

# Neglected or Delinquent (NorD) 2020–2021 Program Instrument

**California Department of Education**

**June 2020**

## I. Involvement

### NorD 01: Involvement of Parents

1. Where feasible, the correctional facility shall involve parents in efforts to improve the educational achievement of their children and prevent the further involvement of such children in delinquent activities.

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 United States Code [20 U.S.C.] Section 6455[8]; 34 Code of Federal Regulations [34 CFR] Section 200.90[c])

#### Evidence Requests

##### Building Parent Capacity

Abbreviation: BldgPrntCpcty

Description: Descriptions and records of events, techniques, and strategies offered to parents to build parent capacity to improve the educational achievement of their child and prevent the further involvement of their child in delinquent activities.

Item Instructions:

Related Items: NorD 01

## II. Governance and Administration

### NorD 02: Coordination with Student’s Home School

1. The correctional facility shall ensure, where feasible, that educational programs in the correctional facility are coordinated with the student’s home school, particularly with respect to a student with an individualized education program under Part B of the Individuals with Disabilities Education Act  
   (20 U.S.C. Section 1411 et seq.). (20 U.S.C. Section 6455[1])
   1. The correctional facility shall notify the local school if the child or youth is identified as needing special education services. (20 U.S.C. Section 6455[2])
   2. The correctional facility shall, to the extent possible, use technology to assist in coordinating educational programs between the correctional facility and the community school. (20 U.S.C. Section 6455[7])
   3. Upon the child’s or youth’s entry into the correctional facility, work with the child's or youth’s family members and the LEA that most recently provided services to the child or youth (if applicable) to ensure that the relevant and appropriate academic records and plans regarding the continuation of educational services for such child or youth are shared jointly between the correctional facility and LEA in order to facilitate the transition of such children and youth between the LEA and the correctional facility.  
      (20 U.S.C. Section 6455[12])

#### Evidence Requests

##### Program Coordination

Abbreviation: PrgrmCrdntn

Description: Any documentation that demonstrates coordination between the facility, the home school, and the child’s or youth’s family members.

Item Instructions:

Related Items: NorD 02

##### Special Education Services Communication

Abbreviation: SpclEdSrvcsCmnctn

Description: Communication, such as individualized education program notice(s) and initial identification for special education services, if applicable, between facility, home school, and the child’s or youth’s family members.

Item Instructions:

Related Items: NorD 02

### NorD 03: Notices in Parents’ Primary Languages

1. 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 the parent or guardian of such students shall be written in English and the primary language. (California *Education Code* [*EC*] Section 48985[a])

#### Evidence Requests

##### Notices in Parents’ Primary Languages

Abbreviation: NtcsPrntsPrmryLngs

Description: Sample of LEA and school notices in parents’ primary languages at each reviewed school.

Item Instructions: NorD 03: For the LEA and each reviewed school, upload two to three examples of notifications in parents’ primary languages. Include the English template of the same document.

Related Items: CE 07, NorD 03

### NorD 04: Local Educational Agency Equipment Inventory

1. For all categorical programs, the local educational agency (LEA) must maintain a historical inventory record for each piece of equipment with an acquisition cost of $500 or more per unit that is purchased with Title I, Part D funds. The record describes the acquisition by:
   * 1. Type/description
     2. Model/name
     3. Serial/identification number
     4. Funding source and Federal Award Identification Number
     5. Who holds title
     6. Acquisition date
     7. Original Cost
     8. Percentage of Federal participation in the project costs for the Federal award under which the property was acquired
     9. Location
     10. Use and current condition
     11. Transfer, replacement, or disposition of obsolete or unusable equipment
     12. Any ultimate disposition data, including the date of disposal and sale price or method used to determine current fair market value  
         (*EC* Section 35168; Title 5, *California Code of Regulations* [5 *CCR*] Section 3946; 2 CFR Section 200.313[d])
   1. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of $5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.  
      (2 CFR Section 200.439[b][2])
   2. Disposition of equipment purchased with Title I funds with a fair market value in excess of $5,000 may be retained, sold, or disposed of with written approval of the federal awarding agency or pass-through entity. Disposition of equipment with a current fair market value of $5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the SEA. (2 CFR Section 200.313[e][1]-[4])
   3. The LEA must conduct a physical inventory of the property and the results reconciled with the property records at least once every two years.  
      (2 CFR Section 200.313[d][2])

