See also Accreditation Policy 2.1), • Ensuring implementation of appropriate standards of governance (See also Standards 1.1 and 1.3), • Ensuring all graduating seniors of School Year 2016-2017 met graduation requirements (See also Standard 14), • Ensuring the integrity of the Mississippi Statewide Assessment System (See also Standard 16 and Appendix F), • Ensuring compliance with the Individuals with Disabilities Act (See also Standard 17.4), • Ensuring compliance with the Elementary and Secondary Education Act (See also Standard 17.6), • Implementing an instructional management plan that clearly defines the academic goals necessary for improving student achievement (See also Standard 20), 	<p>Board approved revised IGB/JBQ Graduation Requirements Policy on November 28, 2017.</p> <p>Board approved JBJ/IGD Promotion/Retention of Students Policy on October 3, 2017.</p> <p>Board approved Instructional Services (Instructional Materials and Fees (IFB) on December 6, 2016.</p> <ul style="list-style-type: none"> • Textbooks (IFCA) reviewed on December 6, 2016 by Board. • Food Service Policy ED approved on December 20, 2016. Policy JDB reviewed on December 6, 2016 and will be recommended for deletion as duplicative of ED. • Dress Code (JCSA) approved on April 4, 2017. <p>Suspension and Expulsion (JCH) is reviewed annually and scheduled again in the annual review cycle.</p>	<p>Superintendent</p>	<p>Board Agendas and Minutes</p>	<p>January 2021 and ongoing</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • Ensuring transportation services arrive and depart on time. (See Standard 29.) • Ensuring school facilities are maintained according to standards required for clean, safe, and orderly schools (See also Standards 30 and 31), and • Ensuring a positive, safe, and secure school climate for students where teachers and staff feel supported by the administration and are able to maintain order and control (See also Standard 31). 	<p>Board previously approved policy ILE that addresses the sale of computers in accordance with Miss. Code Ann. Section 37-7-459 on December 20, 2017.</p> <p>See Standards 30 and 31 for strategies.</p>	<p>Superintendent</p>	<p>Board Agendas and Minutes</p>	<p>January 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Standard 6: The school district complies with state law and State Board of Education policy on enrollment requirements

6.1: Residency requirements

REGULATIONS: Miss. Code Ann. § 37-15-29 and Miss. Admin. Code 7-3: 68.1, State Board Policy Chapter 68, Rule 68.1

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District amended Board Policy JBE, (Residency Requirements) on August 4, 2016; however, the District failed to implement the amended policy. The MDE reviewed student records for School Year 2016-2017 (i.e. cumulative folders and permanent records) in 58 schools in the Jackson Public School District, and 35 of those schools failed to provide the required residency documentation.</p>	<p>In order to comply with Miss. Code Ann. § 37-15-29 and 7 Miss. Admin. Code Pt. 3, Ch. 68, R. 68.1, the District shall implement a process to verify residency requirements.</p> <ol style="list-style-type: none"> 1. Director of Enrollment Services & Records (ESR) will work with schools make sure principals fully implement Policy JBE on residence verification. 2. Director of ESR will provide school registrants with the approved "Requirements for Registration" document identifying the acceptable documents for verifying residence. 3. Director of ESR will: (1)update "Residency Verification Form;" (2) ensure access to form on district website; (3) Provide training on document; 	<p>Executive Director of Data and Accountability</p> <p>Principals Director of ESR</p> <p>Executive Director of Data and Accountability</p>	<p>Internal Audit Sign-ins Training Documents</p> <p>Requirement for Registration Document</p> <p>Residency Verification Form Agenda, Sign-ins Mock Document</p>	<p>June 2021</p> <p>March 2021</p> <p>March 2021</p>

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>(4) provide school registrants with a "Mock" document demonstrating how to complete form should be completed, which will also be on district website.</p> <p>4. Records Clerks and ISTs will verify that residence documents are enclosed in students' cumulative folder and signed by designated school official.</p> <p>5. Records Clerks and ISTs will evaluate student cumulative folders to confirm that two (2) appropriate proofs of residence are on file and properly verified.</p> <p>6. Records Clerks and ISTs will annually remove all "OLD" proofs of residence at the close of school year.</p> <p>7. Director of ESR will conduct annual Enrollment/Registration Training for Principals and School staff on proper procedures for enrolling students.</p> <p>8. Director of ESR will conduct Monthly Technical Support to provide reinforcement on proper enrollment practices.</p>	<p>Principals Director of ESR</p> <p>Principals Director of ESR</p> <p>Principals Director of ESR</p> <p>Executive Director of Data and Accountability</p> <p>Executive Director of Data and Accountability</p>	<p>Internal Audits</p> <p>Internal Audits Electronic Checklist Reports</p> <p>Internal Audits</p> <p>Agendas, Sign-ins/ Training Documents</p> <p>Agendas, Sign-ins/ Training Documents</p>	<p>June 2021</p> <p>June 2021</p> <p>June 2021</p> <p>March 2021</p> <p>February 2021</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>9. Director of ESR will review and revise District Enrollment Procedures to be submitted for approval by the district Leadership Team.</p> <p>10. Executive Director of Data and Accountability will monitor MDE's website and List serve for relevant and pertinent trainings to ensure compliance with Process Standard 6.1.</p>	<p>Executive Director of Data and Accountability</p> <p>Executive Director of Data and Accountability</p>	<p>Revised Enrollment Procedures Leadership Team approval document</p> <p>Training Materials</p>	<p>March 2021</p> <p>March 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Standard 6: The school district complies with state law and State Board of Education policy on enrollment requirements.

6.2: Immunization requirements

REGULATIONS: Miss. Code Ann. § 37-7-301(i), § 37-15-1, and § 41-23-37

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The MDE reviewed student records for School Year 2016-2017 (i.e. cumulative folders and permanent records) in 58 schools in the Jackson Public School District. Of the 58 schools monitored, 23 schools failed to provide the required immunization documentation.</p>	<p>1. Verify that 121/122 compliance forms are on file for all enrollees. Require ALL new, incoming students to provide an updated 121/122 compliance form at time of enrollment.</p>	<p>Director of Research and Enrollment Services</p>	<p>Internal Audit</p>	<p>June 2020</p>
	<p>2. Every Principal is required to compile an Immunization Compliance Binder - to include a copy of all 121/122 forms of all students by grade level at each local site.</p>	<p>Director of Research and Enrollment Services</p>	<p>Internal Audit Compliance Binder</p>	<p>June 2020</p>
	<p>3. ESR Staff will review compliance binder to verify that there is an immunization form for each student enrolled.</p>	<p>Director of Research and Enrollment Services</p>	<p>Compliance Binders Review Forms</p>	<p>June 2020</p>
	<p>4. As a part of the annual district training, Director of ESR will show schools the proper way to verify the acceptability of immunization documents.</p>	<p>Executive Director of Data and Accountability</p>	<p>Agendas, Sign-ins, Training Materials</p>	<p>March 2020</p>
	<p>5. Records Clerks & ISTs schools will verify that the immunization document is filed in the students' cumulative folder</p>	<p>Principal Director of ESR</p>	<p>Internal Audit</p>	<p>August 2019</p>

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>as well as apply the immunization date on the cumulative folder, permanent record and the student information system (SIS).</p> <p>6. Designated School Official will complete the Preliminary Compliance Report Form (compliance fact sheet) to be submitted to Mississippi State Department of Health (MSDH) also to include compliance binder check by ESR Staff to verify the integrity of report at district level before submission to MSDH.</p> <p>7. Temporary Certificate of Immunization (Form 121) – Whenever a Temporary Certificate of Immunization (Form #121) is submitted by a parent/guardian, the school official shall uploaded the expiration date into Microsoft Outlook Calendar a month prior to expiration. The Outlook system shall alert school official of the upcoming date of expiration so that parents can be timely informed to get child vaccinated and compliance form updated.</p>	<p>Principal Director of Research and Enrollment Services</p> <p>Principal Director of Research and Enrollment Services</p>	<p>District Office Review Forms Compliance Binders Compliance Fact Sheet</p> <p>Internal Audits Compliance Binders</p>	<p>September 2019</p> <p>August 2019</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District
 District Number: 2520
 Date CAP Approved by Local School Board: 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>8. Designated School Official will complete Final Compliance Report to be submitted to MSDH also to include compliance binder check by ESR Staff to verify the integrity of report at district level before submission to MSDH.</p> <p>9. Monitor MDE's website and List serve for relevant and pertinent trainings to ensure compliance with Process Standard 6.2.</p>	<p>Principal Director of Research and Enrollment Services</p> <p>Executive Director of Data and Accountability</p>	<p>Training Materials</p>	<p>December 2019</p> <p>March 2020</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Standard 8: Permanent records and cumulative folders for individual students contain all required data and are collected, maintained, and disseminated in compliance with state law, the Family Educational Rights and Privacy Act of 1974, and the Confidentiality Section of the Individuals with Disabilities Act, 1997 Amendments.

REGULATIONS: Miss. Code Ann. §§ 37-15-1 through 3, § 37-15-6, § 37-15-10, Appendix E of the *Mississippi Public Schools Accountability Standards, 2018*, and the *Mississippi Cumulative Folders and Permanent Records Manual of Directions*

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District amended Board Policy JCF, (Student Records) on December 20, 2016, in accordance with the District’s Corrective Action Plan approved by the State Board of Education on December 15, 2016. However, the District failed to implement the policy.</p> <p>The MDE reviewed students records for School Year 2016-2017 (i.e. cumulative folders and permanent records) in 58 schools in the Jackson Public School District. Forty-one (41) of those schools failed to provide the required documentation to verify compliance with the Mississippi Cumulative Folders and Permanent Records Manual of Dire</p>	<p>1. Update district's Standard Procedures Guide for Record Maintenance to ensure that district procedures are followed by schools.</p>	Director of ESR	Revised Procedures Document	February 2021
	<p>2. Implement "District Runner Process" to ensure the transfer of student records upon request - In-district/Out of District.</p>	Director of ESR	Audit Findings Report	February 2019 Completed
	<p>3. Four (4) point inspection for ALL high school senior records to ensure: a. that there are records on file for ALL seniors; b. that records meet clearance for graduation eligibility to include the application of ALL appropriate data on both record types.</p>	Director of ESR	Checklist	February - March 2021 March 2021 May 2021
	<p>4. Verification of Student Data on Cumulative Folder and Permanent Record - Records will be evaluated to ensure that all appropriate data are applied to both record types.</p>	Director of ESR	Audit Review Report Corrective Action Citation as applicable	March 2021

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>5. The following processes have been implemented:</p> <p>a. Student Entry/Exit Report – Allows for the tracking of records as students enroll and transfer. Submitted to ESR weekly</p> <p>b. Record Transfer Process – District Runner – Picks up and delivers Records</p> <p>c. Check-Out/Check-In Process – Allots for 10 records to be checked-out at a time from records room; helps to mitigate the missing of student records. Training has been conducted on all processes.</p>		<p>Entry/Exit Report Check-Out/Check-in Forms; Pick-up & Delivery Schedules; Agendas/Sign-ins</p>	<p>November 2017 Completed</p>
	<p>6. Annual Records Training to ensure that schools are following district procedures for properly maintaining students' cumulative folders and permanent records.</p>	<p>Director of ESR</p>	<p>Agendas/Sign-ins Training Documents Parts A & B worksheets</p>	<p>July 2021</p>
	<p>7. Technical Support Trainings to reinforce fundamental record maintenance practices.</p>	<p>Director of ESR</p>	<p>Agendas/Sign-Ins Training Documents</p>	<p>February 2021</p>
	<p>8. Monitor MDE's website and listserv for relevant and pertinent trainings to ensure compliance with Process Standard 8.</p>	<p>Executive Director of Data and Accountability</p>	<p>Training Materials</p>	<p>February 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Standard 10: The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law.

REGULATIONS: Miss. Code Ann. § 37-13-91, § 37-37-7(2)(b), (c), and (d), § 37-37-13, and Miss. Admin. Code 7-3: 30.1 and 30.2, State Board Policy, Chapter 30, Rule 30.1 and 30.2

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Twenty-eight (28) elementary schools, 11 middle schools, and seven (7) high schools failed to consistently report each compulsory-school-age child who has accumulated five (5) unlawful absences during the school year of the public school in which the child is enrolled. The school district superintendent or his designee shall report, within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer.</p> <p>Seven (7) elementary schools, seven (7) middle schools, and six (6) high schools failed to consistently report student suspensions or student expulsions to the school attendance officer when they occurred.</p>	<p>The District will implement the following strategies to monitor and report student absences:</p> <ol style="list-style-type: none"> 1. Annual District Attendance Training will be conducted on the processes to be used for documenting 5, 10, and 12 day unexcused absences of students. 2. Share and demonstrate the use of district approved Attendance Phases in training to confirm the reporting of 5, 10, & 12 day unexcused absences. 3. Share and demonstrate the processes that schools should follow to prevent the accumulation of 5, 10, & 12 day absences - phone calls, letter notifications. 	Principal	Internal Auditing Referral Forms	September 2020
		Executive Director of Data and Accountability	Agendas/Sign-Ins Training Documents	September 2020
		Executive Director of Data and Accountability	Agendas/Sign-Ins Training Documents	September 2020-May 2021
		Executive Director of Data and Accountability	Agendas/Sign-Ins Training Documents	September 2020-May 2021

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	4. Attendance Clerk and ISTs will be required to attach a completed cover sheet that identifies the students who are being reported to state and number of days that have been accumulated.	Principal	District Reporting Phases Document	September 2020-May 2021
	5. Attendance Clerk and ISTs will scan submissions to the Attendance and Discipline Specialist for pick-up by the State Attendance Officer.	Principal	Internal Auditing Referral Forms	September 2020-May 2021
	6. Attendance Clerk and ISTs will be required to maintain an active file of all information that is forwarded to the state in the an organized manner to be retrieved for review for any impending internal or external audits.	Principal	Referral Documents	September 2020-May 2021
	7. Attendance Clerk and ISTs will verify that the correct contact information is accurate on referral documents (phone number and/or address).	Principal	Referral Documents	September 2020-May 2021
	8. The Principal shall report suspensions or student expulsions, as they occur, to the Mississippi Department of Education’s School Attendance Officer.	Principal	Referral Documents Training Materials	September 2020-May 2021

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	9. Regular Technical Support Trainings to reinforce standard attendance practices.	Executive Director of Data and Accountability	Agendas/Sign-Ins	September 2020-May 2021
	10. Attendance Clerk and ISTs will maintain an active file of ALL attendance referrals that have been submitted to the state.	Principal	Referral Documents	September 2020-May 2021
	11. Attendance Clerk and ISTs will maintain an active file of ALL suspension referrals that have been submitted to the state.	Principal	Referral Documents	September 2020-May 2021
	12. Monitor MDE's website and List serve for relevant and pertinent trainings to ensure compliance with Process Standard 10.	Executive Director of Data and Accountability	Training Materials	September 2020-May 2021

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Standard 16: The school district adheres to all requirements of the Mississippi Statewide Assessment System.

