

# Neglected or Delinquent (NorD) 2024-25 Program Instrument

**California Department of Education**

**July 2024**

## 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 (*20 United States Code [20 U.S.C. Section 6455[8]*).
   1. Upon the child’s or youth’s entry into the correctional facility, work with the child’s or youth’s family members and the local educational agency (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 education services for such child or youth are shared jointly between the correctional facility and the LEA in order to facilitate the transition of such children and youth between the LEA and the correctional facility (*20 U.S.C. 6455[12]).*
   2. To prevent at-risk youth from dropping out of school, and to provide dropouts, and children and youth returning from correctional facilities or institutions for neglected or delinquent children and youth, with a support system to ensure their continued education and the involvement of their families and communities (*20 U.S.C. Section 6421[*a]*[3]*).
   3. As appropriate, how the program will involve parents and family members in efforts to improve the educational achievement of their children, assist in dropout prevention activities, and prevent the involvement of their children in delinquent activities (*20 U.S.C. 6453[8]).*
   4. As appropriate, provide a description of the steps participating schools will take to find alternative placements for children and youth interested in continuing their education but anuable to participate in a traditional public-school program (*20 U.S.C. 6453[13]),*

The term “at-risk”, when used with respect to a child, youth, or student, means a school aged individual who is at-risk of academic failure, dependency adjudication, or delinquency adjudication, has drug or alcohol problem, is pregnant or is a parent, has come into contact with the juvenile justice system or child welfare system in the past, is at least one year behind the expected grade level for the age of the individual, is an English learner, is a gang member, has dropped out of school in the past, or has a high absenteeism rate at school.

The term “institution for neglected or delinquent children and youth” means (A) a public or private residential facility, other than a foster home, that is operated for the care of children who have been committed to the institution or voluntarily placed in the institution under applicable State law, due to abandonment, neglect, or death of their parents or guardians; or (B) a public or private residential facility for the care of children who have been adjudicated to be delinquent or in need of supervision (*20 U.S.C. 6472[2 and 4]*).

A locally operated 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 (34 *Code of Federal Regulations* [34 *CFR*] Section 200.90[c]).

#### Evidence Requests

##### Building Parent Capacity

Abbreviation: BldgPrntCpcty

Description: Any documentation that demonstrates the engagement and involvement of parents and/or family members that provides records of events, agendas, sign-in sheets, flyers, PowerPoints, techniques, and strategies offered to parents to build capacity to improve the educational achievement of their child and prevent the further involvement of their child in delinquent activities.

Item Instructions: NorD 01: For the LEA and each reviewed school, upload examples of agenda, flyers, PPT slides, meeting notes/minutes, other documentation that shows parent involvement.

Related Items: NorD 01

## II. Governance and Administration

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

1. To improve educational services for children and youth in local, tribal, and State institutions for neglected or delinquent children and youth so that such children and youth have the opportunity to meet the same challenging State academic standards that all children in the State are expected to meet; to provide such children and youth with the services needed to make a successful transition from institutionalization to further schooling or employment; and to prevent at-risk youth from dropping out of school, and to provide dropouts, and children and youth returning from correctional facilities or institutions for neglected or delinquent children and youth, with a support system to ensure their continued education and the involvement of their families and communities (*20 U.S.C. 6421).*
   1. LEA programs that involve collaboration with locally operated correctional facilities (1) to carry out high quality education programs to prepare children and youth for secondary school completion, training, employment, or further education; (2) to provide activities to facilitate the transition of such children and youth from the correctional program to further education or employment; and (3) to operate programs in local schools, including schools operated or funded by the Bureau of Indian Education, for children and youth returning from correctional facilities, and programs which may serve at-risk children and youth (*20 U.S.C. 6451[1-3]).*
   2. The correctional facility shall, where feasible, ensure 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]).
   3. The correctional facility shall notify the local school if the child or youth is identified as in need of special education services while in the correctional facility (20 *U.S.C.* Section 6455[2]).
   4. 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]).
   5. The correctional facility shall, 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 the 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]).
   6. The correctional facility shall consult with the LEA for a period jointly determined necessary by the correctional facility and the 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

##### 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: NorD 02: For the LEA and each reviewed school, upload examples of program coordination between the COE and students’ home school for records request, academic and/or individual educational plans (IEPs), etc. Redact any student identifiable information prior to uploading.

