

OFFICE OF CHIEF ACCOUNTABILITY OFFICER
Summary of State Board of Education Agenda Items
Consent Agenda
April 19, 2018

OFFICE OF ACCREDITATION

X. Approval of the Corrective Action Plan for Hazlehurst City School District in accordance with Accreditation Policy 2.8.1

Background Information: In accordance with Accreditation Policy 2.8.1 of the *Mississippi Public School Accountability Standards, 2017*, a school district that has been assigned a PROBATION or WITHDRAWN accreditation status must submit a Corrective Action Plan (CAP) with defined timelines in which to correct the district's deficiencies. The school district is required to submit a Corrective Action Plan within sixty (60) days of notification. In accordance with Policy 2.8.1, the State Board of Education implements the program of development in each district in accordance with Mississippi Code Annotated § 37-17-6(11).

The Hazlehurst City School District was assigned a PROBATION status by the State Board of Education on October 19, 2017. The district did not submit a CAP to the Mississippi Department of Education (MDE) within sixty (60) days of notification as required. The State Board of Education denied approval of the District's CAP on March 21, 2018. The District revised and resubmitted the CAP based on feedback from the MDE. All program offices have reviewed the applicable section(s) of the CAP and have approved the additions, revisions, corrective actions, and timelines for the Hazlehurst City School District.

The Hazlehurst City School District currently has the following issues of noncompliance with Accreditation Policies and Process Standards on record:

- Policy 2.1 – Data Reporting
- Process Standard 1 – Local School Board and Superintendent
- Process Standard 1.2 – School Board Policies
- Process Standard 1.3 – School Board Duties and Responsibilities
- Process Standard 2 – Licensed Professional Staff
- Process Standard 8 – Student Records
- Process Standard 17.4 – Special Education
- Process Standard 22 – Alternative Education Program

Recommendation: Approval

Back-up material attached

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 3/28/2018

ACCREDITATION POLICY 2.1: The Commission on School Accreditation determines the annual accreditation status of all public school districts in the fall of each school year based on verified accreditation data from the previous school year. An annual district accreditation status is assigned based on compliance with Process Standards. Information concerning district compliance with Process Standards is reported to the Commission on an annual basis. The District superintendent and school principals are responsible for ensuring that all data reported to the Mississippi Department of Education are true and accurate as verified by supporting documentation on file in the school district. Reporting false information is a violation of the accreditation requirements set forth by the State Board of Education and may result in the downgrading of the District's accreditation status.

REGULATIONS: 7 Miss. Admin. Code Pt. 3, Ch. 2, R.2.1

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
All teachers in the district must have the proper credentials for teaching in order to be employed.	The Hazlehurst City School District (HCSD) will apply for Special Nonrenewable licenses in conjunction with the criteria modifications as prescribed by the Mississippi Department of Education (MDE) in November 2017. The district will apply for these Special Non-renewable licenses as needed.	Director of Teacher and Student Services Human Resources	HCSD will review licenses approved by the Mississippi Department of Education after district submission.	June 30, 2018
	HCSD will offer and pay for the cost of internal four-and-a-half-hours weekly PRAXIS preparation training sessions. HCSD will offer PRAXIS preparation training sessions 8 hours every Saturday from licensed external providers. Non-certified personnel serving in the capacity of a classroom teacher will attend at least 75% of the provided sessions.	Director of Teacher and Student Services Human Resources	Candidates will take the PRAXIS on upcoming scheduled dates. Attendance will be recorded to ensure fidelity and participation. Data from the assessment participation will be reviewed to evaluate the effectiveness of	June 30, 2018

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 3/28/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The librarian must have a 440 endorsement in order to serve as a librarian for the district. Because the enrollment at the elementary school exceeds 500, a second librarian must be employed.	The Hazlehurst City School District has employed certified librarians who have obtained a 440 endorsement at each school as prescribed by MDE.	Director of Teacher and Student Services Human Resources	the PRAXIS Preparation Training sessions. Board Approval of Hire 440 Endorsed Licensure at the time of Hire	July 1, 2017
The district must employ a qualified business officer.	The Hazlehurst City School District has employed a certified business manager who has obtained a 420 endorsement as prescribed by MDE.	Superintendent Board Members Human Resources	The business manager holds a valid MDE license reflecting a 420 Endorsement.	February 2, 2017
All board members must be properly bonded in order to serve.	The Hazlehurst City School District has ensured that all school board members are properly bonded in order to serve.	Superintendent Board Members Board Clerk	Executed and Court Filed Official Bond and Oath	February 22, 2018

