

OFFICE OF EDUCATIONAL ACCOUNTABILITY
Summary of State Board of Education Agenda Items
January 16-17, 2014

OFFICE OF ACCREDITATION

- 26.F. Approval of the Corrective Action Plan for the Noxubee County School District in Accordance with Accreditation Policy 2.8.1

Executive Summary

In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2012*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. In accordance with policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Section 37-17-6(10), Mississippi Code of 1972, as amended.

The Noxubee County School District was assigned a PROBATION status by the State Board of Education on September 13, 2013. The district submitted the CAP to the Mississippi Department of Education within sixty (60) days of notification as required. Each program office has reviewed the section of the CAP applicable to its office and has approved the corrective actions and timelines provided by the school district.

The Noxubee County School District currently has the following issues of noncompliance with accreditation policies and process standards on record: Process Standards 15, 17, 29, 36, 36.1, 36.2, 36.3, 36.4, 37, and 37.1.

Recommendation: Approval

Back-up material attached

Noxubee County School District
Accreditation Standards
Corrective Action Plan
2013-2014

STANDARD 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 of school board policies are published and available for public review.

FINDINGS: The district is not in compliance with Process Standard 2. Two binders were given to the audit team along with a comment that the district had adopted policies provided by the Mississippi School Boards Association. It was stated that these policies were on a disk and a copy was printed and placed in binders. These policies were copies of the MSBA model policies, with no customization or local adoptions noted. There was no indication from the board minutes that policies had been updated. One of the evaluators was called into the superintendent's office. The superintendent informed the evaluator that he talked to his school board attorney and, the attorney had provided a link to the "new" policies that had been customized to the Noxubee County School District. It was apparent that the district was not operating on a daily basis according to the new policies as no one could access the new policies. There was no published copy available for public review.

ACTIONS: The Noxubee County School Board will adopt new policies and make sure to spread such across the minutes. The School Board Attorney will ensure that MSBA policies are customized to reflect the needs of the Noxubee County School District. The superintendent will ensure that a published copy of policies is kept in the superintendent's office and readily available for public review. Personnel will have access to the policies via a link on the Noxubee County School District's web site. An annual review of school board policies will be conducted in July. This action will be spread across the minutes of this board meeting. The school board attorney will ensure that each member understands policies as they are adopted and conduct quarterly review sessions.

TIMELINE: Immediately and Ongoing

STANDARD 6: Student support services (appraisal, academic, and/or personal advertisement and educational and/or career planning and referral) are provided in each school by qualified student support personnel {MS Code 37-9-79}

FINDINGS: The district is **not in compliance with Process Standard 6**. The high school employs two counselors. Both are properly licensed and have the proper degrees. Only one of the two counselors was interviewed. She was not able to provide documentation of their program in accordance with the Mississippi School Counselor Curriculum Framework. There was no evidence of individual or group conferences with students, teachers, and parents. No documentation was available regarding coordination of individual and group counseling sessions. Evidence was not presented to verify that educational and occupational information was made available to students. No documentation concerning coordination and orientation from feeder schools was available. The counselor interviewed did not reveal that she provided information on guidance services to students or staff. The district employs two elementary counselors. One counselor serves as a counselor for both elementary schools and the district's alternative school. The other counselor serves as a counselor for grades 5-8 at Liddell Middle School. The counselors could not provide documentation of all activities performed to meet the requirements related to counseling were not available. Documentation and procedures for crisis intervention and preventive counseling were not available.

B. F. Liddell Middle School

ACTIONS: Beginning with the 2013-2014 school year, the counselor will develop and maintain a binder that contains a yearly calendar of events for each school month verifying group and individual counseling sessions, guidance and counseling plans, the survey that will be used for feedback from students detailing the effectiveness of sessions, documentation of activities conducted that includes, but not limited to, agendas and sign-in sheets. The guidance and counseling plans and sessions will include crisis intervention, if needed, and preventive counseling. The counselor will provide the principal with guidance and counseling plans bi-monthly outlining topics for discussion and activities for sessions with students. The counselor will receive *PreKindergarten – Grade 12 Counseling (Academic and Career and Technical)*

Model. An orientation program is conducted yearly in the month of May for incoming 7th graders from feeder schools.

TIMELINE: Immediately and Ongoing

Noxubee County High School

ACTIONS: Noxubee County High School employs two counselors (a ninth-tenth grade counselor and an eleventh and twelfth grade counselor). Each counselor will have readily available in her office a copy of *Guidance Pre-Kindergarten – Grades 12 Counseling Curriculum*, the Mississippi Revised School Counseling Model Prekindergarten - Grade 12(Academic and Vocational) based on national standards endorsed by the American School Counselor Association (ASCA) and as a means of implementing MS Code 37-9-79. In accordance, the Noxubee County High School Counseling Program offers a comprehensive K-12 school counseling program that is an integral part of each school's total educational program designed to promote the academic, career, and personal/social development of all students. As an indispensable part of the instructional program, school counseling helps to build a foundation for student learning and academic success. Copies of the school counseling program are maintained in the counselors' offices and the principal's office. The Noxubee County High School Counseling Program will ensure the following:

- Have the Mississippi School Counselor Curriculum Framework readily available at all times.
- Maintain a sign-in sheet where all students, parents, teachers, will sign upon entering the counselor's office.
- Document a general description of what the conference entails.
- Conduct group counseling sessions via regular scheduled classroom visit
- Provide and maintain sign-in sheets for group and individual counseling sessions for both teachers and students.
- Create and maintain a calendar of annual counseling events/activities each school year.
- Maintain a file of all events/activities to include agendas, sign-in sheets, flyers, etc.
- At the beginning of the school year, a list of services provided by the guidance office will be made available to students, parents, and staff.
- Procedures for group and individual counseling will be provided to students, parents, and staff at the beginning of the school year.
- After the 1st week of school, counselors will verify that parents have completed and signed residency verification forms and that all forms have been returned to the counselors' offices. For those students who are non-compliant, the Noxubee

County High School parent coordinator will contact and inform the parents that the students cannot return to school until the form is completed and returned.

TIMELINE: Immediately and Ongoing

STANDARD 9: The school district implements a formal appraisal system for licensed staff that includes assessment of employee-on-the-job performance.

