

ACSIP

Monitoring Guide for Increasing Student Achievement



Desk Review Monitoring of Arkansas Comprehensive School Improvement Plans 2009-2010

**Arkansas Department of Education
Division of Learning Services
Four State Capitol Mall
Little Rock, Arkansas 72201
<http://arkansased.org/>**

Name of LEA		Monitoring Visit Date	
LEA Address	City	State	Zip Code
Phone	Fax	E-mail	
LEA Superintendent			
LEA Curriculum Coordinator			
LEA Federal Programs Coordinator			
LEA Parent Involvement Coordinator or Facilitator			
LEA Neglected or Delinquent Coordinator			
LEA Title II-D (Enhancing Education Through Technology) Coordinator			
LEA Title III (Language Instruction for Limited English Proficient and Immigrant Students) Coordinator			
LEA Title IV-A (Safe and Drug - Free Schools) Coordinator			
LEA Title V (Innovative Programs) Coordinator			
LEA Title X (Homeless Children and Youth) Liaison			
Program(s) Monitored (Check all that apply) <input type="checkbox"/> Title I <input type="checkbox"/> Title II-A <input type="checkbox"/> Title II-D <input type="checkbox"/> Title III <input type="checkbox"/> Title IV-A <input type="checkbox"/> Title IV-B <input type="checkbox"/> Title V <input type="checkbox"/> Title VI <input type="checkbox"/> Title X <input type="checkbox"/> NSLA (State) <input type="checkbox"/> ALE (State) <input type="checkbox"/> ELL (State) <input type="checkbox"/> PD (State)			
Signatures of the ADE Staff			
Site Contact _____		date _____	
Team Leader _____		Date _____	
Team Members _____			
Team Members _____			

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ACSIP MONITORING
ITEMS DUE NOVEMBER 2, 2009
 (shaded items do not have to be submitted)
 2009-2010

LEA Name: _____

LEA #: _____

Requested documentation included for the following school: _____

LEA or School Category	Monitoring Components	Yes No N/A	Evidence	Notes and Comments [FOR STATE USE]	Compliance [FOR STATE USE]
ALL	1) ACSIP Plan – All school plans have been approved by the LEA and: <ul style="list-style-type: none"> • Each plan contains all of the required elements. • The use of funds is coordinated among titles, such as: Pre-School Programs, Head Start and Even Start (if applicable); LEP Program; Homeless Services, neglected and/or delinquent services, Safe and Drug Free schools, and Students with Disabilities. Sec. 1112(a)(1), Sec. 1112(b)(E)(ii)		<ul style="list-style-type: none"> - Timely plan submission (verify date) - Plan contains all of the required elements as indicated on the LEA and School Checklist - Funds are coordinated and expended on allowable actions in the ACSIP <i>(ACSIP reviewed electronically)</i>		
LEAs with Title I Schools	2) Comparability – The LEA maintains comparability by completing the State Title I-A Comparability Report. Sec. 1120A(c), ESEA [Note: Not all districts need to document comparability] <i>Report submitted to Federal Grants Management by due date.</i>		<ul style="list-style-type: none"> - Comparability Report 		

LEA or School Category	Monitoring Components	Yes No N/A	Evidence	Notes and Comments [FOR STATE USE]	Compliance [FOR STATE USE]
LEA/ School	<p>3) LEA Inventory System – The LEA inventory management system contains the following information for each piece of capital equipment (over \$3,000) purchased with Title money:</p> <ul style="list-style-type: none"> Title, description of the property, identifying serial number, date of purchase, location, use and condition of the property. <p>EDGAR, 80.32(d)(1)</p>		<ul style="list-style-type: none"> - Copy of LEA inventory management procedures - School inventory list of equipment purchased with Title I funds and location of each 		
LEA/ School (Public & Private)	<p>4) The LEA maintains appropriate documentation on file for at least four years which indicates the date and mode of disposition of all capital equipment that has been lost, stolen, sold, or cannot be repaired.</p> <p>EDGAR 80.32(d)&(e)</p>		<ul style="list-style-type: none"> - LEA properties disposition policy - Most recent disposition list or documentation of items disposed of 		
LEAs/ Title I Schools (Public & Private)	<p>5) Time and Effort – Federally supported staff has filed either bi-annual certification for single funding stream or monthly activity reports for multiple funded staff.</p> <p>OMB Circular A-87(h) (4)</p> <p><i>Provide sample copies for each selected school.</i></p>		<ul style="list-style-type: none"> - Signed certifications - Signed periodic Personnel Activity Reports (PAR). PAR must show how each Title I employee spent his/her compensated time - Attendance logs - Contracts 		
All	<p>6) The LEA has a professional development plan designed to ensure that all teachers within the school district are highly qualified.</p> <p>Sec. 1119(a)(3) ESEA and Ch. 125, Sec. 808</p> <p><i>(This requirement verified by Standards Assurance - AR Code § 6-17-2402)</i></p>		<ul style="list-style-type: none"> - Professional Development Plan - Individual Action Plans - Sign-in sheets - Evaluation 		