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520 Date CAP Approved by Local School Board: 3/28/2018

Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board's responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District's accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the *Federal Civil Rights Act of 1964*

1.2: School board policies that comply with state and federal statutes, rules, and regulations serve as the basis of operation for the District, and current copies (print or electronic) of school board policies are published and available for public review.

REGULATIONS: 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*

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Board policies do not serve as the basis of operation for the district.	The HCSD has published board policies to serve as the basis of operation. HCSD Board of Trustees review board policies on a monthly basis and revise as needed.	Board Members Superintendent	Board policy review Calendar Work Session & Board Agendas outlining sections of Board Policies adopted & amended	February 2, 2017
Some board policies are published and referenced in the student handbook, but the same process is not implemented in the personnel handbook.	HCSD has developed a student handbook as well as a personnel handbook for the school district that clearly communicates approved school board policy to staff, students, and parents/guardians.	Board Members Superintendent	Key lead central office staff has evaluated Student & personnel handbooks to align to board policies.	October 5, 2017

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

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Date CAP Approved by Local School Board: 3/28/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
There is no structured procedure in place for reviewing, revising, and rescinding policies. Based on a review of board minutes and interviews, policies are dealt with on an as-needed basis. None of the policies adopted by the Board in 2014 have been placed in the District's policy manual.	HCSD has established a systematic process for reviewing and revising school board policies; however, when policy revisions are approved by the school board, changes will be communicated to all school district staff. A Board Policy Review Calendar is used to review & revise school board policies monthly. Staff will be alerted of updates through District website or E-mail.	Superintendent Board Members	Work Session agendas & minutes reflect protocol to ensure the Superintendent and board members have collaborated for all policies updates.	February 2, 2017
The District is not implementing its Public Comment Policy (BCAF) appropriately. Individuals or organizations are put on the agenda under Public Comment when they should be listed as an agenda item. Sometime action by the board is required and it would be inappropriate to limit their presentation to three minutes as required by the Public Comment Policy.	HCSD has ensured the implementation of Board Policy BCAF. The district continues to review all school district publications to ensure that all statements are clearly written and consistent with approved school board policy. As outlined in Board Policy BCBI, if the general public requires more than three (3) minutes and possibly require board action, the Board of Trustees follows the process, which ensures individuals or organizations are listed as an agenda item.	Superintendent Board Members	Board Policy BCAF Board Policy BCBI Board Agenda Public Comment Sign-in Sheet & Board minutes will reflect action, if any.	February 22, 2018

Please use additional sheets as needed.

Corrective Action Plan

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Standard 1: The local school board and the superintendent of schools shall exercise due diligence in performing the respective duties of each office in accordance with applicable law. The local school board's responsibilities shall pertain to matters of setting policy and shall not interfere in the day-to-day operations of the school district that include, but are not limited to, such duties as those relating to personnel and management decisions. Failure to comply shall result in the immediate downgrade of the District's accreditation status to Probation or Withdrawn as indicated in Accreditation Policy 2.5.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, § 37-7-306(1-4), §§ 37-9-1 through 75, §§ 37-9-101 through 113, § 37-7-301(p)(w), § 37-6-3(3-4), §§ 37-9-7, 13, and 14, § 37-61-9, § 37-151-5(h), and the *Federal Civil Rights Act of 1964*

1.3: School board members complete required basic and continuing education programs in order to effectively perform their duties in the manner prescribed by law.