FINDINGS: The district is not in compliance with Process Standard 9. A policy (GBI) for a personnel appraisal system for licensed staff was approved by the board on August 1, 2003. A "personnel handbook" (dated/adopted 10/9/95) was provided to auditors for review. Reference on page 7 states that "all certified employees shall be evaluated yearly...". No description/explanation of the process was given. Auditors discovered a teacher handbook in one of the schools, but no explanation of the appraisal system was found in the document.

DISTRICT

ACTIONS: The assistant superintendent will be responsible for fully informing certified staff regarding the process of formal and informal performance appraisals. An overview will be provided at the beginning of school's general session and follow up will be conducted at each school site during the month of August at focused faculty meetings to explain the assessment procedures that apply to each staff member. The district personnel/teacher handbook will reflect the same information. A thorough explanation will be given in terms of MSTAR.

Timeline: August 2013 and Ongoing

B. F. Middle

ACTIONS: Beginning with the 2013-2014 school year, the process of formal and informal performance appraisal will be included in the district/school faculty and staff handbook. A session will be conducted at the school site to fully and thoroughly inform all employees of the assessment procedures that apply to each staff member. Staff members will sign acknowledging their presence in the meeting.

TIMELINE: Immediately and Ongoing

Wilson Elementary

ACTIONS: All certified staff will be fully informed annually about the process of formal and informal performance appraisals at the beginning of each year in our annual August focus faculty/staff meeting. All certified staff will be given a copy of the Mississippi Statewide Teacher Appraisal Rubric (M-STAR) for their review and discussion during our staff meeting (All teachers at Wilson have had professional development on M-STAR). Teachers will be informed of that fact that they will be formally evaluated twice a year using the M-STAR Instrument. The district's personnel/teacher handbook along with Wilson's teacher handbook will reflect the same information on the Mississippi Statewide Teacher Appraisal Rubric (M-STAR).

TIMELINE: Immediately and Ongoing

STANDARD 12: The school district complies with state law and State Board of Education policy on enrollment requirements.

12.1 Residency requirements {MS Code 37-15-29} (SB Policy 6600)

12.2 Immunization requirements {MS Code 37-7-3-1(i), 37-15-1, and 41-23-37}

12.3 Age of entry requirements {MS Code 37-15-9}

FINDINGS: The district is **not in compliance with Process Standards 12, 12.1, 12.12, and 12.3.**

For Standard 12.1, a review of student records indicated that residency had not been documented as required by State Board Policy. In several records there was no documentation of residency. There were also cases of no signature by a school official verifying residency.

For Standard 12.2, several student records did not have immunization compliance forms on file and one school was without the annual report to the health department. There was no evidence in

the schools that there was a process to follow up if a student enrolled with a temporary compliance form. In one instance, two (2) schools combined their compliance report.

For Standard 12.3, records at Nash Elementary School showed that one or more students were enrolled in kindergarten prior to being age 5 on or before September 1 of that year.

WILSON

ACTIONS: Beginning with the 2013-2014 school year, the counselor will examine each student cumulative record to verify that each record has a current residency and immunization form, and the insert sheet is signed and dated to verify current immunization requirements. The counselor will have on file a copy of the annual report to the health department verifying that the school is 100% compliant.

TIMELINE: Immediately and Ongoing

Earl Nash Elementary School

ACTION: Earl Nash office personnel has reexamined all cumulative folders for individual students to ensure that all students will be in compliance with all required documents for entry into school for the upcoming school year and thereafter. The school's secretary and school counselor have access to the permanent student records and will verify by initialing all documents before students are enrolled in school.

TIMELINE: Immediately and Ongoing.

Wilson Elementary

ACTIONS: The secretary/counselor will ensure that he/she complies with all state and local board policies on residency requirements by ensuring that:

- Each student's record has a current residency form.
- Each cumulative record and insert sheet is signed and dated.
- Each student's record has a current immunization form and the cumulative record and insert sheet are signed and dated verifying current immunization.
- An annual report to the Health Department will be on file verifying 100% compliance.

- Each student's records and birth certificates will be reexamined to ensure that they are in compliance.

TIMELINE: Immediately and Ongoing

Noxubee County High School

ACTION: In compliance with Standard 12.1, at the beginning of the school year, the counselors will review student records to ensure that all student records contain documentation of residency signed by a school official.

In compliance with Standard 12.2, at the beginning of the school year, the counselors will review student records to ensure that all student records contain immunization compliance forms. The counselors will maintain a copy of the annual report to the health department. If student enrolls with a temporary compliance, the counselor will provide written notification that the student has one week (seven business days) to obtain an update immunization compliance form. After seven days, if the student does not have a form on file, the Noxubee County High School parent coordinator will send written notification that the student cannot return to school until at which time the immunization compliance requirements have been satisfied.

TIMELINE: Immediately and Ongoing

STANDARD 14. 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. (See Appendix E and the current edition of Mississippi Cumulative Folders and Permanent Records Manual of Directions.) {MS Code 37-15-1 through 3; 37-15-6; 37-15-10}

FINDINGS: The district is **not in compliance with Process Standard 14**. The district has not established standard procedures for collection, maintenance, and dissemination of cumulative folders. Problems identified with student records include:

- Date of birth was not verified and initialed.
- Dates enrolled/withdrawn were not completed and/or incomplete data was recorded.
- Information on the cumulative folder did not match the permanent record.
- Daily attendance records were not maintained.
- Information on permanent records was incomplete.
- Student records were not developed for kindergarten students.
- Immunizations were not verified.

Noxubee County High School

ACTIONS: In compliance with Standard 14, Noxubee County High School will adhere to the following procedure for collection, maintenance, and dissemination of cumulative folders:

- Maintain in each student's folder a cumulative folder checklist to be completed bi-annually (September and April) during the academic year.
- The first semester (September) cumulative folder checklist must be completed no later than September 30 of the current school year.
- All current students' cumulative folders will be maintained in fireproof file cabinets in the Noxubee County High School records room.
- Student transcripts (inserts) should be kept in the front of each fireproof file cabinet for each class.
- Each counselor and the principal will have a key to the records room.
- Maintain a current list of employees (see attachment) by name and position who are authorized to have access to cumulative folders.
- Each counselor will maintain in the front of each student's folder a Record of Access to Student Record. This form will have a list of names of each individual granted access to the cumulative folder, date on which the person viewed the cumulative folder, and for what purpose.

