

Overview: When schools are not compliant with state laws or BESE policy, the LDOE will issue Notices. These Notices can be either a Notice of Concern (NOC) or a Notice of Breach (NOB). The NOC will contain language that specifies the concern and also will prescribe remedies and timelines for the school. A NOB is reserved for significant, intentional, repeated issues of non-compliance and will also contain remedies and timelines. It falls within the Office of Equity, Inclusion and Opportunities to determine if a notice is required and to draft, disseminate, and monitor those notices.

After it has been determined that a Notice of Concern or Notice of Breach is necessary:

1. Confirm with the Executive Director (PS) whether the violation warrants a NOC or NOB.
2. Create a draft of the notice to include:
 - a. notice to be addressed to the board president and school leader
 - b. what information was received to prompt the investigation
 - c. the steps that were taken to confirm the concern
 - d. cite specific laws/policies/obligations that the school failed to meet
 - e. list of action items the school must complete to close the notice
 - f. timeline to complete the action items
3. After the draft of the notice is complete, submit it to PS for review.
4. Update the notice per feedback from the PS.
5. If necessary, submit the notice to legal for review.
6. If necessary, update the notice per any feedback from legal.
7. Submit the updated notice to the PS to add their signature and convert to a PDF.
8. Contact school leadership to notify them of the incoming notice.
9. Email the notice to the board chair and school leadership ensuring that the PS is copied. If appropriate, other departments may need to be copied.
 - a. e.g., if the notice is concerning teacher certifications, someone from that department may be needed to assist in providing appropriate remedies
10. Log the notice into the NOC/NOB tracker located in the 'Charter Accountability' drive.
11. Follow-up on prescribed remedies and timelines outlined in the notice.
 - a. If remedy requires submissions, create a calendar reminder.
12. Once the school is 100% compliant, update the tracker to reflect the issues are resolved.
13. Issue a Notice of Closure to the board chair and school leadership ensuring that the PS is copied.
14. Notice of Closure to include
 - a. statement saying that all prescribed remedies were met in accordance with the issued notice and that the LDOE considers this notice closed