REGULATIONS: Miss. Code Ann. §§ 25-41-1 et al., §§ 25-61-1 through 17, § 37-3-4(5), §§ 37-6-7, 9, 11, and 15, and § 37-7-306(1-4)

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Some board members expressed concern about getting items placed on the board agenda.	The board has developed and adopted a policy that specifically addresses how to get an item placed on the agenda.	Superintendent Board Members	Board Policies BCBI & BCBP	March 22, 2017
There was no evidence of a bond provided for one board member.	All board members have been properly bonded in order to serve.	Board Clerk	Executed and Court Filed Official Bond and Oath	February 22, 2018
Based on interviews and a review of board minutes, there are issues with board-superintendent relations and the ability of the board to work as a cohesive unit. Often, there is a split decision with a 3-2 vote and if not a 3-2 vote, a 4-1 vote, with one member	The District will contact MSBA for a future training to assist with the board-superintendent relationship and provide guidance as to how to work together cooperatively. This will ensure the board meetings will operate more effectively and efficiently.	Superintendent Board Members	MSBA Training Work Session Agenda & Certificate of Hours earned	April 30, 2018

Please use additional sheets as needed.

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
consistently voting "nay" on almost every vote. Electing new board officers was brought up by one board member at the January board meeting and the February board meeting, but so far no election has been held.	The board has operated under current and existing policy BBAA which specifically addresses when board officers shall be elected.	Superintendent Board Members	HCSD school board has elected by a majority vote of members at the first meeting in January. Board Minutes of Elections reflect votes.	January 11, 2018
During school board interviews, one board member admitted visiting the schools regularly.	The board will adhere to board policy BBBCB when visiting the schools and shall complete the Board Member School Visitation Form.	Board Members Administrative Assistant	Board Member School Visitation Form	May 31, 2018

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 3/28/2018

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA*, and Federal Code

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Personnel/Accreditation Edit Report yielded six (6) teachers Certificates not on File.	HCSD will continue to offer and pay for the cost of internal four-and-a-half-hours weekly PRAXIS preparation training sessions. HCSD will offer PRAXIS preparation training sessions 8 hours every Saturday from licensed external providers. Employees will apply for Special Non-renewable Licensure and/or traditional Licensure issued by the MDE.	Superintendent Director of Teacher and Student Services Human Resources	Candidates will take the PRAXIS on upcoming scheduled dates. Attendance is recorded to ensure fidelity and participation.	June 30, 2018
Personnel/Accreditation Edit Report yielded four (4) teachers Certificates has Expired.	Employees will apply for Special Non-renewable Licensure and/or traditional Licensure issued by the MDE.	Superintendent Director of Teacher and Student Services Human Resources	Special Non-Renewable Licensure and/or traditional Licensure as determined by MDE.	June 30, 2018

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

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Date CAP Approved by Local School Board: 3/28/2018

Standard 2: All district professional positions requiring licensed staff are filled by staff that are properly licensed and endorsed as required by state law and federal requirements of the *Elementary and Secondary Education Act (ESEA)*.

REGULATIONS: Miss. Code Ann. § 37-9-7, 7 Miss. Admin. Code Pt. 3, Ch. 80, R. 80.1, R. 80.2, *ESEA*, and Federal Code

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The librarian currently serving the district is a retired teacher who has no certification in library media. According to MS Code 37-17-6(3)(a-e) a librarian/media specialist must be certified with an endorsement of 440.</p> <p>Auditors were provided a list of five (5) long-term subs in the district, one for a pre-kindergarten class, a kindergarten class, a first grade class, and a physical education class. There was also one class with no grade level listed. An expert citizen license for four (4) teachers was requested the day of the board meeting (September 16, 2015).</p>	<p>HCSD has employed in each school a licensed librarian or media specialist who devotes no more than one-fourth (1/4) of the workday to library/media administrative activities.</p> <p>With the exception of academic core subjects, the professional staff in each school should be comprised of no more than 5% of Full Time Equivalent (FTE) units working outside the area or areas of endorsement. HCSD will continue to offer and pay for internal four-and-a-half-hours weekly PRAXIS preparation training sessions. HCSD will offer PRAXIS preparation training sessions 8 hours every Saturday from licensed external providers. Employees will apply for Special Non-renewable Licensure and/or traditional Licensure issued by the MDE.</p>	<p>Director of Teacher and Student Services Human Resources</p> <p>Superintendent Director of Teacher and Student Services Human Resources</p>	<p>Board Approval of Hire 440 Endorsed Licensure at the time of Hire</p> <p>Candidates will take the PRAXIS on upcoming scheduled dates. Attendance is recorded to ensure fidelity and participation.</p> <p>Special Non-Renewable Licensure and/or traditional Licensure</p>	<p>July 1, 2017</p> <p>June 30, 2018</p>

Please use additional sheets as needed.

