CORR32. TJETBT0.9697 0 0 1 7

DOCUMENT

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 teachers
  - Select each teacher on a
  - 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 teach H U S S N are correct and all of the schedules are an exact match.

- Exceptions to the must-
  - 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 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. 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 all SATP courses (Test labels will be printed for the students based on the information that is entered into the field.)
  - S1 All Year Courses ALL YEAR
  - S1 1st Semester Courses FALL ONLY
  - 1 0 0 1 267.53 457.27 Tm [( )] TJ ET BT /F2s0 1 270.53 457.n6T(9TJ ET BT 1 0 0 1 1

DOCUMENT

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 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 personnel data monthly prior to submission to MDE.

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

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 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	JPS minutes reflect that the Board has received, reviewed, and made necessary adoptions of all 2016-2017 updated policies received from MSBA. JPS minutes and agendas reflect that the JPS Board reviews one section of its policies each month.	December Regular Board Meeting Monthly and ongoing.

CORRECTIVE ACTION PLAN
2016-2017

MDE Findings by Standard	Corrective

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

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

Approved)
8. JBL Instructional Day
(Sent for Review)

September 15, 2015

9. GBFA Suicide Prevention
Education In-Service

December 15, 2015

10. BA Mission, Vision and
Goals7.22 402.7 reW* nBT/F2 9.9607

CORRECTIVE ACTION PLAN
2016-2017

District Name: Jackson Public School District

Code(s): Miss. Code Ann. § 25-41-7; §§ 25-

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

Secondary Institutions

72. JCFAA Parental Rights Pursuant To The Protection of Pupil Rights Amendment (PPRA)

73. JCP Sexual Harassment-Students

74. JCQ Complaint Policy-Students

75. JDAA Self-Administration of Asthma Medication By Students

76. JDAC Asthma Management Policy

77. JDI Transportation To and From School

78. JDJ Student Conduct on School Buses

79. JE Guidance Program (IH)

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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

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

- x When policy revisions are approved by the school board, communicate changes to all school district staff.
  - o Revised school policies are uploaded to the website under approved policies and emailed to the staff.

- x Review all school district publications to ensure that all statements are clearly written and consistent with approved school board policy.
  - o All district publications are reviewed annually.
  - o Continue

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

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
	communicating with the public and for encouraging the public to follow the chain of command process. 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			

CORRECTIVE ACTION PLAN
2016-2017

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

CORRECTIVE ACTION PLAN
2016-2017

District Name: Jackson Public School District **Code #:** 37-9-7

[redacted]

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	[redacted]

CORRECTIVE ACTION PLAN
2016-2017

District Name: Jackson Public School District **Code #:** Site MS Code Numberkson

CORRECTIVE ACTION PLAN
2016-2017

District Name: Jackson Public School District **Code #: 37-17-6(3)(a-e)**

enter an

MDE Findings by Standard	Corrective Action	District Personnel Responsible	Evaluation Criteria	Implementation Timeline and Projected Completion Date
	x Identify schools with enrollments of less than 499 and more than 500. x Verify and monitor master schedules for all JPS librarians in schools with less than 499 students. x Verify and monitor master schedules for all JPS librarians in schools with more than 500 students. x Properly enter and code part-time librarians in MSIS. x Verify licenses and endorsements of all JPS librarians on an ongoing basis. x Provide regular professional development for all JPS librarians to ensure knowledge of MDE policies and procedures for the library and			

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

CORRECTIVE ACTION PLAN

CORRECTIVE ACTION PLAN
2016-2017

District Name: Jackson Public School District **Code #: {MS Code 37-13-67}**

MDE Findings by

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

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.

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
The District is noncompliant with Process Standard 8.				

1.

CORRECTIVE ACTION PLAN

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
	The district shall conduct Records Training on *Mississippi Cumulative Folder and Permanent Records Manual of Direction ±MDE and District Procedures* for records maintenance to ensure the following: x Accurate recording name, birth certificate number, POB, DOB, SSN, MSIS#, Race, Sex & Ethnicity x Accurate recording address as it appears on residency proofs and correct spelling of name as they appear on birth certificate x All pertinent student data are recorded on the cumulative and permanent records Elementary & Secondary Progress in proper sequence x Proper Entrance & Exit Coding x Accurate Attendance Recording x Immunization Verification x Record of Tests Standardized x Accurate Recording of High School Credits on Permanent Record x Proper usage of Significant Facts x Full completion of Graduation Facts **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.**		and Permanent Records Manual of 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}**

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 / 3 day letter).

