

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: Site MS Code Number

Standard Deficiency: 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.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>A comparison of the 2015-2016 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 following deficiencies were noted:</p> <ul style="list-style-type: none"> Salaries reported for approximately 284 of 4881* employee contracts, differ with the salaries reported in the MSIS Personnel/Accreditation Data Report for 2015-2016. Salaries reported for approx. 284 of the 4881* employees in the 2015-16 MSIS Personnel/Accreditation Data Report and in employee contracts could not be matched to the district pay scales. The number of days employed in the contracts of some employees does not match the number of days employed reported in the 2015-2016 MSIS 	<p>Procedures for Month 3/ December Snapshot</p> <p>District level personnel from the offices of SAM Support, Human Resources, Exceptional Education, Gifted Education, and Vocational Education will assist each school correct errors during a district-wide data verification check. All district level personnel will gather in a central location to meet with principals and building level data entry personnel to provide building specific assistance with MSIS student and personnel errors.</p> <p>Procedures for 2016-2017</p> <ul style="list-style-type: none"> All administrative staff members and any other staff assigned to report MSIS data shall be properly trained on the MSIS data reporting requirements, procedures, and timelines to ensure that only the highest quality data is submitted. <p>Response:</p> <p>Training was held for Office Managers/MSIS Personnel Specialist during Spring 2016 by MDE Staff.</p>	Chief of Staff	<p>Sign-in sheets and agenda from technical support meeting</p> <p>Sign-in sheets from MDE training sessions</p>	<p>November 29-30, 2016</p> <p>3/18/16;3/22/16; 04/18/2016;</p>

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<p>Personnel/Accreditation Data Report.</p> <ul style="list-style-type: none"> Supplemental contracts were not included in employment contracts for every individual receiving district supplements for additional duties. It is unclear if supplements were reported in the salaries of these individuals. 	<p>Administration will request annual training refresher courses for Office Managers from Staff at MDE in regards to entering data.</p> <p>The district will provide training (annually, quarterly and/or as needed) to Office Managers regarding MSIS data procedures and processes</p> <p>Provide information regarding MSIS Personnel Data via newsletter to Office Managers/Principals weekly</p> <ul style="list-style-type: none"> Administrators and other appropriate personnel shall become familiar with the <i>MSIS Personnel Reference Manual</i> that can be downloaded and printed from the Management Information System (MIS) web page at http://www.mde.k12.ms.us/msis/documents/2011-2012/2011-2012%20MSISREFMAN.pdf. <p>Response:</p> <p>MSIS Personnel Reference Manuals were given to each Office Manager during training in the Spring of 2016 by MDE representatives.</p> <p>New MSIS Training Manual; MSIS Public Personnel Reference Manual and 2016-17 Course Work Area Codes are now accessible through the JPS Intranet under Forms and Documents (Employment)</p> <ul style="list-style-type: none"> The individual(s) responsible for personnel 		<p>Posting of manuals and support documentation on the JPS Intranet.</p> <p>Hiring of full time</p>	<p>Spring - Annually</p> <p>Ongoing</p> <p>Weekly – SY 2016-17</p> <p>3/18/16;3/22/16; 04/18/2016</p> <p>11/17/2016</p>

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	<p>records and MSIS data shall perform their tasks with diligence and thoroughness that demonstrate the importance of keeping accurate, complete, and up-to-date records.</p> <p>Response:</p> <p>The district now has a full time MSIS Personnel Specialist that will capture any district violations and assist Office Managers with clearing violations. (Please see attach job description for MSIS Specialist)</p> <p>Technical support meetings are held with Office Managers and MSIS Personnel Specialist on monthly basis to discuss any issues that may occur and/or to update group on performance of task</p> <ul style="list-style-type: none"> Approved job descriptions shall be developed and on file for all positions, including all additional duties assigned to employees. Each employee shall have an approved job description that accurately describes his/her job duties and qualifications. <p>and</p> <ul style="list-style-type: none"> The District shall review job descriptions, work assignments, and duties, as well as contracts and 		<p>MSIS Personnel Specialist that will be evaluated on a yearly basis</p> <p>Yearly auditing of job descriptions, work assignments, and duties, as well as contracts and salaries</p>	<p>Hired 12/2015</p> <p>Monthly</p>

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	<p>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>Response:</p> <p>Approved job descriptions are on database in Office of Human Resources and has been placed in each employee file located at school site. Job description has been given to each employee by school administrator.</p> <p>The entering of salaries will be done in accordance to the Procedures for Salaries and Proration of Salaries (Please see Attached Document B)</p> <ul style="list-style-type: none"> Documentation supporting compliance with employment policies and procedures must be current and on file in the district. <p>and</p> <ul style="list-style-type: none"> All data shall be reported accurately and in compliance with MSIS reporting procedures. All personnel data must be consistent. That is, personnel information approved by the school board must agree with information reported in contracts and in the MSIS report. When reporting active personnel to MSIS, the District 		<p>Employment policies and procedures will be updated annually, if needed. Random checks will be conducted to ensure compliance</p> <p>Auditing of MSIS information will be kept on file along with supporting documentation of corrections.</p>	<p>Immediately and Ongoing</p>

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	<p>shall ensure the following:</p> <ul style="list-style-type: none"> ○ All assigned district duties, job titles, and salaries shall be reported to the MDE via the MSIS Personnel/Accreditation Data Report. ○ Additional supplements and stipends shall be reported for each district employee in accordance with MSIS guidelines. ○ Employees who begin work after the official school-starting day shall be reported with less than 100% district time. ○ For <i>Days Employed</i>, indicate the number of days the employee is under contract. ○ <i>Special Program Codes</i> are used to indicate that all or part of the employee's salary is paid from federal or special State funds. ○ When an employee works in more than one (1) position, the salary for each position is reported separately. ○ When an employee's salary is paid from more than one (1) funding source, the employee's salary and minutes must be prorated. ○ Any period block that is after normal school hours shall be indicated with "AS." ○ The work assignments of employees shall be accurately reflected in the MSIS Personnel/Accreditation Data Report and shall correspond with each school's daily 			

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	<p>schedule. The period numbers shall correspond to number of periods in the school day and shall show the class/course/assignment for each employee, including their planning period. (Exceptions include Pre-K and Kindergarten and some special education teachers.) Generally, in a seven-period day, six (6) of the class periods should correspond to six (6) courses and one (1) period shall indicate planning in the schedules of <i>full-time teachers</i>.</p> <ul style="list-style-type: none"> ○ The required amount of instructional time for all teachers shall be reflected in class schedules. Adequate non-instructional time that allows for movement within the school day, including class changes and lunch, should be built into these schedules. School schedules shall be uniform among all teachers within the same school. <p>Response:</p> <p>Please reference to the following supporting documents: Attached document A – Process and Procedures for MSIS Personnel Entry Attached document B – Procedures for Salaries and Proration of Salaries Attached document C – MSIS Data Verification Procedures Attached document D – Instructions to Office Managers on How to Verify SAM/MSIS Personnel Data</p>			<p>Immediately and Ongoing</p>

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	<p>Make sure procedures are in writing regarding supplements; supplement amounts are not included in the employee contract amount.</p> <ul style="list-style-type: none"> Supplement amounts, which includes National Board, Coaching, JROTC, etc., are not included in the actual contract for district personnel. Employees who are paid a supplemental salary, receives a supplement letter that must be signed, dated and filed with employment contract. A copy of the signed supplement letter is returned to Office of Human Resources. All appropriate documents are then sent to the Business Office for processing. <p>Please see Attached document B – Procedures for Salaries and Proration of Salaries</p> <p>Procedures for 2017-2018</p> <p>The district will put into to place a manual, complete with timeline and training dates, for all MSIS data collection and reporting procedures.</p>		<p>Procedures for Salaries and Proration of Salaries will be updated annually, if needed. Random checks will be conducted to ensure compliance</p> <p>Evaluation of 2016-2017 procedures for compliance and necessary updates</p>	<p>Immediately and Ongoing</p> <p>Ongoing</p>

Instructions to Verify MSIS and SAM Personnel.

After the schedules have been entered into MSIS, they must be compared to the schedules in SAM and verified for accuracy.

- Print the Personnel Accreditation Report in SAM.
 - To print the Personnel Accred Report in SAM, go to:
 - *SAM / State Reports / Personnel Accred*
 - Select “Active” teachers
 - Select “Start each teacher on a new page”
 - Run Report
- Print the General Schedule Listing Report for 2016-2017 in MSIS.
 - To print the General/Schedule Listing Report in MSIS, go to: *MSIS / Reports / Personnel Data / General Schedule Listing*
 - The report defaults to the current year-2016-2017.
 - Click the Traffic light symbol to run the report.

Compare these two reports to make sure the teacher’s SSN are correct and all of the schedules are an exact match.

- Exceptions to the ‘schedules must-match’ rule:
 - Do not enter a SPED schedule in MSIS for a SPED class that does not have any students in SAM.
- Funding codes must be entered in the Special Program field for all Vocational, Sped, and Gifted courses.
 - 2 – Vocational courses
 - 5 – Sped courses
 - 6 – Gifted courses
- Planning Periods – Teacher’s must have 1 planning period entered into MSIS.
 - Middle and High A/B schedule planning periods should be 94 minutes.

- Teachers who have 2 planning periods listed in SAM must have one of those planning periods entered into MSIS, but it is not necessary to enter both planning periods into MSIS

Middle and High School Info

- A/B Schedule – 94 minutes
- Enter all courses, including S2 courses, into MSIS now. Don't wait until the beginning of the 2nd Semester to enter the S2 courses. Enter the following codes in the Term field:
 - **S1** – All Year courses
 - **S1** – 1st Semester courses
 - **S2** – 2nd Semester courses
- Enter the 'TIME FRAME' for all SATP courses (Test labels will be printed for the students based on the information that is entered into the 'TIME FRAME' field.)
 - S1 – All Year Courses – ALL YEAR
 - S1 – 1st Semester Courses – FALL ONLY
 - S2 – 2nd Semester Courses – SPRING ONLY

Elementary School Info

Elementary planning periods should be 30 minutes

- Enter **S1** in the Term Field
- **Do not** enter the homeroom into MSIS
- MSIS Pre-K Schedules
 - Period 1 – 651001 – 300 minutes
 - Period 2 – 851001 – 30 minutes

MSIS Data Verification Procedures

JPSD has created the following steps that will be adhered to by all personnel involved in the data collection process.

1. The Office of Human Resources MSIS Specialist will supply a copy of the Reference Manual, blank General/Schedule Employee Entry Forms, and the COURSE/WORK AREA CODES to each person in the district who assumes the responsibility for preparation of personnel records (schedules) for any staff.
2. Once updated records have been entered into MSIS, reports relevant to individual schools, program areas, and district office staff will be printed by the OHR MSIS Specialist on every Friday. The reports will be reviewed by the appropriate district administrator and forwarded to the appropriate building level administrator responsible for supervising the correction of the personnel records. The following offices should be contacted for support when correcting errors:

Office	Type of Error	Contact Person(s)
SAM Support	Student Scheduling Master Scheduling	Valarie Dixon 601-960-8694
Human Resources	Course Codes and Endorsement	Joann Shelton 601-960-8891
Exceptional Education	Exceptional Ed. Personnel MAEP Funding	Tina O'Bannon 601-960-8868
Gifted Education	Gifted Teachers	Dr. Vicki Davidson 601-960-8358
CDC	CTE Program	Dr. Brenda Jackson 601-960-5322

3. All corrections and updates must be made before the close of business the following Thursday. Appropriate adjustments should be noted by reviewers and forwarded along with proper clearance documentation to the OHR MSIS Specialist for further update.
4. Steps 2 and 3 will continue until all parties are satisfied with the integrity of the data to be submitted for the district.
5. The Executive Director of OHR will approve the district's personnel data monthly prior to submission to MDE.

PROCEDURES FOR SALARIES & PRORATION OF SALARIES

Certified Teacher/Administrator

All employees have a per diem or daily rate pay. Certified Teachers/Administrators' daily rates are derived from the annual rate assignment and the number of days worked in the contractual year.

Example: Teacher or an Administrator's annual salary amount of \$35,000.00 will be divided by the number of contracted days for the school year.

Pay/salary will be prorated if position is started after the approved calendar report date. Effective August 2016, the prorated amounts/days for all certified positions will be taken to the Board, entered into MSIS, listed on the actual contract for the certified staff member and proper adjustment is computed through the Payroll department and entered into the Marathon system. The prorated amount/days will be listed on the actual contract for the certified staff member, but is not listed on the salary scale.

Classified Employee

A Classified employee salary is based on an hourly rate and the number of days an employee works.

Example: Custodian - hourly rate \$8.25 x 8 hours per day = \$66.00 per day x 250 days = \$16,500.00 per year

Pay/salary will be prorated if position is started after the approved calendar report date. The hourly rate for the position is taken to the Board and the annual rate is entered into MSIS, and proper adjustment is computed through the Payroll department.

Supplements

Supplement amounts, which includes National Board, Coaching, JROTC, etc., are not included in the actual contract for district personnel. Employees who are paid a supplemental salary, receives a supplement letter that must be signed, dated and filed with employment contract. A copy of the signed supplement letter is returned to OHR.

All appropriate documents are then sent to the Business Office for processing.

Office of Human Resources
662 South President Street
Jackson, Mississippi 39201

PERSONNEL SPECIALIST, MSIS (MS STUDENT INFORMATION SYSTEM)

QUALIFICATIONS

- Two years of college preferred with additional specialized secretarial training
- Three years of experience in human resources, professional development, or an equivalent preferred
- Proficiency in use of English grammar, spelling, punctuation, principles of letter writing, report preparation, and record keeping
- Proficiency in modern office methods and procedures including computers and specific software – Microsoft Word and Excel
- Ability to establish and maintain effective working relationships with fellow employees, school administrators, and those contacted in the course of work

REPORTS TO

Executive Director of Human Resources/Director of Human Resources

ESSENTIAL FUNCTIONS

- Maintains a filing system that is pertinent to the department/office
- Maintains all MSIS records that are reported to MDE
- Audits school personnel data weekly to make sure that schools are in compliance
- Assist with clearing any district accreditation violations
- Works with SAMS support as it regards to student/teacher data
- Completes all surveys and queries submitted to HR
- Obtains, gathers, and organizes pertinent data
- Completes work within a time frame appropriate for the efficient operation of the department/office
- Keeps abreast of all methods and procedures as they pertain to the functioning of the department/office
- Modifies computer data files
- Assists the Executive Director and Director when secretary is out
- Helps to generate and compile all reports as it relates to MSIS
- Provides file backup and security of all files
- Files personnel records
- Performs other related duties as requested or assigned

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY INFORMATION

Days Employed: 248 per school year
Beginning Salary \$11.85-\$12.45 per hour (Based on experience of 10 years)
Exception: JPS employees should refer to the Classified Employee Pay Scale Rules of Administration and Implementation.

APPLICATION INFORMATION

Deadline: December 6, 2015
Employment Date: As soon as possible thereafter

All Applicants should complete an online application at www.jackson.k12.ms.us and attach a letter of interest, a résumé, and a copy of your college transcript to your online application.

All applicants will be considered, however, only selected applicants will be reviewed.
In employment, job assignment, and employee/employer relations, no procedures shall discriminate against any applicant or employee on the basis of age, race, sex, religion, or national origin.

PROCESS AND PROCEDURES FOR MSIS PERSONNEL ENTRY

Staff data, which includes but not limited to, Name, Social Security Number, School Location, District Time, Days Employed, Schedules, etc, are entered into SAMS and MSIS (MS Student Information System) by the school level personnel (Office Manager and/or Counselor). School level personnel will need to refer to the MSIS Personnel Reference Manual, MSIS Personnel Training Manual and Course Work Area Code Manual that are located on the Intranet under Forms and Documents or MDE website at www.mde.k12.ms.us. Training will be provided annually to all staff personnel who enter data into MSIS.

Salaries, once approved by the board, are entered into MSIS by the district level MSIS Personnel Specialist. The MSIS Personnel Specialist will run the district's Personnel Approval Report each night to verify that pertinent information has been entered into the system. If any information is missing, an email will be submitted from the MSIS Personnel Specialist to the Principal and/or Office Manager for correction by 4:00 p.m. on same business day.

Each Friday, the district level MSIS Personnel Specialist will run the Accreditation Edit Live Data Report, the Class Overload Report and the MAEP Report. Errors on the MAEP report will be submitted to the CTE Director, Gifted Director and SPED Director. Errors on the Accreditation Edit Live Data report and the Class Overload Report will be submitted to the Chief Academic Officers (Elementary, Middle, and High). The CAOs will inform Principals in their division of the errors. These errors must be cleared by the following Thursday.

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District

Code #: Miss. Code Ann. § 37-9-14

Standard Deficiency: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.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
Based on confidential interviews and survey results, <u>policies are inconsistently applied. Implementation of discipline policies administered by the principal are often overturned by the Superintendent or central office administration.</u> Reports also indicate the principals’ “hands are tied” regarding administering discipline consequences.	<ul style="list-style-type: none">Establish effective mechanisms for communication to and from staff.<ul style="list-style-type: none">Action Item: Provide regular training on disciplinary policies, Code of Conduct Handbook revisions, and best practices on ways to handle disciplinary matters.	Interim Superintendent	As an implementation and monitoring device, develop and administer Pre/Post school climate surveys at all schools. Copies of pre/post surveys, including an executive summary of the findings.	Pre Survey: January 6, 2017 Post Survey: March 10, 2017
	<ul style="list-style-type: none">Oversee a program to manage and monitor discipline procedures for equity and effectiveness.<ul style="list-style-type: none">Provide training on how to be consistent in student discipline	School Board/ Interim Superintendent	Analysis of survey results will be used to determine the appropriate corrective actions to take. Monitor and evaluate staff	March 2017 January 2017
	<ul style="list-style-type: none">Organize the central office in a manner consistent with District priorities and resources.<ul style="list-style-type: none">Align staff with District priorities and resources.	School Board/ Interim Superintendent/ Chief Academic Officers/ Deputy Superintendent/ District Counsel	JPS official board minutes reflect end-results discipline monitoring reports.	December 20, 2016 March 31, 2017 June 30, 2017
	<ul style="list-style-type: none">Implement an instructional management plan (IMP) that clearly defines the academic goals necessary for improving student achievement and employing experienced individuals capable of implementing the IMP throughout the district<ul style="list-style-type: none">An instructional management plan was approved by the School Board.	Interim Superintendent		

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Standard Deficiency: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.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
...	<ul style="list-style-type: none"> Promote a relationship among the board, administrators, teachers, and the community that promotes trust, honest communication, and sincerity <ul style="list-style-type: none"> School board will hosts town hall meetings/community chats with the public. School board will do school walk-throughs to communicate with the administrators. Develop and implement a system for reporting to the board on policy issues, achievement growth/lack of growth, and other significant issues; and <ul style="list-style-type: none"> School board approved policy BD at the 9/20/2016 board meeting. Establish a mechanism to promote community and business commitment and involvement with the district and building a relationship of trust. <ul style="list-style-type: none"> School board will hosts town hall meetings/community chats with the public. The school board will review post results of the “school climate” survey to assure principals and the superintendent fairly and consistently apply discipline policies. Communicate results to staff by placing on District’s webpage, emailing to all staff, and discussing in administrative meetings with principals. The Board will review quarterly reports indicating whether serious discipline problems in the JPS school system are increasing or declining. 	<p>School Board</p> <p>School Board/ Interim Superintendent</p> <p>School Board</p> <p>School Board/ Interim Superintendent</p> <p>Interim Superintendent</p>	<p>As an implementation and monitoring device, develop and administer school climate surveys at all schools. Copies of surveys, including an executive summary of the findings.</p> <p>JPS official board minutes reflect approval of policy.</p> <p>Survey results will show a decrease in the percentage of principals feeling that their hands are tied on discipline matters</p> <p>JPS official board minutes reflect end-results discipline monitoring reports</p>	<p>An annual survey will be given in January.</p> <p>June</p> <p>November March June</p>

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Standard Deficiency: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.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
Based on the Findings for Process Standard 1.2, the Superintendent does not 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.	The JPS School Board has undergone training with the MSBA staff on developing, reviewing, adopting, and governing policies.	JPS Board of Trustees	JPS work session minutes reflect MSBA training.	September 15, 2016
	The JPS Office of District Counsel, who is responsible for JPS policies, will participate in a policy system review with MSBA to ensure that JPS is using the system as designed and that all sample policies received from MSBA are reviewed by the Board.	JPS Office of District Counsel/ Interim Superintendent	The JPS Office of District Counsel has undergone a review with MSBA on proper use of MSBA sample policies as reflected by the training session agenda.	October 8, 2016
		School Board/ Superintendent/JPS Office of District Counsel	All 2016-2017 policies received from MSBA have been reviewed by the JPS Office of District Counsel and presented to the JPS Board for action, as indicated by the JPS official board minutes.	December 20, 2016 Regular Scheduled Board Meeting

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Standard Deficiency: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.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
Based on the Findings for Process Standard 1.2, the Superintendent does not 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.	The board will review one section of its policies each month to ensure that all policies are annually reviewed, updated, and that necessary revisions or rescindments are made.	School Board/ Superintendent	<p>JPS minutes reflect that the Board has received, reviewed, and made necessary adoptions of all 2016-2017 updated policies received from MSBA.</p> <p>JPS minutes and agendas reflect that the JPS Board reviews one section of its policies each month.</p>	<p>December Regular Board Meeting</p> <p>Monthly and ongoing.</p>

