

Procedures IDB

Procedures for Addressing Non Compliance with Accountability/Process Standards

1. The superintendent will appoint an employee to serve as the Correct Action Plan (CAP) Facilitator of the Accreditation Standards and/or the CAP. The employee will serve as a direct report to the superintendent.
2. The CAP Facilitator of the Accreditation Standards/CAP will make a recommendation to the superintendent for the individuals to serve as leaders for the process standards. The superintendent must approve all standard leaders.
3. The superintendent and/or designee will convene regular scheduled weekly, bi-weekly, or monthly meetings of standard leaders to receive updates and monitor the district's compliance.
4. The superintendent and/or designee will convene a meeting with administrators in August of each year to review process standards and train them on the monitoring instruments.
5. In August of each year, each building-level administrator will develop a Compliance Monitoring Team and conduct a building self-analysis on the process standards relative to school operations.
6. The building-level principal will report the school's findings to their respective principal supervisor by August 31st. Based on the findings, technical assistance will be provided to principals.
7. District-level standard leaders will begin monitoring no later than September 30th.
8. If a compliance monitor and/or standard leader identifies a deficiency in a department or school, the following must take place:
 - a. The department head and/or principal will be notified in writing of the violation/noncompliance.
 - b. The compliance monitor and/or standard leader will notify in writing the CAP Facilitator immediately of the area of noncompliance.
 - c. The CAP Facilitator will notify the superintendent and a letter of noncompliance will be sent to the department head or principal, his/her respective assistant superintendent, and the District Counsel. The letter will indicate the area(s) in which the department or school is noncompliant and describe the specific actions/steps necessary to correct the area of deficiency. **The department head or principal will have five (5) work days upon receipt of the letter from the superintendent to correct the deficiency(s).**

- d. The compliance monitor and/or standard leader will monitor the implementation of the corrective action.
 - e. The superintendent reserves the right to give an extended deadline based on the complexity of the task(s) and/or financial cost associated with completing the tasks.
9. If the corrective action is not addressed in the specified timeframe, the following will occur:
- a. The CAP Facilitator will recommend that the supervisor or principal issue a written reprimand to the employee and place it in their personnel file.
 - b. The employee will be given three (3) additional work days to correct the violation.
 - c. If the violation is not corrected, the CAP Facilitator will recommend to the employee's supervisor or department head and superintendent that the employee receive another written reprimand, suspension without pay, and/or termination subject to the approval of the superintendent, and in consultation with District Counsel. Employees who face suspension without pay and or termination will receive due process as required by law.

SOURCE: Jackson Public School District, Jackson, Mississippi

DATE: May 2, 2017

AMENDED: August 18, 2017

Jackson Public Schools
Corrective Action Plan Monitoring Document

Standard Monitored: _____

Standard Leader: _____

Monitor's Name: _____

Date: _____ **Time:** _____

The department or school is

- Compliant**
- Non-compliant**

Noncompliant area(s):

List steps and/or actions that must be implemented in order for the department or school to be in compliance.

Department Head/Principal's Signature **Monitor's Signature**

The monitoring instrument must be attached to this document.