

MONITORING INSTRUMENT ITEM REPORT
2014–15 Program Instruments
Neglected or Delinquent 2014–15

I. INVOLVEMENT

I-NorD 01: Involvement of Parents

Updated 07/31/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators 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)

Associated Documents

Required and Suggested Documents N or D record of events, techniques, and strategies offered to parents to build parent capacity to improve their student's academic achievement and prevent delinquency [s]

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-NorD 02: Coordination of Programs

Updated 07/31/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators 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).)

Associated Documents N or D student records, including IEPs, if appropriate [s]

Required and Suggested Documents N or D communication between facility and home school [s]
N or D minutes of Student Study Team meetings [s]

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-NorD 03: Special Education Services

Updated 07/31/2014 by Administrator Administrator

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SEA Status	In Progress
Comments by SEA	
Compliance Indicators	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).)
Associated Documents	
Required and Suggested Documents	Special Education notification policy and procedures [r]
Legal References	

II. GOVERNANCE AND ADMINISTRATION

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

Updated 07/31/2014 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	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).)
Associated Documents	N or D program descriptions, including coordination of services [s] N or D records, correspondence, and MOUs, as appropriate [s]
Required and Suggested Documents	
Legal References	

II. GOVERNANCE AND ADMINISTRATION

II-NorD 05: School Site Council Responsibilities for SPSA

Updated 07/31/2014 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	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 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.

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(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).)

Associated Documents Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents Agendas and Minutes of SSC approving allocations, proposed expenditures, and centralized services [s]
SPSA evaluation forms [s]

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-NorD 06: School Site Council Composition

Updated 07/31/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators 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.
(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).)

Associated Documents Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents SSC Membership [s]

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-NorD 07: Notices in Parents' Languages

Updated 07/31/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators 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.)

Associated Documents School language census data [r]

Required and Suggested Documents N or D notices to parents [r]
N or D notices to parents in necessary languages as determined by the School Language Census [r]

Legal References

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II. GOVERNANCE AND ADMINISTRATION

II–NorD 08: Equipment Inventory

Updated 07/31/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators 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).)

Associated Documents

Required and Suggested Documents N or D Capital Outlay Request Approvals [r]
N or D equipment inventory [r]
N or D equipment inventory sorted by location [r]
N or D written policies and procedures for disposal of equipment [r]

Legal References

III. FUNDING

III–NorD 09: Supplement Not Supplant

Updated 07/31/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators 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).)

Associated Documents N or D LEA and school allocation and expenditure reports [r]
Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents

Legal References

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III. FUNDING

III-NorD 10: Coordination with Other Funds

Updated 07/31/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators 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).)

Associated Documents N or D program descriptions, including coordination of services [s]

Required and Suggested Documents

Legal References

III. FUNDING

III-NorD 11: Uses Funds for Specified Activities

Updated 07/31/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators 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).)
(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).)

Associated Documents N or D LEA and school allocation and expenditure reports [r]

Required and Suggested Documents N or D activity records [s]
N or D fiscal records [s]

Legal References

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III. FUNDING

III-NorD 12: Administrative Charges

Updated 07/31/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators III-NorD 12. The LEA properly assesses administrative charges for direct or indirect costs of federal funds for salaries and wages in proportion to an allowable quantity and duties of the employee. (California School Accounting Manual [CSAM]; OMB Circular A-87, Attachment B, 8.h; OMB Circular A-133, ED Cross-Cutting Section, III.B.2.) (20 U.S.C. § 6825 [b].)

12.1 Each employee paid in part from a single cost objective and in part from other revenue, or an employee paid from multiple cost objectives, completes a Personnel Activity Report (PAR) each pay period, or an approved sampling method is used. (CSAM; OMB Circular A-87, Attachment B, 8.h; OMB Circular A-133, ED Cross-Cutting Section, III.B.2.) (EC § 52853(a)(7).)

Associated Documents

Required and Suggested Documents N or D Personnel Activity Reports (PARs) [r]
N or D semiannual certifications [s]
N or D time-accounting records [s]

Legal References

IV. STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

IV-NorD 13: LEA Program Evaluation

Updated 07/31/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators 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

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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).)

Associated Documents N or D evaluation report [s]
Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents N or D description of program evaluation protocols [s]

Legal References

IV. STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

IV-NorD 14: SSC Annual Program Evaluation and Improvement

Updated 07/31/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators 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).)

Associated Documents N or D evaluation report [s]
Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents N or D program planning agendas, minutes, and reports [s]

Legal References

V. STAFFING AND PROFESSIONAL DEVELOPMENT

V-NorD 15: Staffing

Updated 07/31/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators 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).)

Associated Documents

Required and Suggested Documents N or D staff development records [s]
N or D staff qualifications [r]

Legal References

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VII. TEACHING AND LEARNING

VII-NorD 16: Provides Transitional Assistance

Updated 07/31/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators 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).)

Associated Documents N or D program descriptions, including coordination of services [s]
N or D records, correspondence, and MOUs, as appropriate [s]
N or D student records, including IEPs, if appropriate [s]

Required and Suggested Documents N or D records of transitional assistance and/or services [r]

Legal References

VII. TEACHING AND LEARNING

VII-NorD 17: Provides Support Programs

Updated 07/31/2014 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators 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).)

Associated Documents N or D program descriptions, including coordination of services [s]
N or D records, correspondence, and MOUs, as appropriate [s]
N or D student records, including IEPs, if appropriate [s]

Required and Suggested Documents

Legal References