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MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
Based on the Findings for Process Standard 20, as the educational leader of the district, the Superintendent does not implement an instructional management plan that clearly defines the academic goals necessary for improving student achievement.	The JPS School Board has undergone training with MSBA staff on proper planning, monitoring, and scheduling of reports to understand and monitor the end-results of its instructional management plan.	Board	JPS work sessions agendas and training material reflect proper planning in-service.	September 15
Based on the Findings for Process Standards 30 and 31, the Superintendent fails to ensure that school facilities are maintained according to standards required for clean, safe, and orderly schools.	The JPS Board will schedule an additional training session with MSBA on proper planning, reporting, and monitoring student achievement	Board/ Superintendent/ Key JPS Academic Administrators	JPS work sessions agendas and training material reflect proper planning in-service.	October or November
Based on the Findings for Process Standard 31, the Superintendent fails to ensure that a positive, safe, and secure school climate exists for students where teachers and staff feel supported by the administration and are able to maintain order and control.	The School Board has undergone training and will be involved in follow-up training with MSBA on how to construct a strategic plan to create a safe and orderly school climate and how to properly monitor that plan.	Board/ Superintendent/ Key JPS Administrators	Agendas and material from the training session.	September Training Follow-up: October or November
	The School Board will receive quarterly reports on: 1) The number of reported serious discipline problems, system wide, and 2) The results of pre/post parent and staff "safe school climate" surveys	Superintendent	Official Board minutes will reflect quarterly discipline reports and survey results.	November March June

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Code(s): 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

Standard Deficiency: 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.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
Board policies do not serve as the basis of operation for the district. Many policies are not current, and irregularities and inconsistencies exist in these documents when compared with other district documents.	The JPS Board will review all current JPS policies.	Board	Board minutes and agendas will show monthly Board review of one section of JPS policies.	<p>By December 20, 2016 and continuously thereafter: February 17, 2015</p> <ol style="list-style-type: none"> 1. JAA—Equal Educational Opportunities 2. JDHAB—Student Restraint Policy <p>May 27, 2015</p> <ol style="list-style-type: none"> 3. CB Procedures 4. GAE Procedures <p>July 28, 2015</p> <ol style="list-style-type: none"> 5. GADT—Professional Leave for Consultant Purposes <p>August 18, 2015</p> <ol style="list-style-type: none"> 6. JBI/IDD-Grade and Subject Classification 7. JBK/IGE – Appraisal Reports (Sent for Review not

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District Name: Jackson Public School District

Code(s): 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

				<p>Approved)</p> <p>8. JBL – Instructional Day (Sent for Review)</p> <p>September 15, 2015</p> <p>9. GBFA–Suicide Prevention EducationIn-Service</p> <p>December 15, 2015</p> <p>10. BA–Mission, Vision and Goals</p> <p>11. IB–StrategicPlanning</p> <p>12. IDA—Instructional ManagementSystem</p> <p>13. IDAB–Program Evaluation March 1, 2016</p> <p>14. CHAA – Wellness Policy April 7, 2016</p> <p>15. IC–Curriculum Development</p> <p>16. JBL–School Attendance, Tardiness and Excuses</p> <p>17. IDA–Instructional ManagementSystem</p> <p>18. IGF–Communications System</p> <p>April 19, 2016</p> <p>19. GAAF–Equal Opportunity Employment</p> <p>20. GACL–Resignation</p>
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CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code(s): 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

				<p>21. GBED—Reduction in Force</p> <p>22. JCBAAA—Student Use of Electronic Devices</p> <p>August 4, 2016</p> <p>23. AE—School Year</p> <p>24. AFA—Emergency Closing of Schools</p> <p>25. CEE—Conferences and Visitations</p> <p>26. EBAA—Emergency Closing (AFA)</p> <p>27. ECAA—Student Conduct on School Buses (JDJ)</p> <p>28. EFA—Student Insurance Program</p> <p>29. GACN—Sexual Harassment</p> <p>30. GBH—Evaluation of Certified and Classified Staff</p> <p>31. IDEE—State Policies Regarding Children with Disabilities under the Individuals with Disabilities Education Act</p> <p>32. IDFAB—Dyslexia Screening</p>
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CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code(s): 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

				<p>33. IDFB— Observations/Screenings/Assessments</p> <p>34. IDI—Adult Education</p> <p>35. IFD—School Libraries Procedures</p> <p>36. IFD—School Libraries</p> <p>37. IFDA—Use of School Libraries</p> <p>38. IFE—Community Instructional Resources (KF)</p> <p>39. IGC—Certificate for Completion of Prescribed Program Procedures</p> <p>40. IGC—Certificate for Completion of Prescribed Program</p> <p>41. IGD—Promotion and Retention of Students</p> <p>42. IH—Guidance Program</p> <p>43. IHA—Cumulative Records</p> <p>44. IKB—Teaching About Religion and Prayer in School</p> <p>45. IKC—Flag Displays</p>
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CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code(s): 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

				<p>46. IKD—English Language Learners</p> <p>47. JAA—Equal Educational Opportunities Procedures</p> <p>48. JAB—Parent Involvement Policy</p> <p>49. JB—School Admission</p> <p>50. JBA—Age</p> <p>51. JBB—Birth Certificate</p> <p>52. JBC—Immunizations</p> <p>53. JBC—Immunizations Procedures</p> <p>54. JBE—Bona Fide Residence</p> <p>55. JBG—Transfers—Outside of District</p> <p>56. JBH—Transfers—Inside of District</p> <p>57. JBJ—Promotion and Retention of Students</p> <p>58. JBN—Truancy</p> <p>59. JBO—Admission of Transfer Students</p>
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CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code(s): 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

				<p>60. JBP—Student Withdrawal from School</p> <p>61. JBPA—Rights of Custodial and Non-Custodial Parents</p> <p>62. JBR—Certificate for Completion of Prescribed Program Procedures</p> <p>63. JBR—Certificate for Completion of Prescribed Program</p> <p>64. JCBA—Allegation of Bullying Complaint Form</p> <p>65. JCBA—Anti-Bullying Policy for Students</p> <p>66. JCBA—Procedures for Student Complaints of Bullying or Harassing Behavior</p> <p>67. JCB—Student Conduct</p> <p>68. JCC—Due Process</p> <p>69. JCD—School Searches</p> <p>70. JCE—Transcripts</p> <p>71. JCFA—Notification of Rights Under The Family Educational Rights (FERPA) for Elementary and</p>
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CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code(s): 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

				<p>Secondary Institutions</p> <p>72. JCFAA—Parental Rights Pursuant To The Protection of Pupil Rights Amendment (PPRA)</p> <p>73. JCP—Sexual Harassment-Students</p> <p>74. JCQ—Complaint Policy-Students</p> <p>75. JDAA—Self-Administration of Asthma Medication By Students</p> <p>76. JDAC—Asthma Management Policy</p> <p>77. JDI—Transportation To and From School</p> <p>78. JDJ—Student Conduct on School Buses</p> <p>79. JE—Guidance Program (IH)</p> <p>80. JFG—Student Insurance</p> <p>81. JK—Dropout Prevention</p> <p>82. KA—School-Community Relations Goals</p> <p>83. KCB—Community Involvement In Decision Making</p>
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CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code(s): 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

				<p>84. KF—Community Instructional Resources (IFE)</p> <p>85. KH—Public Gifts</p> <p>86. KI—Advertising in Student Publications</p> <p>87. KJA—School Volunteers</p> <p>88. KK—Parent Organizations (LCF)</p> <p>89. KKA—Parent School Partnership</p> <p>90. KL—Public Complaints</p> <p>91. LCF—Relations with Parent Organizations</p> <p>August 16, 2016</p> <p>91. EBAB—Emergency Drills (JDM)</p> <p>92. EBAB—Emergency Drills (JDM) Procedures</p> <p>93. JDM—Procedures</p> <p>94. JDM—Emergency Drill (EBAB)</p> <p>September 20, 2016</p> <p>95. ABB—Powers and Duties of</p>
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CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code(s): 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

				<p>Board of Trustees (BBBA)</p> <p>96. ABCB—Qualifications</p> <p>97. ABCC—Term of office and Method of Selection</p> <p>98. AEB—Summer Sessions/Extended School Year (IDC)</p> <p>99. BBA—Board of Trustees Officers</p> <p>100. BD—Policies of The Board of Trustees</p> <p>101. DGA—Fund Balance</p> <p>102. IDC—Summer Sessions/Extended School Year (AEB)</p> <p>103. IGG—Homework</p> <p>104. JCBAAAA—Teacheris Authority in Classroom</p> <p>105. JCI—Disciplinary Action (JCH)</p> <p>October 4, 2016</p> <p>106. BBBB—New Board Member Orientation</p> <p>107. BBC—Board Committees</p> <p>108. BCAD—Teleconference or Video Board Meeting</p> <p>109. BCD—Rules of Order</p> <p>110. BCF—Board Meeting Minutes</p> <p>October 18, 2016</p> <p>111. BBBB—New Board</p>
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CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code(s): 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

				<p>Member Orientation</p> <p>112. BBC—Board Committees</p> <p>113. BCAD—Teleconference or Video Board Meeting</p> <p>114. BCD—Rules of Order</p> <p>115. BCF—Board Meeting Minutes</p> <p>July 12, 2016</p> <p>116. GAAI—Terms of Employment – Classified</p> <p>117. GABC—Promotion</p> <p>118. GBEE—Termination of Employment</p> <p>119. GBEG—Separation of Professional (Certified) Personnel</p> <p>DELETED</p> <p>120. GAAJ—Allocation of Staff By School</p> <p>POLICIES UNDER REVIEW (TO BE APPROVED AT 12/6/2016 BOARD MEETING)</p> <p>10/04/2016</p> <p>1. BBAA—Board Officers</p> <p>2. BBAB—Board Officers</p> <p>3. BCBK—Executive Sessions</p> <p>4. BCBK—Procedures</p> <p>5. BCC/BCG/KCA—Board Meeting Agendas</p> <p>6. BCG—Public Participation in Board</p>
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CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code(s): 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

				<p>Meetings</p> <p>7. BCI–Board Meeting News Coverage</p> <p>8. JKC–Alternative School</p> <p>11/15/2016</p> <p>9. IGAB–Grade Adjustment and Minimum Grade</p> <p>10. IGAB–Grade Adjustment</p> <p>11. DBDA–Staff Involvement</p> <p>12. DIEH–Bids and Quotations</p> <p>13. EGA–Health Insurance Plan</p> <p>14. GABE–Title I Comparability-Equivalency of Staff, Resources and Supplies</p> <p>15. GACD–Employee Conflict of Interest</p> <p>16. GACP–Use of Copyrighted Materials</p> <p>17. GACP–Procedures</p> <p>18. GADEA–Family and Medical Leave</p> <p>19. GBF–Professional Development</p> <p>20. GBRA–Paperwork Reduction</p> <p>21. GBRL–Drug and Weapon Free Schools and Workplace</p> <p>22. IB–Instructional Goals and Strategic Planning</p> <p>23. IC–Curriculum Development and Adoption</p> <p>24. ICA–Curriculum Development Resources and Equipment</p> <p>25. ICB–Curriculum Development Planning</p> <p>26. ICHI–Literacy Based Promotion</p> <p>27. ICL–Conflict Resolution and Peer Mediation Materials</p> <p>28. IFB–Instructional Services</p> <p>29. IGAA–Student Religious Liberties</p>
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CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code(s): 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

				30. IGAB–Grade Adjustment 31. IIA–Testing and Student Surveys 32. II–Selection of Instructional Materials 33. IN–Vocational and Career Technical Education 34. JBEG–Concussion Management and Return to Play 35. JCFAA–Parental Rights Pursuant to the Protection of Pupil Rights Amendment (PPRA) 36. JCFAB–Persistently Dangerous Schools or the Unsafe School Option 37. LDDA–Student Teaching and Internship
	<p>The JPS School Board has under-gone training with MSBA on effective utilization of policies and how to govern by policy.</p>	Board	Agendas will reflect correlation of agenda items to policy, when applicable.	September 15, 2016
	<p>The JPS Board will ensure that all policies have been reviewed by the Board and the JPS Office of District Counsel, and that any irregularities, duplications, and inconsistencies are identified and eliminated.</p>	Board/ Superintendent/ JPS Office of District Counsel	Student and teacher handbooks will be consistent with JPS policy.	October, 2016
	<ul style="list-style-type: none"> • Establish a systemic process for reviewing and revising school board policies. <ul style="list-style-type: none"> ○ School board approved policy BD. 	School Board Office of District Counsel	Policies will be consistent with the Mississippi School Accountability Standards.	Immediately

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code(s): 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

	<ul style="list-style-type: none"> When policy revisions are approved by the school board, communicate changes to all school district staff. <ul style="list-style-type: none"> Revised school policies are uploaded to the website under approved policies and emailed to the staff. 	Web Manager/ Office of District Counsel	School board meeting minutes will reflect the policies that have been reviewed.	Completed on 9/20/2016
	<ul style="list-style-type: none"> Review all school district publications to ensure that all statements are clearly written and consistent with approved school board policy. <ul style="list-style-type: none"> All district publications are reviewed annually. Continue to disseminate revised/approved policies via email and post the policies to the Board's MSBA policy page. Convert the Board's policy page to the MSBA online policy page. 	Leadership Team/ Office of District Counsel	Revised/updated policies will be uploaded to the website.	Completed
	<ul style="list-style-type: none"> Develop one student handbook for the school district that clearly communicates approved school board policy to staff, students, and parents/guardians. <ul style="list-style-type: none"> The District had a handbook and have updated the 2016-2017 student handbook. 	Leadership Team/ Office of District Counsel	Compare publications with the approved policies, annually.	Completed
	<ul style="list-style-type: none"> The District must develop a Code of Student Conduct. <ul style="list-style-type: none"> The Code of Student Conduct is in the Student Handbook. 	Leadership Team/ Office of District Counsel	The student handbook was developed and approved by the School Board.	Completed on September 20, 2016
			The District has a Code of Student Conduct. It was approved by the School Board.	Completed on September 20, 2016

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District

Code #: Miss. Code Ann. 37-7-301(f)

Standard Deficiency: 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.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
The school board has failed to effectively perform its duties in its role of oversight of management for the District as prescribed by law.	<ul style="list-style-type: none"> The school board shall 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. 	Board/ Superintendent	MSBA sign-in Roster	November 14, 2016 November 15, 2016
The school board has not maintained current school board policies.	<p>The JPS Board will participate in a workshop conducted by MSBA designed specifically to:</p> <ol style="list-style-type: none"> Clarify the legal roles of the Board and Superintendent; Reiterate the importance of following the chain of command; Clearly understand the governance concept of “oversight of management” which will include: A review the Board’s measurable goals <ul style="list-style-type: none"> A review of the reports to the Board to verify that such reports are end-results reports and are correlated to goals Development of a Board communication calendar for monitoring goal attainment 		Completed plan with goals, measurable data indicators, monitoring reports, and a schedule for when the board will monitor each goal.	November 2016
School board members have acted individually, rather than as a board as a whole. Miss. Code Ann. § 37-7-301(f) requires the school board to visit schools in the District as a body for the purpose of determining what can be done for the improvement of the school in a general way. Numerous reports were provided from individuals within the District, as well as from members of the school board, that school board members visit schools individually and not as a group.			Minutes and agendas will reflect goal monitoring	Completed, every regular board meeting which occurs on the 1 st and 3 rd Tuesdays of every month.
Reports from District personnel indicate that board members are contacted directly by staff members and members of the community, as well as staff members and members of the community are contacted directly by board members, circumventing the District’s chain of command. These practices are inconsistent with training and recommendations of the Mississippi School Boards Association and the Mississippi Department of Education.	<ul style="list-style-type: none"> A board member has no authority to act individually, which includes making unscheduled visits to schools. <ul style="list-style-type: none"> Board members will act as a group rather than individually and not commit the Board to actions individually. Board members are not responsible for the day-to-day operations of the school and must not become involved in issues until they come before the board. <ul style="list-style-type: none"> Board members will act as a group rather than individually and not commit the Board to actions individually. Board members must follow a policy for 	School Board	Survey instrument	Immediately November 15, 2016
		School Board	Survey instrument	Immediately November 15, 2016
		School Board	BCG- Public	BCG will be approved

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: Miss. Code Ann. 37-7-301(f)

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<p>communicating with the public and for encouraging the public to follow the chain of command process.</p> <p>o The Board has policies in place to encourage public participation at board meeting, student participation at board meeting, and to encourage adherence to the chain of command.</p>		<p>Participation At Board Meetings (policy and procedure)</p> <p>BCH-Student participation at board meetings (policy)</p> <p>CB/GAE- Complaint policy/line and staff relations</p>	<p>at 12/6/2016 board meeting</p> <p>Will be reviewed at the 12/6/2016 meeting</p> <p>Completed, will be reviewed at 12/6/2016 board meeting and approved at the 12/20/2016 board meeting.</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District

Code #: 37-9-7

Standard Deficiency: 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).

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>Many professional positions in the District are filled by staff who do not hold a valid Mississippi Teacher's License or who are not properly endorsed for the subject they are teaching.</p> <ul style="list-style-type: none"> The District has a high teacher turnover rate and teacher abandonment of jobs. Students in those classes are divided and assigned to different classes. This also occurs when teachers are absent. Their students are dispersed among other classes. Auditors were unable to determine the degree to which the District is noncompliant regarding the lack of properly certified or licensed professional staff. Many positions are listed in the District Personnel Edits; however, reports from individual schools revealed that a number of teachers had left the District and their classes are now covered by substitutes or either their students. Many professional positions in the District are filled by staff who do not hold a valid Mississippi Teacher's License or who are not properly endorsed for the subject they are teaching. 	<p>Refer to Miss. Code Ann. § 37-9-7 which states the following:</p> <p>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.</p> <ul style="list-style-type: none"> The District shall develop and implement approved local school board policy for the employment of certified teaching staff that complies with state law and SBE policy. <p>Response:</p> <p>Board Approved Policies: GAAA - Section I GA AE – Section III</p> <ul style="list-style-type: none"> All district professional positions requiring licensed staff shall be 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). <p>Response:</p> <p>Due to Statewide Teacher Shortage, JPS will show what the district has done or will do to address the issue, along with plans and efforts to fill the slots with</p>	Executive Director of Human Resources	JPSD Vacancy List;	<p>Policies Approved: May 2006 July 2009</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District

Code #: 37-9-7

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<p>license teachers:</p> <p>TEACH JACKSON – www.jackson.k12.ms.us Recruiter has worked with Public & Media Relations to establish a webpage on the JPS website to provide potential candidates with information and steps for earning certification to be a highly qualified teacher</p> <p>•During the 2015 -2016 school year, the Jackson Public School District sponsored Praxis Core and Praxis II workshop for teachers with one-year E C Licenses to assist them with obtaining their standard license. These workshops will continue during the 2016-17 school year.</p> <ul style="list-style-type: none"> • Job Fairs have been scheduled • Collaboration with Universities • EC and Special Non Renewable Applications issued to MDE - • Bonuses/Merit Pay for Schools of Promise (8), includes Forest Hill • Submit monthly vacancies to the Mississippi Teacher Center – Submitted through the Online Applitrak System • Kelly Services (Hiring of Sub Teachers) • Hiring of Mentor/Retired Teachers • Individual Teacher Plan Requested from MDE 			<p>July 1, 2015 and Ongoing</p> <p>Praxis Core and Praxis II Workshops conducted by the Williams Group: July 13 – 14, 2016 JPS Board Room July 31, 2016- JPS Professional Development Room August 6, 2016 -JPS Professional Development Room August 11, 2016 -JPS Professional Development Room August 17 – 18, 2016 - JPS Professional Development Room August 23 – 25, 2016 - JPS Professional Development Room August 28, 2016 -JPS Prof. Dev. Rm</p> <p>Tentative Dates Scheduled for Workshops: •Saturday, September 24, 2016 from 8 a.m. –</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District

Code #: 37-9-7

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
				<p>12 noon JPS PD Rooms</p> <ul style="list-style-type: none"> •Wednesday, October 19, 2016 from 3 p.m. – 5 p.m. JPS Board Room •Thursday, October 20, 2016 from 3 p.m. – 5 p.m. JPS Board Room •Wednesday, November 16, 2016 from 3 p.m. – 5 p.m. JPS Board Room •Thursday, November 17, 2016 from 3 p.m. – 5 p.m. JPS Board Room <p>JPS Quarterly Job Fair hosted on Saturday, August 20, 2016 with upcoming dates listed:</p> <ul style="list-style-type: none"> •Saturday, October 22, 2016 from 9:00 a.m. – 12 noon •Saturday, January 14, 2017 from 9:00 a.m. – 12 noon *Saturday, April 15, 2017 from 9:00 a.m. – 12 noon <p>Fall Career Fairs scheduled:</p> <p>09/16/16 – Alcorn St 10/14/16 - USM 10/20/16 - Delta State 10/25/16 - MSU</p>

**CORRECTIVE ACTION PLAN
2016-2017**

District Name: Jackson Public School District

Code #: 37-9-7

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
				10/27/16-10/28/16– Greater Jackson Talent Attraction

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District
and 15; and § 37-151-5(g).

