

INSTRUCTIONS FOR COMPLETING THE NCLB ON-SITE REVIEW PROTOCOL

The ADE monitoring team will do the following:

1. Review procedures for the on-site monitoring.
2. Interview the local educational agency (LEA) NCLB staff using the suggested questions.
3. Review the evidence of compliance.
4. Determine if the LEA is in compliance by comparing the answers provided by the LEA staff to the expected responses and by evaluating the evidence. If additional information is needed before determining the compliance status, probe further by asking more specific questions or by requesting to see more specific evidence.
5. Check all the applicable boxes for each expected response and indicate the compliance status for each item listed on the protocol by circling one of the following:
 - I** for in compliance,
 - P** for partial compliance,
 - O** for out of compliance, or
 - NA** for not applicable.
6. Assess the overall compliance of each section of the protocol based upon the team's determination of compliance of each of the items in the section. Under Reviewer's Assessment, check the in compliance, partial compliance, non-compliance, not applicable or technical assistance required box.
7. Develop in conjunction with the LEA staff, a Compliance Activities Worksheet for each section marked in partial compliance or non-compliance.
8. For serious non-compliant items with fiscal impact assign a 30-day completion date on the Compliance Activities Worksheet.
9. Follow-up with the LEA to ensure all 30-day compliance activities have been completed and that other compliance activities have been completed within one school year after the on-site review.

All citations for sections of the law refer to the *No Child Left Behind Act of 2001* (NCLB).
The complete text of the law is available at www.ed.gov/legislation/ESEA02/

Title X, Part C. Section 722 – Homeless Children and Youth (HCY)

The LEA has developed a policy and procedures for identifying, admitting, and serving homeless students.

ISSUES FOR DISCUSSION	COMPLIANCE RESPONSE
<p>Summarize the components of the LEAs' Homeless Education Policy.</p>	<p>(X-722.1) I P O NA The LEA Homeless Policy and written procedures ensures:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Barriers to the enrollment and retention of homeless children and youth (HCY) are removed so that students are immediately enrolled in school. <ul style="list-style-type: none"> • Barriers include: transportation, immunization, residency, birth certificates, school records, other documentation and guardianship. <input type="checkbox"/> Homeless students are not stigmatized or segregated on the basis of their status as homeless. <input type="checkbox"/> Transportation is provided, at the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison) to and from the school of origin.
<p>Describe the LEAs Dispute Resolution process?</p>	<p>(X-722.2) I P O NA The LEA Dispute Resolution Process contains all the required components:</p> <ul style="list-style-type: none"> <input type="checkbox"/> HCY are enrolled in school of choice until Dispute is settled. <input type="checkbox"/> LEA delivers a decision in writing. <input type="checkbox"/> Parents of HCY are notified of their right to appeal to the State-level.
<p>Describe the services that are available for HCY.</p>	<p>(X-722.3) I P O NA The LEA provides services for HCY.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Free Breakfast & Lunch (National School Lunch Program Participants) <input type="checkbox"/> Title I Services <input type="checkbox"/> Referrals to local preschool programs for siblings <input type="checkbox"/> Referrals to medical, dental, and mental health providers <input type="checkbox"/> Transportation provided to/from School of Origin <input type="checkbox"/> Other_____

Title X, Part C. Section 722 – Homeless Children and Youth (HCY) continued

ISSUES FOR DISCUSSION	COMPLIANCE RESPONSE
<p>Who is the designated Homeless Education Liaison and what are their duties?</p> <p>Evidence may include the following:</p> <p><input type="checkbox"/> Meeting minutes <input type="checkbox"/> Agendas <input type="checkbox"/> Sign-in sheets</p> <p><input type="checkbox"/> E-mails <input type="checkbox"/> Other _____</p> <p>Describe how and when parents are provided public notice of the rights of HCY within the schools? <i>(required for all LEAs)</i></p> <p>Within the community? <i>(not required for charters)</i></p> <p>Evidence of dissemination may include the following:</p> <p><input type="checkbox"/> Brochures <input type="checkbox"/> Website <input type="checkbox"/> Poster</p> <p><input type="checkbox"/> Enrollment form <input type="checkbox"/> Fliers <input type="checkbox"/> Handbook</p> <p><input type="checkbox"/> Other _____</p>	<p>(X-722.4) I P O NA The LEA/Homeless Liaison ensures that:</p> <p><input type="checkbox"/> HCY are identified</p> <p><input type="checkbox"/> HCY are enrolled in school</p> <p><input type="checkbox"/> HCY receive educational services</p> <p><input type="checkbox"/> Parents and guardians are informed of educational and related opportunities available to their children</p> <p><input type="checkbox"/> Enrollment disputes are mediated in accordance with the law</p> <p><input type="checkbox"/> Parents of HCY are fully informed of transportation services</p> <p><input type="checkbox"/> All staff are trained regarding homelessness</p> <p>(X-722.5) I P O NA The LEA and the Homeless Liaison ensures that the Public Notice of the rights of HCY are disseminated. <i>(Mark all that apply)</i></p> <p><input type="checkbox"/> At school sites <input type="checkbox"/> In the community <input type="checkbox"/> Post Office</p> <p><input type="checkbox"/> Public Libraries <input type="checkbox"/> Soup Kitchens</p> <p><input type="checkbox"/> Other _____</p>

Comments:

SUMMARY OF COMPLIANCE
<p>Reviewers' Assessment:</p> <p><input type="checkbox"/> In Compliance</p> <p><input type="checkbox"/> Partial Compliance – Compliance Activities</p> <p><input type="checkbox"/> Non-compliance – Compliance Activities</p> <p><input type="checkbox"/> Technical assistance required</p>