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The enrollment at Hazlehurst Elementary School is 793 therefore a full-time librarian is needed.	HCSD has employed a full-time licensed librarian or media specialist at Hazlehurst Elementary School who will devote no more than one-fourth (1/4) of the workday to library/media administrative activities.	Director of Teacher and Student Services Human Resources	Board Approval of Hire 440 Endorsed Licensure MSIS report reflective of librarian endorsement code	July 1, 2017
The enrollment for Hazlehurst Middle School is 289 and the high school's enrollment is 431. Since the enrollment of each of these schools is less than 500, a part-time certified librarian may be employed. { (MS Code 37-17-6(3)(a-e)) }.	HCSD has employed a licensed librarian or media specialist at Hazlehurst Middle School and Hazlehurst High School to meet the following requirement: -If the student enrollment is 499 or less, a half-time licensed librarian or media specialist is required. -If the student enrollment is 500 or more, a full-time licensed librarian or media specialist is required.	Superintendent Director of Teacher and Student Services Human Resources	Board Approval of Hire 440 Endorsed Licensure at the time of Hire	July 1, 2017
The district does not currently have a business manager.	HCSD has employed 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.	Superintendent Board Members Human Resources	Board Approval of Hire 420 Endorsed Licensure	February 2, 2017

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 3/28/2018

Standard 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.

REGULATIONS: Miss. Code Ann. §§ 37-15-1 through 3, § 37-15-6, § 37-15-10, Appendix E of the Mississippi Public Schools Accountability Standards, 2016, and the Mississippi Cumulative Folders and Permanent Records Manual of Directions

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
The Hazlehurst City School District is noncompliant with Accreditation Standard 8.	<p>All school personnel (counselors) will carefully review all cumulative folders for incomplete documentation and will make all necessary corrections that were identified during the on-site visit.</p> <p>All school personnel (counselors) will carefully review all cumulative folders for incomplete documentation and will make all the necessary corrections that were identified during the on-site visit. Counselors and/or designated personnel will carefully review all cumulative folders for complete and accurate documentation. A transcript analysis will be conducted. Counselors and/or designated personnel will ensure records are received from the previous school of student.</p>	Counselors Records Clerks Principals Assistant Principals	To ensure the cumulative folder review process is completed accurately and with fidelity, each counselor has been provided with a checklist form supplied by the MDE. Additionally, the Principals will assist by periodically using this checklist form to conduct quarterly internal audits to ensure the cumulative folders have been organized and completed accordingly. Record clerks at each school also assists in this process.	March 2018 June 2018 (Quarterly)

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 3/28/2018

Standard 17: The school district is in compliance with state and/or federal requirements for the following programs:

17.4: Special Education Individuals with Disabilities Education Act (IDEA) (20 U.S.C §§ 1400, et. seq.)

REGULATIONS: Child Find – Initial Evaluation (CFI): 34 C.F.R. §§ 300.111, 300.301, 300.304 – 300.311; 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19, §§ 300.111, 300.301, 300.304 – 300.311