Code #: Miss. Code Ann. §§ 37-9-7

Standard Deficiency: STANDARD 2.1. The school district employs an appropriately licensed full-time principal at each school. The principal may not have any other job duties assigned in areas that require a specific work area code unless a waiver is granted by the Commission on School Accreditation. This standard does not apply to assistant principals.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>The District is noncompliant with Process Standard 2.1.</p> <p>While the District has employed appropriately licensed principals at each school, auditors reported the following concerns regarding some administrators:</p> <ul style="list-style-type: none"> The District has recently employed an administrator who was reported in the metro area newspaper as ineligible for employment due to a background check that revealed a felony on record. This matter has been referred to the Office of Educator Misconduct for further investigation. 	<p>The District must employ an appropriately licensed, full-time principal at each school. Employment procedures authorized in Miss Code. Ann. § 37-9-17 must be followed when hiring personnel.</p> <p>Response:</p> <p>Please reference Board Approved Policies: GA; GAAA; GAAE (Recruitment & Hiring of Personnel)</p> <p>Each JPS School has a full time licensed principal. Statement of Intentions are sent out in November of every year to Principals in order to know their wishes concerning employment with JPS for the following year. If a principal states that he/she will not return, the position is posted immediately. Copies of all principal licenses are on file in OHR.</p> <p>Human Resources and CAOs follow Board Approved Policy GAAE (see attachment).</p>	<p>Executive Director of Human Resources</p> <p>Chief Academic Officers (Elementary, Middle and High Schools)</p>		<p>Immediate and Ongoing</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District

Code #: Site MS Code Number

Standard Deficiency: 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.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
Information provided through interviews with school personnel and a review of MSIS Accreditation Personnel Edits for School Year 2015-2016 indicates that approximately 79 of the 1643 certified teachers employed by the District are working outside their areas of certification in academic core subjects. Approximately 200 of the 1643 teachers have no certification or are improperly certified.	<p>All District professional positions requiring licensed staff must be 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). All teachers of academic core subjects are required to be Highly Qualified.</p> <p>The District must report vacancies to the MS Teacher Center for assistance with recruiting Highly Qualified teachers.</p> <p>Response:</p> <p>Due to a statewide teacher shortage and a limited number of students graduating in the Education field, the district had to utilize Limited Service Teachers. Due to financial challenges and declining student enrollment, the District will conduct a study to explore the possibility of closing schools as a way to consolidate resources among fewer schools.</p> <p>Documentation (See Standard 2 responses) will show what the district is doing to address the issue, along with plans and efforts to fill the slots with license teachers.</p> <p>The district reports vacancies weekly to the MS Teacher Center for assistance with recruiting Highly Qualified Teachers. The district's Recruiter</p>	<p>Executive Director of Human Resources</p> <p>Director of Recruitment</p>	MS Students Information System (MSIS)	Immediately and Ongoing

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: Site MS Code Number

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<p>communicates constantly with MDE's Teacher Recruiter. Vacancies are listed on the district's online application system.</p> <p>MSIS Data Verification Procedures are in place to assure that staff is working in their area of certification. (See Attached Document C)</p> <p>Other Actions:</p> <ul style="list-style-type: none"> • Job Fairs have been scheduled • Collaboration with Universities • EC and Special Non Renewable Applications issued to MDE (234 issued) • Bonuses/Merit Pay for Schools of Promise (8), includes Forest Hill • Hiring of Mentor/Retired Teachers • Individual Teacher Plan Requested from MDE <p>Board Approved Policies Followed:</p> <p>GA GAAA GAAE</p>			Immediate and Ongoing

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District

Code #: 37-17-6(3)(a-e)

Standard Deficiency: 2.3 - The school district employs in each school a licensed librarian or media specialist who devotes no more than one-fourth (1/4) of the workday to library/media administrative activities.

2.3.1 If the student enrollment is 499 or less, a half-time licensed librarian or media specialist is required.

2.3.2 If the student enrollment is 500 or more, a full-time licensed librarian or media specialist is required.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>The District <u>is noncompliant</u> with Process Standards 2.3, 2.3.1, and 2.3.2.</p> <p>Of 22 schools audited, a librarian was reported at every school. The MSIS Personnel Edit Report indicates that a librarian is not reported at three (3) of the 58 schools within the District. Based on observations and interviews with district personnel, because of numerous other responsibilities assigned to librarians, librarians are unable to devote half of a day (if enrollment 499 or less) or a full day (if enrollment 500 or more) to providing library media services. See Findings for Process Standards 18, 18.1, and 18.2.</p>	<p>Objective: Each school employs a licensed librarian or media specialist who devotes no more than one-fourth of the workday to library/media administrative activities.</p> <p>Strategies: Section 2: Administrative View Mississippi School Library Guide (MSLG)-MDE</p> <ol style="list-style-type: none"> The librarian is highly qualified and certified, evaluated annually by appropriate criteria, and has a plan of professional development. <ul style="list-style-type: none"> All JPS schools with a student enrollment of 499 or less will have a part-time licensed librarian or media specialist. All JPS schools with a student enrollment greater than 500 will have a full-time licensed librarian or media specialist. 	JPS Lead Librarian	<p>Library Master Schedules</p> <p>MSIS Personnel Data</p> <p>Mississippi Educator Licensure Management (ELMS)</p>	<p>All JPS librarians employ a certified librarian – September 29, 2016</p> <p>All master schedules will be collected and verified by September 29, 2016</p> <p>JPS Lead Librarian will conduct site visits to monitor master schedule fidelity throughout school year - May 5, 2017.</p> <p>All half time librarians properly coded in MSIS – November 1, 2016.</p>

**CORRECTIVE ACTION PLAN
2016-2017**

District Name: Jackson Public School District

Code #: 37-17-6(3)(a-e)

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<ul style="list-style-type: none">• Identify schools with enrollments of less than 499 and more than 500.• Verify and monitor master schedules for all JPS librarians in schools with less than 499 students.• Verify and monitor master schedules for all JPS librarians in schools with more than 500 students.• Properly enter and code part-time librarians in MSIS.• Verify licenses and endorsements of all JPS librarians on an ongoing basis.• Provide regular professional development for all JPS librarians to ensure knowledge of MDE policies and procedures for the library media center.• Review required library policies and procedures intended for the proper hiring and recommendation of licensed library media specialist.			Completion Date: April 21, 2017

**CORRECTIVE ACTION PLAN
2016-2017**

District Name: Jackson Public School District

Code #: § 37-3-46(b) and § 37-7-301.

Standard Deficiency: The District is noncompliant with Process Standards 3, 3.1, 3.2, 3.3, and 3.4 due to the lack of current, accurate school board policies regarding formal personnel appraisal systems.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
The school board last approved Policy GBH in 2009.	Update Board Policy GBH	Chief of Staff	Copy of the Board Approved Policy	The Policy was approved on August 4, 2016.

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

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

- 6.1 Residency requirements**
- 6.2 Immunization requirements**
- 6.3 Age of entry requirements**

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>The District <u>is noncompliant</u> with Process Standards 6, 6.1, 6.2, and 6.3.</p> <p>Standard 6.1: Residency Requirements</p> <p><i>Board Policy JBE</i> regarding residency is not current and does not reflect the District's current practice. Current policy states if the student's residency has not changed after initial enrollment, that a <i>Declaration of Residence Form</i> is used; however, district documentation and information from district staff indicate that it is current practice in the District to obtain residency documentation every year.</p> <p>The following deficiencies are indicated by standard and by school:</p> <ol style="list-style-type: none"> Two (2) Proofs of Residency not enclosed in students records Addresses not matching Proofs of Residency 	<p>6.1: <u>Residency Requirements</u> –</p> <p>MDE: If the Board revises its policy to require the verification of residency each year, the District shall secure two (2) current, appropriate proofs of residency each year and attach them to the District form that contains a school district official's signature.</p> <ul style="list-style-type: none"> District policy JBE has been updated to clearly reflect that Two (2) Proofs of Residency are required for address verification each school year of enrolling parent/guardian. The Online Registration Program (InfoSnap) is scripted to provide verification and documentation of School Official (by name) who verifies each submitted district online registration form. <p>MDE: An orderly and accurate process for securing proofs of residency must be instituted. Designate and train staff at each school to implement approved school board policy for residency verification when students initially enroll in the school district.</p> <p>The district shall provide ongoing training and technical support to school staff on established district policy and enrollment procedures/guidelines as they relate to yearly Residency Requirements at initial enrollment. School Official shall be trained to</p>	<p>School Level Administration and Office of Enrollment Service</p>	<p>Updated Policy JBE</p> <p>InfoSnap System</p> <p>Training Documents/ Agenda/ and Sign-In Sheets</p>	<p>August 4, 2016 - completed</p> <p>Completed</p> <p>March 15, 2016 and ongoing w/monthly technical support trainings</p>

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>3. No Residency Verification Form with school officials signature</p> <p>4. Outdated Proofs of Residency enclosed in students' records</p> <p>5. Online Registration Program (InfoSnap) does allow for school official verification</p>	<p>perform the following:</p> <ul style="list-style-type: none"> Proof of Residency shall display the name and address of the enrolling parent and/or guardian; documents shall be verified for authenticity by school official. Verification Checklist – document shall be signed with proofs of residency attached by the enrolling official, identifying the types of residency documents received according to district guidelines. <p>MDE: Following appropriate staff training, review documentation on file for each student currently enrolled to ensure that two (2) appropriate proofs of residency are on file and verified by the signature of the designated school district official.</p> <ul style="list-style-type: none"> Proof of Residency Verification Checklist, which is attached to current proofs of residency and shall be filed in cumulative folder according to district procedures. Checklist will have the signature of the school official for authenticity. School Official shall update SAM <i>Spectra</i>, Cumulative Folders and Permanent Records as needed according to Proof of Residency. <p>MDE: All enrollment forms, including those used to verify residency shall be completely filled out, and a school district official's signature on these forms is required to validate the information. These forms should be maintained at the school where the student is enrolled.</p>		<p>Students' Cumulative Folders/ Students' Permanent</p> <p>Records/SAM Spectra</p>	<p>January 27, 2017</p> <p>January 27, 2017</p> <p>January 27, 2017</p>

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<ul style="list-style-type: none"> All enrollment forms and documents used for student enrollment shall be accessible at school sites and shall be fully completed with the applicable signature of school official for validation. School sites shall be provided mocked documents demonstrating how each shall be completed. Enrollment documents shall be filed in the student cumulative folder and shall be reviewed and/or evaluated yearly by school official using the district's authorized Cumulative Folder Checklist. <p>MDE: After residency has been obtained each year, the old documents from previous years shall be removed from the student records as they will no longer be acceptable.</p> <ul style="list-style-type: none"> School Official shall remove all old, outdated proofs of residency to be replaced by current proofs of residency attached to the district's authorized Proof of Residency Checklist bearing the school official's signature for validation. Schools shall be required to place the above referenced documents in a manila folder to be enclosed in the back of the student's cumulative folder for easy access for internal auditing purposes. 		<p>Proof of Residency Verification Checklist</p> <p>Mock Form Documents</p> <p>Students' Cumulative Folders</p> <p>Proof of Residency Verification Checklist and Proof of Residency Documents</p> <p>Proof of Residency Verification Checklist and Proof of Residency Documents</p>	<p>Completed</p> <p>Completed</p> <p>September 12, 2016 - completed</p> <p>January 27, 2017</p> <p>January 27, 2017</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
Standard 6.2: Immunization Requirements 1. Of cumulative records reviewed, some contained no compliance form 2. Of cumulative records reviewed, some contained no Tdap immunization	<p>6.2: <u>Immunization Requirements</u></p> <p>MDE: Immunization compliance shall be verified and documented for all students prior to enrollment as required by state law. Every student enrolled shall meet proper immunization requirements.</p> <p>MDE: All records shall be reviewed to ensure that every student has current and proper immunization documented on the form designated by the Mississippi State Board of Health.</p> <ul style="list-style-type: none"> • Compliance Binder – Each school site shall complete a Compliance Binder to include a copy of all Compliance Forms by grade level to ensure that each form is visually inspected and the school has acquired a copy for each student for official placement in his or her cumulative folder. This shall also ensure the monitoring of all temporary immunization forms for parental contact. • Compliance Binder shall be reviewed by district personnel during the Preliminary and Final Immunization Compliance Report submissions (September and December) to MSDH. • District online registration tool has been programed not to flag all entering 7th grade students to ensure updated compliance certificates for Tdap vaccination. Newly entering 7th graders to the district, compliance certificates shall be closely examined at time of enrollment. 	School Level Administration and Office of Enrollment Service	<p>Student Cumulative Folders with all updated and current Immunization Compliance documents enclosed/ Compliance Binder</p> <p>Yearly Preliminary and Final Compliance Review (MSDH)</p>	<p>September 19, 2016 (completed) December 12, 2016</p>

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
Standard 6.3: Age of Entry Requirements 1. Of record reviewed, no determination could be made on appropriate age of entry because of no enclosed birth certificate	MDE: Establish a procedure to follow up with students who are enrolled with a temporary immunization form and ensure that all immunization requirements are completed within the timelines indicated on the temporary form. <ul style="list-style-type: none"> All Temporary Compliance Forms dates shall be uploaded in Microsoft Calendar as a measure to closely monitor expiration dates so that parents can be informed in a timely manner to get their child's compliance form updated to be submitted to the school to enclosed in child's cumulative folder. 	School Level Administration and Office of Enrollment Service	Microsoft Calendar	Ongoing
	6.3: <u>Age of Entry Requirements</u> MDE: All students records shall be reviewed to ensure that every student has proper documentation of birth <ul style="list-style-type: none"> Provide training on established district enrollment procedures and guidelines as they relate to Age of Entry Requirements. Enrollment Personnel shall closely inspect dates of birth to ensure proper age verification for official enrollment A certified copy of students' birth certificate shall be enclosed in their cumulative folder according to state and district guidelines. MDE: The record of birth shall be documented on the students' records and verified/initialed by		Training Documents/ Agenda/ and Sign-In Sheets Student Cumulative Folders with Certificate of Birth documenting Age of Entry enclosed and properly documented on students records Student Cumulative Folders with Certificate of Birth	March 15, 2016 and ongoing w/monthly technical support trainings January 27, 2017

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<p>a designated school official.</p> <ul style="list-style-type: none"> Record of birth shall be documented on students' cumulative and permanent records by proper school official with his/her verified initials. School Official shall ensure that all other applicable information is accurately recorded on the students' records as recorded on Birth Certificate for example – <i>The correct spelling of parent's and student's names.</i> 		documenting Age of Entry enclosed and properly documented on students records along with other applicable information as recorded on Birth Certificate	January 27, 2017

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District

Code #: Miss. Code Ann. § 37-15-33;

Standard Deficiency: The District is noncompliant with Standard 7 based on findings from an unannounced audit conducted April 4-22, 2016. Findings from the audit determined noncompliance relates to the policy in the student handbook which state that grades of students who transfer into the District must be converted into numerical values. It is addressed in a number of different places, but the conversion tables are inconsistent. Remains on file until cleared by the Office of District Accreditation.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>The District is noncompliant with Process Standard 7.</p> <p>Noncompliance relates to the policy in the student handbook. The policy states that grades of students who transfer into the District must be converted into numerical values. It is addressed in a number of different places, but the conversion tables are inconsistent. See pages 49, 57, 66, 71, etc., of the student handbook.</p>	<p>Revise Board Policy IGA to reflect the conversion of grades for transfer students.</p> <p>Revise student handbook to address inconsistent tables.</p>	Chief of Staff	<p>Updated Policy</p> <p>Updated student handbook</p>	April 21, 2017

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

Standard Deficiency: 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*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>The District <u>is noncompliant</u> with Process Standard 8.</p> <ol style="list-style-type: none"> Of Cumulative Folders reviewed, no information recorded Of Cumulative Folders reviewed, no standardized test data No information recorded at top of permanent record Date of Birth on birth certificate does not match the recorded DOB on permanent record No immunization information recorded on permanent record No attendance information recorded on permanent record Parent and student's name are not recorded as they appear on Birth Certificate. No initials verifying birth certificate and immunization information Parent's name recorded in pencil. No enrollment data recorded No grades recorded Address on cumulative folder 	<p>8: <u>Permanent Records and Cumulative Folders</u> –</p> <p>MDE: The permanent record, as the transcript for students enrolling in post-secondary education, shall be accurate when recording grades and transferring information.</p> <ul style="list-style-type: none"> School Official shall ensure the accurate recording of grades and the transfer of all applicable information. Elementary School Officials shall manually record all student grades to the permanent record according to grade entry into SAM <i>Spectra</i>. Middle and High School Officials shall print student record labels using SAM <i>Spectra</i>, which contains student's name, grade level, school's name, school year, list of courses taken, Semesters 1 & 2 averages, final average and total awarded Carnegie Units. Grade Entry Accuracy is determined using the district's current Grade Verification Process in SAM <i>Spectra</i>. <p>MDE - The records of last year's graduates shall be reviewed and when necessary, corrected according to the Manual of Directions for working with cumulative folders and permanent records.</p>	<p>School Level Administration and Office of Enrollment Service</p>	<p>Students' Cumulative Folder and Permanent Records Review</p>	<p>September 14, 2017 and Ongoing</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>and permanent record does not match proof of residency</p> <p>13. No MSIS ID number recorded</p> <p>14. Incomplete data in area of courses taken and grades earned</p> <p>15. Inaccurate data for enrollment and withdrawal</p> <p>16. Incorrect Social Security number recorded</p> <p>17. Summary of Courses Section is not being completed</p> <p>18. Contains no documentation of entrance dates</p> <p>19. No course labels that reflect grades and attendance on cumulative folder or permanent record</p> <p>20. No documentation of PASS or FAIL for SATP/PARCC end of year course assessments</p>	<ul style="list-style-type: none"> School officials shall visually inspect all 2016 graduates' records and make all necessary corrections and/or adjustments to ensure compliance with SBE using the Manual of Directions for working with cumulative folders and permanent records. <p>MDE - At the high schools, a major revamping of record keeping must occur. Accurate tracking of graduation requirements for all Grades 7 through 12 students shall take place and cumulative folders and permanent records for these students shall include complete documentation concerning all courses in which Carnegie units have been earned.</p> <ul style="list-style-type: none"> The district shall construct and provide a Scope of Work for school Records Clerks defining their specific roles, duties and responsibilities for maintaining student cumulative folders and permanent records. The district has developed a Standard Procedures Guide for Records that provides the following organized directives for schools: For Grades 7 – 12, the Cumulative folder and Permanent Record may be maintained separately as to allot for work proficiency among school administrators, counselors and records clerks; therefore, the following district procedures shall apply to middle and high schools for grades 7 – 12: <ol style="list-style-type: none"> The school's <i>records clerk</i> shall guarantee that the inventory of cumulative folders matches the inventory of permanent records (Form 		<p>2016 Transcript Documents</p> <p>Scope of Work for Records Clerks</p> <p>Standard Procedures Guide for Records</p>	<p>June 13, 2016 and ongoing</p> <p>August 8, 2016 (completed)</p> <p>May 11, 2016 (revised)</p>

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<p>II). For example: <i>If John Doe (MSIS#1234) has a cumulative folder at Murrah High School; John Doe (MSIS#1234) should also have a permanent record (Form II) at Murrah High School.</i></p> <ol style="list-style-type: none"> 2. The school's <i>records clerk</i> shall make sure that the data on the cumulative folder match the data on the permanent record (Form II) according to data in SAM <i>Spectra</i> and MSIS. 3. School Counselors shall accurately track students' graduation requirements for Grades 7 through 12 using ICAP document. 4. The appropriate school counselor shall ensure that ALL Carnegie Units are properly indicated and tallied in the Summary of High School Units section of the student's Permanent Record 5. The school's <i>records clerk</i> shall organize and file cumulative folders according to grade level in one central location. 6. The school's <i>records clerk</i> shall also organize and may file permanent records (Form II) <u>separately</u> according to grade level, <u>BUT</u> in the <u>same</u> central location. 7. When a cumulative folder is officially requested <i>within</i> or <i>outside</i> the district of the state of Mississippi, the school's records clerk shall fulfill this request by retrieving the cumulative folder from its perspective file to be packaged for record delivery, once it has been <u>thoroughly</u> and <u>properly</u> inspected. 8. It shall be the responsibility of school 			

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<p>records clerks to monitor and maintain an accurate accounting of all student records.</p> <p>MDE: In addition, records shall document the test scores of any test taken by the students including ACT scores and subject area test scores using the labels provided to the District. These labels shall be affixed in the appropriate places on the student records.</p> <ul style="list-style-type: none"> According to outlined Scope of Work by the district for school Records Clerks, these school officials shall affix all testing labels appropriately on cumulative and permanent records of any test taken to include ACT and Subject Area test scores. State test scores may also be manually recorded from MSIS. School Counselors will develop an ACT Testing Schedule to be submitted to Office of Records to monitor when score results return to ensure placement on students' records. <p>MDE: All District and/or school personnel responsible for student records shall be trained by the district on how to keep accurate student records. The MDE Office of District Accreditation's website has two (2) instructional videos, <i>Online Tutorials for Cumulative Folders and Permanent Records Part A and B</i>, as well as the online <i>Mississippi Cumulative Folder and Permanent Records Manual of Directions</i>. The MDE website link is: http://www.mde.k12.ms.us/accreditation.</p>		<p>Scope of Work for Records Clerks</p> <p>ACT Testing Schedule</p> <p>Training Documents/ Agenda/ and Sign-In Sheets/Mississippi Cumulative Folder</p>	<p>August 8, 2016 (completed)</p> <p>December 16, 2016</p> <p>July 21, 2016 and ongoing monthly technical support trainings</p>

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<p>The district shall conduct Records Training on <i>Mississippi Cumulative Folder and Permanent Records Manual of Direction – MDE and District Procedures</i> for records maintenance to ensure the following:</p> <ul style="list-style-type: none"> • Accurate recording of student's name, birth certificate number, POB, DOB, SSN, MSIS#, Race, Sex & Ethnicity • Accurate recording of student's address as it appears on residency proofs and correct spelling of parents' name as they appear on student's birth certificate • All pertinent student data are recorded on the cumulative and permanent records – Elementary & Secondary Progress in proper sequence • Proper Entrance & Exit Coding • Accurate Attendance Recording • Immunization Verification • Record of Tests – Standardized • Accurate Recording of High School Credits on Permanent Record • Proper usage of Significant Facts • Full completion of Graduation Facts <p>MDE: It is suggested that central office administration conduct a periodic review of school records to verify that records are maintained according to the Mississippi Cumulative Folder and Permanent Records Manual of Directions.</p>		and Permanent Records Manual of Direction/District's Standard Procedures Guide for Records/ Online Tutorials for Cumulative Folders and Permanent Records Part A and B	

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	Each Cumulative Folder and Permanent Record shall be reviewed, visually inspected and adjusted and/or corrected to meet the defined specifications as outlined by the MDE Manual of Directions, the district's Permanent Record and Cumulative Folder Checklists, and Procedures Guide for Records:		JPSD Permanent and Cumulative Records Checklists Students' Cumulative Folders/ Students' Permanent Records/SAM <i>Spectra</i>	September 12, 2016 and ongoing to completion

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

Standard Deficiency: 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.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>The District <u>is noncompliant</u> with Process Standard 10.</p> <p>The District has failed to report attendance in accordance with the reporting guidelines outlined in Miss. Code Ann. § 37-13-91.</p> <p>Findings include failure to report unlawful absences within the required timelines, failure to ensure that correct contact information is properly placed on the student attendance referrals, lack of approved policies and procedures related to unexcused absences and tardies, and failure to report suspensions to the MDE.</p> <p>In addition, auditors reviewing student records viewed documentation of students being absent for as many as 90 days and still passing courses and earned Carnegie units.</p>	<p>10: <u>Compulsory Attendance</u></p> <p>MDE: Any 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> <ul style="list-style-type: none"> The school district shall provide a Scope of Work outlining the specific duties, roles and responsibilities for school attendance clerks and district attendance counselors. The School District shall enforce and provide training on its Attendance Reporting Process to include tracking and charting attendance behaviors using three (3) procedural phases. The District shall report to the State Attendance Officer when students have missed 5, 10, & 12 days from school. This reporting shall be done within two (2) days or five (5) if it falls over holiday or weekend. This information shall be scanned and emailed to the Office of Compulsory School Attendance 	<p>School Level Administration and District Attendance Counselors</p>	<p>Scopes of Work for Attendance Clerks and Attendance Counselors</p> <p>Training Documents/ Agenda/ and Sign-In Sheets</p> <p>District Attendance Reporting Phases (Revised)</p>	<p>August 8, 2016 - completed</p> <p>August 8, 2016 and ongoing technical support training</p> <p>August 8, 2016</p>

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2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<p>Enforcement. <i>Please see attachment A.</i></p> <ul style="list-style-type: none"> The School Official when reporting shall complete the district's Attendance Referral Form cover sheet identifying the school name, total referrals, student name, grade level, number of days, preparer's signature and date. The cover sheet shall be attached to <i>Official Notice of Unexcused Absence</i> form for each student listed on the cover sheet. School Official shall scan and email documents to the State Attendance Officer (MDE) <p>MDE: The District shall ensure that correct contact information is properly placed on the student attendance referrals (i.e. phone number and/or address).</p> <ul style="list-style-type: none"> The district shall verify the correct contact information is properly placed on the student's attendance referral. The Official Notice of Unexcused Absence form provides the student's contact information, phone number, state ID and other pertinent information. The form is signed by school official personnel for validation purposes. The district shall require quarterly updates of student contact information using the district's <i>Contact Update Form</i>. This will work to ensure that student contact information is current and accurate. The District shall use its automated calling system to encourage parents to report to the school to update their contact information as it changes. 		<p>Email Receipts and Official Notice of Unexcused Absence submitted to the State Attendance Officer</p> <p>Official Notice of Unexcused Absence Form</p> <p>Contact Update Form</p> <p>Blackboard Connect</p>	<p>April 28, 2017</p> <p>August 8, 2016 and ongoing</p> <p>January 27, 2017</p> <p>January 27, 2017</p>

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<p>MDE: The District shall not have policies or procedures that apply an unexcused absence to students that have acquired three (3) tardies.</p> <ul style="list-style-type: none"> JBL I – Policy Updated <p>MDE: The District shall report suspensions, as they occur, to the Mississippi Department of Education’s School Attendance Officer assigned.</p> <ul style="list-style-type: none"> The School Official when reporting suspensions shall complete the district’s Suspension Referral Form cover sheet identifying the school name, total referrals, student name, grade level, number of suspension days, preparer’s signature and date. The cover sheet shall be attached to the district’s actual <i>Notice of Corrective Action</i> document for each student listed on the cover sheet. School Official shall scan and email documents to the State Attendance Officer (MDE). The District shall report all suspensions on the day of occurrence to the State Attendance Officer. 		<p>Updated Policy JBL I</p> <p>Email Receipts of all Out of School Suspensions submitted to the State Attendance Officer</p>	<p>August 4, 2016 (completed)</p> <p>April 28, 2017</p>

ATTENDANCE REPORTING PROCESS

Jackson Public School District

PHASE I

JPS-School Attendance Clerk/IST
will receive absences per school
daily.