Related Items: NorD 02

##### Special Education Services Communication

Abbreviation: SpclEdSrvcsCmnctn

Description: Communication, such as individualized education program (IEP) 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: NorD 02: For the LEA and each reviewed school, upload examples of communication to parents or family and home school about IEPs or other special education services the student needed or received between the facility and home school.

Related Items: NorD 02

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

1. When 15 percent or more of students enrolled in a public school providing instruction to grades K−12 speak a single primary language other than English, as determined by language census data submitted to the California Department of Education (CDE) in 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 the 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: LEA Equipment Inventory

1. For all categorical programs, the LEA must establish and maintain a historical inventory, or an audit trace inventory system, or any other inventory system authorized by the State Board of Education, of the original cost of all items of equipment acquired by the LEA whose current market value for each piece of equipment exceeds five hundred dollars ($500) per item that is purchased with state or federal 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 (if unknown, a reasonable estimate of the original cost)
   8. Percentage of Federal participation in the project costs for the Federal award under which the property was acquired
   9. Location of use
   10. Use and current condition
   11. Any ultimate disposition data, including the time/date and mode of disposal, as well as the sale price or method used to determine current fair market value of the property (*EC* Section 35168; Title 5, *California Code of Regulations* Section 3946; 2 *CFR* Section 200.313)
   12. 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 *CFR* Section 200.407).
   13. Disposition of equipment with a current per unit fair market value of $5,000 or less may be retained, sold, or otherwise disposed of with no further responsibility to the Federal awarding agency. Disposition of equipment purchased with Title I funds with a current per-unit fair market value in excess of $5,000 may be retained by the non-Federal entity or sold, except if the Federal awarding agency issues instructions to the non-Federal entity regarding disposal or the Federal awarding agency fails to provide the non-Federal entity with disposition instructions within 120 days of the non-Federal entity’s request for such disposition instructions. If the non-Federal entity sells the equipment purchased (in whole or in part) with Title I funds, the Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency’s percentage of participation in the cost of the original purchase. The Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share $500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses (2 *CFR* Section 200.313[e]).
   14. 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]).
   15. There shall be adequate safeguards and maintenance procedures to keep property in good condition and prevent loss, damage, or theft of property. Any loss, damage, or theft shall be investigated and reported (2 *CFR* Section 200.313[d][3−4]).
   16. If the LEA is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return (2 *CFR* Section 200.313[d][5]).

#### 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 CDE.

Item Instructions: NorD 04: Upload evidence of Title I, Part D Request Form submitted to CDE for review, and approval or denial for the capital expenditure request.

Related Items: CE 16, CTE 05, NorD 04, SSAE 02, SSAE 04, SSAE 06, 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/*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, Part D funds. If applicable, include approval of the capital expenditure request and/or equipment disposal form. For all equipment $500 or more that was purchased with Resource Code 3025.

Related Items: AE 02, AE 09, HE 08, EXLP 08, EXLP 11, EL 06, CE 15, CTE 05, ELC 06, EXLP 08, EXLP 11, ME 06, NorD 04, SSI 06, CA 05, EED 17

##### LEA Inventory Policies and Procedures

Abbreviation: InvntryPolProcs

Description: LEA’s board-adopted inventory management policies and procedures.

Item Instructions: NorD 04: Upload the LEA Inventory Policies and Procedures approved by their school board.

Related Items: CTE 05, NorD 04

##### Equipment Procedures

Abbreviation: EqmtPrcdrs

Description: LEA’s established written procedures for managing equipment in accordance with federal and state requirements.

Item Instructions: NorD 04: Upload the LEA Equipment Procedures approved by their school board.

Related Items: FM 02, NorD 04, CA 02, CA 05

##### Procurement Procedures

Abbreviation: PrcrmntPrcdrs

Description: LEA’s established written procedures over the purchasing and payment process.

Item Instructions: NorD 04: Upload the LEA Procurement Procedures approved by their school board.