TIMELINE: Immediately and Ongoing

B F Middle

ACTIONS: Beginning with the 2013-2104 school year, the counselor and the principal will remain responsible for the scrutiny of cumulative folders ensuring that the records are accurate, complete and up-to-date. This includes:

- Date of birth is verified and initialed;
- Dates enrolled/withdrawn is complete, signed by the principal, and complete data is; recorded;
- Information on the cumulative folder matches the permanent record;
- Information on the cumulative folder is complete; and
- Immunization is verified.

The counselor will examine each student record once per semester.

TIMELINE: Immediately and Ongoing

Earl Nash

ACTIONS: Earl Nash Elementary office personnel and school counselor will verify and initial all documents that are required by the state to be included in student's cumulative folders. Student daily attendance records are recorded daily in SAM7 software program and filed with the school secretary.

TIMELINE: Immediately and Ongoing

Wilson Elementary

ACTIONS: The secretary/counselor will ensure that he/she collects, maintain, and disseminate all cumulative folders and ensure that all areas noted below are properly addressed:

- All students' date of birth is verified and initialed.
- Enrolled/withdrawn data is complete and accurate.
- Information on the cumulative folder matches the permanent record.
- Daily attendance records properly maintained.
- Information on permanent records is complete.
- Student records are developed for kindergarten students.

- Immunizations are verified.

TIMELINE: Immediately and Ongoing

STANDARD 15: The school district engages in planning to review the educational status of each school in the district and to address specific actions relative to accreditation and performance separately.

FINDINGS: The district is not in compliance with Process Standard 15. Recorded in the October 1, 2012, school board minutes, is the statement of the intent to schedule a planning retreat on October 27, 2012. The retreat did transpire with reports from schools and other departments. No action or formal plan was on the minutes of any of the meetings of the Noxubee County School Board of Education following the retreat. Several of the board members perceived the retreat as the development of a district strategic plan. Only one member had a clear, working understanding of what a strategic plan is and guidelines to planning the development of a district plan under which the district will operate. This member shared during an interview that the PREPS organization assisted the district 4-5 years ago in developing a plan for approval. That document was not offered for review.

DISTRICT

ACTIONS: The district will engage in the development of a living strategic plan outlining long-range and short-term plans for the district. The district will contract with a consultant to guide the process beginning July 2013 to guarantee that time and effort invested produces a quality document. The development process will include a process for review and revisions to assure that the document remains current. Specific actions to improve identified accreditation issues and school performance of each individual school must be considered and included in the plan. The document entitled *Guidelines to Strategic Planning* will be available to assist the district.

TIMELINE: July 2013 and Ongoing

STANDARD 19: The academic year provides a minimum of 180 teaching days in which both teachers and pupils are in regular attendance for scheduled classroom instruction.

19.4 No more than two of the 180 days may be 60% days, unless the district is utilizing an Early Release schedule that provides at least 27.5 hours per five-day week provided that there are at least 198 minutes of actual instruction or testing and the remainder of each 60% day is used for professional development or other activities related to instruction.

19.7 Districts utilizing an Early Release Schedule or a Delayed Start School Day Schedule must have the schedules approved by the school board, published and disseminated.

FINDINGS: There are three early release days in the district. The third 60% day falls on the final day of school for students which does not affect the instructional time for graduating seniors. It does, however, affect the instructional time at Liddell Middle School which is already short of instructional time. There is no documentation that the district utilizes an Early Release or Delayed Start school day schedule.

DISTRICT

ACTIONS: Instructional time issues will be addressed and corrected at each school in the district via Master schedules, 60% day schedules, and early release day schedules. A copy of all school schedules will be kept on file at district office. These schedules will verify that 27.5 hours of instructional time are provided during the week of early release or 60% days. The Early Release Schedule and Delayed Start School Day Schedule will be approved by the school board, published, and disseminated.

TIMELINE: Immediately and Ongoing

Noxubee County High School

STANDARD 19. The academic year provides a minimum of 180 teaching days in which both teachers and pupils are in regular attendance for scheduled classroom instruction. {MS Code 37-3-49, 37-13-61 through 69, 37-151-5(j), and 37-151-7(3)}

- 19.1 DELETED
- 19.2 The teaching day must provide at least 330 minutes of instruction per day of 27.5 hours per five day week. {MS Code 37 -13-67}
- 19.3 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 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.

- 19.4 No more than two of the 180 days may be 60% days, unless the district is utilizing an Early Release schedule that provides at least 27.5 hours per five-day week provided that there are at least 198 minutes of actual instruction or testing and the remainder of each 60% day is used for professional development or other activities related to instruction. {MS Code 37-151-5(j)}
- 19.5 The school district schedules preparation for graduation ceremonies in such manner that graduating are absent from class no more than three days prior to the end of the school year). **(Districts Meeting the Highest Levels of Performance are exempted.)**
- 19.6 The summer school/extended year program meets all applicable requirements of the regular school program. {MS Code 37-3-49}
- Students from other schools enrolled in summer programs provide written approval from the principal of their home schools.
 - Student enrolled in an extended year program complete all remaining course/subject requirements/objectives before credit for the course/subject is issued. {MS Code 37-3-49}
 - Students enrolled in a summer program are limited to earning one Carnegie unit of credit during a traditional summer school session, which does not apply to Extended Year programs and approved virtual courses. **(Districts Meeting the Highest Levels of Performance may be exempted under MS Code 37-17-11.)**
- 19.7 Districts utilizing the Early Release Schedule or a Delayed Start School Day Schedule must have the schedules approved by the school board, published and disseminated.

FINDINGS: The district is **not in compliance with Process Standards 19, 19.2, 19.4, 19.6, and 19.7.** Nash Elementary and Liddell Elementary Schools do not provide 330 minutes of instruction per day. Liddell Middle School appears to have the required minutes; however, when you subtract the lunch time from their schedule they fall short of the required time. There are three early release days in the district. The third 60% day falls on the final day of school for students which does not affect instructional time for graduating seniors. It does, however, affect instructional time at Liddell Middle School which is already short of instructional time. There is no documentation that the district utilizes an Early Release or Delayed Start school day schedule. There is no summer school program provided

by the district for grades 1 through 8. No written approval from the principal found on file for any summer school student enrolled in grades 9 through 12. Also there was no documentation available that indicated that a student enrolled in the summer program was limited to earning no more than one Carnegie unit during the summer.