#### Evidence Requests

##### Approval of Capital Expenditures

Abbreviation: AprvlCptlExpnd

Description: For items with a unit cost of $5,000 or more, Title I Equipment and Capital Expenditures Request Form showing approval by the California Department of Education.

Item Instructions:

Related Items: CE 15, NorD 04, SSI 06

##### Equipment Inventory Records

Abbreviation: EqpmntInvntyRcrds

Description: Historical inventory list of all equipment purchased for $500 or more per Education Department General Administrative Regulations (EDGAR) / *EC* requirements and a record of last physical check of items. If no purchases were made, indicate that in a comment.

Item Instructions: NorD 04: Evidence the physical check has occurred for equipment purchased with Title I funds. If applicable, include approval of the capital expenditure request and /or equipment disposal form.

Related Items: AE 02, AE 09, ELC 06, EXLP 08, EXLP 11, CTE 02, EL 06, HE 08, ME 06, CE 15, NorD 04, SSI 06

## III. Funding

### NorD 05: Funds Specified for Title I, Part D Activities

1. The LEA shall ensure that costs charged to the program(s) under Title I are reasonable, necessary, and allocable in accordance with applicable statutes, regulations, and program plan(s).  
   (2 CFR sections 200.403 – 200.405.)
   1. The LEA uses Title I, Part D funds for any of the following activities:
      1. Programs that serve children and youth returning to local schools from correctional facilities, to assist in the transition of such children and youth to the school environment and help them remain in school in order to complete their education. (20 U.S.C. Section 6454[a][1])
      2. Dropout prevention programs that serve at-risk children and youth.  
         (20 U.S.C. Section 6454[a][2])
      3. Coordination of health and social services. (20 U.S.C. Section 6454[a][3])
      4. Special programs to meet the unique academic needs of participating children and youth.  
         (20 U.S.C. Section 6454[a][4])
      5. Assistance in securing student loans or grants for postsecondary education. (20 U.S.C. Section 6454[a][4])
      6. Mentoring and peer mediation programs. (20 U.S.C. Section 6454[a][5])

#### Evidence Requests

##### General Ledger

Abbreviation: GnLdgr

Description: Detailed General Ledger for the specific resource code(s) being reviewed. (The general ledger should include the date, description, vendor name, and total amount for each expenditure line item.)

Item Instructions: NorD 05: Upload General Ledger for Title I, Part D funded expenditures during the reviewed school year. Only pertaining to resource code 3025.

Related Items: AE 02, FM 01, FM 02, FM 03, FM 05, FM 06, EXLP 09, EXLP 11, EXLP 19, SEI 05, SEI 06, SEI 07, CTE 02, ME 07, ME 08, CE 10, CE 11, NorD 05, SSI 02, SSI 03

##### Position Control Report

Abbreviation: PstnCntrlRprt

Description: Budget report of employees planned to be paid in whole, or in part, with federal funds by resource code in the fiscal year under review.

Item Instructions: NorD 05: Table of staff at LEA and reviewed schools funded all or in part with Title I, Part D. Include full name, position title (spell out the entire title), funding, percentage of each funding, and hours worked. Indicate 85/15 and required/allowable reservations.

Related Items: FM 01, FM 03, SEI 05, SEI 07, ME 09, CE 11, CE 14, NorD 05, NorD 06, SSI 03, SSI 05

##### Time and Effort Records

Abbreviation: TmEfrtRcrds

Description: Documentation to support salaries and benefits charged to each program funding source under review in accordance with federal requirements. Records may include personnel activity reports, semiannual certifications, or other equivalent records. Budget estimates do not qualify as support.