Related Items: CA 02, CA 04, ME 07, NorD 04

## III. Funding

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

1. The LEA shall provide a copy of the submitted and approved annual application narrative for Title I, Part D funding submitted to the CDE for review (20 U.S.C. 6453).
   1. The LEA shall provide the status of each Title I, Part D facility, program, or school as either (a) new, (b) relocation, and/or (c) closed using the CDE approved facility documentation submitted to the CDE for review (20 U.S.C. 6421; 2 CFR Sections 200.302).
   2. The LEA shall ensure that costs charged to the program(s) under Title I are reasonable, necessary for the performance of the Federal award and allocable in accordance with applicable statutes, regulations, and program plan(s) (2 *CFR* sections 200.403−200.405).
   3. 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 if there is a likelihood that the provision of such services, including day care, drug and alcohol counseling, and mental health services, will improve the likelihood such individuals will complete their education (20 *U.S.C.* Section 6454[a][3]).
      4. Special programs to meet the unique academic needs of participating children and youth, including career and technical education, special education, career counseling, curriculum-based youth entrepreneurship education, and assistance in securing student loans or grants for postsecondary education (20 *U.S.C.* Section 6454[a][4]).
      5. Mentoring and peer mediation programs (20 *U.S.C.* Section 6454[a][5]).
      6. Programs for at-risk Indian children and youth, including such children and youth in correctional facilities in the area served by the LEA that are operated by the Secretary of the Interior or Indian tribes (20 *U.S.C.* Section 6454[a][6]).
      7. Pay for success initiatives. (20 *U.S.C.* Section 6454[a][7]).
   4. The LEA operates programs that involve collaboration with locally operated correctional facilities to carry out high quality education programs to prepare children and youth for secondary school completion, training, employment, or further education (20 *U.S.C.* 6451[1]).
   5. The LEA provides activities to facilitate the transition of such children and youth from the correctional program to further education or employment (*20 U.S.C. 6451[2]).*
   6. The LEA operates programs in local schools, including schools operated or funded by the Bureau of Indian Education, for children and youth returning from correctional facilities and programs which may serve at-risk children and youth (20 *U.S.C.* 6451[3]).
   7. Transitional and supportive programs shall be designed primarily to meet the transitional and academic needs of students returning to LEAs or alternative education programs from the correctional facilities. Services to students at-risk of dropping out of school shall not have a negative impact on meeting such transitional and academic needs of students returning from correctional facilities (*20 U.S.C. 6452[d]).*
   8. Capital expenditure equipment ($5,000 or more in unit cost) must have prior written approval from the Federal awarding agency or pass-through entity. The reasonableness and allocability of certain items of costs may be difficult to determine. The absence of prior written approval on any element of costs will not, in itself, affect the reasonable ness or allocability of that element, unless prior approval is specifically required for allowability as described under certain circumstances as specified in those sections listed in 200.407(a) – (y).(2 *CFR*Section 200.407; 2 *CFR* Section 200.439).
   9. Maintenance and repair costs for equipment purchased with NorD funds is allowed in order to maintain the equipment in an efficient operating condition. (2 *CFR* Section 200.452).
   10. Materials and supplies purchased to support, improve, or enhance the academic and career training outcomes for NorD students are allowable costs, including technology and computing devices for eligible NorD facilities and students (2 *CFR* Section 200.453).
   11. Memberships in business, technical and professional organizations or civic or community organizations related to the purpose of the NorD programs for eligible NorD teachers, administrators, counselors, or staff who directly work with and support NorD students are allowable costs (2 *CFR* Section 200.454).
   12. Costs of scholarships, fellowships, and other programs of student aid at institutions of higher educational institutions only when meeting the purpose of the NorD programs and the charge is approved by the federal awarding agency (2 *CFR* Section 200.466).
   13. Conferences and professional development workshops whose primary purpose is the dissemination of technical information beyond the LEA and is necessary and reasonable for successful performance of the purpose of the NorD programs is an allowable cost. (2 *CFR* Section 200.432).
   14. Each correctional facility entering into an agreement with an LEA under Title I, Part D to provide services to children and youth shall:
       1. Where feasible, 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]).
       2. 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]).
       3. Work to ensure that the correctional facility 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]).
       4. Ensure that educational programs in the correctional facility are related to assisting students to meet the challenging State academic standards (20 *U.S.C.* Section 6455[6]).
       5. Coordinate funds received under this subpart with other local, state, and federal funds available to provide services to participating children and youth, i.e., Workforce Innovation and Opportunity Act, and Career and Technical Education (Perkins) funds (20 *U.S.C.* Section 6455[9]).
       6. Coordinate programs operated under this subpart with activities funded under the Juvenile Justice and Delinquency Prevention Act of 1974 and other comparable programs, if applicable (20 *U.S.C.* 6455[10]).
       7. If appropriate, work with local businesses to develop training, curriculum-based youth entrepreneurship education, and mentoring programs for children and youth (20 *U.S.C.* 6455[11]).
       8. Upon the child’s or youth’s entry into the correction 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 correction facility and the 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]).
       9. Consult with the LEA for a period jointly determined necessary by the correctional facility and the 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.* 6455[13]).