REGULATIONS: Miss. Code Ann. §§ 37-16-1 through 4, § 37-16-9, Miss. Admin. Code 7-3: 36.1, State Board Policy Chapter 36, Rule 36.1, Miss. Admin. Code 7-3: 74.2, State Board Policy Chapter 74, Rule 74.2, Miss. Admin. Code 7-3: 78.1 and 78.7, State Board Policy Chapter 78, Rule 78.1 and Rule 78.7, and Appendix F of the *Mississippi Public School Accountability Standards, 2018*

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • Section IV(13): Tests not administered according to the standard procedures • Section IV(19): Electronic Devices <p>ON-SITE FINDINGS: Jackson Public School District The District Test Security Plan did not contain all required components. Specifically, the District Test Security Plan lacked individual School Test Security Plans.</p> <p>Baker Elementary School During the Spring 2017 Testing Window, the MDE conducted a site visit to Baker Elementary School. The MDE found:</p> <ul style="list-style-type: none"> • The school failed to provide a School Test Security Plan. • The Principal purposefully tried to prevent the MDE from viewing all testing rooms. • Secure testing tickets were left unattended in an unlocked computer lab. 	<p>The Superintendent and the District Test Coordinator shall ensure that the School Test Coordinator in all elementary, middle, and high schools develops and implements a comprehensive and personalized test security plan during statewide testing for the 2020-21 school year. The School Test Security Plan shall be included in the District Test Security Plan and be signed by the Principal, School Test Coordinator, and the District Test Coordinator. The District Test Security Plan shall identify all individuals who have access to the secure storage area(s) at the District and school sites.</p> <p>On-site review of School and District Test Security Plans Conduct required School Test Coordinator professional development Monitor/review sign-in sheets for attendance and participation Monitor/Audit School training and test administration</p>	<p>District Test Coordinator</p>	<p>Verification of compliance with Process Standard 16 and Appendix F.</p>	<p>November 2019</p> <p>October 2020</p> <p>May 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>During the Spring 2017 Testing Window, the MDE visited two (2) of the seven (7) high schools within the District, Callaway High School and Forest Hill High School.</p> <p>Callaway High School The MDE found:</p> <ul style="list-style-type: none"> • During active testing, two (2) testing rooms had no Test Administrator or Proctor during statewide testing. No other adult was present. • For at least 24 minutes during the testing session, only one (1) adult was present in the same two (2) testing rooms referenced above. • For approximately two (2) minutes, no adult was present in the library where testing was occurring. • The school allowed students to talk to each other during statewide testing. 	<p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans.</p> <p>Conduct required School Test Coordinator professional development.</p> <p>Monitor/review sign-in sheets for attendance and participation.</p> <p>Monitor/Audit School training and test administration.</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p>	<p>District Test Coordinator</p>	<p>Verification of compliance with Process Standard 16 and Appendix F.</p>	<p>November 2019</p> <p>May 2021</p>

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> A student had a cellphone and was observed talking on the cellphone during statewide testing. The school failed to provide students with the appropriate amount of time to take the test. A Test Administrator and Proctor were talking amongst themselves during statewide testing. The School Test Coordinator, Assistant School Test Coordinator, Multiple Test Administrators, and Proctors all had electronic devices during statewide testing. Secure testing materials were left unattended in the distribution room, and at times, were left with only one (1) individual. Students did not receive the appropriate accommodations during statewide testing. 	<p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans.</p> <p>Conduct required School Test Coordinator professional development.</p> <p>Monitor/review sign-in sheets for attendance and participation.</p> <p>Monitor/Audit School training and test administration.</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p>	<p>District Test Coordinator</p>	<p>Verification of compliance with Process Standard 16 and Appendix F.</p>	<p>November 2019</p> <p>May 2021</p>

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>SELF-REPORTED FINDINGS: Provine High School Following the Spring 2017 Testing Window, the District self-reported to the MDE via e-mail that there was a missing ELA Writing Booklet.</p> <p>DATA FORENSIC FINDINGS: The data forensic results for Jackson Public School District indicate that six (6) out of seven (7) high schools had students who received an invalidated test score in the areas of Algebra I, Biology I, English II, and/or U.S. History for extreme similarity and/or wrong-to-right answer changes that exceed the extreme threshold. The following is a summary report for each of the seven (7) high schools in the four (4) subject area courses that were flagged for test instances for statistics that exceeded the extreme threshold in Spring 2017.</p>	<p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans.</p> <p>Conduct required School Test Coordinator professional development.</p> <p>Monitor/review sign-in sheets for attendance and participation.</p> <p>Monitor/Audit School training and test administration.</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p>	<p>District Test Coordinator</p>	<p>Verification of compliance with Process Standard 16 and Appendix F.</p>	<p>November 2019</p> <p>May 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Callaway High School</p> <p>Algebra I:</p> <ul style="list-style-type: none"> • Four (4) of 419 students tested were invalidated for extreme similarity <p>Biology I:</p> <ul style="list-style-type: none"> • Two (2) of 336 students tested were invalidated for extreme similarity <p>English II:</p> <ul style="list-style-type: none"> • Two (2) of 496 students tested were invalidated for extreme similarity <p>U.S. History:</p> <ul style="list-style-type: none"> • Two (2) of 226 student tested were invalidated for wrong to right answer changes 	<p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans.</p> <p>Conduct required School Test Coordinator professional development.</p> <p>Monitor/review sign-in sheets for attendance and participation</p> <p>Monitor/Audit School training and test administration.</p>	<p>District Test Coordinator</p>	<p>Verification of compliance with Process Standard 16 and Appendix F.</p>	<p>November 2019</p>
				<p>May 2021</p>
<p>Forest Hill High School</p> <p>U.S. History:</p> <ul style="list-style-type: none"> • Eight (8) of 252 students tested were invalidated for extreme similarity 	<p>Verification of compliance with Process Standard 16 and Appendix F.</p>			

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Jim Hill High School</p> <p>Algebra I:</p> <ul style="list-style-type: none"> • Two (2) of 502 students tested were invalidated for extreme similarity <p>U.S. History:</p> <ul style="list-style-type: none"> • Two (2) of 251 students tested were invalidated for extreme similarity <p>Provine High School</p> <p>Biology I:</p> <ul style="list-style-type: none"> • Two (2) of 313 students tested were invalidated for extreme similarity 	<p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans.</p> <p>Conduct required School Test Coordinator professional development.</p> <p>Monitor/review sign-in sheets for attendance and participation.</p> <p>Monitor/Audit School training and test administration.</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p>	<p>District Test Coordinator</p>	<p>Verification of compliance with Process Standard 16 and Appendix F.</p>	<p>November 2019</p> <p>May 2021</p>

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District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Lanier High School</p> <p>Biology I:</p> <ul style="list-style-type: none"> • Two (2) of 287 students tested were invalidated for extreme similarity <p>U.S. History:</p> <ul style="list-style-type: none"> • Two (2) of 162 students tested were invalidated for extreme similarity <p>Murrah High School</p> <p>Algebra I:</p> <ul style="list-style-type: none"> • Eight (8) of 375 students tested were invalidated for extreme similarity <p>Biology I:</p> <ul style="list-style-type: none"> • Two (2) of 379 students tested were invalidated for extreme similarity • One (1) of 379 students tested was invalidated for wrong to right answer changes <p>U.S. History:</p> <ul style="list-style-type: none"> • Four (4) of 276 students tested were invalidated for extreme similarity 	<p>The District shall ensure that test security procedures required by the Mississippi Statewide Assessment System are followed by each participating individual assigned to assist with statewide testing.</p> <p>On-site review of School and District Test Security Plans.</p> <p>Conduct required School Test Coordinator professional development.</p> <p>Monitor/review sign-in sheets for attendance and participation.</p> <p>Monitor/Audit School training and test administration.</p> <p>Verification of compliance with Process Standard 16 and Appendix F.</p>	<p>District Test Coordinator</p>	<p>Verification of compliance with Process Standard 16 and Appendix F.</p>	<p>November 2019</p> <p>May 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Standard 17: The school district is in compliance with state and/or federal requirements for the following programs:

17.1: Early Childhood Programs (kindergarten and teacher assistant) [Districts Meeting the Highest Levels of Performance are exempted from provisions of subsection (4) of Miss. Code Ann. § 37-21-7.]

REGULATIONS: Miss. Code Ann. § 37-21-1, et seq., § 37-21-7, Miss. Admin. Code 7-3: 42.1, State Board Policy Chapter 42, Rule 42.1, Miss. Admin. Code 7-3: 62.6, State Board Policy Chapter 62, Rule 62.6, and the *Mississippi Kindergarten Guidelines*.

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The school failed to produce immunization forms (Form 121) for all kindergarten records. (Baker, Galloway, Johnson, McLeod, Watkins) • The school failed to place safety covers in all unused sockets. (Baker, Barr, Bates, Brown, Clausell, Dawson, Galloway, George, Green, John Hopkins, Johnson, Key, Lake, Lee, McLeod, McWillie, Marshall, North Jackson, Pecan Park, Raines, Spann, Sykes, Van Winkle, Walton, Watkins, Wilkins, Woodville Heights) • The school failed to document assistant teacher education qualification requirement. (Baker, Barr, Key, Marshall, North Jackson, Oak Forest, Poindexter, Sykes, Wilkins, Woodville) 	<p>Principals will ensure that each kindergarten student has an immunization form/record. A copy of this record will be kept in a binder in the principal's office.</p> <p>The school will ensure that safety covers are on all sockets that are not in use.</p> <p>The school will maintain copies of assistant teacher education qualifications to ensure that all personnel meet requirements for working in kindergarten classrooms.</p>	<p>Principal</p> <p>Principal</p> <p>Principal Executive Director of HR</p>	<p>The kindergarten student immunization records will be reconciled with a kindergarten student roster from SAM. Internal monitoring instrument</p> <p>Visual inspections</p> <p>A copy of the teacher assistant's qualifications will be kept in a schools personnel file. Internal monitoring instrument</p>	<p>September 2020</p> <p>September 2020</p> <p>September 2020</p>

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The school failed to document professional development provided to assistant teachers, teachers, and administrators. (Baker, Barr, Bates, Galloway, Green, Johnson, Key, Lake, Lee, McLeod, Marshall, North Jackson, Pecan Park, Spann, Van Winkle, Walton, Watkins)</p>	<p>The District will provide provide regular training related to principles and methods of early childhood education and reading instruction for all teachers, assistant teachers, and administrators. The topics will focus on the topics of social and emotional development and early literacy.</p>	<p>Principal</p>	<p>Agenda and sign-in sheets. Internal monitoring instrument</p>	<p>May 2021</p>
<p>The school failed to integrate in their lesson plans: small group, whole group, individual instruction, and learning centers; thematic units across kindergarten subjects; science, art, social studies, and dramatic play; and a minimum of three (3) learning centers accessible for simultaneous use by children for 120 minutes per day of learning center play. (Baker, Barr, Bates, Brown, Clausell, Dawson, Galloway, George, Green, John Hopkins, Johnson, Key, Lake, Lee, McLeod, McWillie, Marshall, Narth Jackson, Oak Forest, Pecan Park, Poindexter, Raines, Spann, Sykes, Van Winkle, Walton, Watkins, Wilkins)</p>	<p>The District redesigned the lesson plan template to integrate all kindergarten subjects that align to a thematic unit. The lesson plan template will account for 330 instructional minutes.</p>	<p>Principal</p>	<p>Agenda and sign-in sheets Internal monitoring instrument</p>	<p>May 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The school failed to conduct hearing and vision screenings on all kindergarten children within the first 30 days of enrollment. (Baker, Bates, Clausell, Dawson, Galloway, George, Green, John Hopkins, Key, Lake, Lee, McLeod, Marshall, North Jackson, Pecan Park, Poindexter, Sykes, Walton, Watkins, Wilkins, Woodville Heights) 	<p>Each elementary school will conduct hearing and vision screenings the first 30 days of enrollment.</p>	<p>Principal</p>	<p>Internal monitoring instrument</p>	<p>September 2021</p>
<ul style="list-style-type: none"> • The school failed to plan evaluations of children’s progress using MDE standards for social/emotional development. (Baker, Barr, Bates, Brown, Dawson, Galloway, George, Green, Johnson, Key, Lake, Lee, McLeod, McWillie, Marshall, North Jackson, Oak Forest, Pecan Park, Poindexter, Spann, Sykes, Walton, Watkins, Wilkins, Woodville Heights) 	<p>Each elementary school will evaluate children's social and emotional progress at the end of each term.</p>	<p>Principal</p>	<p>Internal monitoring instrument</p>	<p>January 2021 and ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The school failed to provide parents the 2016-2017 parent handbook. (Baker, Barr, Bates, Brown, Clausell, Dawson, Galloway, George, Green, John Hopkins, Johnson, Key, Lee, McLeod, McWillie, Marshall, North Jackson, Oak Forest, Pecan Park, Poindexter, Raines, Spann, Sykes, Van Winkle, Walton, Watkins, Wilkins, Woodville Heights) 	Each kindergarten teacher will provide parents a copy of the 2020 - 2021 parent handbook, that includes the kindergarten philosophy and goals.	Principal	Teachers will have a parent signature sheet acknowledging receipt of the parent handbook. Internal monitoring instrument	July 2020
<ul style="list-style-type: none"> • The school failed to schedule two (2) parent-teacher conferences. (Baker, Barr, Bates, Brown, Dawson, Galloway, George, Green, John Hopkins, Johnson, Key, Lake, Lee, McLeod, McWillie, Marshall, North Jackson, Pecan Park, Sykes, Van Winkle, Walton, Watkins, Wilkins, Woodville Heights) 	The District annually schedules two parent-teacher conferences.	Principal	The District's calendar and sign-in sheets at parent/teacher conferences Internal monitoring instrument	July 2020
<ul style="list-style-type: none"> • The school failed to provide teachers with a method of entry into restroom for safety of children. (Bates, Galloway, Lee, McWillie, Marshall). 	The principal will outline a specific method of entry detailing how children will enter the restroom.	Principal	Each school will have a written plan outlining the method of entry into the restroom	January 2020

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The school failed to provide a boundary between the designated outside play area, the driveway and parking lot. (Bates, Galloway, Green, John Hopkins, Johnson, Lake, McLoed, North Jackson, Pecan Park, Spann, Watkins, Wilkins) 	<p>The District will install a boundary between the play area and the driveway. Boundary shall prevent a child from accessing parking lot/driveway as well as prevent an automobile from entering play space.</p>	<p>Executive Director of Facilities</p>	<p>Installation of the boundary</p>	<p>June 2021</p>
<ul style="list-style-type: none"> • The school failed to align the school day to be equal across all grades (Kindergarten had a different length of day than Grade 1).Bates 	<p>The school aligned its school day to be equal across all grades.</p>	<p>Principal</p>	<p>The teacher's instructional schedule. Internal monitoring instrument</p>	<p>July 2020</p>
<ul style="list-style-type: none"> • The school failed to repair/remove broken equipment thus creating an unsafe environment for children. (Clausell, John Hopkins, Marshall, Pecan Park, Poindexter, Wilkins) 	<p>The District will repair/remove broken equipment.</p>	<p>Executive Director of Facilities</p>	<p>Repair and removal of identified equipment Internal monitoring instrument</p>	<p>June 2021</p>
<ul style="list-style-type: none"> • The school failed to locate a bathroom within 125 feet of the classroom. (Galloway, Poindexter) 	<p>The District will relocate classroom to ensure that all children have access to a bathroom that is within 125 feet of the classroom.</p>	<p>Principal</p>	<p>The restroom being located within 125 feet from the classroom. Internal monitoring instrument</p>	<p>July 2020</p>

Please use additional sheets as needed.

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> • The school failed to meet the teacher-pupil ratio of 1:22 maximum. (Galloway, Lee, Oak Forest, Pecan Park) 	The District provides a kindergarten assistant to kindergarten teachers.	Principal	Providing a query of kindergarten teachers and assistants.	July 2020
<ul style="list-style-type: none"> • The school failed to allow for students to participate in a minimum of 30 minutes of daily physical activity. (Oak Forest, Van Winkle, Wilkins) 	Kindergarten student will have 30 minutes of physical activity daily.	Principal	Completed teacher schedules reflecting 30 minutes of physical activity daily. Internal monitoring instrument	July 2020
<ul style="list-style-type: none"> • The school failed to design an outdoor area so that kindergarten and children over Grade 3 do not have to share play space at the same time. 	The District/school will ensure that children do not share outdoor play space with children in grades above Grade 3.	Principal	The principal will have a map indicating the area and time that children above grade 3 have access to designated areas of the playground.	July 2020
<ul style="list-style-type: none"> • The school failed to identify and utilize play area access that does not require stairs. Students in wheelchairs were denied access to play area. (Pecan Park) 	The District is continuing to research the cost of making the existing playground handicapped accessible.	Principal, Executive Director of Facilities	Plan developed with an associated budget to make the existing playground handicap accessible.	July 2020

Please use additional sheets as needed.

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District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Standard 17: The school district is in compliance with state and/or federal requirements for the following programs:

17.2: Early Childhood Programs (pre-kindergarten and teacher assistant) [Districts Meeting the Highest Levels of Performance are exempted from provisions of subsection (4) of Miss. Code Ann. § 37-21-7.]

REGULATIONS: Pre-Kindergarten Miss. Code Ann. § 37-7-301(ss), Miss. Admin. Code 7-3: 28.4, State Board Policy Chapter 28, Rule 28.4, Refer to the *Mississippi Early Learning Guidelines for classrooms serving Three- and Four-Year-Old Children*, Miss. Code Ann. § 37-7-301 (zz)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The school failed to provide 330 minutes of instructional time in a full-day program. Schools: Baker, Barr, Dawson, John Hopkins, Johnson, McWillie, Marshall, North Jackson, Watkins	In order to comply with Miss. Code Ann. § 37-13-6, the school day provides 330 minutes of instructional time.	Principals	Audit Checklist for 17.2	June 2021
The school failed to schedule 120 minutes per day of learning center play for children. Schools: Baker, John Hopkins, Johnson, Pecan Park, Walton	In order to comply with the MS Pre-K Guidelines the daily pre-kindergarten schedule includes 120 minutes of learning center activities.			
The school failed to allow for students to participate in a minimum of 40 minutes of daily physical activity. Schools: Barr, Key, Pecan Park,	In order to comply with by MS Pre-K Guidelines the daily schedule provides for a minimum of 40 minutes of physical activity per day. Time is not continuous. Principals gave the Pre-K Specialist a copy of the pre-k teaching schedules and posted it outside the teacher's classroom door to be used during classroom visits.			