Item Instructions: NorD 05: Documentation (e.g., personnel activity reports, semiannual certifications, time sheets, times cards, etc.) for each staff, at the LEA level and at each reviewed school, funded all or in part with Title I, Part D funds (resource code 3025).

Related Items: AE 02, FM 01, FM 03, EXLP 09, CTE 02, EL 08, HE 10, ME 09, CE 11, CE 14, NorD 05, NorD 06, SSI 03, SSI 05

### NorD 06: Local Educational Agency Administrative Charges; Time and Effort

1. The LEA must properly charge and document allowable salaries and wages that are reasonable and necessary in accordance with applicable Title I, Part D program requirements and federal accounting requirements.  
   (2 CFR sections 200.302, 200.430[a], 200.430[i]; California School Accounting Manual [CSAM] Section 905)

#### Evidence Requests

##### Duty Statements

Abbreviation: DtyStmnt

Description: An individual employee's duty statement describing responsibilities and activities, as agreed to by employer and employee.

Item Instructions: NorD 06: Duty statement for each staff funded all or in part with Title I, Part D funds at the LEA level and at each reviewed school. Clearly identify the duties/activities from each fund source.

Related Items: AE 04, FM 01, FM 03, EXLP 11, SEI 05, SEI 07, CTE 02, ME 09, CE 11, CE 12, CE 14, NorD 06, SSI 03, SSI 05

##### Fiscal Activity Report

Abbreviation: FsclActvtyRpt

Description: Fiscal activity report for resource code 3025.

Item Instructions:

Related Items: NorD 06

##### Position Control Report

Abbreviation: PstnCntrlRprt

Description: Budget report of employees planned to be paid in whole, or in part, with federal funds by resource code in the fiscal year under review.

Item Instructions: NorD 06: Table of staff at LEA and reviewed schools funded all or in part with Title I, Part D. Include full name, position title (spell out the entire title), funding, percentage of each funding, and hours worked. Indicate 85/15 and required/allowable reservations.

Related Items: FM 01, FM 03, SEI 05, SEI 07, ME 09, CE 11, CE 14, NorD 05, NorD 06, SSI 03, SSI 05

##### Time and Effort Policies and Procedures

Abbreviation: TmEfrtPlcyPrcdrs

Description: LEA’s established written policies and procedures for documenting time and effort of employees that work on federal programs.

Item Instructions: NorD 06: Include the LEA’s specific policies and procedures for documenting actual hours worked, including related internal controls and reconciliation processes.

Related Items: EL 08, CE 14, CTE 02, FM 01, AE 03, NorD 06, SSI 05

##### Time and Effort Records

Abbreviation: TmEfrtRcrds

Description: Documentation to support salaries and benefits charged to each program funding source under review in accordance with federal requirements. Records may include personnel activity reports, semiannual certifications, or other equivalent records. Budget estimates do not qualify as support.

Item Instructions: NorD 06: Documentation (e.g., personnel activity reports, semiannual certifications, time sheets, time cards, etc.) for each staff, at the LEA level and at each reviewed school, funded all or in part with Title I, Part D funds (resource code 3025).

Related Items: AE 02, FM 01, FM 03, CTE 02, EL 08, EXLP 09, CE 11, CE 14, NorD 05, NorD 06, SSI 03, SSI 05