#### Evidence Requests

##### General Ledger

Abbreviation: GnLdgr

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

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

Related Items: AE 02, DR 01, DR 02, DR 03, FM 01, FM 02, FM 03, FM 05, FM 06, CE 10, CE 11, CTE 02, EXLP 09, EXLP 11, EXLP 19, ME 07, ME 08, NorD 05, NorD 06, SSI 02, SSI 03, SEI 05, SEI 06, SEI 07, CA 01, , CA 04, CA 05, CA 06, CA 07, CA 08, CA 09, SSAE 03, SSAE 04, SSAE 06, SSAE 07

##### Transition Assistance

Abbreviation: TrnstAsst

Description: Documentation indicating what programs and/or services are provided for transition assistance, as applicable. May include staff job descriptions, Memorandum of Understandings (MOUs) with other agencies to support transition, program and/or activities provided to students for transition.

Item Instructions: NorD 05: For the LEA and each reviewed school, upload examples of transition services or assistance for eligible NorD students. Redact all personal identifiable information prior to uploading documentation.

Related Items: NorD 05

##### Re-entry Services

Abbreviation: RntrySvcs

Description: Description of services to address re-entry to school or gain employment. May include job descriptions or interagency MOUs to support school re-entry and/or to gain employment.

Item Instructions: NorD 05: For the LEA and each reviewed school, upload examples of re-entry services provided to eligible NorD students. Redact all personal identifiable information prior to uploading documentation.

Related Items: NorD 05

##### Postsecondary & Training Descriptions

Abbreviation: TrngDesc

Description: Program descriptions of trainings, class/course outlines, mentoring program descriptions or documentation, postsecondary course/class enrollment, dual/concurrent enrollment MOUs, credits, with postsecondary institutions, work-experience/related programs or opportunities.

Item Instructions: NorD 05: For the LEA and each reviewed school, upload examples of dual enrollment, articulation agreements, and/or concurrent enrollment documentation, career training programs or opportunities for eligible NorD students. Redact all personal identifiable information prior to uploading documentation.

Related Items: NorD 05

### NorD 06: LEA Administrative Charges; Time and Effort

1. The LEA must properly charge and document allowable salaries and wages that are necessary and reasonable in accordance with applicable Title I, Part D program requirements and federal accounting requirements (2 *CFR* sections 200.302, 200.403[a], 200.413, 200.414,200.430[i]; California School Accounting Manual Section 905).
   1. The LEA’s financial management system must provide for the effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for the authorized purposes (2 *CFR* Section 200.302[b][4]).
   2. Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including by not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits that are reasonable (2 *CFR* Sections 200.430, 200.431, and 200.437).
   3. An LEA shall use Federal funds received under this part only to supplement the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under this part, and not to supplant such funds. To demonstrate the use of Federal funds to supplement, not supplant, non-Federal funds, LEAs shall demonstrate that the methodology used to allocate State and local funds to each school receiving assistance under this part ensures that such school receives all of the State and local funds it would otherwise receive if it were not receiving assistance under this part. (20 *U.S.C.* 6321[a], [b]).
   4. Professional and consultant services costs are allowed when they are rendered by persons who are members of a particular profession services or possess a special skill, and who are not officers or employees of the LEA providing those services are reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the Federal Government. (2 *CFR* Section 200.459).
   5. Travel costs for conferences, professional development, or training related to the purpose of NorD programs are allowed providing they are reasonable and allocable. All costs associated with travel must meet the agencies written travel policy; and mileage is to be at the Federal reimbursement rates for work related to and from multiple eligible facilities only, conferences, workshops, training, or professional development (2 *CFR* Sections 200.473 and 200.475).