ACTIONS: For any student attending summer school at Noxubee County High School, the student must complete the Noxubee County High School summer school application. In order for the student to be admitted to summer school at Noxubee County High School, both the parent and the principal must sign the completed application.. Also, on the summer school application (see attachment) will be typed in bold print that a student may be enrolled in only one Carnegie unit per summer. Attached to the application is a parent/student letter that outlines important information concerning summer school:

- Summer session beginning date
- Summer session ending date
- Class times
- Registration dates and times
- Cost of tuition
- Carnegie units

All summer school applications (in district and out-of-district) will be maintained in the student's file.

For each student attending school out of district, a copy of the student's application with the principal's signature granting approval (attachment) will be placed in the student's cumulative folder. Once the school receives the final grade from the school, the counselor will record the grade (indicating summer school) on the student's cumulative folder.

For each student enrolled in a correspondence course during the summer, the principal will sign the registration approval form (attachment). The principal, the counselor, the parent, and the student will sign an agreement (attachment) regarding High School Independent Study.

TIMELINE: Immediately and Ongoing

B F Middle

ACTION: Beginning with the 2013-2014 school year, the master schedule will be revised to reflect appropriate instruction time required by Standard 19. To ensure 330 minutes of instruction, there are 7 periods in each class day. Each period reflects 50 minutes of instruction, except for one period which is the lunch period. The lunch period is 75 minutes, 50 minutes of instruction and 20 minutes for lunch.

- 1st period 8:00-8:50 (50 minutes)
- 2nd period 8:54-9:44 (50 minutes)
- 3rd period 9:48-10:38 (50 minutes)
- 4th period 10:42-11:32 (50 minutes)
- 5th period 11:36-12:51 (50 minutes plus 25 minutes for lunch equals 75 minutes)
- 6th period 12:55- 1:45 (50 minutes)
- 7th period 1:49-2:39 (50 minutes)

50 minutes x 7 periods = 350 minutes +25 minutes (lunch) = 375 minutes
 The 60% day schedule currently reflects 200 minutes of instruction.

TIMELINE: Immediately and Ongoing

Earl Nash

CORRECTIVE ACTION: All class schedules have been corrected by the principal to provide 330 academic minutes to each grade's daily schedule for the upcoming school year. Each year the class schedules will be reexamined by the principal and lead teacher to double check for the required academic minutes. Attached are copies of the following schedules for the 2013-14 school year:

Master Class Schedule, Early Release (60%) Day Schedule, and Delayed Start Day Schedule.

TIMELINE: Immediately and Ongoing.

Wilson Elementary

ACTIONS: All Wilson Elementary School Schedules have been revised to reflect the appropriate instructional time required by standard 19. Schedules will be approved by the school board, published, and disseminated via newsletter, website, etc.

TIMELINE: Immediately and Ongoing.

STANDARD 20. 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. {MS Code 37-16-7} (SB Policy 3800)

20.1 Each student receiving a high school diploma has earned the minimum number of Carnegie units as specified in Appendix A. (See Appendix A.) (SB Policies 2902 and 2903) Students receiving a standard diploma may select from three graduation pathways as specified by the local school district's graduation requirements.

- Entering ninth graders in 2005-2006 and thereafter (seniors of school year 2008 – 2009 and later) are required to have a minimum of 21 Carnegie units as specified in Appendix A-1.
- Entering ninth graders in 2008-2009 and thereafter (seniors of school year 2011-2012 and later) are required to have a minimum of 24 Carnegie units as specified in requests to opt the student out of Appendix A-2 requirements. This student would be required to complete graduation specified in A-1.
- Entering eleventh graders in 2010-2011 and thereafter (seniors of school year 2011-2012 later) who chose the Career Pathway Option are required to earn the minimum graduation requirements specified in Appendix A-3. {MS Code 37-16-17}
- Beginning in school year 2011-2012, all eighth grade students are required to have an Individualized Career and Academic Plan. (iCAP) prior to exiting the eighth grade.

20.2 Each student receiving a standard diploma has achieved a passing score on each of the required high school exit examinations. {MS Code -37-16-7} (SB Policies 3600 and 3801)

20.3 Each student who has completed the secondary curriculum for special education may be issued a special diploma or certificate of completion, which states: "This student has successfully completed an Individualized Education Program." {MS Code 37-16-11(1)}

- 20.4 The student who fails to meet the graduation requirements is not permitted to participate in the graduation exercises.
- 20.5 Each student with disabilities receiving a Mississippi Occupational has successful completed all minimum requirements established by the State Board of Education. {MS Code 37-16-11(2)} (See Appendix G.)

FINDINGS: The district is **not in compliance with Process Standards 20, 20.1, 20.2, and 20.4**. There were no iCAP forms in the student folders that were reviewed. One 2011-2012 senior student's folder that was reviewed had no scores for exit exams recorded and one folder was incomplete. In reviewing current senior records, there are three students who do not meet the requirements for graduation. One student has no state test scores recorded, one student has only one state test score recorded, and one student has a questionable grade change on his record.

Noxubee County High School

ACTIONS:

After reviewing current senior records, the senior counselor, the assistant principal, and the principal noted that the three students who did not have state test scores recorded were all Mississippi Occupational Diploma (MOD) students. These students did not enroll in state test courses until the 2012-2013 school year, and therefore, took the state tests as first time testers their senior year. The test scores were not available prior to graduation. Passing the state tests is not a requirement for graduation for students receiving the Mississippi Occupational Diploma.

If there is an error in recording grades on the cumulative folders, no changes (cross outs, mark throughs, etc.) will be done without the principal's authorization. If errors do occur in recording a grade, the counselor will get written consent from the teacher of that class to change the grade. After the counselor has received written consent from the teacher, the counselor will notify the principal, and the counselor and the principal will initial the grade change. The teacher's letter/written consent for a grade change will be placed in the student's cumulative folder for permanent documentation. If

it is discovered that an error has been made in recording a student's grade and the teacher is no longer employed with the district, a committee composed of the principal, the counselor, the department head and two teachers for the subject in question, will be established to determine if there should be a grade change. Once the committee makes the decision concerning the grade change, the committee will submit a letter stating its decision to the school district superintendent. Once the superintendent receives the letter, he will send a written response to the committee either supporting or denying the grade change. If the parent of the student challenges a grade, the parent/student must complete a "Change of Grade Request Form" and submit the form to the principal. The principal will submit the form to a committee composed of the principal, the department head and two teachers (one of which must be the teacher who gave the grade for the subject in question), and the counselor. The committee will review the request form, the student's class file, the teacher's grade book, and the student's grades input into SAMS7. If documentation indicates that a grade change is necessary, the principal will submit the recommendation to the superintendent supporting the grade change. If the superintendent supports the committee's decision, he will provide written notification to the principal within one week of receiving the recommendation for the grade change. The counselor will then change the grade, the principal and counselor will initial the change, and all documentation pertaining to the grade change will be placed in the student's cumulative folder.

