

**California Department of Education**

**Neglected or Delinquent**

**2015–16 Program Instrument**

I. Involvement

**I-NorD 01: Involvement of Parents**

I-NorD 1. Where feasible, the correctional facility shall involve parents to improve the academic achievement and prevent the further delinquency of their children.

Correctional facility is defined as a facility in which persons are confined as a result of a conviction for a criminal offense, including persons under 21 years of age. The term also includes a local public or private institution and community day program or school not operated by the State that serves delinquent children and youth.(20 U.S.C. § 6455 (8).) 34 CFR 200.90 (c)

**Evidence**

Program descriptions, records of events, techniques, and strategies offered to parents\*

Descriptions and records of events, techniques, and strategies offered to parents to build parent capacity to improve their student's academic achievement and prevent delinquency

II. Governance and Administration

**II-NorD 02: Coordination of Programs**

II-NorD 2. The correctional facility shall ensure, where feasible, that educational programs in the correctional facility are coordinated with the student’s home school, especially a student with an individualized education program (IEP). (20 U.S.C. § 6455 (1).)

**Evidence**

LEA Special Education policy; NorD communication between facility and home school; IEP notification

N or D communication between facility and home school; IEP notice; LEA Special Education policy.

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#### II. Governance and Administration

##### **II-NorD 03: Special Education Services**

II-NorD 3. The correctional facility shall notify the local school if the child is identified as needing special education services. (20 U.S.C. § 6455 (2).)

##### **Evidence**

Special Education notification policy and procedures

Special Education notification policy and procedures; Student study team minutes;

#### II. Governance and Administration

##### **II-NorD 04: Training, Mentoring, and Work-Related Programs**

II-NorD 4. If appropriate, the correctional facility shall work with local businesses to develop training, mentoring, and work-related programs for youths and children. (20 U.S.C. § 6455 (11).)

##### **Evidence**

MOUs or program descriptions of training, mentoring, or work-related programs\*

MOUs or program descriptions of training, mentoring, or work-related programs.

#### II. Governance and Administration

##### **II-NorD 05: School Site Council Responsibilities for SPSA**

II-NorD 5. For all programs funded through the Consolidated Application and Reporting System (CARS) and operated at the school, the school site council (SSC) shall annually develop, review, update, and approve the Single Plan for Student Achievement (SPSA), including proposed expenditures. The SPSA shall

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consolidate all plans required by these programs and contain (EC § 64001(f),(g),(h).):

- (a) Analysis of academic performance data to determine student needs.
- (b) School goals to meet the identified academic needs of students.
- (c) Activities to reach school goals that improve the academic performance of students.
- (d) Expenditures of funds allocated to the school through the CARS
- (e) The means of annually evaluating the progress of programs toward accomplishing the goals, including determining whether the needs of all children have been met by the strategies used, particularly the needs of low-achieving students and those at risk of not meeting state academic content standards. (20 U.S.C. §§ 6314 (b)(1)(2), 6315 (c)(2), EC § 64001(f).)

### **Evidence**

Approved SPSA; Agendas and Minutes of SSC annual review.\*

Approved SPSA includes Part D funds and expenditures based on analysis, goals, activities; SPSA goals meet the needs of low-achieving students. Evidence of SSC and LEA completing the annual review.

Single Plan for Student Achievement (SPSA)\*

Approved SPSA includes Part D funds and expenditures based on analysis, goals, activities; SPSA goals meet the needs of low-achieving students. Evidence of SSC and LEA completing the annual review.

## **II. Governance and Administration**

### **II-NorD 06: School Site Council Composition**

II-NorD 6. The school site council (SSC) is composed of the following members selected by peers:

- (a) In elementary schools, half the members are the principal, classroom teachers, and other school personnel. Classroom teachers make up a majority of this group. Half the members are parents or other community members selected by parents.

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(b) In secondary schools, half the members are the principal, classroom teachers, and other school personnel. Classroom teachers make up a majority of this group. Half the members are equal numbers of students selected by students and parents or other community members selected by parents. (EC §§ 52852, 64001(g).)