#### Evidence Requests

##### General Ledger

Abbreviation: GnLdgr

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

Item Instructions: NorD 06: Provide General Ledger for Title I, Part D funded expenditures during the reviewed school year. Only pertaining to resource code 3025.

Related Items: AE 02, DR 01, DR 02, DR 03, FM 01, FM 02, FM 03, FM 05, FM 06, CE 10, CE 11, CTE 02, EXLP 09, EXLP 11, EXLP 19, ME 07, ME 08, NorD 05, NorD 06, SSI 02, SSI 03, SEI 05, SEI 06, SEI 07, CA 01, , CA 04, CA 05, CA 06, CA 07, CA 08, CA 09, SSAE 03, SSAE 04, SSAE 06, SSAE 07

##### Duty Statements

Abbreviation: DtyStmnt

Description: An individual employee's duty statement describing responsibilities and activities (cost objectives), 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 of each funding source.

Related Items: AE 04, FM 01, FM 03, EXLP 11, SEI 05, SEI 07, CTE 04, ME 09, CE 11, CE 12, CE 14, NorD 06, SSI 03, SSI 05, EL 07, EL 08, CA 01, CA 09, CA 10, SSAE 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 06: List or 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 entire title), percentage of each funding, and hours worked. Indicate 85/15 and required/allowable reservations.

Related Items: , CE 11, CE 14, ME 09, , NorD 06, SSI 03, SSI 05, SEI 05, SEI 07, CA 01, CA 09, CA 10, SSAE 03,

##### Time and Effort Policies and Procedures

Abbreviation: TmEfrtPlcyPrcdrs

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

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 04, CA 01, AE 02, 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, 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, HE 10, DR 01, DR 03, FM 01, FM 03, EL 08, CE 11, CE 14, CTE 04, EXLP 09, ME 09, , NorD 06, SSI 03, SSI 05, SEI 05, SEI 07, CA 01, CA 10, CA 09, SSAE 03

##### Staff Credentials

Abbreviation: StfCrdntls

Description: Provide a sortable spreadsheet of all certificated staff displaying credentials and full staff name, including full middle name.

Item Instruction: NorD 06: Include each teacher’s name, credential(s), subject matter authorization(s) title, school site, and current assignment(s). For current assignment(s), list all classes the teacher teaches. Include information for all teachers throughout the LEA.

Related Items: NorD 06, NorD 08, AE 04, CE 08, CE 20, ME 11, PE 09, SEI 09, SEI 13, CTE 07, EL 11.

## 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 (20 *U.S.C.* Section 6471[a][3]); and
     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 CDE (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]).
   4. The LEA through accountability with data collection and program evaluation shall demonstrate that there has been an increase in the number of children and youth returning to school, an increase in the number of children and youth attaining a regular high school diploma or its recognized equivalent, or an increase in the number of children and youth attaining employment after such children and youth are released from the correctional facility (*20 U.S.C. 6456).*

#### 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.

Related Items: NorD 07

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

Abbreviation: SpcfcPrgrmMdfctnBsdEvltnRslts

Description: Needs Assessment Plan that includes components specific to the Title I, Part D LEA Program Evaluation by site and may align to the LEA Local Control Accountability Plan for Title I, Part D funded facilities, schools, and/or programs.

Item Instructions: NorD 07: Plan requirements must address the findings from the Annual LEA Title I, Part D Program Evaluation report for program and student improvements in academic and career education, and transitional services.