At least two (2) documented attempts
(i.e. phone calls and/or letters (Form A)
will be utilized regarding contacts with
students and parents/legal guardians.



JPS-School Attendance Clerk/IST will send a
copy of the Attendance Letter to parents /
legal guardians (1st Form B / 3day letter).

ATTENDANCE REPORTING PROCESS

Jackson Public School District

PHASE II

JPS-School Attendance Clerk/IST will send a letter to parents as well as maintain a copy of Forms A, B, & C for filing.
A **5** and/or **10** day referral will be forwarded to the State Attendance Officer.



State School Attendance Officer will mail the student's parents/legal guardian(s) the Compulsory School Attendance Enforcement letter, which explains the law and the penalties for non-compliance.



The State will forward its report to JPSPD outlining its actions and findings.

ATTENDANCE REPORTING PROCESS

Jackson Public School District

PHASE III

Student continues to be out of compliance with the
Compulsory School Attendance Law

37-13-91

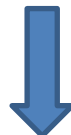


JPS School Official will send a
letter of non-compliance (Form D / 12 days) to the
student's parents/legal guardian as well as maintain a copy
for filing. A **12** day referral will be forwarded to the State
Attendance Officer.



JPS-School Attendance Clerk/IST will send letters to parents
of all students who have missed 5, 10, & 12 days.

JPS School Official will monitor and
send referrals to the State Attendance Office of students
with 5, 10, & 12 days. The unexcused absences must be
reported within 2 days or 5 if it falls over holiday or
weekend.



ATTENDANCE REPORTING PROCESS

Jackson Public School District

A petition is filed by the State Attendance Officer in the court
Of competent jurisdiction

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

Standard Deficiency: 13.1 The District is noncompliant with Standards 13, and 13.1 based on findings from an unannounced audit conducted April 4-22, 2016. Findings from the audit determined JPS District Policy AE states that the weekly instructional time shall equal a minimum of 27 1/2 hours of instruction. Districts are not allowed to average daily instructional time over a week to meet minimum hours of instruction. Remains on file until cleared by the Office of District Accreditation.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>The District is noncompliant with Process Standards 13, 13.1, and 13.2.</p> <ul style="list-style-type: none"> Noncompliance with Standard 13.1 is related to JPS District Policy AE that states that the weekly instructional time shall equal a minimum of 27 ½ hours of instruction. Districts are not allowed to average daily instructional time over a week to meet minimum hours of instruction. The teaching day shall provide at least 330 minutes of instruction per day. Board policy JBL incorrectly defines an instructional school day as 63% of required instructional time. This percentage is used for the purpose of determining and reporting attendance. See Process Standard 13.1. 	Revise Board Policy AE to reflect that an instructional day is defined as 330 minutes.	Chief of Staff	Updated Policy AE	August 4, 2016
	Revise Board Policy JBL to reflect that an instructional day is defined as 330 minutes.		Updated Policy JBL	August 4, 2016

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District

Code #: {MS Code 37-13-67}

Standard Deficiency: 13.2 The District is noncompliant with Standards 13, and 13.2 based on findings from an unannounced audit conducted April 4-22, 2016. Findings from the audit determined several periods in the block schedule, at several schools have less than the 94 minutes as required. Remains on file until cleared by the Office of District Accreditation.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<ul style="list-style-type: none"> • Noncompliance with Standard 13 is related to the lack of instructional time that is required to be provided in classes that offer Carnegie unit credit as indicated at the following schools: <ul style="list-style-type: none"> ○ At Northwest Middle School, three (3) of the four (4) periods in the block schedule have 93 minutes of instruction rather than 94 minutes as required. ○ At Whitten Middle School, every block does not contain the minimum 94 minutes of instruction. 	<p>Revise all secondary bell schedules and master schedules in SAMs and MSIS to reflect at least 94 minutes of instruction per class block</p> <ul style="list-style-type: none"> • Verify that each course for which a student receives 1 Carnegie unit meets 140 hours using SAMs and MSIS schedules. • Verify that each course for which a student receives and .5 Carnegie unit meet 70 hours using SAMs and MSIS schedules. • Verify that block schedule (4x4 and A/B) has at least 94 period minutes using SAMs and MSIS schedules. 	Chief of Staff	Submit a class schedule for 2016-2017 to the Office of District Accreditation for all middle schools and high schools.	April 21, 2017

CORRECTIVE ACTION PLAN 2016-217

District Name: Jackson Public School District

STANDARD 14

Code(s): {Miss. Code Ann. § 37-16-7} (7 Miss. Admin. Code Pt. 3, Ch. 36, R. 36.1, R. 36.2, R. 36.3, R. 36.4) and applicable appendices

Standard Deficiency: The Jackson Public School District is **noncompliant** with Process Standards 14, 14.1, 14.2, and 14.5 of the Mississippi Public School Accountability Standards which state, “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.”

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>Local school board policies and student handbooks contain conflicting information regarding graduation requirements. District policies provide inaccurate and inconsistent information concerning the District’s graduation requirements as follows:</p> <ul style="list-style-type: none"> Jackson Public School District Board Policy IGB and JBQ indicate that the traditional diploma requires 25 Carnegie units, the District Pathway Option requires 21½ Carnegie units, and the Career Pathway Option requires 21. The policy also incorrectly lists JROTC in the required Content Area. JROTC is not 	<p>Official school board policies shall serve as the basis of operation for the school district. The student handbook functions as a means to communicate approved school board policies to staff, students, and parents / guardians regarding graduation requirements. Students receiving a standard diploma may select from four (4) graduation pathways as specified by the local school district’s graduation requirements</p> <ul style="list-style-type: none"> Develop a timeline for reviewing and revising school board policies related to graduation requirements by assigning to applicable personnel, offices and 	<p>District Lead Counselor, Executive Directors of Academics; secondary Chief Academic Officers; District Counsel; Chief of Staff; Deputy Superintendent; and Superintendent</p>	<p>Review Timeline for Policies and Procedures --- P-16 Council Survey Results --- Student Handbook with the Code of Conduct --- Process for the Development, Revision, and Adoption of Board Policies and Administrative Regulations for Counseling</p>	<p>The projected completion date of the Review Timeline for Policies and Procedures is December 15, 2016 for the secondary Chief Academic Officers and District Counsel to review and provide guidance and direction. --- The completion date of the <i>Student Handbook with the</i></p>

CORRECTIVE ACTION PLAN 2016-217

District Name: Jackson Public School District

STANDARD 14

Code(s): {Miss. Code Ann. § 37-16-7} (7 Miss. Admin. Code Pt. 3, Ch. 36, R. 36.1, R. 36.2, R. 36.3, R. 36.4) and applicable appendices

<p>required, but rather can be substituted for the physical education requirement if it meets the instructional requirements specified in the <i>Fitness through Physical Education Framework</i>. See Footnotes 8 and 9 under Appendix A-2.</p> <ul style="list-style-type: none"> Jackson Public School Board Policy JBJ/IGD for <i>Promotion and Retention of Students</i> also includes Graduation Requirements. The required subjects listed in the graduation requirements for a traditional diploma are incorrect. The total number of credits required is listed as 27. The District Option requires a total of 23 units. 	<p>departments (by term annually)</p> <ul style="list-style-type: none"> Revise the content and format of the <i>Student Handbook</i> to include an “at-a-glance” page for high school graduation pathways Elicit feedback from the P-16 council regarding the “at-a-glance” document outlining the four (4) graduation pathways included in the student handbook Develop a process for the development, revision, adoption, and dissemination of board policies and administrative regulations related to graduation requirements Develop a timeline and process for developing the publication, <i>Administrative Regulations for Counseling Services</i>, to ensure the review of cumulative folders, records, and 		Services	<p><i>Code of Conduct</i> (2016-2017) is Wednesday, September 14, 2016 for the Board of Trustees to review and adopt on Tuesday, September 20, 2016.</p> <p style="text-align: center;">---</p> <p>The projected completion date of the P-16 Council survey results is Thursday, December 15, 2016.</p> <p style="text-align: center;">---</p> <p>The projected completion date of the <i>Process for the Development, Revision, Adoption, and Dissemination of Board Policies and Administrative</i></p>
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CORRECTIVE ACTION PLAN 2016-217

District Name: Jackson Public School District

STANDARD 14

Code(s): {Miss. Code Ann. § 37-16-7} (7 Miss. Admin. Code Pt. 3, Ch. 36, R. 36.1, R. 36.2, R. 36.3, R. 36.4) and applicable appendices

	graduation requirements are consistent with approved school board policies and procedures			<i>Regulations for Counseling Services</i> is Thursday, December 15, 2016 for the secondary Chief Academic Officers, Chief of Staff and Deputy Superintendent and District Counsel to review and provide guidance and direction.
<ul style="list-style-type: none"> Records reviewed for seniors of school year 2014-2015 and 2015-2016 were missing documentation to verify that all students had passed all four (4) end-of-course subject area tests. On 114 of 197 student records reviewed, the end-of-course subject area test result labels are not affixed to the cumulative folder as 	To ensure that each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations, the evaluation of cumulative folders and permanent records will undergo five (5) review points throughout the school year – <i>August, October, December, March, and late April-early May</i> , enabling school- and district-level personnel to verify that students' records are	School-level Records Clerks, Graduation Coaches, Counselors, Principals, District Lead Counselor	Administrative Regulations for Counseling Services --- School-level Graduation Review Procedures ---	The projected completion date of the <i>Administrative Regulations for Counseling Services</i> is Thursday, December 15, 2016 for school- and district-level personnel to provide guidance

CORRECTIVE ACTION PLAN

2016-217

District Name: Jackson Public School District

STANDARD 14

Code(s): {Miss. Code Ann. § 37-16-7} (7 Miss. Admin. Code Pt. 3, Ch. 36, R. 36.1, R. 36.2, R. 36.3, R. 36.4) and applicable appendices

required.	up-to-date, accurate and consistent with District policies and procedures, as well as state rules, regulations, and standards.		District-level Graduation Review Procedures --- Random Review of iCAPs ---	and direction. This document will provide the timeline and process for graduation review. --- The projected completion date of the district-level procedures for graduation review is Wednesday, November 16, 2016 for the secondary Chief Academic Officers, Chief of Staff, Deputy Superintendent and District Counsel to review and provide guidance and direction.
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CORRECTIVE ACTION PLAN 2016-217

District Name: Jackson Public School District

STANDARD 14

Code(s): {Miss. Code Ann. § 37-16-7} (7 Miss. Admin. Code Pt. 3, Ch. 36, R. 36.1, R. 36.2, R. 36.3, R. 36.4) and applicable appendices

	<p>To ensure that a student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises, school-level counselors, working collaboratively with records clerks and graduation coaches, will review, chart, and track student academic progress for meeting graduation requirements beginning in eighth grade.</p> <p>All eighth grade students are required to have an Individualized Career and Academic Plan (iCAP) prior to exiting the eighth grade. Using available resources, eighth grade counselors will ensure students have completed iCAPs to chart each student's pathway toward college and career readiness. The District's Lead Counselor will provide ongoing technical assistance to ensure the successful implementation of this process. Each student's iCAP will be reviewed and / or adjusted thereafter.</p>	<p>School-level Records Clerks, Graduation Coaches, Counselors, Principals, District Lead Counselor, Director of Student Enrollment Services and Records</p>	<p>Cumulative Folders and Permanent Records</p> <p>iCAPs</p> <p>Cumulative Folders and Permanent Records</p> <p>Meeting Agendas and Reports of Professional Development Attendance by School-level Counselors and District Lead Counselor's Monthly Reports</p>	<p>Ongoing</p> <p style="text-align: center;">---</p> <p>The projected completion date of counselor and principal professional development for iCAP and Mississippi Choices is Wednesday, November 15, 2016. Onsite technical assistance provided by the lead counselor in schools is ongoing.</p>
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**CORRECTIVE ACTION PLAN
2016-217**

District Name: Jackson Public School District

STANDARD 14

Code(s): {Miss. Code Ann. § 37-16-7} (7 Miss. Admin. Code Pt. 3, Ch. 36, R. 36.1, R. 36.2, R. 36.3, R. 36.4) and applicable appendices

	<p>Note: 2014-2015 & 2015-2016 transcripts are undergoing significant evaluations to ensure that all pertinent data are recorded and that all state assessment result (i.e., end-of-course subject area test results) labels are affixed to each transcript.</p>		<p>Documenting Onsite Technical Assistance in Schools</p> <p>Meeting Agendas for Records Clerks, Graduation Coaches, and Counselors</p>	
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CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District

Code #: 37-21-7; 37-7-301

Standard Deficiency: Standard 17.1 The school district is in compliance with state and/or federal requirements for the following programs Mississippi Kindergarten Guidelines and Mississippi Early Learning Guidelines.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<ul style="list-style-type: none"> Lesson Plans are not written in unit/thematic format. Lesson plans do not reflect large and small group activities. Lesson plans do not indicate integrated language arts, music art, math, social studies, science, and P.E. Neither the master schedule or master schedule indicate physical activity is provided for 30 minutes daily for kindergarten students. The District does not provide the school a kindergarten budget so it cannot be determined if \$200 is spent on instructional materials for each class. The District does not have a kindergarten handbook 	<ul style="list-style-type: none"> The lesson plan template will be written in theme/unit format. The lesson plan template will reflect large and small group activities. Lesson plans will be integrated across the content-areas Lesson plans and teacher schedules will reflect 30 minutes of P.E. daily. The CFO will provide an explanation of how the district budget is allocated, per the Mississippi Code. Lesson Plans will be available for review in all teachers' classrooms The kindergarten restroom door locks will be replaced with ones where access can be gained from the exterior door. (Davis Magnet) Kindergarten philosophy and goals will be added to the existing policy. 	William Merritt, IV	<p>Previous and current lesson plans</p> <p>Teacher schedules from each building.</p> <p>Lesson plan template</p> <p>District budget/invoice</p>	<p>December 2016</p> <p>December 2016</p> <p>December 2016</p> <p>December 2016</p> <p>December 2016</p>

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: Miss. Code Ann. § 37-7-301(ss); SB Policy 2904) (Refer to the Mississippi Early Learning Guidelines); Miss. Code Ann. § 37-7-301 (zz).

Standard Deficiency: 17.2 - The school district is in compliance with state and/or federal requirements for the following programs

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
Documentation was unavailable to verify that training on principles and methods of early childhood education has been provided.	The Office of Early Childhood will provide trainings on various Early Childhood topics, including but not limited to the Frog Street Curriculum and brain research.	Director of Early Childhood	Agendas, Sign-In Sheets, & Flyers	Ongoing
The school does not have a parent handbook that addresses program philosophy, goals, and policies for Pre-K.	The Office of Early Childhood will provide all parents of students enrolled in the Pre-K program a handbook that address the programs' mission, goals and policies for Pre-K students.		Pre-K Handbook	October 30, 2016
Based on staff interviews, a review of the master schedule and lesson plans, 330 minutes of daily instruction is not provided for Pre-K students.	The Office of Early Childhood has implemented a new curriculum/program that will provide 330 minutes of daily instruction.		Frog Street Curriculum Lesson Plans and Master Schedule	October 14, 2016

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: Miss. Code Ann. § 37-7-301(ss); SB Policy 2904) (Refer to the Mississippi Early Learning Guidelines); Miss. Code Ann. § 37-7-301 (zz).

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
The school does not schedule on the calendar a minimum of three (3) face-to-face parent/teacher conferences for Pre-K students.	The Office of Early Childhood will schedule three (3) face-to-face parent/conferences for Pre-K parents.		District Calendar Handbook Agendas Sign-In Sheets Newsletters	October 11, 2016 December 15, 2016 March 23, 2017
For Pre-K students, the required 40 minutes of indoor/outdoor physical activity per day is not provided.	The Office of Early Childhood will ensure students are provided 40 minutes of indoor/outdoor daily physical activity.		Lesson Plans Daily Schedule Master Schedule	October 14, 2016
In the Pre-K classroom, safety covers are not placed on electrical outlets.	The Office of Early Childhood will ensure placement of safety covers in all unused electrical outlets in the Pre-K classrooms.		Verification Sheets	September 16, 2016
According to the master schedule, both Pre-K and kindergarten students have the same recess period, although staff reports that recesses do not coincide.	The Office of Early Childhood will ensure the Pre-K and Kindergarten master schedules indicate that recess/physical activity is conducted at different times.		Master Schedules	October 14, 2016 Completion Date: April 21, 2017

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District **Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

Standard Deficiency 18. Each school has a library media center.

18.1 Each school has a library media center with an organized collection of materials and equipment that represents a broad range of current learning media, including instructional technology.