#### Evidence

Current Single Plan for Student Achievement (SPSA) for relevant school under review

Current Single Plan for Student Achievement (SPSA) for relevant school under review with SSC roster.

## II. Governance and Administration

### II-NorD 07: Notices in Parents' Languages

II-NorD 7. When 15 percent or more of students enrolled in a public school speak a single primary language other than English, as determined by language census data from the preceding year, all notices, reports, statements, and records sent to parents of such students shall be written in English and the primary language. (EC § 48985.)

#### Evidence

Notice, reports, statements, and records sent to parents in primary language.\*

Notice, reports, statements, and records sent to parents in primary language. Correspondence to family relevant to their student in primary language. Reports, letters, notifications, etc.

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#### II. Governance and Administration

##### **II–NorD 08: Equipment Inventory**

II–NorD 8. For all categorical programs, the LEA must maintain an inventory record for each piece of equipment, with an acquisition cost of \$500 or more per unit, that is purchased with state and/or federal funds. The record describes the acquisition by:

- (a) Type
- (b) Model
- (c) Serial number
- (d) Funding source
- (e) Acquisition date
- (f) Cost
- (g) Location
- (h) Current condition
- (i) Transfer, replacement, or disposition of obsolete or unusable equipment

(EC § 35168; 5 CCR § 3946; 34 CFR § 80.32 (d)(I).)

#### **Evidence**

Fiscal Activity Report for year under review using 3025 resource code; LEA inventory record.\*

Inventory report to include all items (a)-(i) as indicated on item.

#### III. Funding

##### **III–NorD 09: Supplement Not Supplant**

III–NorD 9. The LEA shall use categorical funds only to supplement, and not supplant, state and local funds for Title I, Part D, Neglected or Delinquent. (20 U.S.C. §§ 6321 (b) and 6435 (b).)

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#### Evidence

Fiscal activity report for resource code 3025 for year under review\*

Fiscal activity report for resource code 3025 for year under review.

### III. Funding

#### **III-NorD 10: Coordination with Other Funds**

III-NorD 10. The correctional facility shall coordinate Title I, Part D, funds with:

(a) Other state and federal funds to provide services to participating children and youths.

(20 U.S.C. § 6455 (9).)

(b) Activities funded under the Juvenile Justice and Delinquency Prevention Act of 1974 and other comparable programs, if applicable. (20 U.S.C. § 6455 (10).)

#### Evidence

Program description indicating coordination of funds/services with other agencies\*

Program description indicating coordination of funds/services with other agencies. Job descriptions of coordinating positions.

### III. Funding

#### **III-NorD 11: Uses Funds for Specified Activities**

III-NorD 11. The LEA uses Title I, Part D, funds for any of the following activities:

(a) Transition of students from correctional facilities to the school environment in order to complete their education. (20 U.S.C. § 6454 (1).)

(b) Dropout prevention programs that serve at-risk students. (20 U.S.C. § 6454 (2).)

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- (c) Coordination of health and social services. (20 U.S.C. § 6454 (3).)
- (d) Special programs to meet the unique academic needs of participants. (20 U.S.C. § 6454 (4).)
- (e) Assistance in securing student loans or grants for postsecondary education. (20 U.S.C. § 6454 (4).)
- (f) Mentoring and peer mediation programs. (20 U.S.C. § 6454 (5).)

### Evidence

Job descriptions; interagency MOUs; official program description; activity reports\*

N or D records indicating that services such as the ones in this item have been provided to students. Also, descriptions of programs funded with NorD funds.

Job descriptions; interagency MOUs; official program description; activity reports\*

Job descriptions; interagency MOUs; official program description; activity reports

## III. Funding

### III-NorD 12: Administrative Charges

NorD 12: The LEA must properly charge and document salaries and wages that are reasonable, necessary, and allowable in accordance with applicable program requirements. 2 CFR §§200.403(a), 200.430(i).