Upon receiving the cumulative folders from B.F. Liddell Middle School for entering ninth graders, the Noxubee County High School counselor (s) will check each student's folder to ensure that all pertinent data is included. Once the folder has been checked, the counselor will initial the checklist. The ninth -tenth grade counselor will review the iCAP form to create a schedule for each student as specified according to his/her course of study. The counselors will check cumulative folders at the end of each semester to ensure that the students are on correct pathway for graduation. The counselors will record all grades and test scores on the cumulative folder.

B F Middle

STANDARD 20: 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. {MS Code 37-16-7} (SB Policy 3800)

20. 1 Each student receiving a standard high school diploma has earned the minimum number of Carnegie units as specified in Appendix A. (See Appendix A) (SB Policies 2902 and 2903) Students receiving a standard diploma may select from three graduation pathways as specified by the local school district's graduation requirements.

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

FINDINGS: The district is **not in compliance with Process Standards 20, 20.1, 20.2, and 20.4**. There were no iCAP forms in the student folders that were reviewed. One 2011-2012 senior student's folder that was reviewed had no scores for exit exams recorded and on folder was incomplete. In reviewing current senior records, there are three students who do not meet the requirements for graduation. One student has not state test scores recorded, on student has only one state test score recorded, and one student has a questionable grade change on his record.

ACTIONS: Beginning with the 2013-2014 school year, the counselor will provide each eighth grade student with an iCAP form and ensure that the form is filled out and placed in each 8th grade student's record. The counselor will collaborate and work in conjunction with the high school counselor and career and technical center counselor to be in compliance. The counselor will check the cumulative folder of each student once per semester to ensure that exit exam scores, passing or failing, are recorded.

TIMELINE: Immediately and Ongoing

STANDARD 21: The school district implements a professional development program aligned with the *Learning Forward Standards for Professional Learning*.

FINDINGS: The district is not in compliance with Process Standard 21. After reviewing the board minutes, it was evident that the school board had not approved a Professional Development Plan. Interviews with teachers and administrators revealed that such a plan does not exist. Without a district-wide professional development plan, student achievement improvement and teacher development opportunities are limited. Data drives instruction in today's school. Providing professional development is necessary to provide opportunities and collaboration among teachers, colleagues, and parents. The district had not created a climate or put a policy in place that promotes professional growth for employees and that ensures each student, teacher, and administrator performs at a higher level.

DISTRICT

ACTIONS: The district will develop a Professional Development policy and allocate resources so that teacher and administrator become involved in a climate that creates opportunities to

ensure professional growth. The policy and plan will be shared with all employees at the beginning of school. The Noxubee County School District will use the Learning Forward Standards to plan for professional learning for teachers and staff.

TIMELINE: Immediately and Ongoing

STANDARD 23. The school district is in compliance with state and/or federal requirements for the following programs:

- 23.1 Early Childhood Programs (kindergarten and teacher assistant) {MS Code 37-21-1 et. Seq} (SB Policies 4400, 4401, 6006, and 6301) (*Refer to Mississippi Kindergarten Guidelines.*)
(Districts Meeting the Highest Levels of Performance are exempted from Provisions of subsection (4) of MS Code 37-21-7)
- 23.8 Pre-Kindergarten {MS Code 37-7-301(ss)} (SB Policy 2904) (Refer to *Mississippi Early Learning Guidelines.*)

FINDINGS: The district is **not in compliance with Process Standards 23.1 and 23.8.** The kindergarten teacher at Nash Elementary has twenty-six students enrolled with no assistant teacher assigned to the classroom. Cumulative records reflected that kindergarten pupils had not reached age five on or before September 1. Framework presented and lesson plans did not align with the Mississippi Curriculum Framework for kindergarten. At Wilson Elementary, kindergarten teachers were utilizing a program called *Journeys* which was purchased by the district. The program serves as the language arts/reading program. The program does not appear to integrate language arts, music, art, math and social studies and physical activities that are aligned with the *Mississippi Curriculum Framework* for kindergarten. Observations revealed that toilet room doors do not allow for opening from the outside of the stall in case of emergencies. A kindergarten teacher could not provide documentation of student assessments to monitor progress of students. She was unable to provide verification of two parent conferences being held during the school year. The Institute of Community Services (ICS) which is based in Holly Springs, Mississippi, operates several Head Start Programs in North Mississippi. ICS and the Noxubee County School District, through a partnership agreement, operate a Head Start Program on the campuses of Nash Elementary and Wilson Elementary. The school district provides classroom and playground space to the program. The Head Start

Program is responsible for teachers, curriculum, transportation and supplies for the operation of the program. Head Start Programs are not included in the audit.

Nash Elementary Pre-Kindergarten Program. This Pre-K unit is funded 50% federal funds and 50% special education funds.

- The second pre-kindergarten unit serves nineteen students that were selected based on results of a standardized test administered by the principal. The principal gave the following explanation regarding the selection process. "We took the smartest girl and boy, along with a girl and boy who scored the lowest on tests. Afterwards, students were picked from the middle range."
- Since federal funds are used to support the unit, common assumption was that the pre-kindergarten unit would be filled with those students who were in greatest need.
- Students are on a waiting list. Parents must agree to come to school and volunteer twice a month if their child is selected.

Earl Nash

ACTIONS:

Process Standard 23.1 has been corrected. An assistant teacher was approved by the Noxubee County School Board to begin work on March 5, 2013 in the kindergarten class with twenty-six students enrolled at Earl Nash Elementary. This position remains for the upcoming school year.