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The school failed to provide five (5) learning centers for simultaneous use by children, limited accessibility of materials and no books or creative art materials available. School: Watkins</p> <p>The school failed to provide accessibility to books and writing materials to children during learning centers.</p> <p>The school failed to provide accessibility to fiction and non-fiction books and writing materials accessible in the pre-kindergarten classrooms. Schools: Green, John Hopkins, Lee, North Jackson, Pecan Park</p>	<p>In order to comply with the MS Pre-K Guidelines at least five (5) learning centers containing books, manipulatives, and creative art materials are organized, arranged, and labeled so they are accessible to children.</p> <p>The Pre-K Specialist gave the teachers center labels and ordered non-fiction and fiction books, manipulatives, creative arts materials, and writing materials for the teachers to place in the learning centers.</p> <p>Teachers are reminded by the Pre-K Specialist at monthly meetings and through emails to make books, manipulatives, creative arts materials, and writing materials accessible to the students in the learning centers and to make sure there are at least five (5) simultaneous centers in use daily.</p> <p>Principals will observe the pre-k classrooms using the Audit Checklist provided to them in their white binders.</p>	Principals	Audit Checklist for 17.2	November 2018
				November 2018 and ongoing

Please use additional sheets as needed.

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District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The school failed to document assistant education. Schools: Barr, Marshall, North Jackson, Pecan Park, Poindexter, Walton, Watkins, Wilkins</p> <p>The school failed to meet pre-k teacher education qualification requirement. Schools: Dawson, Key, Pecan Park, Walton</p> <p>The school failed to document 15 hours of professional development provided to assistant teachers, teachers, and administrators. Schools: Baker, Clausell, Galloway, Green, Key, Lake, Lee, McWillie, Marshall, North Jackson, Pecan Park, Walton, Watkins, Wilkins</p>	<p>In order to comply with MS Pre-K Guidelines, copies of teacher and teacher assistant education ensures that all personnel meet requirements for working in pre-kindergarten classrooms.</p> <p>Teachers and assistants obtained copies of their education and placed it in their black binders. Principals and the Pre-K Specialist keep a copy in their office.</p> <p>In order to comply with the MS Pre-K Guidelines, a calendar of professional development specific to early childhood topics was developed that includes dates and times that allow for full participation by teachers, assistant teachers, and administrators to achieve at least 15 hours per year.</p> <p>The Pre-K Specialist shared professional development opportunities with teachers, assistants, and principals for at least 15 hours of early childhood professional development scheduled.</p>	<p>Principals</p>	<p>Teacher licenses Teacher Assistant credentials</p>	<p>November 2018</p> <p>November 2018</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The school failed to provide parents the 2016-2017 parent handbook. Schools: Baker, Clausell, Dawson, Galloway, Green, John Hopkins, Johnson, Key, Lake, Lee, Marshall, McWillie, North Jackson, Pecan Park, Walton, Watkins, Wilkins</p>	<p>In order to comply with MS Pre-K Guidelines, the 2019-2020 parent handbook was revised to include prekindergarten philosophy, goals, and specific prekindergarten information accessible to parents.</p> <p>Teachers provided parents with parent handbooks to sign and return the acknowledgment page verifying they have received and read the handbook.</p> <p>Copies of the acknowledgment pages were placed in the teacher's black binder and copies were sent to the Pre-K Specialist to place on file.</p>	<p>Principals</p>	<p>Audit Checklist for 17.2</p>	<p>October 2019</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The school failed to schedule three (3) parent-teacher conferences. Schools: Baker, Dawson, Galloway, George, Green, John Hopkins, Johnson, Key, Lake, Lee, Marshall, McWillie, Pecan Park, Walton, Watkins, Wilkins</p>	<p>In order to comply with the Mississippi Early Learning Guidelines for Classrooms Serving Four-Year-Olds (hereafter referred to as MS Pre-K Guidelines), three (3) parent-teacher conferences were scheduled and a schedule was distributed to parents at the beginning of the year. The dates are October 22, 2018, December 11-15, 2018, and February 18, 2019.</p> <p>For the 2019-2020 school year, the dates are October 21, 2019, December 9-13, 2019, and February 17, 2020</p>	<p>Principals</p>	<p>Audit Checklist for 17.2</p>	<p>February 2019</p> <p>February 2020</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The school failed to produce immunization forms (Form 121) for all pre-kindergarten records. Schools: Galloway, Lee, North Jackson</p>	<p>In order to comply with the Miss. Code Ann. § 37-15- 9, all children’s files were reviewed to ensure that all required immunization forms (Form 121) are present.</p> <p>Parents provide a 121 form at the time of screening. The 121 form and student file is given to the office manager at the respective schools after the screenings. If the 121 form was incomplete by the time schools starts, the school's office manager contacted the parent requesting an updated 121 form.</p>	<p>Principals</p>	<p>Audit Checklist for 17.2</p>	<p>June 2021</p>
<p>The school failed to place safety covers in all unused sockets. Schools: Barr, Clausell, Green, John Hopkins, Johnson, Lake, McWillie, Pecan Park, Raines, Walton, Watkins, Wilkins</p>	<p>In order to comply with the MS Pre-K Guidelines, the District/school shall place safety covers on all sockets that are not in use.</p> <p>Safety covers were purchased and the teachers were given the number of covers needed to place in unused outlets. Teachers will be reminded often to keep the outlets covered.</p>	<p>Principals</p>	<p>Audit Checklist for 17.2</p>	<p>September 2018- June 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The school exceeded the teacher-pupil ratio of 1:10 maximum; more than 10 children were present with no assistant. School: Johnson</p>	<p>In order to comply with the MS Pre-K Guidelines, the teacher-child ratio is 1:10 maximum during the entire day. If an assistant teacher is assigned in the pre-kindergarten classroom for the entire day, the teacher-child ratio does not exceed 2:20.</p> <p>Principals were provided with the pre-k guidelines outlining the teacher-child ratio and reminded of the ratio.</p>	<p>Principals</p>	<p>Audit Checklist for 17.2</p>	<p>June 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The school failed to provide teachers with a method of entry into a locked restroom (safety issue). Schools: Marshall, McWillie</p>	<p>In order to comply with the MS Pre-K Guidelines, each teacher has a method of entry into the rest room for safety of children.</p> <p>Locks were removed on restroom doors inside pre-k classrooms.</p>	<p>Principals</p>	<p>Audit Checklist for 17.2</p>	<p>June 2021</p>
<p>The school failed to locate the boy's bathroom within 125 feet of the classroom.</p>	<p>In order to comply with the MS Pre-K Guidelines, the classroom had to be relocated to ensure that all children have access to a bathroom that is within 125 feet of the classroom.</p>			<p>June 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The school failed to provide a boundary between the designated outside play area, the driveway, and parking lot. Schools: Galloway, Green, John Hopkins, Johnson, Lake, Lee, North Jackson, Pecan Park, Watkins, Wilkins</p>	<p>In order to comply with MS Pre-K Guidelines, a boundary between the play area and the driveway will be installed to prevent a child from accessing parking lot/driveway as well as prevent an automobile from entering play space.</p> <ul style="list-style-type: none"> • Technical assistance from the MDE was requested to determine specifically what type of boundary is needed. • School observations will be conducted by the Pre-K Specialist and the Facilities Director to ensure boundaries are placed appropriately, broken equipment is removed from the play area, and there is access to the play area that does not require stairs. 	<p>Principals</p>	<p>Audit Checklist for 17.2</p>	<p>June 2021</p>
<p>The school failed to repair/remove broken equipment thus creating an unsafe environment for children. Schools: John Hopkins, Marshall, Pecan Park, Wilkins</p>	<p>In order to comply with the MS Pre-K Guidelines, broken play equipment from the play area will be removed.</p>			<p>June 2021</p>
<p>The school failed to identify and provide handicap accessibility to the play area. Access to play area requires the use of stairs. School: Pecan Park</p>	<p>The District is continuing to research the cost of making the existing playground handicapped accessible.</p>	<p>Principal, Executive Director of Facilities</p>	<p>Plan developed with an associated budget to make the existing playground handicap accessible.</p>	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
No findings cited.	<p>In order to comply with the MS Pre-K Guidelines, the state-adopted pre-kindergarten standards are utilized to guide instruction and a redesigned lesson plans template integrates all pre-kindergarten subjects that align to a thematic unit, including dramatic play.</p> <p>To ensure the state-adopted pre-kindergarten standards are utilized to guide instruction, teachers review the standards and place the standard codes that will be taught each week on the lesson plans.</p> <p>The Pre-K Specialist revised the pre-k lesson plan template to integrate all pre-kindergarten subjects that align to a thematic unit, including dramatic play (Pretend Play).</p>	Principals	Audit Checklist for 17.2	June 2021

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Standard 30: The school district provides clean/sanitary facilities in a safe and secure environment. All classrooms in each school will be air-conditioned.

REGULATIONS: Miss. Code Ann. § 37-7-301(c)(d)(j), §§ 37-11-5 and 49, and § 45-11-101

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Remaining Findings from MDE Site Visits on 2/3/2020 and 3/4/21</p> <p>Cleared schools removed 3/10/21</p> <p>Callaway High School Findings</p> <p>Classrooms</p> <ul style="list-style-type: none"> • Evacuation maps not posted in classrooms. • No chemical inventories for chemicals in Rooms 119, 118 and 208. • No Material Safety Data Sheets (MSDS) for chemicals in Rooms 119, 118 and 208. • Old chemicals need to be removed. <p>Gymnasium and Kitchen/Dining Area</p> <ul style="list-style-type: none"> • Evacuation maps not posted in the gymnasium or dining area. 	<p>Classrooms</p> <ul style="list-style-type: none"> • Post evacuation maps in all classrooms in the same general location in each room. • Provide a chemical inventory for all chemicals in Rooms 119, 118 and 208. • Provide Material Safety Data Sheets (MSDS) for all chemicals in Rooms 118, and 208. • Remove all outdated and unused chemicals from the chemical storage area. <p>Gymnasium and Kitchen/Dining Area</p> <ul style="list-style-type: none"> • Post evacuation maps in gymnasium. • Post evacuation maps in the dining area. 	<p>Executive Director of Facilities and Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p>	<p>June 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Forest Hill High School Findings</p> <p>Classrooms</p> <ul style="list-style-type: none"> • Evacuation maps not posted in several classrooms. • No Material Safety Data Sheets (MSDS) for chemicals in Rooms 119, 120 and 121. <p>Auditorium</p> <ul style="list-style-type: none"> • Roof leaks in the stage and seating area. • Termite damage on the stage floor. <p>Gymnasium</p> <ul style="list-style-type: none"> • Gym floor not level. • Missing ceiling tile in restrooms. <p>ROTC Building</p> <p>Classrooms</p> <ul style="list-style-type: none"> • Evacuation maps not posted. • No second means of egress in Rooms 301 and 317. • Rooms were dirty. 	<p>Classrooms</p> <ul style="list-style-type: none"> •Post evacuation maps in all classrooms in same general location in each room. •Provide a chemical inventory for all chemicals in Rooms 119, 120 and 121. •Provide Material Safety Data Sheets (MSDS) for all chemicals in Rooms 119, 120 and 121. <p>Auditorium</p> <ul style="list-style-type: none"> •Repair room leaks in the stage and seating area. •Treat for termites in the stage area. <p>Gymnasium</p> <ul style="list-style-type: none"> •Replace gym floor. •Replace damaged/missing ceiling tiles. <p>ROTC Building</p> <ul style="list-style-type: none"> •Post evacuation maps in all classrooms in same general location in each room. •Install a second means of egress in rooms 301 and 317. •Clean classrooms and floors on a regular schedule. 	<p>Executive Director of Facilities and Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p>	<p>June 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Jim Hill High School Findings</p> <p>Classrooms</p> <ul style="list-style-type: none"> • No chemical inventories for chemicals in Rooms 303, 305 and 308. • No Material Safety Data Sheets (MSDS) for chemicals in Rooms 303, 305 and 308. • Old chemicals needed removing. <p>Grade 9 Building</p> <ul style="list-style-type: none"> • Fire alarm systems in trouble mode. <p>Grade 9 Classrooms</p> <ul style="list-style-type: none"> • Evacuation maps not posted in classrooms. • No chemical inventory for chemicals in Room 501. • No Material Safety Data Sheets (MSDS) for chemicals in Room 502. • Old chemicals needed to be removed. • Dirty carpet in the band hall. 	<p>Classrooms</p> <ul style="list-style-type: none"> • Provide a chemical inventory for all chemicals in rooms 303, 305 and 308. • Provide Material Safety Data Sheets (MSDS) for all chemicals in rooms 303, 305 and 308. • Remove all outdated and unused chemicals from the chemical storage area. <p>Grade 9 Building</p> <ul style="list-style-type: none"> • Repair fire alarm system <p>Grade 9 Classrooms</p> <ul style="list-style-type: none"> • Post evacuation maps in all classrooms in same general location in each room • Provide a chemical inventory for all chemicals in rooms 501. • Provide Material Safety Data Sheets (MSDS) for all chemicals in room 502. • Remove all outdated and unused chemicals from the chemical storage area. • Clean the carpet in the band hall. 	<p>Executive Director of Facilities and Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p>	<p>June 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Wingfield Hill High School Findings</p> <ul style="list-style-type: none"> • Water standing in the tunnel area under the school. <p>Classrooms</p> <ul style="list-style-type: none"> • No second means of egress in room 214. <p>Gymnasium</p> <ul style="list-style-type: none"> • Playing surface floor sweats due to water standing under the building. 	<ul style="list-style-type: none"> •Research and remove water in the tunnel area under the school. <p>Classrooms</p> <ul style="list-style-type: none"> •Add second method of egress in room 214 <p>Gymnasium</p> <ul style="list-style-type: none"> •Removing water in tunnel will remove the sweating issue. 	<p>Executive Director of Facilities and Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p>	<p>June 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Bailey Middle School Findings</p> <p>Hallways</p> <ul style="list-style-type: none"> • Unsecured hall lockers. • Unsecured hall gates. • Unprotected lights in halls. • Inoperable emergency lights in the lower hall. <p>Classrooms</p> <ul style="list-style-type: none"> • Unprotected lights in Rooms 102, 228 and 234. • More than 20% of walls covered with paper/artwork in Rooms 112 and 114. • Obstructed second means of egress in Room 112. • Damaged conduit on the west wall in Room 107. • No second means of egress in Rooms 108, 109 and 110. • Power strips plugged into power strips in Rooms 306 and 314 and the library. • Unprotected electrical outlets in Rooms 302 and 303. • Vent-hood inoperable in Room 303. 	<p>Bailey students will be relocated to another school during school year 2021-22 to make all needed structural repairs to the building as well as address all remaining findings.</p> <ul style="list-style-type: none"> • Secure hall lockers. • Secure hall security gates. • Provide covers for unprotected lights. • Repair/replace inoperable emergency lights. • Verify no more than 20% of classroom walls are covered with paper/artwork in Rooms 112 and 114. • Remove second means of egress obstruction in Room 112. • Repair/replace damaged electrical conduit in Room 107. • Provide a second means of egress in Rooms 108, 109, and 110. • Verify that all power strips are plugged directly into a permanent power source. 	<p>Executive Director of Facilities and Operations</p>	<p>Internal Monitoring Instrument and MDE Site Visit to verify completion of deficiencies.</p>	<p>June 2021 and ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Restrooms</p> <ul style="list-style-type: none"> • Damaged door closer on the lower hall boys' restroom. <p>Kitchen/Dining Area</p> <ul style="list-style-type: none"> • Inoperable emergency lights. • Water fountains lack Ground Fault Circuit Interrupter (GFCI) type receptacles. • Open blank in the kitchen electrical panel. • No lighted exit sign above the north dining area exit door. <p>Auditorium (stage area under construction at this time)</p> <ul style="list-style-type: none"> • No emergency lighting in the seating and foyer area. • No portable fire extinguisher in the balcony. • Several damaged seats. • Water damaged walls in the north hall. • Damaged floor tile in the north hall. • Damaged northeast exit door closer. 	<ul style="list-style-type: none"> • Provide covers for unprotected electrical outlets. • Repair vent-hood in Room 303. • Repair/replace damaged door closers on boys' restroom and northeast auditorium doors. • Install GFCI type receptacles on all water fountains. • Provide covers for open blanks in electrical panels. • Install lighted exit sign above north exit door in the dining area. • Install emergency lights in the auditorium foyer and seating area. • Provide portable fire extinguisher in the auditorium balcony. • air/replace damaged seats in the auditorium. • Repair damaged wall in the auditorium north hall. • Replace damaged floor tile in the auditorium north hall. • Install emergency lighting/exit signs where needed. • Install A/C in the gymnasium. 			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Gymnasium</p> <ul style="list-style-type: none"> • Inoperable emergency/exit lights. • No door closers on exit doors. • No panic hardware on exit doors. • There was a hasp on the southwest exit door. • No A/C in the gymnasium. • No portable fire extinguisher in the locker room area. • No emergency lights in the locker room area. 	<ul style="list-style-type: none"> • Install door closers on gymnasium exit doors. • Install panic hardware on gymnasium exit doors. • Remove hasp from southwest exit door in gymnasium. • Install portable fire extinguisher in the locker room area. 			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Standard 31: The district complies with State Board Policies and State and Federal laws to provide Safe Schools. Each school has a Comprehensive School Safety Plan on file that has been approved annually by the local school board.

