CDE Federal Program Monitoring 2016–17
Neglected or Delinquent (NorD)

I. Involvement

NorD 01: Involvement of Parents

1.0 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).)

II. Governance and Administration

NorD 02: Coordination of Programs

2.0 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).)

NorD 03: Special Education Services

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

NorD 04: Training, Mentoring, and Work-Related Programs

4.0 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).)

NorD 05: School Site Council (SSC) Responsibilities for Single Plan for Student Achievement (SPSA)

5.0 For all programs funded through the Consolidated Application and Reporting System (CARS) and operated at the school, the SSC shall annually develop, review, update, and approve theSPSA, including proposed expenditures. The SPSA shall consolidate all plans required by these programs and contain:

(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 to improve academic performance of all pupils.

(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)-(h).)

NorD 06: School Site Council Composition

6.0 The 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.

(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).)

NorD 07: Notices in Primary Languages

7.0 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.)

NorD 08: Equipment Inventory

8.0 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; 2 CFR § 200.313 (d)(I).)

III. Funding

NorD 09: Supplement Not Supplant

9.0 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).)

NorD 10: Coordination with Other Funds

10.0 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).)

NorD 11: Uses Funds for Specified Activities

11.0 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).)

(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).)

NorD 12: Administrative Charges

12.0 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).)

IV. Standards, Assessment, and Accountability

NorD 13: LEA Program Evaluation

13.0 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':

(a) Ability to maintain and improve educational achievement. (20 U.S.C. § 6471 (a)(1).)

(b) Completion of secondary school requirements and ability to obtain employment. (20 U.S.C. § 6471 (a)(4).)

(c) Accrual of credits toward promotion and graduation. (20 U.S.C. § 6471 (a)(2).)

(d) Transition to a regular program or other education program. (20 U.S.C. § 6471 (a)(3).)

(e) 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 shall submit 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).)

NorD 14: SSC Annual Program Evaluation and Improvement

14.0 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).)

V. Staffing and Professional Development

NorD 15: Staffing

15.0 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).)

VII. Teaching and Learning

NorD 16: Provides Transitional Assistance

16.0 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).)

NorD 17: Provides Support Programs

17.0 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).)

2016–17 NorD Evidence Requests

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

AnlSPSAEvl

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

Item Instructions: NorD 14: Agenda and minutes of SSC meetings with LEA admin indicating item requirements have been met.

Related Items: NorD 14

Fiscal activity report for resource code 3025

FsclActvtyRpt3025

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

Item Instructions: NorD 09: Fiscal activity report for resource code 3025 for year under review.

NorD 12: Fiscal Activity Reports Resource Code 3025 for year under review.

Related Items: NorD 09, NorD 12

Inventory records

InvntryRcrds

Description: Spreadsheet for equipment purchased by these reservation funds and/or Education for Homeless Children and Youth funds. If no purchases were made, then indicate that in the comment section.

Item Instructions: NorD 08: LEA inventory report to include all items (a)-(i) as indicated on item.

Related Items: CE 13, HE 08, NorD 08

LEA Level of NorD Program Evaluation

LEALvlNorDPrgmEvl

Description: 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.

Item Instructions:

Related Items: NorD 13

NorD communication between facility and home school

NorDCmnctn

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

Item Instructions: NorD 02: N or D communication between facility and home school; IEP notice; LEA Special Education policy.

Related Items: NorD 02

Personnel Activity Reports (PARs)

PAR

Description: Personnel Activity Reports (PARs) for the agency and selected sites with positions funded with Categorical Program funds.

Item Instructions: NorD 12: N or D Personnel Activity Reports (PARs). Time accounting records. Fiscal Activity Reports Resource Code 3025 for year under review.

Related Items: CE 12, CTE 05, CTE 06, FM 01, FM 03, HE 10, NorD 12, EL 12, ME 07, ME 09

Program description indicating coordination of funds/services with other agencies

PrgmDscrptnCrdntnOthrAgncs

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

Item Instructions:

Related Items: NorD 10

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

PrgmDscrptnPrnts

Description: 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.

Item Instructions: NorD 01: 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.

Related Items: NorD 01

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

PrntPrmLng

Description: 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.

Item Instructions:

Related Items: NorD 07

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

RntrySvc

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

Item Instructions:

Related Items: NorD 17

Special Education notification policy and procedures

SpEdPol

Description: Special Education notification policy and procedures; Student study team minutes.

Item Instructions:

Related Items: NorD 03

Single Plan for Student Achievement (SPSA)

SPSA

Description: Current-year SPSA approved by both the SSC and the local governing board. Identify school name for each SPSA. Include page references for each instrument item and fund source using the description on the document upload screen.

Item Instructions: NorD 05: 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.

NorD 06: Current Single Plan for Student Achievement (SPSA) for relevant school under review with SSC roster.

Related Items: CE 06, CE 07, CE 08, CE 10, CE 12, CE 16, CE 19, FM 01, FM 02, FM 03, FM 05, NorD 05, NorD 06, FR 01, FR 02, ME 04, ME 05, ME 14

Agendas and Minutes of SSC annual review.

SSCAnlRev

Description: 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.

Item Instructions:

Related Items: NorD 05

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

StfCrtfctnTrnngQlfyngStfWrkStdntsDsglites

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

Item Instructions:

Related Items: NorD 15

Job descriptions; inter agency MOUs; official program description; activity reports

SvcPrvd

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

Item Instructions: NorD 11: 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.

Related Items: NorD 11

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

TrngDesc

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

Item Instructions: NorD 04: MOUs or program descriptions of training, mentoring, or work-related programs

Related Items: NorD 04

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

TrnstAsst

Description: Job descriptions with identified staff. MOU with other agencies.

Item Instructions: NorD 16: Documentation indicating that the programs or services are provided for transitional assistance. Job descriptions with identified staff. MOU with other agencies.

Related Items: NorD 16