Process Standard 23.8. Students for the pre-kindergarten class will be selected based on the children with the greatest and special needs. The students' list will be submitted to the superintendent's office for approval. All parents throughout the school are requested to volunteer in their child's classroom/school, but it is not a requirement for any grade. Parent/Teacher conferences are scheduled on the school district's calendar once per semester for all schools. In addition, the pre-kindergarten teacher request parental conferences throughout the school year via her Weekly Newsletter/Parent Activity Sheet and phone calls. Professional development will be scheduled by the principal during the upcoming school year in Early Childhood Education for the teachers.

Profession Development:

The Early Learning Collaborative Act Webinar on Friday June 14, 2013, - The principal and lead teacher will participate.

The Blast-Off Conference for Early Childhood, July 20, 2013, Hattiesburg, MS – The Pre-K teacher and principal are registered to attend.

The Blast-Off Conference for Early Childhood, August 17, 2012, Oxford, MS – Kindergarten teachers will attend.

Mississippi Early Childhood Conference, October 2013, Jackson, MS – Early childhood teachers will attend,

TIMELINE: Immediately and Ongoing.

Wilson Elementary

ACTIONS: Wilson Elementary kindergarten teachers and principal will attend the MDE sponsored workshops/seminars that are specific to the implementation and supervision of the kindergarten program. Teacher/ parent conferences will continue to be held twice a year (September and February as noted on the district’s calendar) to inform parents of their child’s progress. In addition, after each grading period, a day will be scheduled for parents/guardians to pick up report cards and have the opportunity to conference with teachers. The reading Program Journeys does integrate all of the required components of the Mississippi Curriculum Frameworks for each grade level (refer to both table of contents and scope and sequence of the Journeys Reading Program for kindergarten).

TIMELINE: Immediately and ongoing.

STANDARD 27: The school district implements an instructional management system that has been adopted by the school board and includes, at a minimum, the competencies and objectives required in the curriculum frameworks approved by the State Board of Education.

27.2 Suggested teaching strategies, resources, and assessment strategies are available to teachers in each school for selection and use in teaching the required competencies.

Findings: The district is not in compliance with Process Standards 27 and 27.2. The district’s instructional management plan is not approved and recorded in the school board minutes. After reviewing the board minutes, along with a binder that included subject area curriculum materials and conducting observations of teachers and interviews, it was evident that a District Wide Instructional Management Plan is not utilized within the district. Further evidence showed that a system is not in place that would ensure that classroom instruction and assessments are aligned with state standards that would ensure that students will be able to meet the high demands that are expected of them are not in place. A standard-based model for classroom instruction and

assessment is needed to track students' performance. A plan is needed that focuses on quality instruction that meets the specific needs of all students. Some teachers were using curriculum guides dated 2001-2006. After observing ten teachers, the auditor noted whole group instruction taking place throughout the entire school. It was observed that teachers were not using scientific, research-based strategies that would have ensured effective instruction to maximize opportunities for teachers and students. Since whole group instruction was prevalent throughout the district, individual differences among learners were not being met.

DISTRICT

ACTIONS: The school board will adopt an Instructional Management Plan, which includes the competencies and objectives required by the State Board of Education in the *Mississippi Curriculum Frameworks*. The district will develop an Instructional Management System that includes the competencies, objectives, strategies, and classroom assessments available to teachers in each school. The district calendar will be developed and scrutinized to avoid any interference with SATP and other assessments of student learning.

Timeline: Immediately and Ongoing

Wilson Elementary

ACTION: All teachers will be provided a binder that contains the most current Mississippi Curriculum Frameworks (Instructional Management Plan along with Competencies, objectives, suggested teaching strategies and assessments) for all subjects for their grade level. They will sign a form stating that they have received the most current Mississippi Curriculum Frameworks (Instructional Management Plan along with Competencies, objectives, suggested teaching strategies and assessments) for each subject area for their respective grade level. The signed form will be on file in the principal's office. In addition, lesson plans will be consistently monitored to ensure that whole group instruction is used along with individual and small group instruction. The district's professional development plan will include professional development on differentiated instruction.

TIMELINE: Immediately and ongoing.

B F Middle

ACTION: Beginning with the 2013-2014 school year, the teachers will receive the latest copy of *Mississippi Curriculum Frameworks* curriculum guides for the subject area taught. The teachers will denote the competencies and objectives taught on the board and on lesson plans that

will be turned into the principal on a bi-monthly basis. The teachers will sign acknowledging receipt of the guide. The district professional development plan will address differentiated instruction.

TIMELINE: Immediately and Ongoing

Standard 29: The school district provides alternative education programs for the categories of students indentified in MS Code 37-13-92. (SB Policies 901 and 902)

- 29.1 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. (SB Policy 901) (See guidelines for Alternative/GED School Programs.)
- 29.2 The school district, in its discretion, may provide access to a GED Option® Program that meets the program guidelines outlined in MS Code 37-13-92(4) and the guidelines established by the State Board of Education. (SB Policy 902) (See guidelines for Alternative/GED Programs.)

FINDINGS: The district is **not in compliance with Process Standards 29, 29.1, and 29.2.** Students who attend the Alternative School (Reed Attendance Center) ride on the same bus with other students. The individualized Instructional Plan (IIP) is not properly developed by the appropriate individuals and it does not refer to specific, individual goals in academics or behavior modification. Students sent to the alternative school are not listed as being in any testing courses; therefore, they do not take the state tests in those testing areas. Students do not receive the required amount of instructional required for academic credit. This district is in a cooperative agreement with another school district, but isn't serving any of their students at this time. There was no evidence of documentation that parents had agreed in writing for their child to participate in the GED Option® Program. There was also no documentation of the committee referral or the superintendent's approval (in writing) for a student's placement in the Option Program. Students do not meet (are not offered) the required 27.5 hours of instruction per week and all students do not have a career component as part of their instruction. Students in the program do not take the state subject area tests and there in no documentation of progress reports or recorded grades in each student's folder.

Reed Resource Center

ACTIONS: The administrators and counselor will review the Alternative Education Guidelines to ascertain that the guidelines set forth by the MDE are being met. The director of the alternative school along with counselors will monitor the referral practices and packets to ensure that all documentation for the GED Option® Program is on file. The Director of Alternative Education, the counselor, and the GED Option® Teacher will

monitor the students' attendance to ensure they are attending school to receive the required 27.5 hours of instruction per week. (See Schedule)

When the initial site visit took place, there were no students that were enrolled in subject areas classes, but since the visit, we have had five (5) students enrolled in Biology I, two (2) students enrolled in English II, two (2) students enrolled in U.S. History, and six (6) students enrolled in Algebra I.