REGULATIONS: Miss. Code Ann. § 37-3-81, § 37-3-82, § 37-3-83, § 37-7-321, § 37-11-5, § 37-11-29, § 37-11-53, § 37-11-67, § 37-11-69, the Mississippi School Safety Manual, and the MDE Occupational Safety and Crisis Response Planning Manual

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>All schools did not have a Safety Plan or Crisis Response Plan available for inspection by MDE Auditor</p>	<p>District Emergency Management Plan is approved each year by the Jackson Public School District School Board. All school Crisis Plans are updated annually. All District School Safety Plans and individual School Crisis Plans are placed in a binder and given to the Principal at each school with written instructions to be placed in an accessible location and provided on demand or request. Training is provided to school level person to formalize themselves with the plans.</p>	<p>Executive Director of Campus Enforcement</p>	<p>Monitoring by Campus Enforcement SROs and Zone Supervisors which include an audit instrument and compliance document signed by building administrator</p>	<p>October 2019</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
All doors do not lock; therefore, schools are unable to conduct lockdown drills.	Upgrade and replace locks on classroom doors.	Executive Director of Facilities	Monitoring by Audit Team	May 2019
Emergency Packs are not in all classrooms as required by the Mississippi School Safety Manual.	Place safety packs in all classrooms in the District.	Executive Director of Campus Enforcement	Monitoring by Campus Enforcement SROs, Zone Supervisors, and Building Administrator	October 2019
Emergency drills have not been performed as required by the Mississippi School Safety Manual and Miss. Code Ann. § 37-11-5.	All emergency drills performed. Documentation provided to the Office of Campus Enforcement. Spreadsheet and trigger provided to indicate noncompliance. All drill reports will be maintained in a binder at all school sites.	Executive Director of Campus Enforcement	Monitoring by Campus Enforcement SROs, Zone Supervisors, and Building Administrator	October 2019
Staff members unfamiliar with the Crisis Response Plan.	Building level training provided during Professional Development and District-wide Emergency Management Training Course offered by the Office of Campus Enforcement. Schedule for training course posted on District website.	Executive Director of Campus Enforcement	Monitoring by Campus Enforcement SRO's, Zone Supervisors, and Building Administrator	October 2019

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Staff members unfamiliar with the Crisis Response Plan.</p>	<ul style="list-style-type: none"> • Curriculum for training was developed using the School Safety Manual and the School District School Occupational Safety and Crisis Response Plan produced by MDE. • To ensure continued compliance a fact sheet containing instructions provided to all building administrative personnel. • Regular updates of status on compliance provided to Superintendent for School Board briefings. 	<p>Executive Director of Campus Enforcement</p>	<p>Audit instrument signed by Emergency Management Supervisor</p>	<p>October 2019 and ongoing</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District District Number: 2520 Date CAP Approved by Local School Board: 02/02/2021

Standard 32: The school district complies with state statute and State Board of Education policy for educating juveniles in youth detention centers.

- 32.1: Educational requirements**
- 32.2: Financial reimbursement requirements**

REGULATIONS: Miss. Code Ann. § 42-21-321, 7 Miss. Admin. Code Pt. 3, Ch. 30, R. 30.6, and Guidebook for Educating Juveniles in Detention Centers

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Henley-Young Juvenile Justice Center’s Education Program, sponsored by the Jackson Public School District, failed to comply with Process Standard 32.</p>	<p>The Henley –Young Juvenile Justice Center has been working with the staff from MDE and the US Department of Justice to correct all findings. The principal has been attending quarterly meetings held by MDE to help address findings.</p>	<p>Principal</p>	<p>Meeting agendas</p>	<p>April 2021</p>
<p>The MDE reviewed six (6) of 57 applicable student files, which included youths detained ten (10) or more calendar days during the period under review (September 1- November 25, 2016).</p>	<p>The principal and office manager attended training hosted by MDE on proper procedures for records, requesting records from school districts, and how to appropriately file the form.</p>	<p>Principal</p>	<p>Internal monthly Audit check of files by the Principal</p>	<p>April 2021</p>
<p>The Henley-Young Juvenile Justice Center Education Program failed to notify youth’s home school district of the detainment within one (1) school business day.</p> <ul style="list-style-type: none"> • Six (6) student files did not document whether the JDC Education Program notified the youth’s placement in the center within one (1) school business day of entry. 	<p>A form has been developed to document requests from all school districts. This form will be placed in the individual student files. The principal's signature will be required on the form to ensure the procedure was completed.</p>	<p>Principal</p>	<p>The IAP will be reviewed and updated each 4 1/2 weeks.</p>	<p>April 2021</p>

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Henley-Young Juvenile Justice Center Education Program failed to develop and maintain academic records for detained youth which contained all required documents.</p>	<p>A form has been developed to document requests from all school districts. This form will be placed in the individual student files. The principal's signature will be required on the form to ensure the procedure was completed.</p>	<p>Principal</p>	<p>Internal monthly Audit check of files by the Principal</p>	<p>April 2021</p>
<p>Six (6) student files did not include one (1) or more of the required elements such as the youth's identifying information, including family information, contacts, academic assessments, or all available educational information to meet compliance.</p>	<p>A timestamp will be on each form that is accessed via online data systems.</p>	<p>Principal</p>	<p>Internal monthly Audit check of files by the Principal</p>	<p>April 2021</p>
<p>The Henley-Young Juvenile Justice Center Education Program failed to develop and implement Individualized Academic Plans (IAPs) for detained youths.</p> <ul style="list-style-type: none"> • One (1) student file did not contain an IAP. 	<p>Henley Young staff will be utilizing Star Reading and Star Math to ensure students will receive the diagnostic assessments upon entry.</p>	<p>Principal</p>	<p>Star reports will be printed and placed in the student's file.</p>	<p>April 2021</p>
<ul style="list-style-type: none"> • Six (6) student files did not document that the JDC Education Program provided academic services based on the detained youth's entry assessments and past educational history and did not address academic, literacy, life skills, and transition 	<p>The Henley Young staff has been working collaboratively to ensure each component of the IAP (Individual Academic Plan) is fully developed by the 10th day of detainment.</p>	<p>Principal</p>	<p>The completed and signed IAPs will be placed in the individual files.</p>	<p>April 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Five (5) student files did not document that the JDC Education Program provided individualized instruction and practice to address weaknesses identified through the academic diagnostic assessment.</p>	<p>Weaknesses are identified by the diagnostic evaluation and are used to develop individualized instruction. The Individual Academic Plan team will identify the objectives for each student.</p>	<p>Principal</p>	<p>Internal monthly Audit check of files by the Principal</p>	<p>April 2021</p>
<p>Six (6) student files did not contain comprehensive IAPs. IAPs were not developed and implemented by the tenth (10th) calendar day of detainment.</p>	<p>Once the student is enrolled in the detention center, the Individual Academic Plan will begin with diagnostic evaluations. By the 10th day record request, teacher notification, and all components will be complete and reviewed by the academic team.</p>	<p>Principal</p>	<p>Internal monthly Audit check of files by the Principal</p>	<p>April 2021</p>
<p>Six (6) student files reviewed did not document that the JDC Education Program provided individualized services and supports to detained youths.</p>	<p>Progress monitoring will be documented on the Individual Academic Plan forms, each 4 1/2 weeks.</p>	<p>Principal</p>	<p>The IAP will be reviewed and updated each 4 1/2 weeks.</p>	<p>April 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Henley-Young Juvenile Justice Center Education Program failed to provide educational services to youths unable or unwilling to actively participate in educational services.</p>	<p>A form is utilized to document services provided to students who are unable or unwilling to attend class. The JDC, school staff and student will sign.</p>	<p>Principal</p>	<p>An internal bi-weekly audit check of attendance and forms will be reviewed by the Principal</p>	<p>April 2021</p>
<p>The JDC Education Program did not develop or implement procedures to ensure the provision of academic instruction to detained youths unable or willing to actively participate in educational programming.</p>	<p>Trainings will be provided by the principal to all academic staff and JDC staff on the process of providing services to students who are unable or unwilling to attend classes.</p>	<p>Principal</p>	<p>An internal bi-weekly audit check of attendance and forms will be reviewed by the Principal</p>	<p>April 2021</p>
<p>The Henley-Young Juvenile Justice Center Education Program failed to provide transition services to detained youths.</p> <ul style="list-style-type: none"> • Six (6) student files did not include a comprehensive transition component. • Two (2) student files did not document the JDC Education Program utilized a team approach for transition planning. • Two (2) student files did not document the JDC Education Program engaged parents/guardians and the youth in transition planning. 	<p>The Individualized Academic Plan (IAP) has been revised to reflect the necessary components needed for transition.</p> <p>A school district's transition assessment tool will be available for all students upon entry. This information will be used on the Individualized Academic Plan.</p> <p>The Henley Young staff have been working collaboratively to ensure each component of the IAP is fully developed by the 10th day of detainment.</p>	<p>Principal</p>	<p>An internal bi-weekly progress monitoring will be conducted by the transition coordinator on the IAP form. The form will be reviewed by the principal.</p>	<p>April 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Jackson Public School District **District Number:** 2520 **Date CAP Approved by Local School Board:** 02/02/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Henley-Young Juvenile Justice Center Education Program failed to meet the criteria for providing appropriate educational services to students with Individualized Education Programs (IEPs).</p> <ul style="list-style-type: none"> • Four (4) student files did not document that the JDC Education Program reviewed incoming IEPs to ensure the IEPs were current, and could be implemented as written. • Two (2) student files did not document that an operable IEP was in place for students with identified disabilities. • Four (4) student files did not document that the JDC Education Program provided accommodations and modifications and/or related services as required by the IEP. • Two (2) student files did not document that the JDC Education Program provided counseling/ behavior modification services as required by the IEP. One (1) student file was not applicable. • Three (3) student files did not document that the JDC Education Program provided transition services as required by the IEP. 	<p>The Exceptional Education teacher has been utilizing the FAPE monitoring tool to review each IEP to ensure compliance. The monitoring tool was provided by the JPS EES office.</p>	Principal	<p>The IEP will be reviewed by the monitoring tool. Progress monitoring will be documented bi-monthly.</p>	April 2021
	<p>If deficiencies are found, an IEP meeting is held to mitigate the concern, in collaboration with the home school districts. Documentation will be the review/revision signature page.</p>	Principal	<p>An internal bi-weekly audit will be conducted by the principal and EES district staff to ensure compliance.</p>	April 2021
	<p>Related services have been provided according to the student’s IEP. A Related Services Log Sheet is placed in the student's folder, which will have a signature from the principal on a bi-weekly basis.</p>			

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
April 15, 2021

OFFICE OF ACCREDITATION

C.04. Corrective Action Plan for Leland School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2020*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The Leland School District was assigned a PROBATION status by the Commission on School Accreditation on December 10, 2020. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

The Leland School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Process Standards 1 and 1.1 – Governance: Superintendent Duties and Responsibilities
- Process Standards 1 and 1.2 – Governance: School Board Policies
- Process Standards 1 and 1.3 – Governance: School Board Duties Responsibilities
- Process Standard 3 – Personnel Appraisal System
- Process Standards 6 and 6.1 – Residency Verification
- Process Standards 6 and 6.2 – Immunization Requirements
- Process Standard 7 – Transfer Policies
- Process Standard 8 – Student Records
- Process Standard 9 – Strategic Planning
- Process Standard 10 – Compulsory School Attendance
- Process Standard 10.1 – Accuracy, Validity, and Timely Reporting of

Student Data

- Process Standard 13 – Academic Year
- Process Standard 13.1 – Instructional Time
- Process Standard 13.2 – Instructional Time for Carnegie Unit Credit
- Process Standard 13.4 – Required Attendance for Seniors and Preparation for Graduation Ceremonies
- Process Standard 15 – Professional Development Plan
- Process Standards 21 and 21.2 – Academic Promotion/Retention/Progression
- Process Standard 22 – Alternative Education Program
- Process Standard 31 – School Safety Plan and Implementation

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 1/19/2021

Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board’s responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District’s accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the *Federal Civil Rights Act of 1964*

1.1: The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law.

REGULATIONS: Miss. Code Ann. § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, and § 37-151-5(h)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Superintendent failed to provide effective educational leadership: <ul style="list-style-type: none"> ● Standard 1.2 Policies ● Standard 20 Instructional Management Plan ● Standard 15 Professional Development ● Standard 17.4 IDEA ● Standard 17.6 ESSA ● Standard 31 Crisis Management Plan 	The superintendent and school board are committed to following all State laws, federal requirements and State Board of Education policies in the management of the school district. <ul style="list-style-type: none"> ● The superintendent will continue to participate in administrative training provided by the MDE, NISL, and MASS-July 8-13, 2018, July 7-12, 2019, January 26-29, 2020. 	Superintendent School Board	Schedule of training for staff -Schedules, agendas, and supporting documentation for the Superintendent’s external administrative trainings -Agendas and sign-in sheets -School board minutes addressing any revised job descriptions	The district will begin corrective actions immediately and complete by July 31, 2021 Training Dates:4/12/18 7/8/2018, 7/22-24/2018, 11/12/2018, 2/18-19/2019, 3/30-4/1/2019, 4/22-4/23/2019, 1/26-4/29/2020

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<ul style="list-style-type: none"> ● The district superintendent and school board members will participate in additional training provided by the MSBA Feb. 19, 2018, July 22-24, 2018, Nov. 12, 2018, Feb. 18-19, 2019, Mar. 30- April 4, 2019, April 22-23, 2019. Training will focus on the administrative duties of the superintendent and school board governance. ● The Superintendent annually reviews the job descriptions and qualifications for personnel employed to implement the Instructional Management Plan and Professional Development Program. ● The superintendent will provide leadership, supervision and oversight of all district and school programs. See additional corrective actions for standards 1.2, 15, 17.4, 17.6, 20, and 31. <p>Note: Standard 30 has been cleared by MDE</p>		<p>-Refer to corrective actions and evidence for each standard noted:</p> <ul style="list-style-type: none"> ● Standard 1.2 Policies ● Standards 15 and 20 Instructional Management Plan --qualified personnel; license, job descriptions, agendas, schedules of training, observations, sign-in sheets ● Standard 17.4 IDEA ● Standard 17.6 ESSA ● Standard 31 Crisis Management Plan 	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 1/19/2021

Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board’s responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District’s accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the *Federal Civil Rights Act of 1964*

1.2: School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the District, and current copies (print or electronic) of school board policies are published and available for public review.

