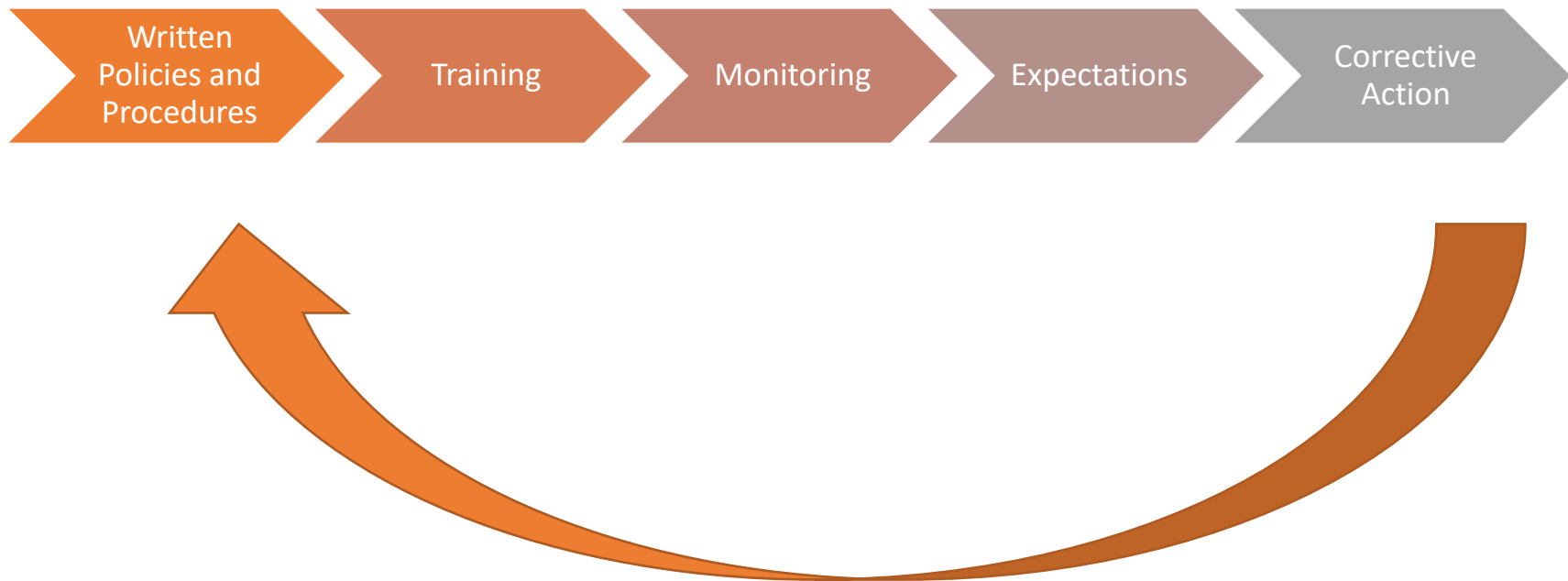


JCPS Compliance Overview



Compliance Overview

Written Policies and Procedures

All federal, state, and local regulating documents should be referenced

- The person monitoring shall have as a reference any applicable federal regulations
- The person monitoring shall have as a reference state regulations or KARs
- The person monitoring shall have as a reference district policies and procedures
- The person monitoring shall have as a reference any other regulating document

Training

Educating responsible staff of requirements

- Determine if dedicated staff serves as trainer or if outside expertise is required
- Consider format of training (i.e., in-person; on-line; quiz, etc.)
- Consider how to determine if every person that needs training got it (i.e., how to account for new hires, people on leave, etc.)

Monitoring

Review of item

- Determine how often item will be reviewed
- Determine if there are "smaller" monthly reviews and more in-depth quarterly, annually, etc.
- Assess risk to determine how often an item is monitored (unless required in statute or policy)

Expectations

Communication channels established

- Supervisors are made aware of process and what is expected to meet the administrative need
- Determine how information will be shared both before and after monitoring

Corrective Action

Identifying root cause and implementing corrective action

- Clearly explain what corrective action is needed
- State a due date when errors will be corrected
- Monitor again
- Celebrate success or if corrective action has not taken place, determine appropriate next steps (i.e., further training, disciplinary action, etc.)