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
CFI-4 One (1) of two (2) student records reviewed indicated the district failed to hold a Multi-Disciplinary Evaluation Team (MET) meeting within 14 calendar days of receiving a written parent request. (Student 25)	Upon review of (Student 25) IEP file, there was a parent request from 8/30/2012. Further review of (Student 25) IEP file provided evidence of a parent written request for a MET meeting. The MET meeting was scheduled for 9/4/2012 at 11:00 a.m.; the parent gave consent for an initial evaluation on 9/04/2012. (Student 25) received an initial comprehensive evaluation ruling on 11/02/2012 where the student was eligible for Other Health Impairment: Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder & Language Impairment (OHI ADD/ADHD & LI). (Student 25) latest comprehensive reevaluation was conducted on 11/2/2015 to determine appropriate eligibility. The most appropriate eligibility for (Student 25) is OHI: ADD/ADHD. (Student 25) upcoming three-year re-evaluation will be conducted before or by 11/2/2018.	Superintendent Special Programs Director Child Find Coordinator	Copies of the written parent request, parent invitation response form Child Find/MET Committee Meeting, Parent Invitation Response Form, Receipt of Procedural Safeguard documentation, Consent form and Determination of Eligibility report will be submitted to the Office of Special Education (OSE).	Within 30 days (March 2018-April 2018), the Child Find Coordinator will submit the appropriate documentation as evidence to the Office of Special Education (OSE).

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 3/28/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>Note: This corrective action will require a review of random files (Prong 2) in order to verify implementation. The OSE will request randomly selected files for review through a desk audit.</p>	<p>The Child Find Coordinator will submit the appropriate documentation as evidence to OSE.</p>	<p>Child Find Coordinator</p>	<p>Child find/ Eligibility File Review Checklist</p>	<p>Within 90 days (March 2018-May 2018), the Child Find Coordinator will review each initial IEP file (2016-2017) & (2017-2018) for the purpose of clarifying eligibility timelines.</p>
	<p>The Child Find Coordinator will review each initial IEP file (2016-2017) & (2017-2018) for the purpose of clarifying eligibility timelines.</p>			

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 3/28/2018

Standard 17: The school district is in compliance with state and/or federal requirements for the following programs:

17.4: Special Education Individuals with Disabilities Education Act (IDEA) (20 U.S.C §§ 1400, et. seq.)

REGULATIONS: Child Find – Initial Evaluation (CFD): 34 C.F.R. §§ 300.111, 300.301, 300.304 – 300.311; 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19, §§ 300.111, 300.301, 300.304 – 300.311

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
DS-2 One of twenty five student records reviewed indicated the PLAAPFs did not provide detailed and targeted summaries of current daily academic, behavior and functional performance in order to meet the student's individual needs in accordance with MDE policy 74.19.	(Student 25): Reconvene IEP meetings to revise PLAAPF statements to provide detailed summaries of current daily academic, behavior and functional performance in order to meet the student's individual needs in accordance with MDE policy 74.19.	Special Education Teachers General Education Teachers Therapists Administrators	Parent Invitation & Written Notice Documentation; Review/Revised Completed IEP's	Within 30 days (March 2018-April 2018), reconvene IEP meetings to revise PLAAPF statements in accordance with MDE policy 74.19.
	Utilize MDE Sponsored Technical Assistance Training in IEP development and implementation in accordance with MDE Policy 74.19	Special Education Teachers General Education Teachers Therapists Administrators & Appropriate Staff members	PowerPoint Presentation of the specific professional development; Sign-in sheets of the specific professional development; Agendas of the specific professional development	Within 90 days (March 2018-May 2018), the district will provide professional development to special education teachers and appropriate staff regarding the development and