18.2 The library staff offers a systematic program of service to students and staff by providing access to the materials and equipment, by providing instruction in the use of the materials and equipment, and by working with teachers and other staff members to provide learning activities for the students.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>The District is <u>noncompliant</u> with Process Standards 18, 18.1, and 18.2.</p> <p><u>Casey Elementary School</u></p> <ul style="list-style-type: none"> The librarian required auditor's assistance to run requested circulation reports from the library automation system and was unable to produce some of the requested reports. The computer is excessively slow, and there are printing problems. The minimum of ten (10) books per student exists, but the average copyright age of the nonfiction collection is 1984 and does not support the school's instructional program. The reference collection has been damaged because of a leaky roof, and the librarian has deleted these books. The reference items that are on the shelves are outdated. A needs assessment and curriculum objectives have not been used to update the reference collection. Reference books have been ordered to update the 	<p>Objective: All JPS library media centers will offer a systemic program of service to students and staff by providing access to the materials and equipment, by providing instruction in the use of materials and equipment, and by working with teachers and other staff members to provide learning activities for the students.</p> <p>Strategies: Section 2: Administrative View Mississippi School Library Guide (MSLG)-MDE</p> <p>1. A comprehensive library program provides skills instruction, information access, program management, and library management.</p> <ul style="list-style-type: none"> Provide a central repository for all forms, handbooks, training materials, and policies and procedures necessary for the operations of library media centers. 	<p>JPS Lead Librarian, JPS Instructional Technology is responsible for the</p>	<p>JPS Online Librarian Portal Library schedules and documents collected and</p>	<p>Creation of online Librarian Portal – August 30, 2016</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District **Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>collection but have not been processed.</p> <ul style="list-style-type: none"> A list of credible and age appropriate websites is not evident. Magnolia is not visibly advertised in the library. A collection of professional titles is evident, but appears to be outdated. The professional collection is not catalogued in the automation software program, making it difficult to determine the average copyright age of the collection. A certified librarian is assigned full-time to the school library although the enrollment requires only a half-time librarian. The librarian does serve a number of roles in the school that take away from time spent on library duties. The additional roles include testing coordinator, webpage coordinator, and a daily assignment as a literacy coach/tutor for approximately 105 minutes each day. An annual budget request has not been communicated to administration. An average of \$6.52 per student is budgeted for the library (this amount does not include the Lake Memorial Funds) and does not appear to be adequate to replace the dated nonfiction collection. 	<ul style="list-style-type: none"> Adhere to an approved teaching schedule. Provide time to participate in district required professional development sessions. (See attached schedule) 	<p>implementation of all of the Corrective Action Plan items in conjunction with school librarians.</p>	<p>posted in online school folders.</p> <p>School library schedules collected and stored in online folders for review. All schedules posted in the libraries and placed in library policy and procedures manuals.</p> <p>JPS Librarian Calendar of Professional Development</p> <p>JPS Librarian Professional Development Agendas and Sign-In Sheets</p>	<p>School library schedules posted October 1, 2016.</p> <p>Required monthly librarian professional development completed – May 4, 2017.</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District**Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<ul style="list-style-type: none"> Shelving of resources according to the Dewey Decimal System or another recognized classification system was not evident. Books are shelved by their colored Accelerated Reader dots. The library follows a fixed schedule, except when music programs or other school programs are planned for the multi-purpose room that houses the library. Library services are suspended when the facility is used as an auditorium. An annual report to the administration documenting expenditures from each funding source was not evident. Long-term and short-term goals exist but are not supported by program assessment including input from administrators, faculty, and students to assist in the process. The school library does not have an advocacy committee. Carpet is the main library area was stained and a tripping hazard. Library doors do not lock, leaving materials and equipment unsecured. The circulation area is cramped and cluttered. 	<ul style="list-style-type: none"> Complete individual librarian professional growth goals based on the Librarian Growth Plan – 2016 to ensure development of individual librarian professional growth. http://www.mde.k12.ms.us/docs/elementary-education-and-reading-library/professional-growth-plan-fillable.pdf?sfvrsn=2 Create long and short term goals tailored to the needs of individual schools which includes collection of materials and equipment, including technology that represent a broad range of learning media. 		<p>Individual Librarian Growth Rubric Results</p> <p>Long and short term goals created from needs assessment surveys and posted in the online library portal and placed in the school library policies and procedures manuals.</p>	<p>Individual librarian professional development evaluations collected and reviewed.– March 27, 2017</p> <p>Professional Growth Plans completed April 6, 2016.</p> <p>Long and short term goals posted November 4, 2016</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School **DistrictCode #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<ul style="list-style-type: none"> There is no area for small group use, no storytelling area, no library office, no storage room, and no special areas for displays. Large rolling racks of chairs for assembly programs were evident. <p><u>Davis Magnet School</u></p> <ul style="list-style-type: none"> The library does not maintain a printed list of credible and age-appropriate websites available that support the curriculum. The District does not provide sufficient funding for the purchase and maintenance of current resources for the library. The librarian does not submit an annual budget request to the principal or a summary end-of-year report of expenditures by funding source. A review of the collection statistics indicated that the average copyright is 1990. <p><u>French Elementary School</u></p> <ul style="list-style-type: none"> The library does not maintain a printed list of credible and age-appropriate websites available that support the curriculum. The librarian does not submit an annual budget request to the principal 	<p>Strategies: Section 3: The Library Learning Environment Mississippi School Library Guide (MSLG)-MDE</p> <p>2. The library media center shall be used for its intended purpose and function to serve students and staff.</p> <ul style="list-style-type: none"> Librarians will be fully trained, knowledgeable, and proficient in effectively providing a supporting role in connecting the curriculum and state standards to the total reading program. Librarians will be trained to enhance library background and skills in library media center organization and environment. 		<p>Monthly Library Circulation Reports</p> <p>Monthly librarian professional development session sign in sheets.</p> <p>Revised Collection Development Policy IFD.</p>	<p>Collect and monitor monthly circulation reports – May 8, 2017.</p> <p>Required monthly librarian professional development completed – May 4, 2017.</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District**Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

District Name: Jackson Public School District Code #: Miss. Code Ann. § 97-17-6(3)(a-c) and the Mississippi School Library Media Guide.	MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<p>or a summary end-of-year report of expenditures by funding source.</p> <ul style="list-style-type: none"> The furniture is not age appropriate. The tables and chairs are too large for the younger students. A review of the collection statistics indicated that the average copyright is 1993. <p><u>Isable Elementary School</u></p> <ul style="list-style-type: none"> The minimum of ten (10) books per student does exist; however, the average copyright age of the collection is 1996. The average copyright age of the nonfiction collection is 1998, and does not support the school's instructional program. There is evidence of a reference collection, but it appears to be aged; for example, the encyclopedias are a 2004 set. A list of DVDs/CDs has not been compiled, and the collection appears to be outdated. The collection is not catalogued in the automation software making it difficult to determine the average age of this collection. A collection of professional titles was evident, but appears to contain outdated materials. The 	<p>Strategies: Section 4: Collection Development – Mississippi School Library Guide (MSLG)-MDE</p> <p>3. The library must offer an organized program of service to students and staff. Librarians shall be fully trained, knowledgeable, and proficient in all systems used to effectively provide a program of services.</p> <ul style="list-style-type: none"> Provide regular professional development sessions for all JPS librarians on collection development. Librarians will be trained according to MSLG process for collection development. Create and implement Needs Assessments administered to students and staff to meet the changing needs of the school community. 		<p>Semi-Annual Collection Reports</p> <p>Monthly librarian professional development plan and sign in sheets.</p> <p>Needs assessments results posted in library online folders and placed in school library policies and procedures manuals.</p>	<p>Required monthly librarian professional development completed – May 4, 2017</p> <p>Needs assessments completed and compiled November 4, 2016</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School **District Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>collection is not catalogued in the automation software making it difficult to determine the average age of this collection.</p> <ul style="list-style-type: none"> An annual report documenting expenditures from each funding source for the library program was not evident. The school library does have an advocacy committee, but does not include an administrator, a parent, or a student on the committee as recommended. The library facility does not include a library office or a library storage room. An office storage room may be used when needed. <p><u>Lester Elementary School</u></p> <ul style="list-style-type: none"> Selection of library materials is based on a narrow needs assessment relying primarily on Children Festival workshops and library conferences with limited input from teachers, circulation data, and curriculum needs. The library does not maintain a printed list of credible and age-appropriate websites available that support the curriculum. The library does not have the required minimum professional titles or professional periodicals. The 	<ul style="list-style-type: none"> Maintain universal and effective District Collection Development policies for selection and deselection of current materials, including, donations to the school. Provide strategies for purchasing library resources taken from the District approved Collection Development policy. Evaluate the collection to ascertain effective service to patrons. Develop the professional library in a K12 setting that supports the professional growth of teachers. 		<p>Revised Collection Development Policy IFD.</p> <p>Development Policy IFD.</p> <p>School Library Collection Analysis Reports</p> <p>Professional sections in libraries cataloged and included in monthly circulation reports.</p> <p>MDE Librarian/Teacher Collaboration</p>	<p>Collection development policy revised August 4, 2016</p> <p>Collection development policy revised August 4, 2016</p> <p>School Library Collection Analysis Reports completed November 4, 2016.</p> <p>Professional collections completed and cataloged May, 24, 2017</p> <p>Lesson plans completed and posted February 16,</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School **DistrictCode #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>professional section is disorganized.</p> <ul style="list-style-type: none"> The librarian does not submit an annual budget request to the principal or a summary end-of-year report of expenditures by funding source. The librarian has not conducted periodic reviews and ongoing assessments to formulate short- and long-term goals. The library does not have an advocacy committee or a formal public relations plan. The library is messy and disorganized. The circulation desk is cluttered with books and papers. Many books are organized by the AR reading levels and not by the Dewey Decimal System. The library was used as a regular classroom from October of 2015 until March of 2016 and use was limited. <p><u>Smith Elementary School</u></p> <ul style="list-style-type: none"> The library does not maintain a printed list of credible and age-appropriate websites available that support the curriculum. The library does not have the required minimum professional titles. The librarian does not submit an 	<ul style="list-style-type: none"> Build collaborative relationships with classroom teachers using the Librarian/Teacher Collaboration Lesson Plan http://www.mde.k12.ms.us/docs/elementary-education-and-reading-library/collaborationlessonplan-(1).pdf?sfvrsn=2 Provide annual, hands on training on the retrieval of reports and operation of the library automation system. Provide annual training on effective cataloging and shelving to ensure access to all materials available in the school library. Create long and short terms goals and objectives using Appendix N of the MDE School Library Guide – 2014. 		<p>Lesson Plans posted in online school folders.</p> <p>JPS Professional Development Library schedule and sign in sheets.</p> <p>JPS Professional Development Library schedule and sign in sheets.</p> <p>Long and short term goals are posted in the online library folders and included in the annual school library policies and procedures manual.</p>	<p>2017</p> <p>Alexandria hands-on training completed September 21, 2016</p> <p>Required monthly librarian professional development completed – May 4, 2017</p> <p>Long and short terms goals posted online and placed in school library procedures manual November 4, 2016.</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School **District Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>annual budget request to the principal or a summary end-of-year report of expenditures by funding source.</p> <ul style="list-style-type: none"> The library does not have formal, dedicated advocacy committee or a formal public relations plan. <p><u>Timberlawn Elementary School</u> (The librarian was at a testing meeting the morning of the auditors' visit to the school. The principal informed the audit team that the librarian would return at 10:30 a.m., but it was 12:00 p.m. before she returned.)</p> <ul style="list-style-type: none"> Printers in the library were non-functional, and the requested circulation reports from the library automation system were emailed to auditor's email for further examination. Online access to materials was not available in the school library. The minimum of ten (10) books per student exists, but the average copyright age of the nonfiction collection is 1985, and does not support the school's instructional program. The reference collection has an average copyright age of 1999 and is outdated. A needs assessment and curriculum objectives have not been used to update the reference collection. 	<p>Strategies: Section 5: Technology Mississippi School Library Guide (MSLG)-MDE</p> <p>4. The school librarian is an educational leader who promotes the success of all students by facilitating the use and integration of current and emerging technologies to enrich the curriculum and enhance learning.</p> <ul style="list-style-type: none"> Provide training on accessing JPS library documents and forms on the JPS Library Portal. 		<p>JPS Professional Development Library schedule and sign in sheets.</p> <p>Online school folders contain all required documentation.</p>	<p>Online portal training completed October 11, 2016.</p> <p>Training completed</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District**Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<ul style="list-style-type: none"> • Magnolia was not visibly advertised in the library and not easily accessible on the library computers. • There is no evidence of a school library website available on the school homepage. • A collection of professional titles was evident, but does not contain the two (2) professional periodicals required for teacher and administer use. • A certified librarian is assigned full-time to the school library but the library schedule indicates that a daily 70-minute A-Team intervention period is assigned to the librarian. The librarian serves as School Testing Coordinator for the various testing sessions throughout the school year. • An annual budget request has not been communicated to administration. 	<ul style="list-style-type: none"> • Require all librarians to attend training to update and maintain their own library websites. • Provide training on the development of an effective library website to promote reading through digital book talks, eBooks, and the latest technology tools. <p>Strategies: Section 6: Administration of the School Mississippi School Library Guide (MSLG)-MDE</p>		JPS Professional Development Library schedule and sign in sheets.	February 16, 2017
<ul style="list-style-type: none"> • An annual report documenting expenditures from each funding source has not been submitted to date. Time has not been allotted at the beginning and end of the school year for necessary library maintenance tasks. • Long-term and short-term goals exist but are not supported by program assessment including input from administrators, faculty, and students to 	<p>5. Librarians shall be fully trained, knowledgeable, and proficient in all systems used to effectively provide a program of services</p> <ul style="list-style-type: none"> • Distribute library media center handbooks providing information and requirements from the MDE Mississippi Library Media Guide. 		<p>JPS Library Media Handbook – 2016-2017</p> <p>Revised collection development</p>	<p>August 12, 2016</p> <p>Policy revised August 4, 2016</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School **District Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>assist in the process.</p> <ul style="list-style-type: none"> The school library does have an advocacy committee, but does not include a parent or a student on the committee as recommended. There was no documentation of the committee's meetings. The library facility does not include a library office. The library storage area was cluttered. Appropriate library signage indicating various sections of the library collection needs updating. <p><u>Brinkley Middle School</u></p> <ul style="list-style-type: none"> The average copyright age of nonfiction books is 1985. The collection of books is not well-balanced in age and neither is it content-appropriate. There are no needs assessments, professional tools, and curriculum objectives used by the school librarian to establish a basic reference collection. There are limited CD's/DVD's and emerging formats available to support the curriculum. The librarian is a half-time librarian because of the enrollment of the school, but she spends more than 25% of her time in other 	<ul style="list-style-type: none"> Refine and update the District's school libraries collection development policy IFD Develop a school library budget to ensure that funds are budgeted to maintain the library program. Develop an Advocacy Committee as a component of the school library program. Require monthly library physical plant inspection reports be submitted by each school librarian at each 		<p>policy IFD</p> <p>Review of budgets submitted in the online library portal and placed in school library policies and procedures manuals.</p> <p>Advocacy Committee agendas and minutes submitted in the online library portal and placed in school library policies and procedures manuals.</p> <p>Monthly physical plant inspection forms completed and submitted in the online library</p>	<p>Budgets submitted November 4, 2016</p> <p>Advocacy Committee agendas and meetings posted November 4, 2016</p> <p>Collect and monitor monthly physical plant inspection reports – May 4, 2017</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School **DistrictCode #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>responsibilities.</p> <ul style="list-style-type: none"> An advocacy committee has been established, but no meetings have occurred during the 2015-2016 school year. Long-term and short-term goals exist but are not supported by program assessment including input from administrators, faculty, and students to assist in the process. The roof in the northwest area of the library leaks. <p><u>Chastain Middle School</u></p> <ul style="list-style-type: none"> The library does not maintain a printed list of credible and age-appropriate websites available that support the curriculum. The professional collection does not have the required minimum professional periodicals. While the librarian is listed as full-time, she has other assigned duties as school testing coordinator and the responsibility for maintaining the fixed asset inventory. The school librarian had not submitted a budget request or an annual summary report of expenditures by funding source. The librarian has not 	<p>monthly meeting. -</p>		<p>portal and placed in school library policies and procedures manuals.</p>	

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District **Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>participated in a formal assessment to develop short- and long-term goals.</p> <p><u>Hardy Middle School</u></p> <ul style="list-style-type: none"> • The library system was down and no reports could be provided. The team was unable to determine the number of books in the collection. • The library does not have a list of credible and age-appropriate websites available. • The school library website was not accessible. • The audit team could not find a professional collection and the professional periodicals were not current. • The school librarian had not submitted a budget request, nor an annual summary report of expenditures by funding source. • The library has an advocacy committee; however, there was no documentation of minutes, meetings, or agendas. • The public relations initiatives are limited to Public Address announcements. • The media center is not neat or well organized. The circulation desk is cluttered with papers and magazines. 				,

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School **District Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>There were two (2) carts with books in front of the circulation desk.</p> <ul style="list-style-type: none"> Books had not been reshelved. <p><u>Northwest Middle School</u></p> <ul style="list-style-type: none"> The average copyright age of nonfiction books is over ten (10) years old. Reference materials are outdated. There are no needs assessments, professional tools, and curriculum objectives used by the school librarian to establish a basic reference collection. There are no CD's/DVD's and emerging formats available to support the curriculum. Long-term and short-term goals exist but are not supported by program assessment including input from administrators, faculty, and students to assist in the process. An advocacy committee has been created; one meeting occurred in September, but all of the items recorded have not been carried out and no other meeting has occurred. <p><u>Rowan Middle School</u></p> <ul style="list-style-type: none"> The average copyright of nonfiction books is 1991. 				

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School **DistrictCode #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<ul style="list-style-type: none"> • The librarian was unable to run a report from the Automated Management System due to rain from the previous night. According to the librarian this is a frequent occurrence. • There is no list of credible and age-appropriate websites that support the curriculum. • The library does have a professional collection, but one-half (1/2) of the books are old, outdated, and not being used. • A budget request for school year 2015-2016 has been submitted to the office, but the librarian did not have a copy of it. • There is no plan for managing the library staff and volunteers to optimize student/teacher services and the efficiency of the school library operations. • The school library program does not participate in periodic reviews and ongoing informal and formal assessments which include input from administrators, faculty, and students to develop short- and long-term goals for improvement. • A library advocacy committee does exist, but there is no evidence of any meetings, agendas, or sign-in 				

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School **District Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>sheets.</p> <ul style="list-style-type: none"> An interview with the librarian revealed that she is the school's coordinator of Positive Behavioral Interventions and Support (PBIS) and coordinator of testing. She also coordinates the Reading Fair and staffs the school store. The arrangement of the school library does not provide an atmosphere of welcome and productivity. Three (3) shelves are broken with books shelved on them. The library has a leak over an air conditioning unit and is not equipped with temperature control. <p><u>Siwell Middle School</u></p> <ul style="list-style-type: none"> The library does not maintain a printed list of credible and age-appropriate websites available that support the curriculum. The Magnolia database is inaccessible. While the librarian is listed as full-time, she has other assigned duties as school testing coordinator and the responsibility for the maintaining the fixed asset account. The District has not provided sufficient funding for the purchases and maintenance of current resources. 				

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District **Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<ul style="list-style-type: none"> • The library has an advocacy committee; however, there was no documentation of minutes, meetings, or agendas. • The school librarian has not submitted an annual summary report of expenditures by funding source. • The school librarian does not have a formal public relations plan. <p><u>Whitten Middle School</u></p> <ul style="list-style-type: none"> • The average copyright is 1988 for nonfiction books and 1992 for fiction books. • The average copyright of reference books is 1999. • There are no needs assessments, professional tools, or curriculum objectives used by the school librarian to establish a basic reference collection. • There are limited CD's/DVD's and emerging formats available to support the curriculum. • The library has an area for its professional collection, but there are less than 20 books. • The librarian is required to be full-time because of the enrollment of the school, but he spends more than 25% of his time in other responsibilities. He is the technology 				

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District **Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>coordinator, testing coordinator, is responsible for the fixed assets inventory, and is on the school's leadership team.</p> <ul style="list-style-type: none"> The library program assessment is not based on informal and formal assessments, including input from administrators, faculty, and students. The school library does not have an established advocacy committee for the school library program. The school librarian does not use a public relations plan to promote advocacy for the school library program. <p><u>Callaway High School:</u></p> <ul style="list-style-type: none"> The automated library system, Alexandria, works as designed, but is unavailable online to provide access to materials in the school library. The librarian has limited knowledge concerning the automation system and required auditor's assistance to run requested circulation reports. The minimum of ten (10) books per student does not exist. The average copyright age of the nonfiction collection is 1995. 				

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School **DistrictCode #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<ul style="list-style-type: none"> • Reference materials are old, with an average copyright age of 1998. • There has been no formal needs assessment conducted that includes input from teachers, student interest surveys, or instructional program needs. • There was no evidence of a school library website available on the school homepage, and no list of websites that support the curriculum. • A collection of professional titles was evident, but contains less than the recommended 25-50 titles and two (2) professional periodicals. • The school librarian is assigned full-time to the school library but is required to serve as a substitute teacher at times. • Sufficient funding is not available to provide for the purchase and maintenance of current resources for the school library. • An annual budget request and an annual report documenting expenditures from each funding source have not been submitted. • Long-term and short-term goals exist but are not supported by assessment to assist in the process and are not communicated to the 				

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District **Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>administration.</p> <ul style="list-style-type: none"> A library advocacy committee exists, but at the time of the audit, the committee had not met and no meetings are scheduled before the end of the school year. There is no public relations plan to publicize the library's resources and services to students and parents; however, faculty meetings are used as a means to communicate with faculty concerning resources and services. The library space is organized and neat, but the arrangement does not accommodate small group use. The storage room is used as a general storage area for school needs. Channel One equipment is still onsite in the storage room. Eighteen (18) of 28 lights in the main library reading area are not working in an area with an extremely high ceiling. The library houses the copiers for the second floor teachers' use, which requires the doors to be left unlocked when the librarian is away from the library. This situation could result in stolen library materials and students entering the library unsupervised. 				

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School **District Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p><u>Forest Hill High School</u></p> <ul style="list-style-type: none"> The minimum of ten (10) books per student exists, but the average copyright age of the nonfiction collection is 1985 and does not support the school's instructional program. The reference collection has an average copyright age of 1984 and is outdated. A list of credible and age appropriate websites was not evident on the school webpage for classroom and school site use. There is an extensive list of electronic resources available to support the curriculum, but 87% of the collection is in VHS format and is outdated. A certified librarian is assigned full-time to the school library, but she also serves as a substitute teacher when substitutes are not available. She is also responsible for the fixed asset inventory. (Note: The librarian is asked to substitute when the office cannot secure enough substitute teachers to cover all classes. She substituted four (4) of 16 school days in March, 2016.) An annual budget request and an annual report documenting expenditures from each funding source 				

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School **DistrictCode #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>are not submitted.</p> <ul style="list-style-type: none"> Long-term and short-term goals exist but are not supported by program assessment including input from administrators, faculty, and students to assist in the process. The school library does not have an advocacy committee. <p><u>Jim Hill High School</u></p> <ul style="list-style-type: none"> The minimum of ten (10) books per student does not exist. The average copyright age of the collection is 1977. Extensive weeding of approximately 5000 books has recently taken place, resulting in a current collection of 6.23 books per student. The reference collection has an average copyright age of 1972 and is outdated. A list of credible and age appropriate websites was not evident on the school webpage for classroom and school site use. A collection of professional titles was evident, but the collection contains less than the recommended 25-50 titles. An annual report documenting expenditures from each funding source for the library program is not 				

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School **District Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>submitted.</p> <ul style="list-style-type: none"> Long-term and short-term goals exist but are not supported by a program assessment including input from administrators, faculty, and students to assist in the process. <p><u>Lanier High School</u></p> <ul style="list-style-type: none"> The librarian was unable to print collection reports from the digital system, Alexandrine. The library does not have a website with access to online materials. The library does not maintain a printed list of credible and age-appropriate websites available that support the curriculum. The professional collection does not have the required minimum titles for books or periodicals. The District does not provide sufficient funding to meet the minimum fiscal requirement. The library does not have an advocacy committee or a public relations plan to promote the library activities. A review of the media center budget reveals that the total allocated is not sufficient to meet the minimum basic collection requirement. 				

