

Mississippi Department of Education  
Office of Accreditation

**2017 Mississippi  
Personnel/Accreditation Edit  
Report Training  
June 21-23, 2017**



## **Vision**

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To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

## **Mission**

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To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

# State Board of Education Goals 5-Year Strategic Plan for 2016-2020

- ✓ All Students Proficient and Showing Growth in All Assessed Areas
- ✓ Every Student Graduates High School and is Ready for College and Career
- ✓ Every Child Has Access to a High-Quality Early Childhood Program
- ✓ Every School Has Effective Teachers and Leaders
- ✓ Every Community Effectively Using a World-Class Data System to Improve Student Outcomes
- ✓ Every School and District is Rated “C” or Higher

## *Mississippi Public School Accountability Standards, 2016*

- **State/Federal Laws**
- **State Board of Education Policies**
- **Commission on School  
Accreditation Policies and  
Standards**

# Major Functions

- To continuously monitor and report compliance with accreditation standards [See Miss. Code Ann. § 37-17-6(7) and Accreditation Policy 5.0]
- To implement the State Accountability System and Performance-Based Accreditation Model for:
  - 144 Public School Districts (School Year 2016-2017)
  - 4 SBE Governed Schools
  - 68 Nonpublic and State Agency Schools

# Major Duties

- Serve as Staff for the Commission on School Accreditation
- Publish Regulations: *Mississippi Public School Accountability Standards*
- Monitor Compliance with Accreditation Standards and Report to the Commission and State Board of Education
- Provide Technical Assistance to board members, administrators, teachers, parents, students, legislators, and general public

## Other Duties

- Conduct On-Site Evaluations
- Investigate Formal Complaints Filed Against a School District
- Analyze Annual Reports: Personnel Data and Summer School Programs
- Implement the Accreditation Process for Participating Nonpublic Schools
- Provide Training/Technical Assistance



# Training Goals

- **To Ensure that All Data Reported are Current and Accurate**
- **To Ensure the Validity, Reliability, and Accuracy of All Data Reports**

# Why Is The Accuracy of Data So Important?

- **Mississippi Report Card**
- **Superintendent's Annual Report**
- **Legislative Reports**
- **MAEP Funding**
- **National Statistical Reports**
  - **National Center for Education and Statistics**
  - **National Education Association**

# Who Is Responsible?

## Accreditation Policy 2.1

The district **superintendent and school principals** are responsible for ensuring that all data reported to the Mississippi Department of Education (MDE) are true and accurate as verified by supporting documentation on file in the school district.

# Who Is Responsible?

## Accreditation Policy 2.5

Reporting false information is a violation of the accreditation requirements set forth by the SBE and may result in the downgrading of the district's accreditation status.

# Reporting Accurate Data

- Report **All Employees**, including contractual staff as well as employees paid through federal grants.
- Include any other district duties after school and all salary supplements.
- The Work Area Code must accurately describe the job duties assigned to each employee.
- Course codes must accurately describe the course or instructional program.

## Accreditation Policy 5.6

- Annual review of personnel/accreditation information.
- Any information submitted by a school district may be verified through on-site visits. Documentation, such as official board minutes, job descriptions, schedules, etc., must be on file to verify all data reported.
- Upon request, the school district must provide documentation necessary to validate compliance with accreditation requirements.

## Standard 2

All district **professional positions** requiring licensed staff are filled by staff who are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*. {Miss. Code Ann. § 37-9-7} (7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, and ESEA, and Federal Code)

Miss. Code Ann. §37-9-7: It is unlawful for the district to employ any professional staff, including contractual staff, unless they are properly licensed and endorsed.

## 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.



# 5% FTE Out-of-Field

## 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% of Full Time Equivalent (FTE) units working outside the area or areas of endorsement.
- An appropriate license is required for superintendents, principals, librarians, and guidance counselors.

(Refer to Process Standards 1.1, 2.1, 2.3, and 2.4. Also see Requirements for Highly Qualified.)