REGULATIONS: Miss. Code Ann. § 25-41-7, §§ 25-61-1 through 17, §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), and the Federal Civil Rights Act of 1964

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ● The Superintendent and Board failed to implement board policies that comply with state and federal law and State Board of Education (SBE) Policies. ● Irregularities and inconsistencies exist in Board policy and other District publications. <p>Specific policies noted:</p> <ul style="list-style-type: none"> ● IHE ● IHF ● JBCD ● JBAB ● JCAA 	<ul style="list-style-type: none"> ● The superintendent and school board members will establish a schedule for the school board to annually review all board policies, and if needed, make necessary revisions. ● The superintendent and school board members participates in additional training provided by MSBA (Feb. 19, 2018, July 22-24, 2018, Nov. 12, 2018, Feb. 18-19, 2019, Mar. 30-April 1, 2019, April 22-23, 2019, on policy development and the annual review/revision process. 	<p>Superintendent School Board</p>	<ul style="list-style-type: none"> ● Revised Policies will be submitted to MDE for review and approval ● Revised Student Handbook for 2020-2021 ● Documentation that verifies the review of all district publications to follow approved board policies 	<p>The district will begin corrective actions immediately and complete by July 31, 2021. Board Approvals: 9/16/2019, 02/20/2020</p>

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ● JCD ● ICJI ● ID ● Review all of Section J 	<ul style="list-style-type: none"> ● The district will review the current Student Handbook and make all required revisions to be consistent with current, approved school board policies for 2020-2021. ● The district will review all district publications and make required revisions to be consistent with current, approved school board policies. ● Policy changes will be communicated to administrative personnel and posted online. ● District administrative and instructional personnel will be trained on current board policies. ● Also see corrective actions for standards 7, 10, 14, and 21. 		<ul style="list-style-type: none"> ● School board agendas and minutes approving revised policies and student handbook ● Annual schedule of board review of all policies ● Agendas and sign-in sheets for training ● Online access to current board policies ● Training agendas and sign-in sheets 	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board’s responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District’s accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the Federal Civil Rights Act of 1964

1.3: School board members complete required basic and continuing education programs in order to effectively perform their duties in the manner prescribed by law.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, and § 37-7-306(1-4)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ● The Board failed to effectively perform its duties in its role in oversight of management for the District as prescribed by Law. ● The Board failed to operate the District in accordance with current school board policy. ● Standard 1.2 Policies ● Standard 15 Professional Development ● Standard 20 Instructional Management Plan 	Refer to corrective actions for each standard noted: <ul style="list-style-type: none"> ● Standard 1.2 Policies ● Standard 15 Professional Development ● Standard 20 Instructional Management Plan ● Standard 17.4 IDEA ● Standard 17.6 ESSA ● Standard 31 Crisis Management Plan 	Superintendent School Board	Refer to corrective actions for each and evidence for each standard noted: <ul style="list-style-type: none"> ● Standard 1.2 Policies ● Standard 15 Professional Development ● Standard 20 Instructional Management Plan 	Immediate and Ongoing The district will begin corrective actions immediately and complete by July 31, 2021.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ● Standard 17.4 IDEA ● Standard 17.6 ESSA ● Standard 31 Crisis Management Plan 			-qualified personnel; license, job descriptions observations <ul style="list-style-type: none"> ● Standard 17.4 IDEA ● Standard 17.6 ESSA ● Standard 31 Crisis Management Plan 	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 2/06/2020

Standard 3: The school district implements an annual, formal personnel appraisal system for licensed staff that includes assessment of employee on-the-job performance.

- 3.1: Superintendent Evaluation using the assessment benchmarks established by the Mississippi School Boards Association (MSBA) and consistent with assessment components defined in Miss. Code Ann. § 37-7-301.
- 3.2: Mississippi Principal Evaluation System (MPES).
- 3.3: Mississippi Teacher Evaluation System.
- 3.4: Other district staff evaluations as determined by local school board policy.

REGULATIONS: Miss. Code Ann. §§ 37-3-46(b) and 37-7-301

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ●The District is compliant with Process Standard 3.1. ●The District failed to use the Mississippi Administrator Growth Rubric to evaluate Principals. ●The District failed to require schools to use the state Growth for teachers and other district staff. ●The District failed to use the Mississippi School Librarian Growth Rubric to evaluate school librarians. ●The District failed to use the Mississippi Counselor Growth Rubric to evaluate counselors. 	<p>The district provided training for all personnel. The required Growth Rubrics are utilized for Principals, Counselors and Librarian by May 31, 2021.</p>	<p>Superintendent Principals</p>	<ul style="list-style-type: none"> ● Minutes/ board approval of each Rubric: Teachers, Principals, Librarians Counselors ● Schedule for training personnel on usage of each rubric ● Agendas/sign-in sheets ● Schedule of evaluations ● Completed confidential evaluations on file 	<p>September 30, 2021</p> <p>The district has implemented corrective actions for the 2020-2021 school year and will be completed by September 30, 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 2/06/2020

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
			<p>Note: Confidential personnel documentation will be available for audit purposes but be in filed in a secured area; not placed in unsecured evidence folders/boxes.</p>	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 1/19/2021

Standard 6: The school district complies with state law and State Board of Education policy on enrollment requirements

6.1: Residency requirements

REGULATIONS: Miss. Code Ann. § 37-15-29 and Miss. Admin. Code 7-3: 68.1, State Board Policy Chapter 68, Rule 68.1

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ● The elementary school and middle school failed to provide the required residency documentation. 	<ul style="list-style-type: none"> ● The School District shall be compliant to adhering with State Law and School Board of Education on enrollment requirements ● The district provided training for principals and all other personnel that assist with the Residency Verification process. (Bailey Group- Ann Moore, 1/21/2020) ● Each principal quarterly reviews completed verification forms to verify accuracy and completeness. ● Each principal quarterly reviews the student folders to ensure that obsolete residency documents have been removed. 	District Administrators Principals Secretaries	<ul style="list-style-type: none"> ● Schedule of training for staff ● Agendas and sign-in sheets ● Schedule of review by each principal to: <ul style="list-style-type: none"> (a) verify completed verification documentation for each student and (b) verify removal of obsolete data. 	Immediate and Ongoing

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Standard 6: The school district complies with state law and State Board of Education policy on enrollment requirements.

6.2: Immunization requirements

REGULATIONS: Miss. Code Ann. § 37-7-301(i), § 37-15-1, and § 41-23-37

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ● The middle school and high school failed to provide the required immunization documentation. 	<ul style="list-style-type: none"> ● The district shall be compliant and will continue to provide training for principals and all other personnel that assist with immunization requirements. ● Each principal has reviewed the student folders to ensure that immunization requirements have been met. ● Each principal will ensure that any student presenting a Temporary Compliance form will complete the immunization requirements within the established timeline. 	Principals	<ul style="list-style-type: none"> ● The district has documentation on file to verify compliance with this standard. ● The Dec. 2019 report to the MS Department of Health verifies 100% compliance. 	Immediate and Ongoing

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Standard 7: Any transfer student from a school or program (correspondence, tutorial, or home study) not accredited regionally or by a state board of education [or its designee(s)] is given either a standardized achievement test(s) or teacher-made special subject test(s) to determine the appropriate classification of the student within thirty (30) days after filing for transfer. Notice of the administering of such test(s) shall be given to the applicant not less than five (5) days prior to the date of the administration of such test.

REGULATIONS: Miss. Code Ann. § 37-15-33 and Miss. Admin. Code 7-3: 36.1-36.4, State Board Policy Chapter 36, Rule 36.1-36.4

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ● The District failed to develop and gain board approval of a complete and non-conflicting policy pertaining to transfer students. ● Policies did not specify the assessments to be administered and did not explain how placement decisions will be made. 	<ul style="list-style-type: none"> ● The school board will review board policies JBCD and JBAB and adopt necessary revisions. ● The district will review the current Student Handbook and make all required revisions to be consistent with current, approved school board policies for 2019-2020. ● The district will provide training for all personnel. 	Superintendent District Administrators Principals Teachers	<ul style="list-style-type: none"> ● School board agendas and minutes ● Revised policies JBCD and JBAB ● Revised Student Handbook for 2020-2021 ● Agendas and sign-in sheets 	July 31, 2021

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Standard 8: Permanent records and cumulative folders for individual students contain all required data and are collected, maintained, and disseminated in compliance with state law, the Family Educational Rights and Privacy Act of 1974, and the Confidentiality Section of the Individuals with Disabilities Act, 1997 Amendments.

REGULATIONS: Miss. Code Ann. §§ 37-15-1 through 3, § 37-15-6, § 37-15-10, Appendix E of the *Mississippi Public Schools Accountability Standards, 2018*, and the *Mississippi Cumulative Folders and Permanent Records Manual of Directions*

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The elementary school, middle school and high school failed to maintain records in accordance with the Mississippi Cumulative Folders and Permanent Records Manual of Directions.</p> <ul style="list-style-type: none"> ● father’s name not listed ● both sides of the permanent record not completed ● birth certificate ● names of parents not consistent with birth certificate ● permanent records not on required form ● all grades not recorded ● all standardized test results not included <p>Note: Principals may delegate record keeping duties to other staff; however, the principal remains responsible for ensuring the accuracy, completeness and confidentiality of student records.</p>	<ul style="list-style-type: none"> ● The district has provided training for principals and all other personnel that assist with student records. (Jan. 21, 2020) ● The district will utilize the training videos available via iTunes on the MDE Accreditation office website. ● Each principal will review during the fall and spring the cumulative folders and permanent records to ensure that all requirements have been met. 	<p>Superintendent Principals</p>	<p>Checklist</p>	<p>July 31, 2021</p>

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Standard 9: The school district engages in planning to review the educational status of each school in the district and to address specific actions relative to accreditation and performance separately.

REGULATIONS: Miss. Code Ann. § 37-3- 49(2)(e)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ● The District failed to develop and gain board approval of a Strategic Plan that contains the required elements. ● The middle school did not provide any plan, and the elementary and high school plans did not include all the required materials. 	<p>The district will develop and implement a strategic plan that includes all required components.</p> <ul style="list-style-type: none"> ● The district will utilize the training videos available via iTunes on the MDE Accreditation office website. ● Each principal will document periodic review the cumulative folders and permanent records to ensure that all requirements have been met. Vision, Mission, Core Values ● Short term and long-range goals ● Implementation timelines for goals ● Dates for reviewing and modifying the plan annually ● Annual overall improvement for the district and each school 	<p>Superintendent Principals School Board</p>	<ul style="list-style-type: none"> ● School board agendas and minutes documenting approval ● School board agendas and minutes documenting the strategic planning process ● Documentation of required input from community stakeholders, parents and key personnel ● School board agendas and minutes documenting the annual review and modification the plan 	<p>July 31,2021</p>

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>The strategic plan will address all schools and include:</p> <ul style="list-style-type: none"> ● Review of education status for each school ● Specific actions related to accreditation issues and school performance for each school ● Alignment with the district’s overall plan <p>The district will solicit input from community stakeholders, the School Board, parents and key personnel through meetings, surveys, and questionnaires.</p>			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Standard 10: The school district implements procedures for monitoring and reporting student absences as specified in the Mississippi Compulsory Attendance Law.

10.1: The most recent annual audit report of the school district, as conducted under the guidelines of the State Auditor’s Office, verifies the accuracy, validity, and timely reporting of all student data submitted to the MDE, including, but not limited to, the electronic transmission of student enrollment, attendance, transportation, absenteeism, graduation, dropouts, and any other student data and administrative functions as deemed necessary.

REGULATIONS: Miss. Code Ann. § 37-13-91, § 37-37-7(2)(b), (c), and (d), § 37-37-13, and Miss. Admin. Code 7-3: 30.1 and 30.2, State Board Policy Chapter 30, Rules 30.1 and 30.2

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The district must verify the accuracy, validity and timely reporting of all student data reported to the MDE.</p> <ul style="list-style-type: none"> ● Enrollment ● Attendance ● Transportation ● Absenteeism ● Graduation ● Dropouts <p>Any other required data</p>	<ul style="list-style-type: none"> ● The district will review and revise procedures for monitoring and reporting student absences. ● The district will provide training for principals and all other personnel that assist with collecting and reporting student attendance data. ● The district will meet established timelines for submitting required attendance data. ● The superintendent will periodically meet with principals to review data reports and verify school compliance. 	<p>Superintendent Principal MSIS Coordinator</p>	<ul style="list-style-type: none"> ● Copy of procedures for monitoring and reporting student absences ● Schedule of training for staff ● Agendas and sign-in sheets ● Schedule of review by each principal to verify compliance ● Completed attendance reports within timelines meetings 	<p>July 30, 2021</p>

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
			<ul style="list-style-type: none"> ● Schedule for superintendent meetings with principals, with minutes from meetings 	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 1/19/2021

Standard 13: The academic year provides a minimum of 180 teaching days in which both teachers and pupils are in regular attendance for scheduled classroom instruction. Any request for an exception to this standard must be submitted in writing to the Commission on School Accreditation for review and action. If the Governor has declared a disaster emergency or the President of the United States has declared an emergency or major disaster to exist in this state, the local school board may request approval from the State Board of Education to operate the schools in its district for less than one hundred eighty (180) days.

- 13.1: The teaching day must provide at least 330 minutes of instruction per day.**
- 13.2: The school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours for each one-half (½) unit offered, except for remedial instructional programs, dual enrollment/dual credit, correspondence courses, MS Virtual Public School courses, and innovative programs authorized by the State Board of Education.**
- 13.3: No more than two (2) of the 180 days may be 60% days. Both teachers and pupils must be in attendance for not less than 60% of the normal school day.**
- 13.4: The school district schedules preparation for graduation ceremonies in such manner that graduating seniors are absent from classes for no more than three (3) days prior to the end of the school year. (Districts Meeting the Highest Levels of Performance are exempted.)**
- 13.5: The summer school/extended year program [not Extended School Year (ESY) provided through special education programs] meets all applicable requirements of the regular school program.**
 - 13.5.1: Students from other schools enrolled in summer programs provide written approval from the principal of their home schools.**
 - 13.5.2: Students enrolled in an extended year program complete all remaining course/subject requirements/objectives before credit for the course/subject is issued.**
 - 13.5.3: Students enrolled in a summer program are limited to earning one (1) Carnegie unit of credit during a traditional summer school session, which does not apply to extended year programs and approved virtual courses. (Districts Meeting the Highest Levels of Performance may be exempted under Miss. Code Ann. § 37-17-11.)**

REGULATIONS: Miss. Code Ann. §§ 37-151- 7(3)(d), 37-3-49, 37-13-61 through 69, § 37-17-11, § 37-151-5(j), and § 37-151-7(3)(c)

Please use form on next page and additional sheets as needed.

Page 1 of 2

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ● The District failed to provide the required number of teaching days for seniors. ● The District failed to provide 330 minutes of instruction per day in a full-day Pre-K program. ● The District failed to provide seniors with the minimum hours of instruction to earn a Carnegie Unit Credit. ● The District held graduation ceremonies prior to the last day of school. ● The District’s Board Policy and the Student Handbook provide conflicting information regarding graduation requirements. 	<ul style="list-style-type: none"> • The district calendar and school schedules for 2018-2019 were revised to ensure compliance. • The district calendar for 2019-2020 includes 180 teaching days. Approved by School Board on 3/21/2019. • The school schedules for 2019-2020 includes 330 minutes of instruction. • The district calendar for 2019-2020 and school schedules document compliance. • The 2019-2020 schedules are compliant. 	<p>Superintendent Pre-K Director School Board</p>	<ul style="list-style-type: none"> ● Master schedules ● Teacher schedules ● Documentation of principal observation of teachers following the revised schedules. ● Calendar ● Master schedules ● Teacher schedules ● Board minutes and agenda documenting revised annual schedule for 2018-2019 	<p>July 31, 2021</p> <p>Board Approved January 19, 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Standard 15: The school district implements a professional development program aligned with the Learning Forward Standards for Professional Learning. (Districts Meeting the Highest Levels of Performance are exempted.)

REGULATIONS: Miss. Code Ann. § 37-17-8 and Miss. Admin. Code 7-3: 44.1, State Board Policy Chapter 44, Rule 44.1

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ● The District does not have a Professional Development Plan 	<p>The district has developed and implemented a professional development plan that is aligned with the Learning Forward Standards of Professional Learning and include all required components.</p> <ul style="list-style-type: none"> ● The plan includes short-term and long-range goals. ● Training was provided for all professional staff. ● Leadership teams have been established and include teacher committee assignments. ● A Professional Development Calendar is being followed. ● School schedules will include leadership meeting times. ● An evaluation instrument was adopted and is being utilized. 	<p>Superintendent</p>	<ul style="list-style-type: none"> ● School board agendas and minutes documenting approval of the PD plan ● Calendar of professional development activities ● Schedules, agendas, sign-in sheets of regularly scheduled professional development meetings ● List of teacher committees and schedules 	<p>July 31, 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
			<ul style="list-style-type: none"> ● List of leadership meetings ● Copy of evaluation instrument ● Data that supports development of the plan ● Data that supports the goals of the Professional Development Plan ● School board agendas and minutes documenting the evaluation of the plan 	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Standard 21: The district follows an established board policy that defines criteria for the academic promotion/progression/retention of students. Such criteria prohibit the retention of students for extracurricular purposes.

21.1: The school district implements a uniform grading policy.

21.2: A student who is enrolled in any grade higher than Grade 6 in a school district must be suspended from participation in any extracurricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student’s cumulative grade point average is below 2.0 on a 4.0 scale in accordance with the Mississippi High School Activities Association (MHSAA). This portion of the standard will be jointly monitored and enforced by the State Board of Education and the MHSAA.

REGULATIONS: Miss. Code Ann. §§ 37-11-64, 65, and 66, and Miss. Admin. Code 7-3: 2.3, State Board Policy Chapter 2, Rule 2.3

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ● The District failed to comply with Process Standard 21 and 21.2. Board policy IHE is just a MSBA template and contains no information specific to the district. Neither the board policy or student handbook contain language prohibiting the retention of students for extracurricular purposes. The District is compliant with Process Standard 21.1. 	<ul style="list-style-type: none"> ● The school board will review and revise policy IHE and the student/parent handbook to contain the criteria for academic promotion, progression and retention of students in the district. ● The district will review the current Student Handbook and make all required revisions to be consistent with current, approved school board policies for 2020-2021. ● The board policy and the handbook will be updated to specifically address the prohibition of retention of students for extracurricular purposes. ● Training will be provided for all instructional and administrative personnel on the policy revisions. 	Superintendent School Board Teachers Principals District Leadership Team	<ul style="list-style-type: none"> ● Board minutes and agenda documenting revised policy IHE and handbook specific to the district ● Revised handbook ● Agendas and sign-in sheets that document training on revised policy 	July 31, 2021

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Standard 22: The school district provides access to an alternative education program that meets the program guidelines outlined in Miss. Code Ann. § 37-13-92 and the guidelines established by the State Board of Education.