STANDARD 32: The curriculum of each high school at a minimum consists of required and approved courses that generate at least 33 1/2 Carnegie units annually. (See Appendices B and C) (MS Code 37 -1-3(2) (SB Policies 2902 and 2903)

FINDINGS: The district is not in compliance with Process Standard 32. The MSIS Accreditation Personnel Edit Report indicates that the curriculum of each high school does not consist of required and approved courses that generate 33 1/2 Carnegie units annually.

Noxubee County High School

ACTIONS: The Noxubee County High School has included in its curriculum the following required and approved courses that generate 53 Carnegie units annually.

Course Code	Course Title	Carnegie Units
509901	Band- Grades 9-12	1
500512	Theatre I	1
500513	Theatre II	1
500704	Visual Arts I	1
500705	Visual Arts II	1
509906	Performing Arts	.5
070701	Business & Comp. Tech. I	2
070301	Business & Comp. Tech. II	2
070361	Keyboarding	.5
070128	Personal Finance	.5

320145	Compensatory Writing I (9-12)	.5
320146	Compensatory Writing II (9-12)	.5
230511	Creative Writing	.5
230107	English I-Grade 9	1
230110	English II, Grade 10	1

Course Code	Course Title	Carnegie Units
230113	English III, Grade 11	1
230116	English IV, Grade 12	1
100104	Broadcast Journalism	1
090411	Intro. to Journalism	1
230130	Novel – American	.5
200121	Family Dynamics	.5
200129	Resource Management	.5
160933	Spanish I	1
160934	Spanish II	1
340133	Comprehensive Health	.5
200130	Nutrition and Wellness	.5
340113	Physical Education Grades 9-12	1, .5
270404	Algebra I- Grades 9-12	1
270405	Algebra II	1
270416	Pre-Calculus	.5
279908	Calculus AB, Advanced Placement	1

Noxubee County School District **2013-2014**

270471	Transition to Algebra, 9-12	1
270411	Trigonometry	.5
280311	JROTC I	1
280312	JROTC II	1
029990	Agriscience	1
260131	Biology I	1
260131	Biology II	1
260128	Introduction to Biology	1
Course Code	Course Title	Carnegie Units
260751	Human Anatomy And Physiology	1
400521	Chemistry I	1
400522	Chemistry-General-Advanced Placement	1
400821	Physics I	1
400700	Physical Science	1
450601	Economics	.5
050211	Minority Studies	.5
450705	Mississippi Studies	.5
420111	Psychology	.5
451121	Sociology	.5
451004	U. S. Government	.5
450811	U. S. History – 1877 To Present	1
450704	World Geography-Introduction To	.5
450835	World History – 1750 To Present	1
460201	Carpentry I	2

470604	Automotive Service Technology I	2
479990	Automotive Service Technology II	2
460290	Carpentry	2
340151	Driver Education	.5

TIMELINE: Immediately and Ongoing

STANDARD 33. The curriculum of each elementary or middle school (any configuration of grades K-8) at a minimum consist of reading/language arts, mathematics, science, social studies, the arts, health education, and physical education, which may be taught by a regular classroom teacher. {MS Code 37-1-3(2) and 37-13-134}

Note: In any configuration of grades K-8, the curriculum must include 150 minutes of activity-based instruction per week and 45 minutes of instruction in health education per week. Implementation of the activity-based instruction must meet or exceed the standards as approved by the State Board of Education. A regular classroom teacher may provide instruction in the arts, health education, and physical education in a self-contained classroom setting.

FINDINGS: The district is not compliance with Process Standard 33. The master schedule at Liddell Middle School (5th and 6th grade building) indicated that Health was being offered. However, lesson plans were not available, nor was a copy of the *Mississippi Frameworks* for Health available. When the auditor asked for a copy of the *Mississippi Frameworks* for Health, a physical education curriculum was provided.

Earl Nash

ACTIONS: Earl Nash’s master schedule was developed by the school principal, it reflects forty-five minutes of Health being taught each week. The teacher’s lesson plans will be available in the teacher’s classroom for review to verify that health is taught weekly. These lesson plans are to be visible in the classroom in folders label with the teacher’s name and the words “Daily Lesson Plans”. The lesson plans are examined by the principal before being placed into the classroom folders. The principal and lead teacher

will provide all teachers with a copy of the *Mississippi Health Curriculum* by August 2, 2013 and will be available in each classroom beginning with the 2013-14 school year. Receipt will be verified by teacher signature.

TIMELINES: Immediately and Ongoing.

Wilson Elementary

ACTIONS: The master schedule reflects at least forty-five minutes of Health is taught each week. Lesson plans will be available for review to verify that health is taught. A copy of the Mississippi Health Curriculum will be available in the classrooms.

TIMELINE: Immediately and ongoing.

STANDARD 35: The school district complies with the applicable rules and regulations of the State Board of Education in the operation of its transportation program.

35.1 All buses are inspected on a quarterly basis and are well maintained and clean.

35.2 Each bus driver has a valid bus driver certificate and a commercial driver's license and operates the bus according to all specified safety procedures. The school district has on file a yearly motor vehicle report on each driver and evidence that each driver has received two hours of in-service training per semester.

35.3 Bus schedules ensure arrival of all buses at their designated school sites prior to the start of the instructional day.

35.4 Emergency bus evacuation drills are conducted at least two times each year.

FINDINGS: The district is not in compliance with Process Standards 35 and 35.1 for the operation of its transportation program. See Attachment A: Standard 35 Pupil Transportation from the Division of Pupil Transportation.

DISTRICT

ACTION: The district will correct all noted deficiencies in Attachment A: Pupil Transportation.

TIMELINE: May 2013 and Ongoing

STANDARD 36: The school district provides facilities that meet the following criteria.

36.1 The school district provides facilities that are clean and sanitary.

36.2 The school district provides facilities that are safe.

36.3 The school district provides operational facilities that are equipped to meet the instructional needs of students and staff.

36.4 The school district provides air conditioning in all classrooms in each school.

FINDINGS: The district is not in compliance with Process Standards 36, 36.1, 36.2, 36.3, and 36.4 for school buildings and facilities. See the enclosed Attachment B: Standard 36 School Facilities from the Office of School Improvement, Oversight and Recovery, Division of School Buildings.