## IV. Standards, Assessment, and Accountability

### NorD 07: LEA Evaluation of Program Effectiveness

1. At least once every three years, the LEA shall evaluate the NorD Program, disaggregating data on participation by gender, race, ethnicity, and age while protecting individual student privacy, to determine the program’s impact of the following on the ability of participants:  
   (20 U.S.C. Section 6471[a])
   * 1. To maintain and improve educational achievement and to graduate from high school; (20 U.S.C. Section 6471[a][1])
     2. To complete high school (or high school equivalency requirements) and obtain employment after leaving the correctional facility or institution for neglected or delinquent children and youth;  
        (20 U.S.C. Section 6471[a][4])
     3. To accrue school credits that meet State requirements for grade promotion and high school graduation; (20 U.S.C. Section 6471[a][2])
     4. To make the transition to a regular program or other education program operated by an LEA or school operated or funded by the Bureau of Indian Education; and (20 U.S.C. Section 6471[a][3])
     5. As appropriate, to participate in postsecondary education and job training programs. (20 U.S.C. Section 6471[a][5])
   1. The LEA shall use multiple and appropriate measures of student progress in evaluating NorD Programs. (20 U.S.C. Section 6471[c])
   2. The LEA shall submit evaluation results to the California Department of Education. (20 U.S.C. Section 6471[d][1])
   3. The LEA shall use evaluation results to plan and improve subsequent programs for participating children and youth. (20 U.S.C. Section 6471[d][2])

#### Evidence Requests

##### LEA Title I, Part D Program Evaluation

Abbreviation: LEATtlIPrtDPrgmEval

Description: LEA Program Evaluation to determine the effectiveness of programs and services funded by Title I, Part D (resource code 3025).

Item Instructions: NorD 07: Program evaluation must include disaggregation of student data as reported in the Consolidated Application and Reporting System (CARS).

Related Items: NorD 07

##### Specific Program Modifications Based on Evaluation Results

Abbreviation: SpcfcPrgrmMdfctnBsdEvltnRslts

Description: Evidence of how programs have been changed as a result of the evaluation process (i.e. evaluation summary narrative or other material showing the changes or modifications).

Item Instructions:

Related Items: NorD 07

## V. Staffing and Professional Development

### NorD 08: Staffing

1. The correctional facility shall work to ensure that it is staffed with teachers and other qualified staff who are trained to work with children and youth with disabilities, taking into consideration the unique needs of such children and youth. (20 U.S.C. Section 6455[5])

#### Evidence Requests

##### Requirements to Work with Students with Disabilities

Abbreviation: RqrmtsWrkSWD

Description: Listing of qualifications for staff who work with students with disabilities.

Item Instructions: NorD 08: Include staff certification in special education, or evidence of staff training.

Related Items: NorD 08

## VII. Teaching and Learning

### NorD 09: Transition Assistance

1. Where feasible, the correctional facility shall provide transition assistance to help the child or youth stay in school, including coordination of services for the family, counseling, assistance in assessing drug and alcohol abuse prevention programs, tutoring, and family counseling.  
   (20 U.S.C. Section 6455[3])
   1. The correctional facility shall consult with the LEA for a period jointly determined necessary by the correctional facility and LEA upon discharge from that facility, to coordinate educational services so as to minimize disruption to the child's or youth’s achievement.(20 U.S.C. Section 6455[13])

#### Evidence Requests

##### Transition Assistance

Abbreviation: TrnstAsst

Description: Documentation indicating what programs or services are provided for transition assistance, as applicable.

Item Instructions: NorD 09: Evidence may include job descriptions of staff or Memoranda of Understanding (MOUs) with other agencies to support transition.

Related Items: NorD 09

### NorD 10: Support Programs

1. The correctional facility shall provide support programs that encourage children and youth who have dropped out of school to reenter school and attain a regular high school diploma once their term at the correctional facility has been completed, or provide such children and youth with the skills necessary to gain employment or seek a regular high school diploma or its recognized equivalent. (20 U.S.C. Section 6455[4])
   1. If appropriate, the correctional facility shall work with local businesses to develop training, curriculum-based youth entrepreneurship education, and mentoring programs for children and youth. (20 U.S.C. Section 6455[11])

#### Evidence Requests

##### Re-entry Services

Abbreviation: RntrySvcs

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

Item Instructions: NorD 10: Evidence may include job descriptions or interagency MOUs to support school re-entry and/or to gain employment.

Related Items: NorD 10

##### Training Descriptions

Abbreviation: TrngDesc

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

Item Instructions:

Related Items: NorD 10