REGULATIONS: Miss. Code Ann. § 37-13-92, Miss. Admin. Code 7-3: 7.1, State Board Policy Chapter 7, Rule 7.1, and the Guidelines for Alternative/High School Equivalency School Programs

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ● The District failed to provide documentation for the alternative education program onsite audit. ● The District also failed to ensure clear and concise policies and procedures for providing transportation. 	<ul style="list-style-type: none"> ● The district has reviewed and update the guidelines for implementation of the Alternative Education program and/or the behavior modification program as defined by the State Board of Education, Chapter 7. ● The school board has reviewed and revised policy JCD to reflect transportation of students placed in the alternative education program that complies with Miss. Code §37-13-92. ● The district has reviewed the current Alternative Education Handbook and made all required revisions to be consistent with current, approved school board policies for 2020-2021. 	<p>Superintendent Principals</p>	<ul style="list-style-type: none"> ● Revised board policy JCD to reflect transportation of students in alternative education ● Board minutes and agenda documenting revised policy and procedures ● Documented training for staff: Schedules, agendas, sign-in sheets ● Progress monitoring data ● Cumulative folders ● Revised IIP Template, with individualized IIPs on file 	<p>July 31, 2021</p>

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 1/19/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<ul style="list-style-type: none"> ● Instructional and administrative personnel were trained on the requirements for cumulative records, regular evaluation of student progress, Individual Instructional Plans which emphasize academic performance, behavior modification, functional skills and career education. ● Instructional and administrative personnel were trained on the requirements of documentation regarding suitability for placement with verification by the appropriate counselor. ● Instructional and administrative personnel were trained on Individual Instruction Plans with provisions to a full day of attendance and a rigorous workload, with minimal non-instructional time. ● The administrator in charge of Alternative Education will utilize the MDE monitoring instrument to adhere to the Guidelines as specified by the Guidelines for Alternative/GED School Programs 		<ul style="list-style-type: none"> ● Documented placement decisions verified by the appropriate counselor ● Full day schedule with rigorous workload and minimal non-instructional time ● Updated transportation schedule ● Completed MDE monitoring rubric ● Agendas and sign-in sheets 	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Leland School District District Number: 7612 Date CAP Approved by Local School Board: 1/19/2021

Standard 31: The district complies with State Board Policies and State and Federal laws to provide Safe Schools. Each school has a Comprehensive School Safety Plan on file that has been approved annually by the local school board.

REGULATIONS: Miss. Code Ann. § 37-3-81, § 37-3-82, § 37-3-83, § 37-7-321, § 37-11-5, § 37-11-29, § 37-11-53, § 37-11-67, § 37-11-69, the Mississippi School Safety Manual, and the MDE Occupational Safety and Crisis Response Planning Manual

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> ● The District’s crisis management plan failed to comply with the requirements for Process Standard 31 	<ul style="list-style-type: none"> ● The school board will develop and adopt a Comprehensive School Safety Plan that includes all required components. ● The District will develop a Comprehensive Safety Plan for each school that includes all required components. ● The school board will annually review and if necessary revise the comprehensive safety plan. <p>Plan components and procedures will include:</p> <ul style="list-style-type: none"> ● School Blueprints ● All types of crisis ● Two Family reunification points with maps ● Documentation of Emergency Drills ● List the crisis response team with contact information; 	<p>Superintendent School Board SRO</p>	<ul style="list-style-type: none"> ● School board agendas and minutes ● School Blueprints ● Two Family reunification points with maps ● Documentation of Emergency Drill ● List of crisis response team with contact information; review and update the information to keep current ● Two Evacuation locations with maps 	<p>July 31, 2021</p> <p>Board Approval: July 22, 2019</p>

Corrective Action Plan

District Name: Leland School District **District Number:** 7612 **Date CAP Approved by Local School Board:** 1/19/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
	<p>Contact list will be reviewed and kept updated</p> <ul style="list-style-type: none"> ● Two Evacuation locations with maps ● Require that all interior and exterior doors capable of lock-down will be locked. ● All doors, knobs, locks will function properly. ● All doors will be locked while students are present. ● Unused lockers at LHS will be secured. ● Plain language, not color codes will be used. 			

Please use additional sheets as needed.

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
April 15, 2021

OFFICE OF ACCREDITATION

C.05. Corrective Action Plan for North Bolivar Consolidated School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2020*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Miss. Code Ann. § 37-17-6(11).

The North Bolivar Consolidated School District was assigned a PROBATION status by the Commission on School Accreditation on December 10, 2020. The district submitted the CAP to the Mississippi Department of Education by the deadline established by the Office of Accreditation. Each program office has reviewed the section(s) of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

The North Bolivar Consolidated School District currently has the following issues of noncompliance with accreditation policies and process standards on record:

- Policy 2.1 – Data Reporting
- Process Standards 1 and 1.1 – Governance: Superintendent Duties and Responsibilities
- Process Standards 1 and 1.2 – Governance: School Board Policies
- Process Standards 1 and 1.3 – Governance: School Board Duties Responsibilities
- Process Standards 6 and 6.1 – Residency Verification
- Process Standards 6 and 6.2 – Immunization Requirements
- Process Standard 8 – Student Records
- Process Standard 14 – Graduation Requirements
- Process Standard 14.1 – Minimum Carnegie Unit Requirements
- Process Standard 14.1.4 – Individualized Career and Academic Plan (iCAP)

- Process Standard 14.2 – High School Exit Exams
- Process Standard 14.5 – Participation in Graduation Ceremonies
- Process Standard 22 – Alternative Education Program
- Process Standard 30 – School District Facilities

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

ACCREDITATION POLICY 2.1: The Commission on School Accreditation determines the annual accreditation status of all public school districts in the fall of each school year based on verified accreditation data from the previous school year. An annual district accreditation status is assigned based on compliance with Process Standards. Information concerning district compliance with Process Standards is reported to the Commission on an annual basis. The District superintendent and school principals are responsible for ensuring that all data reported to the Mississippi Department of Education are true and accurate as verified by supporting documentation on file in the school district. Reporting false information is a violation of the accreditation requirements set forth by the State Board of Education and may result in the downgrading of the District's accreditation status.

REGULATIONS: Miss. Admin. Code 7- 3: 2.1, State Board Policy Chapter 2, Rule 2.1

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>A comparison of the 2018-2019 Mississippi Student Information System (MSIS)• Personnel/Accreditation Data Report with employee contracts and salary schedules revealed numerous errors, omissions, and inconsistencies among MSIS reports, salary schedules, and contracts. The MDE noted the following deficiencies:</p>	<p>The District will ensure all administrative staff members and any other staff assigned to report MSIS data are properly trained on the MSIS data reporting requirements, procedures, and timelines to ensure that only the highest quality data is submitted through the use of MDE and district trainings, such as the MSIS Personnel Reference Manual .</p>	<p>MSIS Contact HR Director</p>	<p>Agendas, sign-in sheet, minutes</p>	<p>Immediately</p>
<p>The MDE could not confirm that all personnel were listed in the MSIS Personnel/Accreditation Report for the 2018-2019 school year. Although they are approved in Board minutes, the District failed to list individuals in the Personnel Report in positions such as:</p> <p>- Bus drivers</p>	<p>The district will ensure that all data shall be reported accurately and in compliance with MSIS reporting procedures. All personnel data shall be consistent. Personnel information approved by the school board shall be consistent with information reported in contracts and in the MSIS report.</p>	<p>MSIS Contact MSIS Data Entry Person HR Director</p>	<p>Approved MSIS Personnel Accreditation Data Report</p>	<p>Immediately</p>

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<ul style="list-style-type: none"> - Custodians - Cafeteria workers - After school program staff - Alternative school staff <p>The District reported 71 certified employees on the MSIS Detailed Personnel Report. Of the 71 certified employees in the District, the MDE randomly selected 35 of the contracts or files (49%) for comparison to data provided through MSIS. Nine (9) of the 35 selected files (26%) revealed discrepancies between contracted amounts and salaries reported on the MSIS Detail Personnel Listing Report.</p> <p>Salaries reported for 33 of the individuals listed in the MSIS Personnel/ Accreditation Data Report for the 2018-2019 school year failed to match to District salary schedules.</p>	<p>The district will ensure that all data shall be reported accurately and in compliance with MSIS reporting procedures. All personnel data shall be consistent. Personnel information approved by the school board shall be consistent with information reported in contracts and in the MSIS report.</p>	<p>MSIS Contact MSIS Data Entry Person HR Director</p>	<p>Personnel Checklist Approved MSIS Personnel Accreditation Data Report</p>	<p>Immediately</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Employee work assignments listed in the MSIS Personnel/Accreditation Data Report did not always correspond with the positions approved in Board minutes. Some examples include individuals who may be approved in board minutes as teacher aides, but listed in the personnel report for study hall, approved as library assistant, but listed for study hall and/or approved as kindergarten assistant, but listed for study hall.</p>	<p>The district will develop, approve, and keep on file job descriptions for all positions, including all additional duties assigned to employees. Each employee will have a signed, approved job description that accurately describes his/her job duties and qualifications.</p> <p>The District will implement a process to review job descriptions, work assignments and duties, as well as contracts and salaries, to ensure that all employees have been accurately reported on the MSIS Personnel/Accreditation Data Report, and that employee contracts substantiate the same data.</p>	<p>HR Director Business Dept</p>	<p>Approved / signed job descriptions Board Minutes</p>	<p>Immediately</p>
<p>The District failed to provide supplemental contracts for everyone receiving a supplement for other duties. Supplements are approved for some positions as documented in Board minutes, but MDE could not verify that the supplements approved are included in the salaries listed in the MSIS Personnel/Accreditation Report for 2018-2019.</p>	<p>The district will ensure that all data is reported accurately and in compliance with MSIS reporting procedures. All personnel data shall be consistent. Personnel information approved by the school board shall be consistent with information reported in contracts and in the MSIS report.</p>	<p>MSIS Contact MSIS Data Entry Person HR Director</p>	<p>Personnel Checklist Approved MSIS Personnel Accreditation Data Report</p>	<p>Immediately</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Salaries reported for employees in Board minutes failed to match salaries reported in the MSIS Personnel/Accreditation Report for the 2018-2019 school year.</p> <p>The District failed to list all personnel approved in Board minutes for employment in the MSIS Personnel/Accreditation Report for 2018-2019.</p> <p>Board minutes indicate some individuals had resigned but the District still listed them in the Personnel Report, and their salaries and days worked had not been adjusted.</p> <p>The District failed to indicate in the MSIS Personnel/Accreditation Report for 2018-2019 individuals serving in coaching positions or any After School (AS) positions. Therefore, the MDE could not verify whether the District reported all employee supplements in MSIS for these individuals.</p>	<p>The district will ensure that all data is reported accurately and in compliance with MSIS reporting procedures. All personnel data shall be consistent. Personnel information approved by the school board shall be consistent with information reported in contracts and in the MSIS report.</p>	<p>MSIS Contact MSIS Data Entry Person H R Director</p>	<p>Personnel Checklist</p> <p>Approved MSIS Personnel Accreditation Data Report</p> <p>Board Minutes</p>	<p>Immediately</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The superintendent was reported as being employed 50% of the time for the 2018-2019 school year.</p> <p>The superintendent failed to ensure all data reported to the Mississippi Department of Education are true and accurate as verified by supporting documentation on file in the school district. During the 2019-2020 school year, the MDE discovered that the District's E-Rate Application contained significant errors reflecting recent school consolidation, school closures, and movement of students. The application included other errors that warrants concern that the District has made an inaccurate representation of the schools in the District. The MDE advised the District to cancel the application to avoid any USAC violations.</p>	<p>The district will ensure that all data is reported accurately and in compliance with MSIS reporting procedures. All personnel data shall be consistent. Personnel information approved by the school board shall be consistent with information reported in contracts and in the MSIS report.</p>	<p>MSIS Contact MSIS Data Entry Person H R Director</p>	<p>Personnel Checklist Approved MSIS Personnel Accreditation Data Report</p>	<p>Immediately</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1-25-2021

Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board’s responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District’s accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the *Federal Civil Rights Act of 1964*

1.1: The school board assigns all executive and administrative duties to the superintendent, who is properly licensed and chosen in the manner prescribed by law.

REGULATIONS: Miss. Code Ann. § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, and § 37-151-5(h)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Miss. Code Ann. § 37-9-14 outlines the management responsibilities of the school district superintendent as required by State law which includes implementing plans, procedures, programs, and systems to achieve clearly defined, desired results. The Superintendent failed to ensure that all data reported to the MDE are true and accurate as verified by supporting documentation on file in the school district. (See also Accreditation Policy 2.1)	The district will ensure that all data is reported accurately and in compliance with MSIS reporting procedures. All personnel data shall be consistent. Personnel information approved by the school board shall be consistent with information reported in contracts and in the MSIS report.	MSIS Contact MSIS Data Entry Personnel HR Director	Personnel Checklist Approved MSIS Personnel Accreditation Data Report	December, 2020 (Awaiting MDE Clearance)

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1-25-2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Superintendent failed to implement appropriate standards of governance. (See also Process Standards 1.2 and 1.3)</p> <p>The Superintendent failed to ensure that the District operates according to school board policies and procedures that comply with state and federal statutes and State Board of Education policies and process standards. (See also Process Standards 1.2 and 1.3)</p>	<p>The District will review and/or revise all district policies and publications annually to ensure that:</p> <ul style="list-style-type: none"> - all statements are clearly written and consistent with approved school board policy as well as state and federal statutes. - written policies are current with board action and administrative decisions. <p>The district will ensure that all operations in the district are implemented or carried out based on approved district policies.</p> <p>The school board has contracted Brown, CPA PLLC to conduct the financial audit report for FY20.</p> <p>The school board will submit a draft FY 20 audit to the Office of State Auditor for review and approval.</p> <p>The school board will submit the FY 20 draft audit report to the Office of State Auditor by the deadline to ensure that the final FY 20 audit is approved by the March 31st deadline.</p>	<p>Superintendent Administrative Assistant HR Director Assist. Superintendent Curriculum Directors SPED Director</p> <p>Superintendent Business Manager CPA Firm</p>	<p>Reviewed/revise/ approved policies</p> <p>Board minutes</p> <p>Observation Checklists</p> <p>Signed contract Draft FY 20 Audit Report</p>	<p>Immediately (Awaiting MDE Clearance)</p> <p>March, 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District allowed six (6) students to participate in graduation exercises without documentation to support that they had met the minimum graduation requirements outlined in Process Standards 14.1 and 14.2. (See also Process Standard 14.5)</p>	<p>The District shall ensure that each student receiving a high school diploma has met the requirements established by its local board of education and by the State Board of Education by implementing the following: - a school graduation committee which will review all senior records at the beginning of school to ensure the students are enrolled in the appropriate classes and are provided all testing/retesting opportunities and at the end to verify that all requirements have been met before graduation.</p>	<p>Principal Curriculum Director Counselor Leadership Team</p>	<p>Graduation Committee meeting agenda, sign-in sheet, minute</p>	<p>Immediately (Ready for MDE on-site visit)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Ensuring all buses are well maintained and clean (See also Process Standard 29);	The North Bolivar Consolidated School District will inspect buses on a quarterly basis to ensure proper maintenance of buses.	Bus Mechanic Mechanic Assistant Transportation Director	Vehicle Inspection Checklist	Immediately (Ready for MDE on-site visit)
Providing clean and sanitary facilities in a safe and secure environment (See also Process Standard 30); and	The district will make all repairs and replacements where needed to ensure a safe and secure environment in all schools.	Maintenance Dept	Repaired/Replaced items	Immediately (Ready for MDE on-site visit)
Ensuring the District's crisis management plan complies with MDE requirements. (See also Process Standard 31)	The district and schools will review and revise Crisis Managements Plans (CMP) annually to ensure compliance with MDE.	SRO HR Director Crisis Teams	Board approved district and school CMPs	Immediately (Awaiting MDE Clearance)

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board’s responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District’s accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the *Federal Civil Rights Act of 1964*

1.2: School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the District, and current copies (print or electronic) of school board policies are published and available for public review.