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 3/28/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>DS-3</p> <p>Two of twenty five student records reviewed indicated the IEP's did not include statements of how the disability affects student involvement and progress in the general education curriculum.</p> <p>(Students 12 & 25)</p>	<p>(Student 12 & 25): Reconvene IEP meetings to revise the PLAAFP statements to indicate how the disability affects student involvement and progress in the general education curriculum in order to meet the requirements of the student's individual needs in accordance with MDE policy.</p>	<p>Special Education Teachers</p> <p>General Education Teachers</p> <p>Therapists</p> <p>Administrators</p>	<p>Parent Invitation & Written Notice</p> <p>Documentation; Review/Revised</p> <p>Completed IEP's</p>	<p>implementation of IEP's findings.</p> <p>Within 30 days (March 2018-April 2018), reconvene IEP meetings to revise the PLAAFP statements;</p> <p>Parents concerns; academic areas in accordance with MDE Policy 74.19.</p>
<p>DS-4</p> <p>Two of the twenty five student records reviewed indicated the IEP's did not include concerns of the parents.</p> <p>(Student 22 & 25)</p>	<p>(Student 22 & 25): Reconvene IEP meeting to address parent concerns in order to meet the requirements of the student's individual needs in accordance with MDE policy.</p>	<p>Special Education Teachers</p> <p>General Education Teachers</p> <p>Therapists</p> <p>Administrators</p>	<p>Parent Invitation & Written Notice</p> <p>Documentation; Review/Revised</p> <p>Completed IEP's</p>	
<p>DS-5</p> <p>Seven of the twenty five student records reviewed indicated the IEP's did not address the academic areas of need for the students.</p> <p>(Students 7, 9, 12, 18, 19, 21 & 25)</p>	<p>(Students 7, 9, 12, 18, 19, 21 & 25): Reconvene IEP meetings to address academic areas of need in order to meet the requirements of the student's individual needs in accordance with MDE policy.</p>	<p>Special Education Teachers</p> <p>General Education Teachers</p> <p>Therapists</p> <p>Administrators</p>	<p>Parent Invitation & Written Notice</p> <p>Documentation; Review/Revised</p> <p>Completed IEP's</p>	

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District District Number: 1520 Date CAP Approved by Local School Board: 3/28/2018

Standard 17: The school district is in compliance with state and/or federal requirements for the following programs:

17.4: Special Education Individuals with Disabilities Education Act (IDEA) (20 U.S.C §§ 1400, et. seq.)

REGULATIONS: Child Find – Initial Evaluation (CFI): 34 C.F.R. §§ 300.111, 300.301, 300.304 – 300.311; 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19, §§ 300.111, 300.301, 300.304 – 300.311

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
Delivery of Services/Free Appropriate Public Education/Least Restrictive Environment (FAPE/LRE). Reconvene the IEP Committees to revise IEP's with all required components to meet the unique needs of the students in accordance with Mississippi Department of Education (MDE) policy 74.19.	Utilize MDE Sponsored Technical Assistance Training in IEP development and implementation in the following areas: IEP Present Level of Academic Achievement Functioning Performance (PLAAFP) IEP IMPACT STATEMENT IEP SPECIAL CONSIDERATIONS IEP ACADEMIC AREAS IEP BEHAVIORAL NEEDS IEP FUNCTIONAL AREA NEEDS IEP DEVELOPING BASELINE DATA IEP DEVELOPING MEASUREABLE GOALS/ SHORT TERM INSTRUCTIONAL OBJECTIVES	Superintendent Special Programs Director Special Education Teachers General Education Teachers Therapists Counselor Administrators	Sign-in Sheets of the specific professional development; PowerPoint Presentation of the specific professional development; Agenda of the specific professional development	Within 90 days (March 2018-May 2018), the district will provide professional development to special education teachers and appropriate staff regarding the development and implementation of IEP's and in accordance with MDE policy 74.19.

Please use additional sheets as needed.

Corrective Action Plan

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Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
DS-6 (Student 25) One (1) of twenty-five (25) student records reviewed indicated the IEP did not identify address the functional areas of need for the student. (Student 25)	(STIO's) IEP EXTENDED SCHOOL YEAR (ESY) (Student 25) Reconvene the IEP committees to revise the IEP to identify and address functional areas of need.	Superintendent Special Programs Director Special Education Teachers General Education Teachers Therapists Counselor Administrators	Parent Invitation, Written Notice Documentation, Review/ Revised Completed IEP's	Within 30 days (March 2018-April 2018), reconvene IEP meetings to revise the IEP to address the functional areas of need as well as special considerations in accordance with MDE policy 74.19.
DS-9 (Student 25) One (1) of (25) student records reviewed indicated the IEP did not address special considerations. (Student 25)	(Student 25) Reconvene the IEP committee to revise the IEP to identify special considerations that address the needs of the student and support annual goals	Superintendent Special Programs Director Special Education Teachers General Education Teachers Therapists Counselor Administrators	Parent Invitation Written Notice Documentation, Review/Revised Completed IEP's	

Please use additional sheets as needed.