Related Items: NorD 07, SSI 01, SSI 03

## V. Staffing and Professional Development

### NorD 08: Staffing and Professional Development

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]).
   1. The LEA will ensure that the education programs in the correctional facility are related to assisting students to meet the challenging State academic standards (*20 U.S.C. 6455[6]).*
   2. If appropriate, the LEA will work with local businesses to develop training, curriculum-based youth entrepreneurship education, and mentoring programs for children and youth (*20 U.S.C. 6455[11]).*
   3. LEAs will ensure that all teachers and paraprofessionals meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification (20 *U.S.C.* sections 6601,6311[g][2][J]).
   4. A paraprofessional shall perform only duties that, in the judgment of the certificated personnel to whom the instructional aide is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to pupils. (*EC* Section 45330[b]).
   5. Describe how appropriate professional development will be provided to teachers and other staff. (20 *U.S.C.* 6434[c][10].
   6. As appropriate, a description of any partnerships with institutions of higher education or local businesses to facilitate postsecondary ]\ and workforce success for children and youth returning from correctional facilities, such as through participation in credit-bearing coursework while in secondary school, enrollment in postsecondary education, participation in career and technical education programming, and mentoring services for participating students (*20 U.S.C. 6453[7]).*
   7. The LEA will provide transitional and academic programs to meet the needs of the students returning to LEAs or alternative education programs from correctional facilities. Services to students at-risk of dropping out of school shall not have a negative impact on meeting such transitional and academic needs of the students returning from correctional facilities (*20 U.S.C. 6452[d]).*
   8. Conferences and professional development workshops or training where the purpose meets the outcomes and purpose of the NorD programs for eligible NorD funded teachers, staff, and administrators working directly with NorD eligible students to improve the academic and career outcomes (2 *CFR* Section 200.432).
   9. Membership related to the purpose of the NorD programs, services, and students (2 *CFR* 200.454).
   10. Travel costs associated with attendance at conferences, professional development workshops or training that directly relate to the purpose of Title I, Part D programs, services, and students. Travel costs must be for staff working in Title I, Part D funded programs, facilities, schools and must be reasonable and allowable and adhere to the LEA’s written travel polices. Mileage may be claimed based on the COE policy and may not exceed the Federal mileage reimbursement rates (2 *CFR* Sections 200.473 and 200.475).

#### 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

##### Staff Credentials

Abbreviation: StfCrdntls

Description: Provide a sortable spreadsheet of all certificated staff displaying credentials and full staff name including full middle name.

Item Instructions: NorD 08: For each reviewed facility, program, or school, identify certificated teachers working directly in Title I, Part D eligible students.

Related Items: NorD 06, NorD 08, AE 04, PE 09, SEI 09, ME 11, SEI 13, CE 08, CE 20

##### Para-professional Staff Authorizations

Abbreviation: NnCrtfctdStfAthrztns

Description: Provide a sortable spreadsheet of paraprofessionals including full names and qualifications.

Item Instructions: NorD 08: List paraprofessionals working in Title I, Part D eligible schools, programs, or facilities and serving Title I, Part D eligible students.

Related Items: NorD 08, SEI 09, CE 20

##### Professional Development Records

Abbreviation: PrfsnlDvlpmntRcrds

Description: Documentation of completed professional development relevant to the program which may include, but is not limited to agendas, calendars, certificates, sign-in sheets, minutes, and training materials.

Item Instructions: NorD 08: For the LEA and each reviewed school, upload examples of professional development (in-house or external opportunities), conferences, workshops, etc. for eligible NorD certificated or classified employees.

Related Items: NorD 08, AE 04, HE 03, HE 12, SEI 02, SEI 08, SEI 10, CTE 07

##### Postsecondary Course Outlines

Abbreviation: CrsOtlns

Description: Provide course outlines, sylibi or other course information that students are enrollend for the current and prior year.

Item Instructions: NorD 08: Upload any current or prior year postsecondary course outlines and/or sylibi for courses in which students are enrolled while in the correctional facility and/or at-risk school or program that aligns to state academic standards; if students are earning dual enrollment course credit (secondary and postsecondary course credit) provide that documentation.

Related Items: NorD 08, AE 07, CTE 07, CTE 08

##### Credit Transfer Agreements

Abbreviation: CrdtTrnsfrAgrmt

Description: Evidence of all dual, concurrent, or articulated agreements for students enrolled in a postsecondary institution while in the correctional facility or at-risk school or program.

Item Instructions: NorD 08: Qualifying agreements are aligned to postsecondary coursework that may align to secondary course work for dual enrollment, or concurrent enrollment, or articulated agreements for additional courses (i.e., CTE, academic, or job training).

Related Items: NorD 08, CTE 09