### Evidence

NorD Personnel Activity Reports. Fiscal Activity Reports Resource Code 3025 for year under review\*

N or D Personnel Activity Reports (PARs). Time accounting records. Fiscal Activity Reports Resource Code 3025 for year under review.

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#### IV. Standards, Assessment, and Accountability

#### **IV-NorD 13: LEA Program Evaluation**

IV-NorD 13. The correctional facility shall ensure that educational programs are related to assisting students to meet high academic achievement standards. (20 U.S.C. § 6455(6).)

13.1 At least once every three years, the LEA shall evaluate the Neglected or Delinquent Program, disaggregating data by gender, race, ethnicity, and age, to determine its effectiveness with students':

- Ability to maintain and improve educational achievement. (20 U.S.C. § 6471(a)(1).)
- Completion of secondary school requirements and ability to obtain employment. (20 U.S.C. § 6471 (a)(4).)
- Accrual of credits toward promotion and graduation. (20 U.S.C. § 6471 (a)(2).)
- Transition to a regular program or other education program. (20 U.S.C. § 6471 (a)(3).)
- Participation in postsecondary education and job training programs as appropriate. (20 U.S.C. § 6471 (a)(5).)

13.2. The LEA shall use multiple and appropriate measures of student progress in evaluating Neglected or Delinquent Programs. (20 U.S.C. § 6471 (c).)

13.3. The LEA submits evaluation results to the California Department of Education. (20 U.S.C. § 6471 (d)(1).)

13.4. The LEA shall use evaluation results to improve programs. (20 U.S.C. § 6471 (d)(2).)

#### **Evidence**

##### LEA Level of NorD Program Evaluation\*

LEA level program evaluation to include how the LEA has used evaluation to improve program; program evaluation includes documents indicating multiple and appropriate measure of student data.

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#### IV. Standards, Assessment, and Accountability

##### **IV-NorD 14: SSC Annual Program Evaluation and Improvement**

IV-NorD 14. The LEA and the SSC shall annually evaluate and determine if the needs of all children have been met by the strategies used in the SPSA, particularly the academic achievement needs of low-achieving students and those at risk of not meeting state academic content standards. (20 U.S.C. §§ 6314 (b)(1)(2), 6315 (c)(2); EC § 64001(f).)

14.1 The SSC shall use the analysis of verifiable data to improve and modify the program services to ensure students meet state academic standards. (EC § 64001(f).)

#### **Evidence**

Evidence that LEA and SCC annually evaluate SPSA to identify and meet student needs\*

Agenda and minutes of SSC meetings with LEA admin indicating item requirements have been met.

#### V. Staffing and Professional Development

##### **V-NorD 15: Staffing**

V-NorD 15. The correctional facility shall have teachers and other qualified staff who are trained to work with children with disabilities. (20 U.S.C. § 6455(5).)

#### **Evidence**

Staff certification or training qualifying staff to work with students with disabilities\*

Staff certification in Special Education. Evidence of staff training that qualifies staff to work with students with disabilities.

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#### VII. Teaching and Learning

##### **VII-NorD 16: Provides Transitional Assistance**

VII-NorD 16. Where feasible, the correctional facility provides transitional assistance, including family services, counseling, drug and alcohol abuse prevention, tutoring, and family counseling, to help the child stay in school. (20 U.S.C. § 6455(3).)

##### **Evidence**

Documentation indicating that the programs or services are provided for transitional assistance.\*

Documentation indicating that the programs or services are provided for transitional assistance. Job descriptions with identified staff. MOU with other agencies.

#### VII. Teaching and Learning

##### **VII-NorD 17: Provides Support Programs**

VII-NorD 17. The correctional facility shall provide support programs that encourage children who have dropped out of school to re-enter school once their term at the correctional facility has been completed or programs that provide the skills needed to gain employment or high school diploma or its equivalent. (20 U.S.C. § 6455 (4).)

##### **Evidence**

Description of services to address re-entry to school or gain employment.\*

Job descriptions; interagency MOUs; official program description; activity reports.