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School **DistrictCode #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<ul style="list-style-type: none"> The school librarian had not submitted a budget request or an annual summary report of expenditures by funding source. An assessment of the media center program had not been conducted to determine short- or long-term goals. The library was not neat or well organized and not conducive to productivity. <p><u>Murrah High School</u></p> <ul style="list-style-type: none"> The school librarian has not submitted a budget request or an annual summary report of expenditures by funding source. <p><u>Provine High School</u></p> <ul style="list-style-type: none"> The library does not have an advocacy committee; however, it is being developed. The school librarian has not submitted a budget request or an annual summary report of expenditures by funding source. <p><u>Wingfield High School</u></p> <ul style="list-style-type: none"> The librarian required auditor's assistance to print requested circulation reports from the library automation system. 				

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District Code #: Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<ul style="list-style-type: none"> • The reference collection has an average copyright age of 1993 and is outdated. A needs assessment and curriculum objectives have not been used to update the reference collection. • A list of credible and age appropriate websites was not evident. Magnolia was not visibly advertised in the library and not easily accessible on the library computers. • There was no evidence of a school library website available on the school homepage. • A collection of professional titles was evident but does not contain the two (2) professional periodicals required for teacher and administer use. • A certified librarian is assigned full-time to the school library, but she also serves a number of roles in the school that interfere with her duties as a librarian. • An annual budget request has not been communicated to administration. • An annual report documenting expenditures from each funding source is not submitted. Time has not been allotted at the beginning and end of the school year for necessary library maintenance tasks. 				

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District Code #: Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<ul style="list-style-type: none"> • Long-term and short-term goals exist but are not supported by program assessment including input from administrators, faculty, and students to assist in the process; library goals have not been shared with administration. • The school library does not have an advocacy committee. • There is no public relations plan to publicize the library's resources and services to students and parents; however, faculty meetings are used as a means to communicate with faculty concerning resources and services. • The carpet in the main library area is stained. The seams between the sections of carpet are frayed and buckling, possibly creating a tripping hazard. 				

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District **Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

Date	Title	Location	CEU
August Standard 18.1	<ul style="list-style-type: none"> Mississippi School Library Guide JPS Library Handbook Audit Findings and Recommendation 	August 12, 2016 JPS Board Room	1.4
September Standard 18.2	<ul style="list-style-type: none"> School Library Needs Assessment Summer Reading Accelerated Reader Alexandria Tools for Life 	September 21, 2016 JPS Board Room	
October Standard 2.3 Standard 18.2	<ul style="list-style-type: none"> Junior Library Guild – Collection Development Library Master Schedule Advocacy Committee Meeting Librarian Portal Training - Forms and Information Development of long term goals and objectives 	October 11, 2016 JPS Board Room	
January Standard 18.1 Standard 18.2	<ul style="list-style-type: none"> Monitor completion of Collection Development Policy/Manual Review of Standards and Collection/Genre/Curriculum connection Review Library Budgets/Needs Assessments Librarian/Teacher Collaboration Lesson Plan 	January 12, 2017 JPS Board Room	
February Standard 18.1 Standard 18.2	<ul style="list-style-type: none"> Long and Short Range Plans Budgetary Request Connecting Curriculum with collection and standards appropriate websites Professional collection content 	February 16, 2017 JPS Board Room	
April Standard 18.1 Standard 18.2	<ul style="list-style-type: none"> Library Audit Observation School Library Facility Recommendations Technology Resources and training opportunities Complete individual librarian professional growth goals based on the Librarian Growth Plan – 2016 	April 6, 2017 JPS Board Room	
May Standard 18.1	<ul style="list-style-type: none"> Inventory/Assets Earn to Keep – LINKS 	May 4, 2017 JPS Board Room	

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District **Code #:** Miss. Code Ann. § 37-17-6(3)(a-e) and the *Mississippi School Library Media Guide*.

Standard 18.2	• Summer Reading Initiative		
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CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: 37-3-49(2)(a-c) and (5)

Standard Deficiency: Process Standard 20 - Instructional practices that are occurring in the classroom across the District on a daily basis do not provide the necessary instructional that result in student achievement.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
The instructional practices that are occurring in the classrooms across the district on a daily basis do not provide the necessary instruction that results in student achievement.	<p>Update all needed frameworks within the district and ensure that teachers are using the most current curriculum framework for planning and instruction.</p> <ul style="list-style-type: none"> · All teachers have been provided with an instructional management plan, C3D Kirkland documents, and curriculum binders' expectations. · Teachers can access all state frameworks/standards utilizing the District's Instructional Management Plan. · In the spring of 2017 teacher teams will be developed to review and revise the curriculum each academic year. · In the spring and summer of 2017 teachers will be trained on the new updates within the documents. · Implement the district's current instructional management plan · Curriculum teams will be developed to meet in January to agree upon a template, build a calendar for once a month session to complete reviews and revisions to the curriculum as needed. 	Executive Director of Curriculum and Instruction	<p>Instructional Management Plan and Curriculum Binders</p> <p>Board minutes</p>	<p>Spring 2017</p> <p>Spring/Summer 2017</p>

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: 37-3-49(2)(a-c) and (5)

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<p>Build a system of accountability whereby administrators ensure teachers utilize current frameworks/standards in all content areas and courses.</p> <p>Members of the central office staff will work together to ensure the implementation of the District's System of Accountability for Instructional Supervision Protocol for creating school culture and climates that are conducive to teaching and learning. District level teams (i.e. Rapid Response Team, Leadership Team, and Divisional School Support Team) will conduct school visits to provide support and ensure necessary resources are allocated for continuous improvement. The Chief Academic Officers will monitor and support the enforcement of the JPS Student Code of Conduct to ensure that minimum distractions are occurring during the instructional day.</p>	Chief Academic Officers	<p>System of Accountability for Instructional Supervision Protocol Monitoring Process:</p> <p>Conduct school visits to observe and support teaching and learning</p> <p>Monitor and evaluate administrators using the Mississippi Professional Growth System for Administrators</p> <p>Complete 90-day evaluation conferences with principals in</p>	December 2016

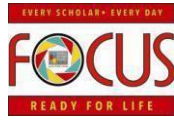
CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: 37-3-49(2)(a-c) and (5)

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<p>Ensure continuous updates to curriculum.</p> <ul style="list-style-type: none"> Curriculum teams will be developed to meet in January to agree upon a calendar for updates throughout the year. Once quarterly, updates will be made to the curriculum documents as needed. 		<p>which artifacts will be discussed and feedback provided three times academic year</p> <p>Provide coaching, fidelity checks, and/or the appropriate corrective actions to principals based on artifacts and observations</p>	<p>Annually</p> <p>Ongoing</p>



Jackson Public School District

System of Accountability for Instructional Supervision Protocol

The Jackson Public School District has created a system of accountability for instructional support as a guide for administrators to ensure that teachers in all courses and content areas utilize current curriculum documents to provide quality instruction. The following procedures will be adhered to by building level administrators:

Administrative Procedures	Evidence	Timeline
1. Provide professional development to teachers at least twice a year to assist teachers in the development of a working knowledge of the Instructional Management Plan (curriculum content for all subjects/courses) to effectively deliver the curriculum.	<ul style="list-style-type: none"> Agendas Sign in Sheets Handouts and/or PD Evaluations 	Semi-annually August/January
2. Provide teachers current subject area curriculum and related documents such as State Framework/Standards, pacing guides, lesson planning templates, scaffolding documents, etc.	<ul style="list-style-type: none"> Curriculum binders with specified documents 	Semi-annually August/January
3. Complete an audit of curriculum documents.	<ul style="list-style-type: none"> Curriculum Binder Fidelity Check 	Once a semester (by November and by January annually)
4. Create a calendar scheduling teacher observations and evaluations.	<ul style="list-style-type: none"> Calendar 	Semi-annually August/January
5. Conduct teacher observations and evaluations that are aligned to the Mississippi Educator Professional Growth System Documents.	<ul style="list-style-type: none"> Informal Walk-Through Documents Mississippi Educator Professional Growth System Documents 	2-3 Informal observations per semester (by November and By May annually). 1 Formal evaluation per semester (by December and By March annually).
6. Provide appropriate training that aligns to schools' professional learning plans for effective delivery of Mississippi College and Career Ready Standards-based instruction.	<ul style="list-style-type: none"> Agendas Sign in Sheets Handouts and/or PD Evaluations 	Ongoing
7. Provide coaching and support to ensure fidelity to District's expectations which aim to cultivate a climate that is conducive to teaching and learning. When necessary, appropriate corrective actions should be taken for non-compliance.	<ul style="list-style-type: none"> Documentation of teacher/ principal conference Letters of Reprimand Notices of Corrective Action Formal Plans of Assistance 	Ongoing

District Level Accountability Monitoring Process

Members of the central office staff will work together to ensure the implementation of District's expectations for creating school culture and climates that are conducive to teaching and learning. District level teams (i.e. Rapid Response Team, Leadership Team, and Divisional School Support Team) will conduct school visits to provide support and ensure necessary resources are allocated for continuous improvement. The Chief Academic Officers will monitor and support the enforcement of the JPS Student Code of Conduct to ensure that minimum distractions are occurring during the instructional day.

The Chief Academic Officers will also complete the following tasks throughout the school year:

- Conduct school visits to observe and support teaching and learning
 - Monitor and evaluate administrators using the Mississippi Professional Growth System for Administrators
 - Complete 90-day evaluation conferences with principals in which artifacts will be discussed and feedback provided three times academic year
 - Provide coaching, fidelity checks, and/or the appropriate corrective actions to principals based on artifacts and observations
-

Jackson Public School District



Instructional Management Plan

662 S. President Street
Jackson, Mississippi 39201

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JPS Mission

We are Building Stronger Schools Together so that Every Scholar, Every Day, is Ready for Life.

JPS Vision

The vision of Jackson Public Schools is to have high-performing schools that serve high-performing scholars in clean and safe environments.

JPS Wildly Important Goals (WIGs)

- Increase academic performance and achievement.
- Increase average daily attendance for students and teachers.
- Attract and retain high-quality teachers and administrators.

Five Characteristics of High Performing Schools

When present and operating effectively these five characteristics create successful schools regardless of location, demographics and size or makeup of student enrollment:

- Scholar Academic Success
- Effective Principal Leadership
- Effective Teaching
- Parent and Community Engagement
- Scholar and Adult Recognition

JPS Cultural Vision

Every organization has a culture they want adopted, values they want championed, beliefs they want instilled, and behaviors they want reproduced. Leaders are the cultural architects of any organization. Eventually, every organization takes on the character and priorities of its leaders. As a result, leaders must be intentional in creating a culture endowed with the following beliefs:

- All students can perform at or above proficiency.
- We will never change what we are willing to tolerate.
- We are accountable and responsible for performance and growth of our scholars.
- All stakeholders are partners and owners of the school's academic success.
- Recognition of accomplishments promotes an effective learning and work environment.

Philosophy of Instruction

The instructional philosophy of the Jackson Public School District is to ensure that maximum learning takes place in a safe and positive environment. Teachers serve as positive role models, mentors, and contributing team members who adhere to, and enforce, district and school policy. Teachers will use the district's instructional delivery model to ensure effectiveness and consistency.

Instruction is student-centered and focused on the goal of mastering the curricula of the district which is aligned to state standards. Important elements of quality instruction include, but are not limited to, implementation of the district curricula, teaching to the objectives, utilizing effective methods of delivery, assessing, re-teaching, and providing expanded opportunities in the learning process. The district commits to providing every teacher with 2015 Mississippi Accountability Standards

2015 Mississippi Accountability Standards

Standard 20

The school district implements an instructional management system that has been adopted by the school board. (MS Code 37-3-49 (2)(a-c) and 37-3-49 (5)) and SB Policy 4300

20.1

The instructional management system includes the competencies and objectives required in the curriculum frameworks approved by the State Board of Education that are available to all teachers in each school. (Districts Meeting the Highest Levels of Performance are exempted.)

20.2

The instructional management system includes a tiered instructional model in accordance with State Board of Education Policy 4300, including academic interventions, behavioral interventions, and Literacy-Based Promotion Act requirements.

Purpose of the Instructional Management System

The purpose of this document is to outline a plan of activities and strategies to focus the efforts of the district in achieving instructional success as defined by the state and federal accountability models. The activities described will clearly outline and support district efforts to: (1) streamline instructional programs K-12; (2) increase data-based decision making; and (3) implement meaningful and consistent professional learning opportunities based on clearly defined needs.

Curriculum

The Jackson Public School District adopts the standards, competencies, and objectives found in the Mississippi College and Career Readiness Standards, the Mississippi Curriculum Frameworks, and the Career and Technical Education curricula.

English Language Arts

- [2016 Mississippi College- and Career-Readiness Standards for English Language Arts](#)

Mathematics

- [2016 Mississippi College- and Career-Readiness Standards for Mathematics](#)

Science

- [2010 Mississippi Science Framework](#)

Social Studies

- [2011 Mississippi Social Studies Framework](#)

Advanced Placement

- [Overviews and Course Descriptions](#) (links to College Board)

Business and Technology

- [Mississippi Business and Technology Framework \(2014\)](#)

Career & Technical Education

- [Curriculum Download](#) (links to Mississippi State University Research & Curriculum Unit)

Health

- [Contemporary Health K-8](#)
- [Contemporary Health 9-12](#)

Library Media

- [2014 Mississippi School Library Guide](#)

Physical Education

- [2013-2014 Mississippi Physical Education Framework](#)

Visual and Performing Arts Framework

- [Mississippi Visual and Performing Arts Framework \(2003\)](#)

World Languages

- [2016 Mississippi World Languages Framework](#)

Early Childhood

- [Early Learning Standards for Classrooms Serving Three-Year-Old Children](#)
- [Early Learning Standards for Classrooms Serving Four-Year-Old Children](#)

Literacy-Based Promotion Act

The purpose of the Literacy-Based Promotion Act is to improve the reading skills of kindergarten and first through third grade public school students so that every student completing 3rd grade at or above grade level. The intent is to increase the proficiency of all students in reading by the end of their 3rd grade year of school.

3rd Grade Reading Summative Assessment –Beginning in the 2014-2015 school year, a student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade.

Note: Beginning in the 2018-2019 school year, if a student's reading deficiency is not remedied by the end of the student's Third-Grade year, as demonstrated by the student scoring above the lowest two (2) achievement levels in reading on the state annual accountability assessment or on an approved alternative standardized assessment for

Third Grade, the student shall not be promoted to Fourth Grade.

Social Promotion – A student may not be assigned a grade level based solely on age or any other factor that constitutes social promotion.

Public School Requirements

If a K-3 student has been identified with a substantial deficit in reading, the teacher will immediately, and with each quarterly progress report, notify parents or legal guardians of the following in writing:

- Determination of a substantial deficit in reading;
- Description of student services and supports presently provided;
- Description of proposed supplemental instruction and support to remediate the student's deficit areas;
- Strategies for parents to use to help students at home; and,
- Notification that student will not be promoted to 4th grade if reading deficiency cannot be remediated by the end of 3rd grade

Provide intensive reading instruction and immediate intervention to each K - 3 student who exhibits a substantial deficiency in reading at any time.

The intensive reading instruction and intervention must be documented for each student grades K-3 in an **individual reading plan**, including, at a minimum, the following:

- a) The student's specific, diagnosed reading skill deficiencies as determined (or identified) by diagnostic assessment data;
- b) The goals and benchmarks for growth;
- c) How progress will be monitored and evaluated;
- d) The type of additional instruction services and interventions the student will receive;
- e) The research-based reading instructional programming the teacher will use to provide reading instruction, addressing the areas of phonemic awareness, phonics, fluency, vocabulary and comprehension;
- f) The strategies the student's parent is encouraged to use in assisting the student to achieve reading competency; and,
- g) Any additional services the teacher deems available and appropriate to accelerate the student's reading skill development.

Good Cause Exemptions

A 3rd grade student who fails to meet the academic requirements for promotion to the 4th grade may be promoted for good cause:

- a) Limited English Proficient students who have had less than two (2) years of instruction in English Language Learner program;
- b) Students with disabilities whose Individualized Education Program (IEP) indicates that participation in the statewide accountability assessment program is not appropriate, as authorized under state law;
- c) Students with a disability who participate in the state annual accountability

assessment and who have an IEP or Section 504 plan that reflects that the student has received intense remediation in reading for two (2) years but still demonstrates a deficiency in reading **OR** was previously retained in Kindergarten or First, Second or Third grade;

- d) Students who demonstrate an acceptable level of reading proficiency on an alternative assessment approved by the State Board of Education; and
- e) Students who have received intensive intervention for two (2) or more years but still demonstrate a deficiency in reading, and who previously were retained in Kindergarten or First, Second or Third Grade for a total of two (2) years and have not met exceptional education criteria.

Multi-Tiered System of Supports

Multi-Tiered System of Supports is the integration of RTI for academics and behavior into a unified model that recognizes the reciprocal influence academic performance and social/emotional/behavior have on each other. The MTSS incorporates many of the same components of RTI (*MDE, Office of Elementary Education*).

In the Jackson Public School District, the Multi-Tiered System of Support (MTSS) is an integrated, comprehensive framework that focuses on Mississippi College & Career Ready standards, quality core instruction, differentiated learning, student-centered learning, individualized student needs, and the alignment of systems necessary for all students' academic, behavioral, and social success.

MTSS is emerging nationally as an effective strategy to support every student. The district uses the term MTSS to describe a general education approach of high-quality instruction, early intervention, prevention, and behavioral strategies that include school problem solving teams called Teacher Support Teams (TST).

The School-level Teacher Support Team (TST) process has been a vital component of the student success initiative in Jackson Public Schools since 1998. The TST is a school-based team of education professionals who support the classroom teacher's efforts to assist struggling learners. The goal of the TST initiative is to provide students who are at risk for school failure with the necessary academic and behavioral supports to succeed in school. The typical Teacher Support Team includes an administrator, a school counselor, several regular education teachers, and one or more site-based specialists. Other professionals in the building or district are invited to participate as needed.

Parents of referred students are always invited and encouraged to take part in the collaborative planning process. Referrals to the Teacher Support Team may be made by parents, teachers, or other school personnel.

The Teacher Support Team process seeks student success in the regular classroom whenever possible. All team members provide input into determining the student's instructional needs and

developing interventions to address those needs. The team subsequently reviews the student's progress and makes adjustments to the plan. If TST implements 16 weeks of intensive, research-based interventions and the student does not make the desired progress, TST should refer the student to the District Teacher Support Team for further consideration. The District Team may suggest other interventions or may recommend that the student be assessed for a possible educational disability under IDEA.

Important Note: In 2003, the MS State Dept. of Education mandated Teacher Support Teams for all Mississippi schools and established guidelines for required reviews of certain categories of students.

JPS has a long history of providing numerous systems of support. These include the interventions within the MTSS processes, supports for Special Education, Title I, Title III, support services for English Learners, and those in gifted and talented programs. The district's MTSS offers the potential to create needed systematic change through intentional design and redesign of services and supports that quickly identify and match the needs of all students.

In order to support high rates of learning for all scholars and focus on closing achievement gaps of scholars that have significant deficiencies in the foundational prerequisite skills of literacy the district is committed to:

- Identifying the extent to which students are learning the core content being taught during initial, scaffolded, differentiated instruction and using diagnostics and other relevant data to determine the antecedents and/or the reasons that explain the difficulties of students who are at risk.
- Designing research-based learning opportunities that meet the needs of learners within a multi-tiered instructional support system.
- Analyzing the effects of supplemental supports of student learning to enhance progress and to provide timely, highly effective responses to each student's needs.
- All scholars that need targeted support or intensive, individual support beyond core instruction will be provided appropriate and timely interventions that will be developed and monitored using the guidelines established by the state and district Multi-Tiered System of Support. All student interventions will be documented using district MTSS processes and procedures. Parents should be involved in developing student intervention plans and provided updates of intervention progress (minimally each 9 weeks).
- All teachers who support students in Tier I instruction as well as instructional staff that provide supplemental support are responsible for the success of the students they serve. Interventions should be collaboratively developed, and each staff member should monitor the progress of their students and provide additional support as needed.