REGULATIONS: Miss. Code Ann. § 25-41-7, §§ 25-61-1 through 17, §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), and the Federal Civil Rights Act of 1964

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Superintendent and Board failed to implement policies that clearly define and ensure that the necessary plans, procedures, programs, and systems are in place to serve all students. The Superintendent and Board also failed to ensure that the District operates according to school board policies and procedures that comply with state and federal statutes and State Board of Education policies and process standards. Current Board policies do not serve as the basis of operation for the District.	<p>The District will review and/or revise all district policies and publications annually to ensure that:</p> <ul style="list-style-type: none"> - all statements are clearly written and consistent with approved school board policy as well as state and federal statutes. - written policies are current with board action and administrative decisions. <p>The district will ensure that all operations in the district are implemented or carried out based on approved district policies</p>	<p>Superintendent Administrative Assistant HR Director Assist. Superintendent Curriculum Directors SPED Director</p>	<p>Reviewed/revise/ approved policies</p> <p>Board minutes</p> <p>Observation Checklists</p>	<p>Immediately (Awaiting MDE Clearance)</p>

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The 2018-2019 Student Handbook contains policies and procedures that are inconsistent with state statute and State Board of Education policies including, but not limited to, policies pertaining to attendance, grading, and graduation.</p>	<p>The District will review and/or revise all district policies and publications annually to ensure that:</p> <ul style="list-style-type: none"> - all statements are clearly written and consistent with approved school board policy as well as state and federal statutes. - written policies are current with board action and administrative decisions. 	<p>Superintendent Administrative Assistant HR Director Assist. Superintendent Federal Programs Secretary Curriculum Directors SPED Director Principals</p>	<p>Review/ revised/ approved Student Handbook</p>	<p>Immediately (Awaiting MDE Clearance)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board’s responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District’s accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the Federal Civil Rights Act of 1964

1.3: School board members complete required basic and continuing education programs in order to effectively perform their duties in the manner prescribed by law.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, and § 37-7-306(1-4)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Board failed to effectively perform its duties in accordance with applicable law including: Ensuring all data reported to the MDE are true and accurate as verified by supporting documentation on file in the school district (See also Accreditation Policy 2.1);	The district will ensure that all data shall be reported accurately and in compliance with MSIS reporting procedures. All personnel data shall be consistent. Personnel information approved by the school board shall be consistent with information reported in contracts and in the MSIS report.	MSIS Contact MSIS Data Entry Personnel HR Director	Personnel Checklist Approved MSIS Personnel Accreditation Data Report	Immediately (Awaiting MDE Clearance)

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Ensuring the District develops and implements approved Board policies and procedures that comply with state and federal statutes and SBE policies and standards (See also Process Standard 1.2);</p> <p>Ensuring implementation of appropriate standards of governance (See also Process Standards 1, 1.1 and 1.2);</p> <p>Ensuring the District submitted their financial audit report for Fiscal Years 2014, 2015, 2016, 2017, and 2018 by the March 31, 2015, 2016, 2017, 2018, and 2019 deadlines (See also Process Standard 4);</p>	<p>The District will review and/or revise all district policies and publications annually to ensure that:</p> <ul style="list-style-type: none"> - all statements are clearly written and consistent with approved school board policy as well as state and federal statutes. - written policies are current with board action and administrative decisions. <p>The district will ensure that all operations in the district are implemented or carried out based on approved district policies</p> <p>The school board has contracted Brown, CPA PLLC to conduct the financial audit report for FY20.</p> <p>The school board will submit a draft FY 20 audit to the Office of State Auditor for review and approval.</p> <p>The school board will submit the FY 20 draft audit report to the Office of State Auditor by the deadline to ensure that the final FY 20 audit is approved by the March 31st deadline.</p>	<p>Superintendent Administrative Assistant HR Director Assist. Superintendent Curriculum Directors SPED Director</p> <p>Superintendent Business Manager CPA Firm</p>	<p>Reviewed/revise/ approved policies</p> <p>Board minutes</p> <p>Observation Checklists</p> <p>Signed contract Draft FY 20 Audit Report</p>	<p>Immediately (Awaiting MDE Clearance)</p> <p>March, 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Ensuring that students who participate in graduation exercises meet the minimum graduation requirements (See also Process Standard 14.5);</p>	<p>The District shall ensure that each student receiving a high school diploma has met the requirements established by its local board of education and by the State Board of Education by implementing the following:</p> <ul style="list-style-type: none"> - a school graduation committee which will review all senior records at the beginning of school to ensure the students are enrolled in the appropriate classes and are provided all testing/retesting opportunities and at the end to verify that all requirements have been met before graduation. <p>The district has implemented processes and procedures that were sufficient enough for compliance with the following standards:</p>	<p>Principal Curriculum Director Counselor Leadership Team</p>	<p>Graduation Committee meeting agenda, sign-in sheet, minutes</p>	<p>Immediately (Ready for MDE on-site visit)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Ensuring all buses are well maintained and clean (See also Process Standard 29);	The North Bolivar Consolidated School District will inspect buses on a quarterly basis to ensure proper maintenance of buses.	Bus Mechanic Mechanic Assistant Transportation Director	Vehicle Inspection Checklists	Immediately (Ready for MDE Visit)
Providing clean and sanitary facilities in a safe and secure environment (See also Process Standard 30); and	The district will make all repairs and replacements where needed to ensure a safe and secure environment in all schools.	Maintenance Dept	Repaired/Replaced items	Immediately (Ready for MDE Visit)
Ensuring the District's crisis management plan complies with MDE requirements. (See also Process Standard 31)	North Bolivar Consolidated School District and schools will review and revise Crisis Managements Plans (CMP) annually to ensure compliance with MDE requirements.	SRO HR Director Crisis Teams	Board approved district and school CMPs	Immediately (Awaiting MDE Clearance)
A review of official records on file, including Board minutes, indicates that the Board may be in violation of Mississippi's Open Meetings Act. A review of Board minutes from March 2018 - January 2019 found no justifications for going into executive session which are called at almost every meeting.	The district will provide the MDE access to all board meeting to ensure compliance with the Mississippi's Open Meeting Act and the proper use of executive sessions.	Superintendent Technology Dept HR Director	Recorded board meeting MDE observation summary	Immediately (Awaiting MDE Clearance)

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>It could not be determined if the Board had limited the use of executive session to those subject areas permitted under state statute. Except for student hearings, notices of special - called meetings did not list the reasons for the meeting.</p> <p>Special -called meetings that included student hearings also included discussions of other items.</p>				

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidate School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Standard 6: The school district complies with state law and State Board of Education policy on enrollment requirements

6.1: Residency requirements

REGULATIONS: Miss. Code Ann. § 37-15-29 and Miss. Admin. Code 7-3: 68.1, State Board Policy Chapter 68, Rule 68.1

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Northside High School</p> <p>The MDE reviewed 76 of 366 records. Twenty-eight (28) records lacked valid proof of residency.</p>	<p>The District will implement an approved local board policy for residency verification that complies with state law and State Board of Education Policy.</p> <p>The District shall designate and train staff at each school to implement approved school board policy for residency verification when students initially enroll in the District.</p>	<p>Principal Curriculum Coordinators Secretaries Counselors</p>	<p>School Board Policy</p> <p>Training Agenda, Sign-in Sheet, Minutes</p>	<p>May 2021</p> <p>May 2021</p>

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Standard 6: The school district complies with state law and State Board of Education policy on enrollment requirements.

6.2: Immunization requirements

REGULATIONS: Miss. Code Ann. § 37-7-301(i), § 37-15-1, and § 41-23-37

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Northside High School</p> <p>The MDE reviewed 76 of 366 records.</p> <p>Twenty-one (21) failed to verify immunization compliance.</p> <p>Two (2) failed to verify the T-Dap immunization compliance</p>	<p>The District will implement a process to verify immunization requirements. The process will ensure:</p> <ul style="list-style-type: none"> - the review of all records to ensure that every student has current and proper immunization documented on the form designated by the Mississippi State Board of Health. - a procedure is in place to ensure students who are enrolled with a temporary immunization form complete all immunization requirements within the timelines indicated on the temporary form. <p>The District will designate and train staff at each school to implement the process to verify immunization requirements</p>	<p>Principal Curriculum Coordinators Secretaries Counselors</p>	<p>Immunization Verification Checklist / Form</p> <p>Student Immunization Compliance Report (SAM)</p> <p>Training Agenda, Sign-in Sheet, Minutes</p>	<p>May 2021</p> <p>May 2021</p>

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Standard 8: Permanent records and cumulative folders for individual students contain all required data and are collected, maintained, and disseminated in compliance with state law, the Family Educational Rights and Privacy Act of 1974, and the Confidentiality Section of the Individuals with Disabilities Act, 1997 Amendments.

REGULATIONS: Miss. Code Ann. §§ 37-15-1 through 3, § 37-15-6, § 37-15-10, Appendix E of the *Mississippi Public Schools Accountability Standards, 2018*, and the *Mississippi Cumulative Folders and Permanent Records Manual of Directions*

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Northside High School The MDE reviewed 76 of 366 records.</p> <p>One (1) contained a different race on the cumulative folder than on the permanent record.</p> <p>Eleven (11) failed to list the parent's name as recorded on the birth certificate.</p> <p>Seven (7) failed to include a complete daily attendance record.</p> <p>Twenty-four (24) failed to include grades or courses taken.</p> <p>Fifty-six (56) failed to include dates and/or codes for enrolled/withdrawn/graduation.</p> <p>Twenty-four (24) failed to include standardized test data.</p> <p>Two (2) failed to include the students' permanent record.</p>	<p>The district and school will ensure that:</p> <ul style="list-style-type: none"> - all permanent records, as the transcripts for students enrolling in post-secondary education, are accurate when recording grades and transferring information. - school staff accurately track graduation requirements for all students in Grades 7-12. - school staff ensure cumulative folders and permanent records for all students include complete documentation regarding all courses in which Carnegie units have been earned. - records document all statewide assessments taken by the students, including ACT scores and subject area (end-of-course) test scores, using the labels provided to the District. These labels will be affixed in the appropriate places on the student records. 	<p>Principals Curriculum Directors Counselors Central Office Staff</p>	<p>Cumulative folder / permanent record Verification Checklist</p> <p>Individual Success Plans (ISPs)</p> <p>Cumulative folder / permanent record Verification Checklist</p>	<p>June 2021</p> <p>June 2021</p> <p>June 2021</p>

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist District Number: 0617 Date CAP Approved by Local School Board: 1/25/2021

Standard 14: The school district requires each student, in order to receive a high school diploma, to have met the requirements established by its local board of education and by the State Board of Education.

- 14.1: Each student receiving a standard high school diploma has earned the minimum number of Carnegie units as specified in Appendices A-1 through G. (See Appendix A) Students receiving a standard diploma may select from four (4) graduation pathways as specified by the local school district's graduation requirements.**
 - 14.1.1: Entering ninth graders in 2005-2006 and thereafter (seniors of school year 2008-2009 and later) are required to have a minimum of 21 Carnegie units as specified in Appendix A-1.**
 - 14.1.2: Entering ninth graders in 2008-2009 and thereafter (seniors of school year 2011-2012 and later) are required to have a minimum of 24 Carnegie units as specified in Appendix A-2, unless in accordance with school board policy, their parent/guardian requests to opt the student out of Appendix A-2 requirements. This student would be required to complete the graduation requirements specified in A-1.**
 - 14.1.3: Entering eleventh graders in 2010-2011 and thereafter (seniors of school year 2011-2012 and later) who chose the Career Pathway Option are required to earn the minimum graduation requirements specified in Appendix A-3.**
 - 14.1.4: Beginning in school year 2011-2012, all eighth grade students are required to have an Individualized Career and Academic Plan (iCAP) prior to exiting the eighth grade.**
 - 14.1.5: Innovative Programs**
 - 14.1.6: Early Exit Diplomas**
- 14.2: Each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations.**
- 14.3: Each student who has completed the secondary curriculum for special education may be issued a special diploma or certificate of completion, which states: "This student has successfully completed an Individualized Education Program."**
- 14.4: Each student with disabilities receiving a Mississippi Occupational Diploma has successfully completed all minimum requirements established by the State Board of Education. (See Appendix G.)**
- 14.5: The student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.**

Note: Students enrolled in grades 7-12 may be awarded a Carnegie unit credit provided the course content is a Carnegie unit bearing course in the current edition of the Approved Courses for the Secondary Schools of Mississippi Manual.

REGULATIONS: Miss. Code Ann. § 37-16-7 and §§ 37-16-11(1)(2), Miss. Admin. Code 7-3: 28.2-28.3, State Board Policy Chapter 28, Rules 28.2-28.3, Miss. Admin. Code 7-3: 34.1, State Board Policy Chapter 34, Rule 34.1, Miss. Admin. Code 7-3: 36.1-36.4, State Board Policy Chapter 36, Rules 36.1-36.4, Miss. Admin. Code 7-3: 74.19, State Board Policy Chapter 74, Rule 74.19 and Appendices A-1, A-2, A-3, A-4, A-5, A-6, A-7, A-8, A-9, A-10, A-11, and G of the Mississippi Public School Accountability Standards, 2018, and 34 C.F.R. §§ 300.320(b), 300.324(c)

Please use form on next page and additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>14.1 and 14.2</p> <p>The MDE reviewed the records of all 63 graduating seniors at Northside High School for School Year 2017-2018.</p> <p>The District failed to provide documentation to verify all graduating seniors earned the minimum number of Carnegie units and/or received a passing score or met one (1) of the options in lieu of passing all four (4) end-of-course Subject Area tests.</p> <p>The District allowed one (1) student who did not earn the minimum number of Carnegie units required for graduation to graduate and participate in graduation exercises.</p> <p>The District allowed four (4) students who did not pass all four (4) end of course Subject Area Tests or meet one (1) of the options outlined in Appendix A-5 of the Mississippi Public School Accountability Standards, 2019, in lieu of a passing score, to graduate and participate in graduation exercises.</p>	<p>The District shall ensure that each student receiving a high school diploma has met the requirements established by its local board of education and by the State Board of Education by implementing the following:</p> <ul style="list-style-type: none"> - a school graduation committee which will review all senior records at the beginning of school to ensure the students are enrolled in the appropriate classes and are provided all testing/retesting opportunities and at the end to verify that all requirements have been met before graduation. - an ISP with all students and parents by the end of 8th grade. This plan will be reviewed and revised annually, if applicable. 	<p>Principal Curriculum Director Counselor Leadership Team</p>	<p>Graduation Committee meeting agenda, sign-in sheet, minutes</p> <p>ISP - Individual Success Plans</p>	<p>May 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist. **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District allowed one (1) student who did not earn the minimum number of Carnegie units required for graduation, nor pass all four (4) end-of-course Subject Area Tests or meet one (1) of the options outlined in Appendix A5 of the Mississippi Public School Accountability Standards, 2019, in lieu of a passing score to graduate and participate in graduation exercises. (See Process Standards 14.1 and 14.2)</p> <ul style="list-style-type: none"> The District allowed six (6) students to participate in graduation exercises without documentation to support that the students had met the minimum graduation requirements outlined in Process Standards 14.1 and 14.2. (See Process Standard 14.5) 	<p>The District shall ensure that each student receiving a high school diploma has met the requirements established by its local board of education and by the State Board of Education by implementing the following:</p> <ul style="list-style-type: none"> - a school graduation committee which will review all senior records at the beginning of school to ensure the students are enrolled in the appropriate classes and are provided all testing/retesting opportunities and at the end to verify that all requirements have been met before graduation. - an ISP with all students and parents by the end of 8th grade. This plan will be reviewed and revised annually, if applicable. 	<p>Principal Curriculum Director Counselor Leadership Team</p>	<p>Graduation Committee meeting agenda, sign-in sheet, minutes</p> <p>ISP - Individual Success Plans</p>	<p>May 2021</p> <p>May 2021</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Standard 22: The school district provides access to an alternative education program that meets the program guidelines outlined in Miss. Code Ann. § 37-13-92 and the guidelines established by the State Board of Education.