## Standard 2.3

The school district employs in each school a licensed librarian or media specialist who devotes no more than ¼ of the workday to library/media administrative activities. {Miss. Code Ann. § 37-17-6(3)(a-e)}

2.3.1 Enrollment of **499 or less = half time**

2.3.2 Enrollment of **500 or more = full time**

# Student Support Services

## Standard 2.4

Student support services (appraisal, academic, and/or personal advisement, and educational and/or career planning and referral) are provided in each school by qualified student support personnel. {Miss. Code Ann. § 37-9-79}

**Note: A program of activities designed to assist and/or complement instructional activities for all students should be provided by qualified professional staff, including guidance counselors, psychologists, social workers, nurses, psychometrists, etc.**

## Standard 2.5

The school district employs a school business officer/administrator whose qualifications meet the criteria established by the Mississippi Department of Education and whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the school district. (7 Miss. Admin. Code Pt. 3, Ch. 71, R. 71.1, R. 71.2)

# 180 Teaching Days

## Standard 13

- The academic year provides a minimum of 180 teaching days in which both teachers and pupils are in regular attendance for scheduled classroom instruction.
- Any request for an exception to this standard must be submitted in writing to the Commission on School Accreditation for review and action.
- If the Governor has declared a disaster emergency or the President of the United States has declared an emergency or major disaster to exist in this state, the local school board may request approval from the State Board of Education to operate the schools in its district for less than 180 days. {Miss. Code Ann. § 37-3-49, 37-13-61 through 69, 37-151-5(j), 37-151-7(3)(c), and 37-151-7(3)(d)}

## Standard 13.1

The teaching day must provide at least 330 minutes of instruction per day.

{Miss. Code Ann. § 37-13-67}

## Standard 13.2

The school district must ensure that during the academic school year a minimum of 140 hours of instruction is provided for each Carnegie unit of credit offered and 70 hours for each  $\frac{1}{2}$  unit offered, **except for remedial instructional programs, dual enrollment/dual credit, correspondence courses, MS Virtual Public School courses, and innovative programs authorized by the State Board of Education.**

# Credit Recovery

- Credit recovery is defined as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. (7 Miss. Admin. Code Pt. 3, Ch. 28, R. 28.5)
- Use the course code 801000.



# Dual Enrollment/Dual Credit

- There is a listing of course codes for students who are approved for dual enrollment in IHL/CC.
- The district must have an approved Articulation Agreement with IHL/CC for enrollment and dual credit.

## Standard 13.3

No more than two (2) of the 180 days may be 60% days. Both teachers and pupils must be in attendance for not less than 60% of the normal school day. {Miss. Code Ann. § 37-151-5(j)}

## Standard 13.5.2

Students enrolled in an extended year program must complete all remaining course/subject requirements/objectives before credit for the course/subject is issued. {Miss. Code Ann. § 37-3-49}

## Standard 13.5.3

Students enrolled in a summer program are limited to earning **one (1) Carnegie unit of credit during a traditional summer school program.**

# Reporting Summer Programs

All districts are required to report Summer School Programs according to the timelines established by the Office of Accreditation and the Office of Technology and Strategic Services.

- Submit District Assurance Statement Signed by Superintendent
- Submit Initial Data via MSIS
- Submit Final Updates via MSIS
- Print Reports
- Submit final grades issued to students (letters are sent out with specific due dates)

# Planning Time

## Standard 24

Each classroom teacher, excluding vocational teachers whose class periods exceed 50 minutes, has an unencumbered period of time during the teaching day to be used for individual or departmental planning.

# Planning Time/Secondary

## Standard 24.1

If the school utilizes a traditional six-period or seven-period day schedule, the instructional planning time provided for secondary teachers is a minimum of 225 minutes per week, exclusive of lunch period.

# Elementary Planning

## Standard 24.2

Instructional planning time for the elementary school teacher is no less than 150 minutes per week, exclusive of lunch period.



# Course Preparations

## Standard 25

Individual teachers (grades 9-12) are limited to **any three (3) course** preparations per day **or five (5) in the same course/subject area.**

**Note: Any assignment of preparations beyond the standard must be submitted to the Commission on School Accreditation for action.**

# Course Preparations

## Standard 26

- The curriculum of each high school at a minimum consists of required and approved courses that generate at least 32½ Carnegie units annually. (Appendix B)
- Any request for an exemption from teaching the courses listed in Appendix B must be submitted in writing to the Commission on School Accreditation for review and action.

(See Appendices B and C.) {Miss. Code Ann. § 37-1-3(2)} (7 Miss. Admin. Code Pt. 3, Ch. 28, R. 28.2 and 28.3)

# Student Teacher Ratios

- **Standard 28.1.** Kindergarten = 22 to 1 or 27 if a full-time assistant teacher is employed.
- **Standard 28.2.** Grades 1 through 4 = 27 to 1. *(Schools meeting the highest levels of performance are exempt.)*
- **Standard 28.3.** Self-contained grades 5-8 = 30 to 1.