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REGULATIONS: Child Find – Initial Evaluation (CFI): 34 C.F.R. §§ 300.111, 300.301, 300.304 – 300.311; 7 Miss. Admin. Code Pt. 3, Ch. 74, R. 74.19, §§ 300.111, 300.301, 300.304 – 300.311

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>EDGAR 80.32- Equipment, Mississippi Public School Asset Management Manual</p> <p>3. Equipment located but not on inventory listing and not being utilized:</p>	<p>The district will provide an immediate inventory of fixed assets that will be conducted in accordance with the required verification of the existence, location, and condition of fixed assets. The district will provide a board meeting approval deletion list of the listed fixed assets.</p> <p>The district will reimburse the IDEA program for the cost of equipment which cannot be located.</p>	<p>Superintendent Special Programs Director Fixed Assets Manager</p>	<p>Board Meeting approving the deletion list of listed fixed assets.</p>	<p>Within 30 days (March 2018-April 2018)</p>

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 3/28/2018

Standard 22: The school district provides access to an alternative education program that meets the program guidelines outlined in Miss. Code Ann. § 37-13-92 and the guidelines established by the State Board of Education.

REGULATIONS: Miss. Code Ann. § 37-13-92, 7 Miss. Admin. Code Pt. 3, Ch. 7, R. 7.1, and the Guidelines for Alternative/GED School Programs

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The school district should provide 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.</p> <p>All students assigned for a grading period or longer and receiving Carnegie unit credits must receive instruction from appropriately certified teachers.</p>	<p>To ensure that students served in the alternative setting are provided with adequate and appropriate instruction, certified teachers (including SPED if applicable), will follow a rotational schedule in an effort to fulfill proper service requirements.</p> <p>Students placed in the HCSD Alternative program will be instructed on the same level and standards as students in the regular education setting. Teachers in the regular education setting will be responsible for supplying the alternative school facilitator with the appropriate work & materials for the alternative student enrolled in their class.</p> <p>The HCSD will apply for Special Non-renewable licenses in conjunction with the criteria modifications as prescribed by the MDE in November 2017. The district will applied for these Special Non-renewable licenses as needed.</p>	Director of Teacher and Student Services Human Resources	<p>To ensure that certified teachers are providing services to the students in the alternative education program, upon visitation each teacher assigned to the rotational schedule/caseload of a student will sign a services provided roster.</p> <p>Upon applying for the Special Non-Renewable Licenses, the HCSD will provide a manifest of submitted applications & a record of each approval status.</p>	May 2018

Please use additional sheets as needed.

Corrective Action Plan

District Name: Hazlehurst City School District

District Number: 1520

Date CAP Approved by Local School Board: 3/28/2018

Findings	Strategies/Plan for Correction	Person(s) Responsible	Evaluation Criteria	Implementation Timeline
<p>The Hazlehurst City School District must provide an awning for entering and exiting the portable trailer as well as an adequate walkway.</p>	<p>The district will offer and pay for internal four-and-a-half-hours weekly Praxis preparation training sessions. We have offered Praxis preparation training sessions 8 hours every Saturday from licensed external providers. All non-certified personnel serving in the capacity of a classroom teacher must attend Praxis Preparation Training sessions. The district will review the effectiveness of the Praxis Preparation Training sessions upon the data received from those participating in the assessment.</p>	<p>Superintendent Director of Operations</p>	<p>Candidates will take the PRAXIS on scheduled dates. Attendance is recorded to ensure fidelity and participation.</p>	<p>May 2018</p>
	<p>Ensuring that the students and staff are safe and protected is always a top priority for the HCSD. HCSD will provide an awning for entering and exiting the portable trailer as well as an adequate walkway. The HCSD will ensure the staff and students' safety at all times. HCSD has obtained updated quotes for building materials, labor, and installation of an adequate and appropriate walkway for the students that are housed at the alternative building.</p>		<p>HCSD will use updated quotes to obtain the services for the installation of the awning for the staff and students serving in the alternative education program. The district will obtain a timeline of events for actual installation and the awning will be erected based upon the timeline provided.</p>	<p>May 2018</p>

Please use additional sheets as needed.

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