	Tier 1	Tier 2	Tier 3
When?	During regular instruction	30 min. 3x wkly in addition to regular instruction	60 min. 5x wkly in addition to regular instruction
Who?	Teacher	Determined by school	Determined by MTSS/TST
What?	Research-based curriculum with differentiated instruction	Evidence-based targeted intervention	Evidence-based intensive intervention designed by MTSS/TST
Measured how?	Universal screening 3x yearly	CBM twice weekly, graphed STAR Biweekly	CBM twice weekly, graphed STAR Weekly

Student Achievement

Student achievement will be measured using various tools and data points. Teacher grades are expected to reflect school board and state board policy. Grades are available for viewing using SAM's ActiveParent. Changing of student grades shall be done in accordance with State Board policy 403 and House Bill 696 (attached). Beyond classroom grades, the following will be closely monitored to measure student achievement:

- State test scores
- Discipline data
- Universal screening
- Progress monitoring data through the RtI process
- ACT scores
- Dropout rates
- AP test scores, enrollment numbers, and participation rates
- Dual enrollment, enrollment numbers, and participation rates
- District-wide common assessments in ELA and Math grades 3-8, Science grades 5 and 8, English II, Algebra I, Biology, and U.S History

Stakeholder Roles and Responsibilities

It is the expectation for the all stakeholders of the Jackson Public School District to demonstrate a strong commitment for providing students with foundational knowledge and skills that are essential to their success in a globally connected society. Therefore, to obtain this goal, the following roles and responsibilities are identified:

The School Board will

- Set clear, coherent policies that support research-based instruction
- Maintain the district's focus for improving instruction and student achievement

- Work collaboratively with central office personnel and other community constituents
- Organize the implementation of district's vision that focuses on instruction and student achievement
- Adopt and use research-based principles regarding effective teaching and professional development
- Use data to regularly monitor the efficacy of the instructional program
- Support district efforts to align standards, assessments, curriculum, and professional development

Superintendent will

- Work collaboratively with the School Board, school leaders, and the community
- Organize the implementation of district's vision that focuses on instruction and student achievement
- Adopt and use research-based principles regarding effective teaching and professional development
- Make improving instruction and student achievement the guide for decision-making and budgeting
- Ensure the availability of resources for district needs
- Establish a coalition of school leaders to collaborate regularly for improving instructional practices
- Sustain an intensive data analysis process to augment teacher and student growth performances through the development and execution of data driven decisions based on relevant data analyses

Chief Academic Officers will

- Update Superintendent, Deputy Superintendent and Chief of Staff on a weekly basis regarding the district's progress with document artifacts
- Make improving instruction and student achievement the guide for decision-making and budgeting
- Provide support for analysis and interpretation of assessment data
- Establish a coalition of school leaders to collaborate regularly for improving instructional practices
- Use research-based principles to guide professional development for the district
- Provide ongoing professional development for principals to promote effective practices in the classrooms
- Collaborate regularly with principals on improving instruction
- Foster a team of specialists at the district level and coaches at the school level to provide instructional assistance to teachers and leaders
- Ensure the availability of clear curriculum guides to assist teacher planning and instructional delivery

Instructional Leaders/Principals**Assistant Principals will**

- Develop a working knowledge of the curriculum content for all subjects/courses to effectively monitor the delivery of curriculum
- Ensure the effective delivery of the district curriculum to improve and monitor student learning.
- Ensure that student progress is regularly reported to parents in a clear, understandable manner
- Participate in professional development for Principals and Assistant Principals
- Identify the school leadership team and its roles and responsibilities when implementing the curriculum
- Ensure the replacement of lost instructional materials
- Determine the school schedule and how students will be grouped
- Ensure that maximization of all instructional time
- Identify the coaching support and supervision plan for coaches and teachers
- Establish a professional development plan for teachers based on data analyses and aligned with the Learning Forward Standards for Professional Learning
- Establish a schoolwide schedule for grade-level and/or team meetings to collaborate, discuss, analyze, and plan to solve problems, make recommendations and develop instructional strategies and interventions based on student assessment data
- Utilize data to measure achievement progress
- Ensure teacher compliance with established assessment and pacing guides
- Develop schoolwide schedule for classroom observations
- Adhere to the Mississippi Educator Professional Growth System to monitor the instructional program by providing teachers with clear, specific, actionable, and timely feedback to inform continuous improvement
- Utilize results of observations and feedback to make determinations regarding teacher instructional effectiveness
- Encourage teacher attendance at scheduled JPSD and other related professional development workshops
- Allocate funds for research-based curriculum resources
- Assist teachers in developing effective classroom management processes

Teachers will

- Deliver the District curriculum, using effective, proven strategies for the students
- Assess student learning with a variety of classroom, district, and state assessments;
- Use assessment data to drive instructional decisions
- Involve students in the learning and assessing process
- Involve parents in the learning process
- Communicate strengths and weaknesses to students, parents, and others as appropriate
- Participate in district, campus, and personal professional development

Instructional Management Plan Document Management

Access to all curriculum documents is available through the curriculum portal on the district's intranet along with CD-ROMs available for checkout in each school library.

Curriculum

- The Executive Director of Curriculum and Instruction will maintain copies of all frameworks for PK- 12 science, social studies, mathematics, language arts, foreign language, physical education, health; the arts, and other elective courses in the approved course list. The suggested teaching strategies, sample test items (if applicable), and performance level descriptors will also be housed in the director's office.
- All principals will maintain a complete set of all frameworks relative to their schools. These frameworks will include all curriculum frameworks, suggested teaching strategies, resources, sample items (if applicable), and performance level descriptors in order to review lesson plans and to provide assistance to teachers.
- All instructional staff will have a copy of his/her curriculum framework for all areas taught by the staff member in all appropriate grade level framework PK-12. In addition, instructional staff will have for use copies of suggested teaching strategies, sample items, ancillary materials, and performance level descriptors (where applicable).
- Principals will verify that teachers have and are using these documents through instructional observations and lesson plan review.
- The curriculum binder should be available and visible in classroom at all times.

Pacing Guide

- The Curriculum and Instruction Office staff will maintain a complete set of pacing guides, suggested teaching strategies, and assessment items (where applicable) for grades K-8th in the areas of language and math, 5th and 8th grade science, Algebra I, English II, Biology I and U.S. History.
- Each principal will maintain a complete set of pacing guides for tested areas and sample assessment items relative to his/her school to help ensure proficiency level performance.
- Each instructional staff member will have copies of frameworks, pacing guides and sample assessments (where assessed) for each course or grade he/she teaches.
- The pacing guides ensure that all the standards and competencies are covered during the year.

Lesson Plan Requirements

- All teachers will utilize a common template for lesson planning located on the curriculum portal page.
- Lesson plans, in paper copy, will be available in instructional classroom.
- All lesson plans will consist of standards/objectives, modeling, guided practice, student-centered learning activities, formative assessments, opportunities for differentiation, and closure.
- All teachers will place copies of the current week lesson plans in the curriculum binder.
- Lesson plans will be submitted weekly to the building level principal or his/her designee for approval.

- Principals will maintain a hard copy lesson plan for each teacher for year to date with the most recent plan on top.
- All teachers will be trained by the building level administrators on the components of the lesson plan template.
- All teachers will plan lessons that demonstrate knowledge of content and pedagogy.
- All teachers will plan lessons that meet the diversity of students' backgrounds, cultures, skills, learning levels, language proficiencies, interests, and special needs.
- All teachers will select instructional goals that incorporate higher level learning for all students
- All teachers will plan units of instruction that align with the MS Curriculum Frameworks or, when applicable, Mississippi College & Career Ready Standards.

Instructional Management Plan Revisions

The district shall look at the instructional management system at the end of each school year to determine if there have been any changes to the state frameworks and provide document updates accordingly.

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: Miss. Code Ann. §§ 37-11-64, 65, and 66, and SBE Policy 403 *Rule 2.3*.

Standard Deficiency: Process Standard 21

The District is noncompliant with Process Standards 21, 21.1, and 21.2.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<ul style="list-style-type: none"> Policies within the student handbook addressing the scales used in converting grades for transfer students is inconsistent within the handbook and with the District's grading policy. A policy addressing changing of students' grades could not be found. 	<ul style="list-style-type: none"> Review policies for consistency and agreement with other district documents within the handbook. Establish policies that adheres to Miss. Code Ann. §§ 37-11-64, 65, and 66, and SBE Policy <i>Rule 2.3</i>. Create policies to address changing of students' grades, conversion of letter grade to a numerical grade and the awarding of a minimum grade. Once all policies are board approved, submit to be added to the current JPS Parent and Student Code of Conduct for consistency and agreement. 	<p>Legal Team</p> <p>Chief Academic Officers</p>	<p>Completion of the revised policy and the consistency within the handbook and other district documents.</p> <p>JPS policies that address the changing of students' grades, conversion of letter grade to a numerical grade and the awarding of a minimum grade.</p>	<p>Review and revision of JPS' Promotion and Retention policy and ensure revised policy for academic promotion/progression/retention of students is consistent and agreeable with other district documents. September 14, 2016</p> <p>Provide proposed policies to address changing of students' grades, conversion of letter grades and the awarding of a minimum grade to JPS' legal team. November 7, 2016</p> <p>Post policy for public comment and review. November 16, 2016</p> <p>Submit policy for JPS Board approval. December 6, 2016</p> <p>Send all policies to be added to the current JPS handbook by December 9, 2016.</p> <p>Submit evidence to MDE for clearance by January 31, 2017.</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District

Code #: Miss. Code Ann. § 37-13-92; SB Policy 901;
and the Guidelines for Alternative/GED School
Programs.

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

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>The District is <u>noncompliant</u> with Process Standard 22.</p> <p>Based on the compliance indicators, the Capital City Alternative School (CCAS) has not met the criteria for providing appropriate services to students with Individualized Education Programs (IEPs) in accordance with 34 C.F.R. §§ 300.320-300.324 and State Board Policy 7219.</p> <ul style="list-style-type: none"> IEPs on file from the home schools did not address all components, goals, and objectives and are not individually based on the needs of the students. IEPs received from the home schools for the following students had the following deficiencies: Expired; no timely review and had not been revised. Therefore, monitors were unable to determine the report of progress and/or related services provided. <p>I. Student A – only back page of IEP provided; therefore, monitors were unable to determine the report of progress and/or related services provided.</p>	<p>The process will be conducted to ensure complete, appropriate and accurate Individualized Education Program (IEPs). The Jackson Public School District will review and revise procedures regarding Alternative Education retrieval, receipt, and services of IEPs from the students' home school based on State Board Policy 74.19.</p> <p>The Alternative school will also follow the Federal, State, and District mandates and/or policies as it relates to identifying, locating, and evaluating all children with disabilities.</p> <p>Strategies:</p> <ol style="list-style-type: none"> Professional Development Training on IEPs– District level for all teachers, Program Specialists and Behavior Specialists. An IEP meeting will be held for students with disabilities entering CCAS. The home school and alternative school will review the components of the IEP to ensure compliance. A Program Specialist and Behavior Specialist will review all IEPs on a monthly basis to further ensure compliance. Progress monitoring will be documented every 4½ weeks (midterm) for academic and behavior goals. 	<p>Executive Director of Special Projects</p> <p>Executive Director of Exceptional Education</p> <p>Principal at CCAS</p> <p>Teachers, Program Specialists and Behavior Specialists</p> <p>Homeschool Principals</p>	<p>Individualized Education Program (IEPs) 34 C. F. R. 300.320-300.324 and State Board Policy 74.19</p> <p>JPS Student Information System</p> <p>Mississippi Student Information System (MSIS)</p>	<p>August 9, 2016: Review each student IEPs that is assigned to Capital City Alternative School.</p> <p>September 13, 2016 Mid-term - Review student's IEP</p> <p>October 7, 2016 End of Term - Review student's IEP</p> <p>November 15, 2016 Mid-term - Review student's IEP</p> <p>December 22, 2016 End of Term - Review student's IEP</p> <p>Professional Development for Teachers by January 6, 2017</p> <p>February 7, 2017 Mid-term - Review student's IEP</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District

Code #: Miss. Code Ann. § 37-13-92; SB Policy 901;
and the Guidelines for Alternative/GED School
Programs.

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

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<ul style="list-style-type: none"> ○ Student B – only back page of IEP provided; therefore, monitors were unable to determine the report of progress and/or related services provided. ○ Student C – no current IEP – found on side of notebook; review sheet with signatures; however, the sheet did not contain parent or student signatures; therefore, monitors were unable to determine the report of progress and/or related services provided. ○ Student D – based on STAR Reading/Math his academic performance had dropped in both areas and there was not report of progress; therefore, monitors were unable to determine the report of progress and/or related services provided. ○ Student E – Temporary IEP 07/09/15; Manifestation hearing on 11/16/15; therefore, monitors were unable to determine the report of progress and/or related services provided. 	<ul style="list-style-type: none"> V. The IEP monitoring tool will be used by the Program Specialists and Behavior Specialists upon entry and exit. VI. Current academic and behavior data will be used to determine services for the students while at Capital City Alternative School. VII. The students' IEP binder will follow them to Capital City Alternative school. VIII. Related Services will be provided by appropriate personnel based on the student's IEP. 			<p>March 10, 2017 End of Term - Review student's IEP</p> <p>April 18, 2017 Mid-term - Review student's IEP</p> <p>May 24, 2017 End of Term - Review student's IEP</p> <p>Completion Date: May 24, 2017</p>

CORRECTIVE ACTION PLAN 2016-2017

District Name: Jackson Public School District

Code # 37-1-3(2)

Standard Deficiency: The district is noncompliant with standard 26. Based on findings the audit determined at least one advanced placement course in each of the four core subjects is not being offered at each high school

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>The curriculum of <u>each</u> high school, at a minimum, will consist of required and approved courses that generate at least 32½ Carnegie units annually, <i>including at least one (1) advanced placement course in each of the four (4) core areas.</i></p> <p>Jim Hill High School will offer the IB Curriculum instead of the advanced placement classes. This special advance program is an allowable substitute</p>	<p>The counselors have completed master schedules. They also audited all classes in order to ensure that the four required AP courses exist or have been offered at each High School. Currently all High Schools have 1 advanced placement course in each of the four core areas or all high schools offer at least 1 advance course in each of the four areas.</p>	<p>Principal Lead Counselor CAO, HS Executive Director Advanced Academics</p> <p>District Lead Counselor</p> <p>JPS MSIS Administrator</p>	<p>MSIS administrator will ensure that correct codes are listed on the required courses screen for each High School</p> <p>Submit the district choice card that's utilized by all High Schools</p>	<p>December 2016</p>

NAME _____ MSIS # _____

LAST

FIRST

MIDDLE

PARENT/GUARDIAN _____ HOME PHONE _____ BUSINESS PHONE _____

ADDRESS _____

CURRENT SCHOOL YEAR _____ NEXT SCHOOL YEAR _____

(2016-2017)

SCHOOL NAME

GRADE

(2016-2017)

SCHOOL NAME

JACKSON PUBLIC SCHOOLS
JACKSON, MISSISSIPPI



GENERAL INFORMATION

SUBJECT CHOICE CARD • GRADES 9-12

GENERAL INFORMATION

1. Course offerings and class size are subject to the policies of the Board of Trustees.
2. Some courses may require nominal fees.
3. Regular (R), Accelerated (AC), Academic and Performing Arts Complex (APAC), International Baccalaureate (IB), and Advanced Placement (AP) course grades are weighted as indicated in the student & parent handbook.
4. Students will receive Carnegie units for successfully completing the following courses in 8th grade.
 - CCR Math 8
 - CCR Math Grade 8 with Algebra I
 - Mississippi Studies
 - Introduction to World Geography
 - ICT II
 - Foreign Language
5. All 10th grade students are required to select a career academy.

Parent Signature _____

Your signature indicates that you have reviewed and approved the selected courses.



CAREER DEVELOPMENT CENTER PROGRAMS

UNITS	SUBJECT	JPS COURSE NO.	MDE COURSE NO.
2	Construction Core I	751529	993101
2	Carpentry.....	751629	993110
2	Broadcasting Journalism I	761329	100201
2	Audio and Television Broadcasting II	761429	100202
2	Collision Repair Technician I	771529	997100
2	Collision Repair Technician II	771629	997101
2	Installation and Service I.....	771729	993002
2	HVAC II.....	771829	993003
2	Automotive Service Technician I	771929	997000
2	Automotive Service Technician II	772029	997001
2	Lodging, Hospitality & Tourism Mgmt. I.....	781329	060711
2	Lodging, Hospitality & Tourism Mgmt. II.....	781429	060712
2	Culinary Arts/Prostart I	781729	996000
2	Culinary Arts/Prostart II	781829	996001
2	Early Childhood Services I.....	782129	996200
2	Early Childhood Services II	782229	996201
1	Introduction to Cosmetology I.....		994700
1	Basic Cosmetology		994701
2	Advanced Cosmetology	782529	994702
2	Application to Cosmetology	782629	994703
2	Business Fundamental	783129	992300
2	Marketing I***	783129	992300
2	Digital Media Technology I	792029	994100
2	Digital Media Technology II	792129	994101
2	Engineering I	793039	994000
2	Engineering II**.....	793139	994001
2	Simulation/Animation Design I	794049	994400
2	Simulation/Animation Design II	794149	994401
2	Teacher Academy I.....	795049	996300
2	Teacher Academy II.....	795149	996301

*Can be used to satisfy 1 unit of Science requirement other than Biology I

**Can be used to satisfy 2 units of Science requirement other than Biology I

***Can be used to satisfy 1/2 unit of Economics and/or Personal Finance (070128)

****Can be used to satisfy 1/2 unit of Family and Individual Health (200126) or Health Education (340133)

Special Programs

Core Courses and Electives

UNITS	SUBJECT	COURSE NO.	UNITS	SUBJECT	COURSE NO.
APAC ACADEMICS (MURRAH)			INTERNATIONAL BACCALAUREATE (JIM HILL)		
1	English I APAC	100991	1	MYP English I 9.....	100971
1	English II APAC	101091	1	MYP English II 10.....	101071
1/2	Creative Writing APAC.....	171445	1	MYP French II 9	821371
1	Analytical Geometry APAC.....	221391	1	MYP French III 10.....	821174
1	Algebra II APAC.....	211291	1	MYP Spanish II 9.....	810971
1/2	Trigonometry APAC	251191	1	MYP Spanish III 10.....	811071
1/2	Pre-Calculus APAC.....	231191	1/2	MYP U.S. Government 9.....	420975
1	Biology I APAC	310991	1	MYP World History 10 (F).....	411071
1	Chemistry I APAC.....	351391	1/2	MYP World Geography 10	441075
1	Physics I APAC.....	331391	1	MYP Geometry 9	221071
1	Biomedical Research APAC	311391	1	MYP Algebra II 10	211171
1/2	Molecular Biology APAC.....	311395	1	MYP Chemistry 9.....	351071
1/2	Science Field Experiences APAC.....	311495	1	MYP Biology 10.....	310971
1/2	Mississippi Studies APAC.....	400995	1	MYP Art I 9	610971
1	World History APAC.....	411091	1	MYP Art II 10	611071
1/2	World Geography APAC.....	421395	1/2	IB Art Special	611305
APAC PERFORMING ARTS (POWER)			1/2	MYP Technology IV 9.....	730975
1	Art I APAC	610991	1/2	MYP Technology V 10	730175
1	Art II APAC.....	611091	1/2	MYP Health/Physical Education IV 9	510975
1	Art III APAC.....	611191	1/2	MYP Health/Physical Education V 10.....	511075
1	Art IV APAC	611291	1/2	MYP Inquiry Skills	001175
1	Art I Special Course APAC.....	610994	1/2	MYP Analytical Reasoning 10	001075
1	Art II Special Course APAC	611094	1	DP Theory of Knowledge 12.....	001271
1	Art III Special Course APAC	611194	1	DP English III – HL 11	101171
1	Art IV Special Course APAC.....	611294	1	DP English IV – HL 12.....	101271
1	Dance I APAC.....	620991	1	DP French IV – SL 11.....	821174
1	Dance II APAC.....	621091	1	DP French ab initio I – SL 11.....	811171
1	Dance III APAC.....	621191	1	DP Spanish IV – SL 11	811174
1	Dance IV APAC	621291	1	DP Spanish <i>ab initio</i> I – SL 11	811171
1	Performing Arts Dance I APAC.....	620994	1	DP French V – SL 12	821274
1	Performing Arts Dance II APAC.....	621094	1	DP French <i>ab initio</i> II – SL 12	821271
1	Performing Arts Dance III APAC.....	621194	1	DP Spanish V – SL 12	811274
1	Performing Arts Dance IV APAC	621294	1	DP Spanish ab <i>initio</i> II SL 12	811271
1	Theatre Introduction APAC.....	630991	1	DP History of the Americas I – HL 11 □.....	411171
1	Theatre II APAC.....	631091	1	DP History of the Americas II – HL 12	411271
1	Theatre III APAC.....	631191	1	DP Psychology – SL 11	451371
1	Dramatic Criticism & Performance APAC.....	631291	1	DP Biology I – HL 11	311171
1	Performing Arts Theatre I APAC.....	630994	1	DP Biology II – HL 12	311271
1	Performing Arts Theatre II APAC.....	631094	1	DP Math Studies I – SL 11	201171
1	Performing Arts Theatre III APAC	631194	1	DP Math Studies II – SL 12.....	201271
1	Theatre Production APAC.....	631294	1	IB Computer Science.....	911341
1	Music Instrumental I APAC.....	650991	1	DP Art III SL 11	611171
1	Music Instrumental II APAC.....	651091	1	DP Art IV SL 12	611271
1	Music Instrumental III APAC	651191	COOPERATIVE EDUCATION (CALLAWAY/FOREST HILL)		
1	Music Instrumental IV APAC	651291	2 1/2	Cooperative Education I.....	782729
1	Piano I APAC	660991	2 1/2	Cooperative Education II.....	782829
1	Piano II APAC	661091			
1	Piano III APAC	661191			
1	Piano IV APAC	661291			
1	Voice Choral Ensemble I APAC.....	670991			
1	Voice Choral Ensemble II APAC.....	671091			
1	Voice Choral Ensemble III APAC.....	671191			
1	Voice Choral Ensemble IV APAC	671291			
1	Music Theory & Harmony/Literature I APAC.....	680991			
1	Music Theory & Harmony/Literature II APAC	681091			
1	Music Theory & Harmony/Literature III APAC	681191			
1	Music Theory & Harmony/Literature IV APAC.....	681291			