# Student Teacher Ratios

- **Standard 28.4.** Departmentalized academic core classes serving grades 5-12 = 33 to 1. {Miss. Code Ann. § 37-151-77}
- **Standard 28.5.** Limit of **150** students taught by an individual teacher in academic core subjects at any time. **(Schools meeting the highest levels of performance are exempt.)**

## Selecting An Appropriate Work Area/Course Code

- The work area code must reflect the actual duties performed.
- To determine which work area code best describes the position, **review the job description and actual duties** performed.
- **Lead Teacher:** Provides instructional support and assistance to teachers. If supervisory or administrative duties are included, use the assistant principal code.

# Reminders to Avoid Problems

- Report **each** group of students served.
- Each new group of students is a **new period**.
- Reporting **all** students served during the day in a course such as Reading will result in an error message on the accreditation edit report.

# All Endorsement Codes are Grade Specific

**All endorsements are grade specific;  
all endorsements listed may not apply  
based on the grade levels served.**

## **For Example:**

- **116 endorsement = grades K-3**
- **117 endorsement = grades 4-6**
- **115 endorsement = grades 1-9**

# “NONE” DOES NOT MEAN NOTHING IS REQUIRED

When the Endorsement Code is listed as **NONE**, check the course description to see if any other specific qualifications are required.

- **Social Worker** = Must be a licensed professional Social Worker.
- **Nurse** = Must be a registered nurse.



# Reminders

- Do not use the Day Care Aide code to report Pre-Kindergarten teachers.
- Zero (0) SPED students will result in an error message; cannot perform endorsement check.
- Verify the Schedule Type for Each Period on the schedule: N6, 4x4, A/B, etc.
- For a Split Block period, use the MV Code for Modified Version.
- JROTC Instructors: Endorsement Required = 499.
- Study Hall (801002): A period of the instructional day when students have supervised study. Do not use this code for any other purpose.
- Prorating Salaries Paid from Federal Grants: The school district must maintain sufficient documentation (time sheets) to verify the time spent on prorated job responsibilities.

# Positive Behavior Specialist

- **Endorsement - MDE Approved Only**
- **Contact the Office of Special Education**

# Home School Liaison

- **551023 Home School Liaison.** This position **requires a licensed professional** to coordinate parental involvement and other activities relating to parents of students. **A Valid License is Required.**
- **751050 Home School Liaison Aide.** This is a non-licensed paraprofessional who **assists** the Home School Liaison. The **aide** may not perform the duties of the licensed professional.

**Note:** For purpose of liability issues, all **aides** and **assistants** must be directly supervised by licensed professional staff.

# Accreditation Edit Reports

In October (after submission of first month data), **the Accreditation Edit Report will be open to the school districts to run error edit checks.**

- To verify the accuracy of the data
- To identify reporting errors and any **possible** accreditation issues
- To correct any inaccurate data prior to the “Snap Shot” used to compile annual data reports

# To Run Edit Reports On “Live” Data

## Go to Reports → Personnel Data → Accreditation

- The **Accreditation Edit** addresses most standards, including some overloads.
- The **Class Overloads Edit** only addresses enrollment in grades 1-4. **(STD 28.2)**
- The **Required Courses Edit** outlines the required 32½ units in each high school. **(STD 26 and Appendix B)**

**Three (3) opportunities to review the accuracy of the data reported and make revisions:**

- **October** (after submission of 1<sup>st</sup> month data)
- **November** (after submission of 2<sup>nd</sup> month data)
- **December** (after submission of 3<sup>rd</sup> month data)

# Data Reports

- **Snap Shot:** After submission of data in December, the personnel data report will be **archived**.
- **January – February:** The Annual Accreditation Edit Report will be reviewed and analyzed by Accreditation staff.

# Notification of Possible Deficiencies

- The District Superintendent will be notified in writing of any **possible** deficiencies identified.
- The district will have at least **30 days to respond** in writing or submit documentation verifying compliance.



# Verified Deficiencies

- Upon request, the school district must provide documentation necessary to validate compliance with accreditation requirements.
- Any information submitted by a school district may be verified through on-site visits.
- **Only verified deficiencies** will go on the District's Accreditation Record Summary.
- All **deficiencies on record** must be cleared or the district's accreditation status may be downgraded the following September.

# QUESTIONS

## Contact Information

Office of Accreditation

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