ACTIONS: The school district will correct all noted deficiencies in Attachment B: Standard 36 School Facilities from the Office of School Improvement, Oversight and Recovery, Division of School Buildings.

Timeline: Immediately and Ongoing

ATTACHMENT B

SCHOOL FACILITIES

Reed Resource

FINDINGS: Cafeteria had no evacuation map posted.

There was no posting of the seating capacity in the dining area.

There was unprotected lighting in the halls.

Room 6 had exposed electrical wires.

There were unprotected lights in the boys' restroom.

Exposed wires were found in room 1 in an unprotected junction box.

There was a missing cover for a junction box in the hall above the trophy case.

There was no seating capacity posted in the gym.

Room 4 had second means of egress obstructed and it was not labeled.

There was paper covering most classroom windows obstructing the second means of egress.

- ACTIONS:** The administrator will post an evacuation map in the cafeteria.
- The seating capacity will be posted in the dining area.
- The lighting in the hallways will be protected.
- There will be no exposed electrical wires in the classrooms.
- The junction boxes will be covered to ensure safety.
- The seating capacity will be posted in the gym.
- Each classroom's second means of egress will be free from obstruction and they will be labeled accordingly. A red EXIT sign will be posted above the first window in the front of the classroom of each classroom.

TIMELINE: Immediately and Ongoing

Earl Nash

ACTIONS: The corrective Action Plan for Earl Nash Elementary School is as follows:

- An evacuation map has been posted on the inside wall each classroom nearest the door opening. The principal, faculty, and staff will monitor the maps daily to ensure that they are posted and followed during evacuation drills. The principal has verified the postings (June 2013).
- Repairs and replacement of non functioning emergency lighting is in progress and will be completed by August 1, 2013 by the school district's maintenance workers.
- The second means of egress is marked by a yellow painted window frame and labeled with an exit sign on that window in all rooms. A classroom exit drill is scheduled for the week of August 6-9, 2013 to familiarize both students and staff to the second means of egress in each classroom. The principal, teachers, and custodians will monitor these windows as a second means of egress to keep them free of obstruction. The principal will verify by physically visiting each classroom (June 2013).
- Installation and/ or repair of widows that are inoperable have been assigned to the school district's maintenance workers. The principal and building custodians will immediately report broken windows to be repaired.

- The removal of clutter in classrooms and stage areas is in progress and will be completed before August 1, 2013. The principal, teachers, staff, and custodians will complete this task.
- Installation of portable fire extinguishers on the stage and gymnasium is in progress and will be completed by the school district's maintenance workers by August 1, 2013.
- All fire extinguishers that have been inspected, tested, tagged by a certified technician from TNT Safety and Security, Inc.
- Fire extinguishers for the library and cafeteria dining area will be purchased by the school district to be in place by August 1, 2013.
- The repair of inoperable exit doors and the replacement of broken glass in these doors will be completed by the school district's maintenance workers by July 31, 2013.
- The removal of chains and locks from exit doors is in progress by the school district's maintenance workers. This task will be completed by July 31, 2013.
- The installation permanent electrical power sources where extension cords and power strips are being used, securing all electrical panels, providing blanks, and replacing missing panels in the main electrical boxes will be completed by the school district maintenance workers by August 1, 2013.
- The installation of protective covers on all unprotected outlet, junction boxes and wall switches will be completed by July 31, 2013 by the principal and building level custodians.
- The installation of all electrical wiring in approved conduit is to be corrected by the district's maintenance workers and electrician by July 31, 2013.
- The installation of protective light covers on all unprotected lights in and outside of the school building will be completed by the school level custodians and district maintenance workers by July 31, 2013. The principal will verify with a walk-through.
- A sign for visitor parking and handicap parking has been posted in front of the middle wing of the school by the building level custodians (June 2013).
- The labeling and a map of all main utility shutoffs will be posted in the school's office by the school district's maintenance workers by July 31, 2013. The custodians will also have a copy of the map.
- The Food Service Director will provide fire safety training for the cafeteria staff.
- Additional protective ground cover for playground equipment will be secured and in place by July 31, 2013. The school level custodians and district grounds keeper will complete this task.
- The school district will be responsible for repairing the roof leaks.
- The Noxubee County School Board has the responsibility of removing the portable buildings from the west side of the Administration Building.

Timeline: Immediately and Ongoing

Wilson Elementary

The administrator will address evacuation maps, second means of egress, and janitorial issues such as cleanliness and painting walls. A common window will be identified in each room throughout the building. The evacuation map will be posted on the wall at the entry to the room. Maintenance will correct all other findings and verify with administrator.

B F Middle

ACTION: The administrator will verify and ensure that each room has an evacuation map posed in each classroom above the light switch, the second window will be labeled as the second means of egress in each room denoted a red, laminated piece of construction paper with the word EXIT on each and not obstructed, excessive wall and window coverings in the classrooms are not evident, and chains and locks are removed from exit doors. Maintenance will repair/correct all other noted findings.

TIMELINE: Immediately and Ongoing

Administrative Complex-D. Cole

District Administrative Building

There are three classrooms and a counseling classroom housed in the District Administration Building. The gym is utilized by Earl Nash Elementary School.

FINDING: All classrooms have obstructed second means of egress.

ACTION: All classrooms will have unobstructed second means of egress for the 2013-2014 School Year.

TIMELINE: July 2013

FINDING: The second means of egress are not identified.

Action: The second means of egress have been identified for the three classrooms.

Timeline: June 2013

FINDING: No emergency evacuation maps are posted in all three classrooms.

ACTION: Each classroom has an emergency evacuation map posted.

TIMELINE: June 2013

FINDING: There are no means of direct contact with the main office.

ACTION: Each classroom will have a telephone installed as a means of direct contact with the main office for the 2013-2014 School Year.

TIMELINE: July 2013

FINDING: Extension cords are being used as permanent power sources.

ACTION: No extension cords will be used as a permanent power source for the 2013-2014 School Year.

TIMELINE: July 2013

FINDING: Curtains in Visions Classroom obstructed second means of egress.

ACTION: Curtains in Visions Classroom have been removed; therefore, no obstruction of second means of egress.

TIMELINE: June 2013

FINDING: There were exposed wires in Visions Classroom.

ACTION: Exposed wires in Vision Classroom have been removed.

TIMELINE: June 2013