UNITS	SUBJECT	COURSE NO.	UNITS	SUBJECT	COURSE NO.
ACT/SAT PREPARATORY			FAMILY AND CONSUMER SCIENCE		
1/2	ACT/SAT Prep I (H).....	001105	1/2	Child Development	701405
ALTERNATIVE EDUCATION			1/2	Family Dynamics	701705
1	Jobs for Mississippi Graduates I.....	050911	1/2	Personal Development.....	701905
1	Jobs for Mississippi Graduates II.....	051011	1/2	Resource Management.....	702005
1	Jobs for Mississippi Graduates III	051111	FOREIGN LANGUAGE		
1	Jobs for Mississippi Graduates IV	051211	1	French I	820901
ARTS			1	French II	821001
1	Art I.....	610901	1	French III.....	821101
1	Art II	611001	1	Latin I.....	830901
1	Art III	611101	1	Latin II.....	831001
1	Art IV.....	611201	1	Spanish I.....	810901
1/2	Dramatic Criticism & Performance (H)	631405	1	Spanish II.....	811001
1	Dramatic Criticism & Performance (F)	631401	1	Spanish III	811101
1	Art Studio AP	611341	1	AP Latin	831301
BUSINESS EDUCATION			HEALTH/PHYSICAL EDUCATION		
1/2	Keyboarding	900905	1/2	Physical Ed (H).....	501305
1	Accounting Fundamental.....	792002	1	Physical Ed (F)	501401
1/2	Entrepreneurship - Business	901505	1/2	Physical Ed Sports (H)	511405
1/2	Personal Finance.....	901705	1	Physical Ed Sports (F).....	511501
1/2	Communications in Business	902005	1/2	Comprehensive Health (H).....	520905
1/2	International Business	902105	1	Comprehensive Health (F)	521301
1/2	Business Law	902205	JOURNALISM		
COMPENSATORY EDUCATION			1	Journalism Introduction	121301
1	Compensatory Reading I (F)	111301	1	Journalism Lab Annual I.....	121401
1/2	Compensatory Reading I (H)	111305	1	Journalism Lab Annual II.....	121501
1	Compensatory Reading II (F)	111401	1	Journalism Lab Paper I	121601
1/2	Compensatory Reading II (H)	111405	1	Journalism Lab Paper II	121701
1	Compensatory Writing I (F)	171301	MATHEMATICS		
1/2	Compensatory Writing I (H).....	171305	1	Foundation of Algebra	970930
1	Compensatory Writing II (F)	170401	1	CCR Algebra I	290901
1/2	Compensatory Writing II (H).....	170405	1	CCR Algebra I Accelerated	
1	Compensatory Math I (F)	201301	1	CCR Algebra II	290405
1/2	Compensatory Math I (H).....	201305	1	CCR Algebra III	290441
1	Compensatory Math II (H).....	201501	1	Calculus.....	231201
1/2	Compensatory Math II (F)	201505	1	Calculus AB AP	231341
1	Compensatory Math III (F)	201701	1	Calculus BC AP	231441
1/2	Compensatory Math III (H).....	201705	1	CCR Geometry.....	290408
1	Compensatory Math IV (F).....	201801	1	CCR Geometry Accelerated	
1/2	Compensatory Math IV (H).....	201805	1	Statistics AP	241211
1	Learning Strategies (F).....	001301	1	SREB Math Ready	290740
1/2	Learning Strategies (H)	001405	1	CCR Advanced Mathematics Plus	970730
COMPUTER EDUCATION			MILITARY SCIENCE JROTC		
1/2	Computer Applications.....	911305	1	JROTC I.....	530901
1/2	Web Page Design and Media Rich Content I	710700	1	JROTC II.....	531001
1/2	Web Page Design and Media Rich Content II	000256	1	JROTC III.....	531101
1	Computer Science A AP	911341	1	JROTC IV	531201
1	Computer Science AB AP.....	911441	ORAL COMMUNICATION		
1	AP Computer Science	000000	1	Debate I (F)	130901
ENGLISH			1	Debate II.....	131001
1	English as a Second Language	851301	1	Oral Communication I.....	131301
1	CCR English I.....	630107			
1	CCR English I Accelerated				
1	CCR English II	930110			
1	CCR English II Accelerated				
1	CCR English III	930113			
1	CCR English IV.....	930116			
1	English Language & Composition AP	101341			
1	English Literature & Composition AP	161241			
1/2	American Novel	161305			
1/2	Mississippi Writers.....	161605			
1/2	Creative Writing	171405			
1/2	Technical & Workplace Writing.....	171505			
1	SREB Literacy Ready.....	630150			

UNITS	SUBJECT	COURSE NO.
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PERFORMINGARTS

1	Band I650901
1	Band II651001
1	Band III651101
1	Band IV651201
1	Choral Music I670901
1	Choral Music II671001
1	Choral Music III671101
1	Choral Music IV671201
1	General Music640901
1	Music Theory & Harmony/Literature681301
1	Strings I660901
1	Strings II661001
1	Strings III661101
1	Strings IV661201

SCIENCE

1/2	Aerospace Studies341415
1/2	Astronomy301005
1	Biology I311001
1	Biology I Accelerated	
1	Biology II311301
1	Biology AP311341
1	Biomedical Research311401
1/2	Botany311905
1	Chemistry351001
1	Chemistry AP351341
1	Earth and Space Science341411
1/2	Environmental Science341405
1/2	Forensics300905
1/2	Genetics311705
1/2	Geology341305
1	Human Anatomy & Physiology311501
1/2	Microbiology311605
1	Physical Science320901
1	Physics331301
1	Physics B AP331541
1	Physics C AP331641
1/2	Science Field Experiences311405
1/2	Spatial Information Science341515
1	Introduction to Biology310901
1/2	Zoology311505

SOCIAL STUDIES

1/2	Mississippi Studies400905
1	Humanities I (F)401301
1/2	Humanities I (H)401305
1/2	Local Culture401401
1/2	Sociology401405
1	World History411001
1	World History Accelerated411051
1	US History 1877 to Present411101
1	US History AP411241
1	World History AP411041
1/2	US Government421205
1/2	US Government & Politics AP421245
1/2	Law Related Education421305
1/2	Economics431205
1/2	Micro Economics AP431245
1/2	Macro Economics AP434345
1/2	Problems in American Democracy421405
1/2	World Geography Introduction440905
1	World Geography Advanced441301
1/2	Psychology451305
1	African American Studies401501

UNITS	SUBJECT	COURSE NO.
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CAREER AND TECHNOLOGY EDUCATION

1	STEM731901
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TEACHER ACADEMY

1	Teacher Academy I996300
1	Teacher Academy II996301

Exceptional Education

UNITS	SUBJECT	COURSE NO.	UNITS	SUBJECT	COURSE NO.
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EXCEPTIONAL EDUCATION

0	Fine Motor Skills Ex000980
0	Fine Motor Skills Ex001080
0	Fine Motor Skills Ex001180
0	Fine Motor Skills Ex001280
0	Household Management Ex002980
0	Household Management Ex003080
0	Household Management Ex003180
0	Household Management Ex003280
0	Inclusion Ex005180
0	Monitored/Consultative Services Ex005280
0	Learning Strategies for Credit Ex005380
0	Gross Motor Skills Ex005980
0	Gross Motor Skills Ex006080
0	Gross Motor Skills Ex006180
0	Gross Motor Skills Ex006280
0	Communication Skills Ex006980
0	Communication Skills Ex007080
0	Communication Skills Ex007180
0	Communication Skills Ex007280
0	Community I Ex010980
0	Community II Ex011080
0	Community III Ex011180
0	Community IV Ex011280
0	Daily Living Skills I Ex020980
0	Daily Living Skills II Ex021080
0	Daily Living Skills III Ex021180
0	Daily Living Skills IV Ex021280
0	Personal/Social Skills I Ex030980
0	Personal/Social Skills II Ex031080
0	Personal/Social Skills IV Ex031280
0	Recreation and Leisure Skills Ex032980
0	Recreation and Leisure Skills Ex033080
0	Recreation and Leisure Skills Ex033180
0	Recreation and Leisure Skills Ex033280
0	Occupational Guidance & Preparation I Ex040980
0	Occupational Guidance & Preparation II Ex041080
0	Occupational Guidance & Preparation III Ex041180
0	Occupational Guidance & Preparation IV Ex041280
0	Vocational Skills Ex044980
0	Vocational Skills Ex045080
0	Vocational Skills Ex045180
0	Vocational Skills Ex045280
0	Learning Strategies/Tutorial I Ex080980
0	Learning Strategies/Tutorial II Ex081080
0	Learning Strategies/Tutorial III Ex081180
0	Learning Strategies/Tutorial IV Ex081280
0	Employment English I Ex100980
0	Employment English II Ex101080
0	Employment English III Ex101180
0	Applied Employment English IV Ex101280
0	Reading I Ex110980
0	Reading II Ex111080
0	Reading III Ex111180
0	Reading IV Ex111280
0	Functional Reading Ex111980
0	Functional Reading Ex112080
0	Functional Reading Ex112180
0	Functional Reading Ex112280
0	Functional Writing Ex170980
0	Functional Writing Ex171080
0	Functional Writing Ex171180
0	Functional Writing Ex171280

0	Job Skills Math I Ex200980
0	Job Skills Math II Ex201080
0	Job Skills Math III Ex201180
0	Applied Job Skills Math IV Ex201280
0	Functional Math Ex203980
0	Functional Math Ex204080
0	Functional Math Ex204180
0	Functional Math Ex204280
0	Life Skills Science I Ex300980
0	Life Skills Science II Ex301080
0	Life Skills Science III Ex301180
0	Applied Life Skills Science IV Ex301280
0	Career Preparation I Ex400980
0	Career Preparation II Ex401080
0	Career Preparation III Ex401180
0	Applied Career Preparation IV Ex401280
0	Compensatory Reading I Ex120981
0	Compensatory Reading II Ex121381
0	Compensatory Writing I Ex121781
0	Compensatory Writing II Ex122181

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: 37-1-3(2) and 37-13-134

Standard Deficiency: 27: The District is noncompliant with Process Standards 27, 27.1, and 27.2.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>The following elementary schools do not provide 45 minutes of health education per week:</p> <ul style="list-style-type: none"> French Lester Smith 	<p>MDE Recommendation: The class schedule shall be revised to include 45 minutes of health instruction each week.</p> <p>JPS Corrective Action:</p> <ul style="list-style-type: none"> Middle Schools will schedule the time for health instruction and will be reflected in the homeroom time designated in the teacher's master schedule in the student information system (SIS). Elementary Schools will schedule the time for health instruction and will be reflected in each teacher's classroom instructional schedule which will be posted outside his/her classroom door. <p>MDE Recommendation: The District shall review instructional practices at each school for each grade level to ensure that 45 minutes of health instruction is provided weekly. Lesson plans shall also be reviewed to ensure instruction in health education is provided for at least 45 minutes per week.</p> <p>JPS Corrective Action: Members of the central office staff will work together with building level administrators to ensure the implementation of District's expectations for health instruction. The Chief Academic Officers will monitor the review of lesson plans by building level administrators and conduct classroom observations to ensure instruction in health education is provided for at least 45 minutes per week.</p>	Chief Academic Officers	<p>Submit revised master schedules to the Office of Research, Evaluation and Assessment.</p> <p>Lesson plan submission and delivery of instruction will be monitored by each building level administrator</p>	December 9, 2016

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

**Code #: 37-41-53; 63-1-73; 63-1-33; 63-3-615;
97-3-7**

Standard Deficiency: 29.1 All buses are inspected on a quarterly basis and are well maintained and clean

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>Standard 29.1</p> <p>See the enclosed ATTACHMENT A (Bus Fleet Inspection Report) for specific details of noncompliance with Process Standard 29.1 pertaining to the District's Bus Fleet.</p>	<p>MDE Action: Correct all noted deficiencies in Attachment A</p> <p>JPS Corrective Action: The Office of Transportation will inspect all buses according to the bus fleet inspection report. All buses that fail the inspection will be taken out of service and removed from the fleet.</p> <p>Quarterly Inspection: Each bus is inspected during the months of July, November, February, and May by JPS certified mechanics utilized the State Bus Inspection Form.</p> <p>Daily Inspection: Each bus is inspected pre/post trip by the bus driver. He/she will complete an inspection form and submit a copy to be kept on file in the transportation terminal. The inspection shall consist of inspecting mechanical and safety equipment on the school bus.</p>	Executive Director of Transportation	Bus Inspection Reports	<p>November 2016 February 2017 May 2017 July 2017</p> <p>Ongoing</p>

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

**Code #: 37-41-53; 63-1-73; 63-1-33; 63-3-615;
97-3-7**

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>Standard 29.2</p> <p>Requires that each school bus driver receive at least two (2) hours of professional development. There was no documentation available to submit required professional development.</p>	<p>MDE Action: The District shall conduct and maintain documentation of required professional development for all bus drivers.</p> <p>JPS Corrective Action: Professional development is provided for all bus drivers once a month from 8:45 a.m. to 10:45 a.m. at the transportation terminals. An agenda is developed for each meeting and provided to all participants and sign-in sheets are collected. A copy of the agenda, sign-in sheet, and materials are filed in office at each transportation terminal and transportation central. Certificates documenting the number of professional development hours completed are provided to each driver twice a year in the months of December and June.</p>	<p>Executive Director of Transportation</p>	<p>Copies of agenda, sign-in sheets, materials, and certificates of completion.</p>	<p>Monthly starting November 2016</p>

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

**Code #: 37-41-53; 63-1-73; 63-1-33; 63-3-615;
97-3-7**

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
<p>Standard 29.3</p> <p>Requires that buses arrive before the start of instructional day.</p> <ul style="list-style-type: none"> Some buses are getting to school an hour late. Late buses creating a problem for the operation of cafeteria. Staff is forced to delay the start of lunch preparations because students are still coming to get breakfast. One administrator stated that pickup time in the afternoon was as late as 5:00p.m. <p>Buses from the south terminal appear to have the most problems with late buses. They also have the largest number of open routes.</p>	<p>MDE Action: The District shall recruit and employ the appropriate number of bus drivers or revise the current routes to ensure the arrival and departure of all buses at their designated school sites.</p> <p>JPS Corrective Action:</p> <ul style="list-style-type: none"> Transportation will participate in ongoing job fairs hosted by the District. Consideration will be given to allowing coaches and teachers that have the first and/or last block off to drive a bus. A job description was developed and approved by the Board during the November 2016 meeting for a driver trainer and mechanic. These individuals will assist candidates prepare for the computerized CDL test as well as help with the CDL road test. Four new buses have been purchased and are in service. We have also received approval from the MDE Office of Safe and Orderly Schools to purchase two more. We are also studying the feasibility if outsourcing the routes for our magnet programs. 	<p>Executive Director of Transportation</p>	<p>Job fair documents, job descriptions, new buses, and arrival/departure reports.</p>	<p>August 2016 October 2016 February 2017 April 2017</p> <p>December 2016</p> <p>November 2016</p> <p>December 2016</p> <p>February 2017</p>

**CORRECTIVE ACTION PLAN
2016-2017**

District Name: Jackson Public School District

**Code #: 37-41-53; 63-1-73; 63-1-33; 63-3-615;
97-3-7**

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<ul style="list-style-type: none">GPS has been purchased for all buses, have been installed, and are currently in use. This will enhance our ability to improve bus routes, reduce trip times, enhancing safety and accessibility and make bus service more reliable and cost-effective. Transportation will make sure that an open line of communication is ongoing with all administrators to make sure that all buses are arriving within a certain time frame.			October 2016

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District
Standard Deficiency: The District is noncompliant with Process Standard 30

Code #: 37-7-301(c)(d)(j)m 37-11-5 and 49, and 45-11-101

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
See findings on Attachment B of the original audit findings from the Division of School Buildings.	<p>MDE Action: The District is responsible for coordinating with the Division of School Buildings to correct the areas of noncompliance.</p> <p>JPS Corrective Action: After review of the report, the Office of Facilities Operations prioritized the projects listed from the report and purchased the supplies and materials needed to make the repairs. Overtime was allocated for staff in order to make repairs that could not be made during the normal school hours.</p> <p>At this point, 70% of the projects have been completed. The remaining items are long-term projects that will require the development of plans and specifications and will require professional services of architects and engineers. Therefore, the District will issue a Request for Proposal (RFP) for professional services to provide assessments of all school buildings. These assessments will include professional services of architects, engineers, and others to provide construction plans and cost estimates for long term projects such as HVAC upgrades, roof replacements, electrical upgrades, etc...</p>	Executive Director of Facilities	Project completion	Projected completion of RFP process – March 2017

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: 37-3-81 and 83(2), 37-11-69, 37-11-67, and School Safety Manual

Standard Deficiency: The District is noncompliant with Process Standard 31.

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
See findings on Attachment C of the original audit findings from the Division of School Safety.	<p>MDE Action: The District is responsible for coordinating with the Division of School Safety to correct the areas of noncompliance.</p> <p>JPS Corrective Action: Based on a review of the recent MDE Audit of the Jackson Public School District, the schools and the Office of Campus Enforcement have implemented several strategies and initiatives with the intent of increasing the overall safety of our staff, students and visitors. These include:</p> <ul style="list-style-type: none"> Revised all Crisis Response Plans for all schools that include: <ul style="list-style-type: none"> Primary and secondary reunification points. The emphatic discontinuance of the use of any codes or signals to initiate drills and emergency procedures. The identification of team members of the crisis teams and their contact numbers. The inclusion of blueprints in all crisis plans. The identification of primary and secondary evacuation points in all plans. All necessary Drill Reports have been placed on the District's website and a central repository for all reports created within the Office of Campus Enforcement. A deadline of the 6th of each month has been established for these reports. If not received by the due date, this will trigger a notice sent to the respective Chief Academic Officer (CAO). 	Executive Director of Campus Enforcement	<p>Completed Crisis Response Plans at each school.</p> <p>Drill Report Forms completed and maintain in individual folders for each school and in electronic data base.</p>	<p>Completed October 1, 2016</p> <p>Completed October 1, 2016 and ongoing</p>

CORRECTIVE ACTION PLAN

2016-2017

District Name: Jackson Public School District

Code #: 37-3-81 and 83(2), 37-11-69, 37-11-67, and School Safety Manual

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<ul style="list-style-type: none"> All safety officers will attend and successfully complete the MDE SSO Basic Course within two (2) years of employment. The necessary ongoing training required is documented in each officer's training file. All Safety Officers and School Resource Officers received professional development on their duties and to ensure that they reported through a chain-of-command to the Chief of Campus Enforcement, the designee for the Superintendent. These officers also received remedial training in the proper use of both the stationary and hand-held metal detectors. Additional training and monitoring will be provided prior to December 3, 2016 to ensure that no more than one (1) person is screened through the metal detectors at any given time. The Office of Campus Enforcement hired a sworn officer for each High school in an effort to enhance safety measures of these locations. Those officers, who have not attended the School Resource Officer Basic Course, have applied for the December 2016 course. Efforts are being made to identify, interview and hire additional sworn officers to be used as replacements for officers who are not able to report for duty. The anticipated filling of at least two (2) officers for this function is January 30, 2017. All School Resource Officers (SROs) are assigned to work from 0800 – 1700 hours. This allows for coverage during the end of the school day, which seems to be the most crucial transition period on the 		<p>Certificate issued by MDE for School Safety Officer</p> <p>Training Attendance Roster</p> <ul style="list-style-type: none"> Completed Sworn Law Enforcement Roster with Board of Minimum Standards Certificates of Completion for SRO Training Officer have register for class Completed Sworn Roster maintained by Board of Law Enforcement 	<p>Completed October 1, 2016 and ongoing</p> <p>Completed October 1, 2016 and ongoing</p> <p>Completed October 1, 2016 and ongoing</p> <p>Completed October 1, 2016 and ongoing</p> <p>December 1, 2016</p>

CORRECTIVE ACTION PLAN

2016-2017

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MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<p>High School level. In the event the officer needs to leave the building during the day, existing officers assigned to other duties will be used to backfill until their return.</p> <ul style="list-style-type: none"> Two-way hand-held radios have been provided to all High schools and Middle schools that allows for direct communication with the Dispatch Center with the Office of Campus Enforcement. Zone Supervisors have been implemented in each of the District's four (4) Zones. These supervisors add a layer of support and remedial supervision to the officers within their zones. These officers complete Daily Activity Reports (DARs) and Daily Observation Reports (DORs). These reports capture those things to include structural safety concerns that are then sent to the Facilities Department and shared with the building administrations. These issues include: light fixtures in need of repair, closets left unlocked and clutter in the stairwell. Evacuation maps (routes) have been placed in all rooms and hallways. The District has issued a new Cellphone Policy. All safety personnel are actively engaged in ensuring compliance with this policy. Any violations are reported in a timely manner to building administrators. 		<p>Standards and Training</p> <p>Current inventory and equipment issuance forms</p> <p>JPSD Daily Activity Report forms and Daily Observation reports. Job tickets</p> <p>Visual Inspection</p> <p>District Cellphone Policy and Student Handbook</p>	<p>Completed October 1, 2016</p> <p>Completed October 1, 2016</p> <p>Completed October 1, 2016</p> <p>Completed November 1, 2016</p>

CORRECTIVE ACTION PLAN 2016-2017

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MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<ul style="list-style-type: none"> Safety personnel are instructed to provide a strong visible presence in parking areas and hallways when there is the expectation of increased pedestrian traffic. The intent is to deter abhorrent behavior during this time and at these locations. The efforts of the safety personnel assigned to the buildings is augmented by overlapping patrols provided by patrol officers. This includes monitoring perimeter gates. Research and feasibility studies as well as quotes are being received to evaluate the possibility of implementing student Identification Badges for Middle and High school students. The deadline for a recommendation is April 2017. There is encouraged dialogue between JPSD officers and JPD officers on the patrol level. The intent is to enhance communication between the agencies on that level. Additionally, there is a weekly sharing of information between agencies which includes crime data and trends. A copy of the ComStats report from Jackson Police Department (JPD) is received and discussed at weekly staff meetings. Additionally, the Jackson Public School District is involved in the Violence Reduction Network (VRN) initiative implemented by the U.S. Attorney's Office. 		<p>Daily Activity Report of Officers and Supervisors</p> <p>Written Recommendation and Evaluations</p> <p>Meeting Minutes and Schedule</p>	<p>Completed October 1, 2016 and ongoing</p> <p>November 1, 2016 - April 30, 2017</p> <p>Completed October 1, 2016 and ongoing</p>

CORRECTIVE ACTION PLAN

2016-2017

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MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	<ul style="list-style-type: none"> A systemic review of all CCTV cameras in the District is ongoing. A review of all CCTV servers is conducted every morning. Any servers found not functioning is forwarded to a camera technician who responds to the respective school to identify and rectify the problem. A safety assessment will be conducted at each school annually with appropriate recommendations made to the respective departments. Jackson Public School District Campus Police provides a Tip Line that is answered twenty-four (24) hours a day, seven (7) days a week to receive anonymous information on issues to include possible criminal acts that could impact the academic day. For that information that falls under the purview of another department, whether within the District or outside, this information is relayed in real-time fashion. Teacher referrals are being processed by administrators in a timely manner. Administrators will continue to monitor dress code and will enforce the district policy and procedures as found in the Student Handbook/Code of Conduct. 		<p>Daily CCTV Server Report</p> <p>Safety Assessment Survey</p> <p>Tip Line Referral and Log Sheets</p> <p>Discipline Data</p> <p>Discipline Data</p>	<p>Completed October 1, 2016 and ongoing</p> <p>Completed October 1, 2016 and ongoing</p> <p>Completed October 1, 2016 and ongoing</p> <p>Completed November 1, 2016 and ongoing</p> <p>Completed November 1, 2016 and ongoing</p>

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	<ul style="list-style-type: none"> • The school administration and teachers have increased supervision in the hallways and common areas. Expectations for student transition and staff duties have been clearly outlined. • School wide expectations for hall passes and student movement have been established. Corrective actions listed in Standard 20 will also be utilized to address safety violations. 			<p>Completed November 1, 2016 and ongoing</p> <p>Completed November 1, 2016 and ongoing</p>