REGULATIONS: Miss. Code Ann. § 37-13-92, Miss. Admin. Code 7-3: 7.1, State Board Policy Chapter 7, Rule 7.1, and the Guidelines for Alternative/High School Equivalency School Programs

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District's Alternative Program provided MDE auditors with academic documents related to four (4) students in the current classroom (three [3] regular education students and one student identified as a special needs student with an Individual Education Program [IEP]), as well as other documents of students that were placed at the alternative school program prior to the MDE visit. The academic documentation failed to comply with Miss. Admin. Code 7-3: 7.1, State Board Policy Chapter 7, Rule 7.1, and the Individuals with Disabilities Education Act (IDEA). The areas of noncompliance include:</p>	<p>The North Bolivar Consolidated School District will ensure that all necessary accommodations, modifications, related services, and supplementary aids and services needed for a student with disability to benefit from the educational program is provided in the alternative school program through the use of the program's Student Intake packet and Individual Instructional Plans.</p>	<p>Principals SPED Director Assistant Superintendent</p>	<p>Completed Student Intake Packets and Individual Instructional Plans (IIP)</p>	<p>Immediately (Awaiting MDE Clearance)</p>
<p>Three (3) out of the four (4) academic documents reviewed failed to provide the student with a full academic day of 330 minutes of instruction in courses required for graduation.</p>	<p>Daily schedules will be provided for all alternative program students to ensure a full academic day of 330 minutes in courses</p>	<p>Principals Assistant Superintendent</p>	<p>Student Schedules</p>	<p>Immediately (Awaiting MDE Clearance)</p>

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>One (1) out of the (4) academic documents reviewed included an incomplete IEP with limited services provided and failed to include a report of progress or documentation to support related services as required by the IEP.</p>	<p>Certified special education teachers will provide special education services to students with disabilities and that accommodations, modifications, and number of minutes of instruction are all identified in all lesson plans for students with IEPs and include a statement of the transition service needs of the student that focuses on the student's courses of study.</p>	<p>Principals SPED Director Assistant Superintendent</p>	<p>Master schedules Lesson plan IIPs</p>	<p>Immediately (Awaiting MDE Clearance)</p>
<p>The District's Alternative Program provided the MDE auditor an additional IEP that had been recently completed; however, it failed to include a report of progress or documentation to support related services as required.</p>	<p>In addition to the strategies referenced before and following this entry, The District will ensure that progress reports, progress monitoring reports and report cards will be provided for all students in the program per district calendar and district assessment calendar.</p>	<p>Principals SPED Director Assistant Superintendent</p>	<p>Copies of Assessment Reports, Progress Reports, Report Cards while at the Alternative Campus included in student packets</p>	<p>August 2020-Present; Per District Calendar and District Assessment Calendar</p>
<p>Counseling services are provided; however, the counseling log and school's related services log failed to identify types of services provided to students enrolled at the alternative school.</p>	<p>The District will ensure that certified teachers, special education teachers, counselors, and other District and School personnel are providing services to the students in the alternative school program. Upon each visitation,</p>	<p>Principals SPED Director Assistant Superintendent</p>	<p>Master Schedule</p>	<p>Immediately (Awaiting MDE Clearance)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The District failed to provide documentation regarding time in or time out from those visits. During the classroom observation, there was no evidence of face-to-face instruction. A teacher assistant facilitated and aided students.</p> <p>The District failed to provide documentation that the District makes an individualized assessment and evaluation of students placed in the alternative school program with five (5) to ten (10) days.</p>	<p>Each District/School personnel assigned to the schedule and/or caseload of a student will sign-in and out with times notated on a service provided roster.</p> <p>The alternative program assistant will attend all professional development trainings on teaching and learning methods and pedagogies and apply to assisting students in the alternative setting.</p> <p>The District will ensure all students in the alternative school program are evaluated to track student progress toward completion and to identify additional interventions in accordance with the student's Individualized Instruction Plan (IIP).</p> <p>The District will ensure that a report of progress is provided to the students and parents and an assessment is given that provides individual student interpretive and</p>	<p>Principal Curriculum Director PD Director</p> <p>Principal Lead Teachers Curriculum Directors</p>	<p>PD agendas, sign in sheet, minutes</p> <p>Assessment Reports Progress Reports</p>	<p>Immediately (Awaiting MDE Clearance)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 1/25/2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Students placed in the alternative school program are housed on a school campus in a classroom on a wing where there is limited lighting in the hallway. The classroom appeared disorganized and not conducive for learning.</p>	<p>descriptive reports that also include individual scores or other information on the attainment of student performance standards.</p> <p>The District will ensure that the alternative program environment is safe, clean, and conducive to learning.</p>	<p>Principal Assistant Superintendent Curriculum Director Alt. Program Assistant</p>	<p>Observation Checklist</p>	<p>Immediately (Awaiting MDE Clearance)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 01-25-21

Standard 30: The school district provides clean/sanitary facilities in a safe and secure environment. All classrooms in each school will be air-conditioned.

REGULATIONS: Miss. Code Ann. § 37-7-301(c)(d)(j), §§ 37-11-5 and 49, and § 45-11-101

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Brooks Elementary School Kitchen/Dining Area Fire suppression system was condemned. Unprotected lights in faculty room.	The District will repair or replace the fire suppression system in the kitchen.	Principal Maintenance Dept Nutrition Director	Repaired or replaced fire suppression system Covered lights Posted boiler certificate Training agenda, sign-in sheet, minutes	Immediately (Ready for MDE Visit)
Boiler certificate expired.	Covers will be provided for unprotected lights. Updated boiler certificates will be posted near equipment.			Immediately
No fire safety training for kitchen staff.	Fire safety training will be provided for the for kitchen staff.			
Annex Building Roof leaks in the hallway, bathrooms, and Room 16.	The district will repair all roof leaks.	Maintenance Dept Crisis Team	Repaired roof	Immediately
Kindergarten Building Roof leaks in Room 4	The receptacle plate in Room 1 will be replaced.	Maintenance Dept	Replace receptacle plate	Immediately
Damaged receptacle plate in Rom 1.				

Corrective Action Plan

District Name: North Bolivar Consolidated School Dist **District Number:** 0617 **Date CAP Approved by Local School Board:** 01-25-21

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Brooks Con't Classrooms Damaged electrical conduit on the west wall in Room 1.	The district will repair or replace electrical conduit on the west wall in Room 1.	Principal Maintenance Dept	Repaired / replaced electrical conduit	Immediately (Ready for MDE Visit)
Unprotected lights in the bathroom in Room 4	Covers will be provided for unprotected lights.	Maintenance Dept	Covered lights	
Hallways Roof leak on the 1st Grade Hall	To repair roof leak	Maintenance Dept	Repaired Roof	Immediately
I. T. Montgomery Elem. School Interior Electrical extension cord being used as a permanent power source in the main office.	The district and school will provide permanent power sources and will ensure that all power strips are plugged directly into a permanent power source.	Maintenance Dept Principal Crisis Team	Safety Checklist	Immediately
Power strips plugged into power strips in the main office.				
Several inoperable lights in classrooms campus wide.	Replace inoperable lights	Maintenance Dept	Replace lights	Immediately

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar School District **District Number:** 0617 **Date CAP Approved by Local School Board:** 1-25-2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Kitchen / Dining Area Boiler certificate not posted.	Boiler certificate will be posted.	Maintenance Dept	Posted Boiler Certificate	Immediately (Ready for MDE Visit)
Main Hall (Third and Fourth Grade) Roof leaks in Room 7. Roof leaks in Room 6.	The district will repair all roof leaks.	Maintenance Dept	Repaired roofs	Immediately
No evacuation maps posted in rooms 3 and 5.	Evacuation maps will be posted in all rooms.	Maintenance Dept	Posted evacuations maps	Immediately
Exit door sticking on the short hall between rooms 7 and 8.	Repair sticking exit door on the short hall between rooms 7 and 8.	Maintenance Dept	Repaired exit doors	Immediately
Graffiti in the boys' restroom.	Remove graffiti from boys' restroom by painting the walls.	Maintenance Dept	Graffiti free walls	Immediately
Missing lavatory in the boys' restroom.	Replace missing lavatory in boys' restroom.	Maintenance Dept	Replace lavatory	Immediately
Electrical extension cords being used as a permanent power sources in rooms 1, 4, and 7.	The District will supply a permanent power sources in rooms 1, 4, and 7.	Maintenance Dept	Permanent power source	Immediately

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar School District **District Number:** 0617 **Date CAP Approved by Local School Board:** 1-25-2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Library Missing ceiling tiles by the exit door.	The district will replace all missing ceiling tiles.	Maintenance Dept	Replaced all missing ceiling tiles	Immediately (Ready for MDE Visit)
Missing ceiling tile in the library work room.	The district will replace all missing ceiling tiles.	Maintenance Dept	Replaced all missing ceiling tiles	Immediately
Exposed wires by the exit door.	The district will provide covers for exposed wires.	Maintenance Dept	Covered electrical outlets and wires	Immediately
No GFCI type receptacle by the sink in the library work room.	The district will install GFCI type receptacles where needed.	Maintenance Dept	GFCI receptacles	Immediately
Power strip plugged into a power strip in the library.	The district and school will ensure that all power strips are plugged directly into a permanent power source.	Principal Crisis Team	Safety Checklist	Immediately
Gymnasium Missing water fountain outside the boys' restroom and missing urinal in the boys' restroom.	The district will replace missing water fountain outside the boys' restroom and urinals inside the restroom.	Maintenance Dept	Replaced water fountain and replaced urinal	Immediately
Additional portable fire extinguisher needed on the playing surface.	The district will place an additional fire extinguisher on the playing surface of the gym.	Maintenance Dept	Fire extinguisher	Immediately

Please use additional sheets as needed.

Corrective Action Plan

District Name: North Bolivar School District **District Number:** 0617 **Date CAP Approved by Local School Board:** 1-25-2021

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Sixth Grade Wing Inoperable toilet in the boys' restroom.	The district will repair or replace inoperable toilet in boys' restroom.	Maintenance Dept	Operable toilet	Immediately (Ready for MDE Visit)
Graffiti in the boys' restroom.	The district and school will remove graffiti in boys' restroom.	Maintenance Dept	Graffiti free walls	Immediately
Power strip plugged into a power strip in Room 26.	The district and school will ensure that all power strips are plugged directly into a permanent power source.	Principal Crisis Team	Safety Checklist	Immediately
Roof leaks throughout the building.	Repair roof leaks throughout the building.	Maintenance Dept	Repaired roof	Immediately
K-2 Hall South exit door was sticking. Missing door closer in Room 22. Missing door closer in Room 23. Exit door was sticking in Room 23.	The district will repair all sticking exit doors and replace all missing door closer.	Maintenance Dept	Operable exit doors	Immediately
Power strip plugged into a power strip in Room 19.	The district and school will ensure that all power strips are plugged directly into a permanent power source.	Principal Crisis Team	Safety Checklist	Immediately

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Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
First and Second Grade Wing Inoperable urinals in the boys' restroom.	The district will repair or replace inoperable urinals in the boys' restroom.	Maintenance Dept	Operable urinal	Immediately (Ready for MDE Visit)
No door closers in rooms 11 and 12.	The district will replace door closers in Rooms 11 and 12.	Maintenance Dept	Operable exit door	Immediately
Unsecured hall gates outside Room 13.	The district will install a lock on hall gate outside of Room 13.	Maintenance Dept	Secured hall gate	Immediately
Evacuation map not posted in Room 13.	Evacuation maps will be posted in Room 13.	Principal Crisis Team	Posted evacuation maps	Immediately
Electrical extension cord being used as a permanent power source in Room 13.	The district and school will provide a permanent power source.	Principal Crisis Team	Safety Checklist	Immediately
Playground Insufficient fall surfacing material	Reinstall a sufficient amount of fall surfacing materials on playground.	Maintenance Dept	Sufficient fall materials	Immediately
(Central Office) John F. Kennedy Band Hall Building (Closed/ Not Used)	Building is now Central Office (Band Hall Closed/ Not in Used by district)			

Please use additional sheets as needed.

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Main Building (Chemistry Lab)	No chemistry lab			
Several inoperable lights in classrooms campus wide.	Repair or replace the inoperable lights in the classrooms.	Maintenance Dept	Operable lights	Immediately Ready for MDE Visit)
Loose heater covers in rooms 3 and 6.	The district will repair or replace loose heater covers in Room 3 and 6.	Maintenance Dept	Heater Covers	Immediately
Broken door glass in Room 3.	The district will replace broken door glass in Room 3.	Maintenance Dept	Replace door glass	Immediately
Unprotected electrical outlet on the east wall in Room 6.	The district will provide covers for unprotected electrical outlets.	Maintenance Dept	Protected electrical outlets	Immediately
Power strip plugged into a power strip in Room 7.	The district will ensure all power strips plug directly into a permanent power source.	Principal Crisis Team	Safety Checklist	Immediately
Second means of egress window was obstructed in Room 7.	Egress windows are unobstructed.	Principal Crisis Team	Safety Checklist	Immediately
Out-of-date portable fire extinguisher in Room 10 (Storage Room).	Replace the out-of-date portable fire extinguisher in Room 10 (Storage Room)	Maintenance Dept	Updated fire extinguisher	Immediately

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Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Gym	Gym used as meeting area for Central Office	N/A	N/A	N/A
Girl's Locker Room	Girl's locker room is closed	N/A	N/A	N/A
Automotive Shop Kitchen/Dining Area Junior High Area and Field House	Automotive shop, Kitchen/Dining Area, Junior High Area, and Field House are closed.	N/A	N/A	N/A
Shelby Middle School	The Shelby Middle School is closed.	N/A	N/A	N/A
Northside High School				
Gymnasium Missing lavatory in the girls' dressing room.	The district will replace the missing lavatory in the girls' dressing room.	Maintenance Dept	Lavatory in girls' restroom	Immediately (Ready for MDE Visit)
Unprotected lights above the bleachers.	The district will provide covers for unprotected lights.	Maintenance Dept	Protected lights	Immediately
Classrooms Power strip plugged into a power strip in Room 31.	The district will ensure all power strips plug directly into a permanent power source.	Principal Crisis Team	Safety Checklist	Immediately

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Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Curtains covering second means of egress windows in Room 13 and not labeled in Room 12.</p> <p>Old Band Hall</p>	Egress windows will be unobstructed and labeled.	Principal Crisis Team	Unobstructed and labeled egress windows.	Immediately (Ready for MDE to Visit)
<p>Power strips plugged into power strips in rooms 5 and 6.</p>	The district will ensure all power strips plug directly into a permanent power source.	Principal Crisis Team	Safety List	Immediately
<p>Unprotected lights in the boys' and girls' restrooms.</p> <p>Science Building</p>	The district will provide covers for unprotected lights in the restrooms.	Maintenance Dept	Covered Lights	Immediately
<p>Unprotected electrical outlet in Room 3.</p>	The district will provide covers for unprotected electrical outlets.	Principal Crisis Team	Safety Checklist	Immediately
<p>Curtains covering the second means of egress windows in rooms 3 and 4.</p>	Egress windows will be unobstructed.	Principal Crisis Team	Safety Checklist	Immediately
<p>Power strip plugged into a power strip in the biology lab.</p>	The district will ensure all power strips plug directly into a permanent power source.	Principal Crisis Team	Safety Checklist	Immediately
<p>Damaged eye wash station in the chemistry lab.</p>	The district will repair and/or replace damaged eye wash station.	Maintenance Dept	Repaired eye wash station	Immediately

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Damaged ceiling tiles and framework outside the chemistry and biology labs.	The district will repair and/or replace damaged ceiling tiles and framework inside and outside labs.	Maintenance Dept	Ceiling Tiles Frameworks	Immediately
Field-house Misplaced ceiling tiles. Inoperable exit sign in the locker room. Inoperable water fountain in the “Visitors” locker room. Damaged door closer on the “Visitors” locker room exit door.	The district will repair or replace ceiling tiles, inoperable exit signs and water fountains, and damaged door closers in field house.	Maintenance Dept	Ceiling Tiles Operable exit signs and door closers	Immediately
Hallways Inoperable lighted exit sign at the main entrance. Missing ceiling tile in the restroom by main office.	The district will repair or replace inoperable exit signs and ceiling tiles.	Maintenance Dept	Operable lights Ceiling Tiles	Immediately
Kitchen/Dining Area Roof leaks.	The district will repair all roof leaks.	Maintenance Dept	Repaired roof	Immediately
No fire safety training for kitchen staff.	The district will provide fire safety training for kitchen staff.	Food Service Director	Training agenda, sign-in sheet, minutes	Immediately

Please use additional sheets as needed.

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Unprotected lights in the dish sanitizer area.	The district will provide covers for unprotected lights in the dish sanitizer area	Maintenance Dept	Cover unprotected lights	Immediately
Missing cover on the boiler room electrical panel (large).	Replace missing breaker cover in the boiler room large electrical panel.	Maintenance Dept	Replace breaker cover	Immediately
Missing blank in the boiler room electrical panel (small).	Provide cover for open blank in boiler room electrical panel.	Maintenance Dept	Covered open blank	Immediately
Missing ceiling tiles in the dish sanitizer area.	Replace the missing ceiling tiles where needed.	Maintenance Dept	Ceiling tiles	Immediately
Boiler certificate was expired.	Post updated boiler certificates near equipment.	Maintenance Dept	Updated boiler certificate	Immediately
Dinning area exit doors don't open in the direction of egress.	Install dinning area exit doors that open in the direction of egress.	Maintenance Dept	New exit door	Immediately
No panic hardware on exit doors in the dinning room.	Install panic hardware on dinning room exit doors.	Maintenance Dept	Install panic hardware	Immediately

Please use additional sheets as needed.