ATTENDANCE REPORTING PROCESS

Jackson Public School District

PHASE II

State School Attendance Officer will mail the parents/legal guardian(s) the Compulsory School Attendance Enforcement letter,

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

ATTENDANCE REPORTING PROCESS

ATTENDANCE REPORTING PROCESS

Jackson Public School District

A petition is filed by the StateAttendanceOfficer in the court Ofcompetentjurisdiction

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
The District <u>is noncompliant</u> with Process Standards 13, 13.1, and 13.2. x **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.	Revise Board Policy AE to reflect that an instructional day is defined as 330 minutes.	Chief of Staff	Updated Policy AE	August 4, 2016
x 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 JBL to reflect that an instructional day is defined as 330 minutes.		Updated Policy JBL	August 4, 2016

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, but rather can be substituted for the physical education requirement if it meets the instructional requirements specified in the *Fitness through Physical Education Framework.* See Footnotes 8 and 9 under Appendix A-2. x Jackson Public School Board Policy JBJ/IGD for *Promotion and Retention of Students* 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.	departments (by term annually) x Revise the content and format of the *Student Handbook* to include an - a- for high school graduation pathways x Elicit feedback from the P-16 council regarding the - a- outlining the four (4) graduation pathways included in the student handbook x Develop a process for the development, revision, adoption, and dissemination of board policies and administrative regulations related to graduation requirements x Develop a timeline and process for developing the publication, Administrative Regulations for Counseling Services, to ensure the review of cumulative folders, records, and	Services	Code of Conduct (2016-2017) is **Wednesday, September 14, 2016** for the Board of Trustees to review and adopt on **Tuesday, September 20, 2016**. **---** The projected completion date of the **P-16 Council** survey results is **Thursday, December 15, 2016.** **---** The projected completion date of the Process for the Development, Revision, Adoption, and Dissemination of Board Policies and Administrative

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

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.,

CORRECTIVE ACTION PLAN
2016-2017

District Name: Jackson Public School District

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
collection but have not been processed. 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				

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
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.	x 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* x 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.		Individual Librarian Growth Rubric Results 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.	Individual

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
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. Davis Magnet School 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. French Elementary School 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	**Strategies: Sef3/P ⁄MCID 56>BDC q29.88 31**			

MDE 5 14.04 reW* nBT/F2 11.04 Tf1 0 0 1 425.83 508.78 Tm0 g0 G4 riv

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 PLAN
2016-2017

District

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 Date
professional section is disorganized. 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. <u>Smith Elementary School</u> 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	x 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*			

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
annual budget request to the principal or a summary end-of-year report of expenditures by funding source. The library does not have formal, dedicated advocacy committee or a formal public relations plan. Timberlawn Elementary School (The librarian was at a testing meeting the morning of the 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.) Printers in the library were non-functional, and the requested circulation reports from the library automation system were emailed to 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 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.	**Strategies: Section 5: Technology Mississippi School Library Guide (MSLG)-MDE** 4. **The school librarian is an educational leader who promotes the success of**			

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

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

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
responsibilities. An advocacy committee has [redacted]ave [redacted]ool [redacted]oals [redacted]ram [redacted]s to [redacted]rea [redacted]in a [redacted]does [redacted]as [redacted]ties [redacted]e [redacted]ixed [redacted]t [redacted]nual				

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
participated in a formal assessment to develop short- and				

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
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 ar				

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
sheets. An interview with the librarian revealed that she is the 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. <u>Siwell Middle School</u> 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 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
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. <u>Whitten Middle School</u> 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 and emerging formats available to support the curriculum.				

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

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

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
administration. 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 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 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

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
are not submitted. 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. <u>Jim Hill High School</u> 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 documentQq29.8				

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
submitted. 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. <u>Lanier High School</u> 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				

CORRECTIVE ACTION PLAN
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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

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

CORRECTIVE ACTION PLAN
2016-2017

District Name: Jackson

Jackson Public School District

System of Accountability for Instructional Supervision Protocol

The Jackson Public

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District Level Accountability

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Jackson Public School District

Instructional Management Plan

662 S. President Street
Jackson, Mississippi 39201

Table of Contents

JPS

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 with2015 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.

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 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

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.

developing interventions to address those needs. The team subsequently reviews the 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 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

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Tier 1	Tier 2	Tier 3

- Work collaboratively with central office personnel and other community constituents
- Organize the implementation of 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 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 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

Instructional Management Plan Document Management

Access to all curriculum documents is

- Principals will maintain a hard copy lesson plan for each teacher for year to date with

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
The curriculum of each high school, at a minimum, will consist of required and approved courses that generate at least 32½ Carnegie units annually, *including at least one (1) advanced placement course in each of the four (4) core areas.* Jim Hill High School will offer the IB Curriculum instead of the advanced placement classes. This special advance program is an allowable substitute	The counselors have completed master schedules.			

1	Band I	650901
1	Band II	651001
1	Band III	651101
1	Band IV	1201.65
1	Choral Music	

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
Standard 29.1	See the enclosed ATTACHMENT A			

CORRECTIVE ACTION PLAN
2016-2017

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
Standard 29.3 Requires that buses arrive before the start of instructional day. x Some buses are getting to school an hour late. x Late buses creating a problem for the operation of cafeteria. x Staff is forced to delay the start of lunch preparations because students are still coming to get breakfast. x One administrator stated				

CORRECTIVE ACTION

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District Name: Jackson Public School District **Code #: 37-7-301(c)(d)(j)m 37-11-5 and 49, and 45-11-101**

Standard Deficiency: The District is noncompliant with Process Standard 30

MDE Findings by

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.

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 Com

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**

[redacted]	DE [redacted]	Corrective Action	Dixtt