LEA or School Category	Monitoring Components	Yes No N/A	Evidence	Notes and Comments [FOR STATE USE]	Compliance [FOR STATE USE]
LEA/ Title I Schools (Public & Private)	<p>7) Parents' Right to Know – All parents at Title I schools have been notified of their right to request information regarding the professional qualifications of their child's teacher.</p> <p>Sec. 200.61 and Sec. 1111(h)(6)(A)</p> <p><i>Copies are provided for each selected school</i></p>		<ul style="list-style-type: none"> - Copy of notification - Evidence of distribution - Letters contain all required components and are signed and dated. - Notification provided prior to the beginning of school - Teachers' qualifications are posted on LEA and/or school Web-site 		
LEA/ Title I Schools (Public & Private)	<p>8) Title I schools have provided each parent "timely" notice that their child has been assigned or has been taught for 4 or more consecutive weeks by a teacher who has not met the highly qualified teacher requirements.</p> <p>Sec 1111(h) (6) (b).</p> <p><i>(Non-Title I schools: this requirement verified by Standards Assurance - AR Code § 6-17-309)</i></p>		<ul style="list-style-type: none"> - Copy of letter for a specific teacher and evidence of distribution; if applicable. - Spreadsheet of all Title I paraprofessionals with a column indicating HQT status. - Principal's written annual attestation that all Title I teachers are highly qualified 		
TAS	<p>9) Parents/guardians are informed that their child has been selected for Title I services in Targeted Assistance Schools.</p> <p>Sec 1115</p>		<ul style="list-style-type: none"> - Sample selection letters - Criteria for student eligibility in the Title I program 		
SWP	<p>10) School Wide Program – Schoolwide program plans are reviewed annually.</p>		<ul style="list-style-type: none"> - Meeting agendas and sign-in sheets for selected schools 		

LEA or School Category	Monitoring Components	Yes No N/A	Evidence	Notes and Comments [FOR STATE USE]	Compliance [FOR STATE USE]
ALL	<p>11) Parent Involvement – The LEA has a written Parent Involvement Plan or Policy.</p> <p>12) The plan or policy for Title I schools is developed jointly with parents and describes how the LEA will:</p> <ol style="list-style-type: none"> a. Involve parents in the Title I application planning process; b. Assist schools in parent involvement activities to improve student academic achievement; c. Build capacity for parent involvement; d. Coordinate parent involvement with other programs such as Head Start and Even Start; and e. Conduct, with the involvement of parents, an annual review of the policy. <p>Sec. 1118</p>		<ul style="list-style-type: none"> - Copy of the most recent LEA Parent Involvement Policy or Plan, if not posted on the LEA Web-site (available in the appropriate languages) - Policy contains all of the required components - Evidence that the policy is updated periodically - Evidence that Title I parents have been informed about the parent resource center (PIRC) - Copy of annual evaluation 		
ALL	<p>13) Each Title I school has a written Parent Involvement Plan or Policy.</p> <p>14) The plan or policy for Title I schools describes how the school will:</p> <ol style="list-style-type: none"> a. Hold an annual Title I parent meeting; b. Provide opportunities for meetings with parents on a regular basis for decisions relating to the education of their child, such as parent conferences; c. Offer meetings at flexible times; d. Provide information about the Title I program, school curriculum, assessments, and proficiency levels; and e. Involve parents in the planning and review of the Title I program <p>Sec. 1118(c)(1)</p>		<ul style="list-style-type: none"> - Copies of the most recent school Parent Involvement Plan or Policies, if not posted on the LEA Web-site (available in the appropriate languages) - Announcement and sign in sheet for annual Title I parent meeting - Evidence that parents were involved in decisions— announcements, surveys, newsletters - Policies contain all required components - Copy of annual evaluation 		

LEA or School Category	Monitoring Components	Yes No N/A	Evidence	Notes and Comments [FOR STATE USE]	Compliance [FOR STATE USE]
ALL	<p>15) Each Title I school has a written Parent/School Compact that:</p> <ul style="list-style-type: none"> a. Indicates how the school will provide instruction that enables the student to meet academic achievement standards; b. Indicates how the parents will support their child's learning; and c. Addresses the importance of ongoing communication. <p>Sec. 1118(d)(1), ESEA</p>		<ul style="list-style-type: none"> - Evidence that the Parent Compacts are distributed to parents - Compact includes all required components. 		
LEA/School	<p>16) Homeless Services – The LEA has assigned a Homeless Liaison.</p> <p>Sec. 722 (g)(1)(J), ESEA</p> <p><i>(This component is verified by the ADE Homeless Coordinator)</i></p>		<ul style="list-style-type: none"> - Name of the homeless liaison 		
LEA/School	<p>17) The LEA has made provisions for services to homeless children.</p> <p>Sec. 1115(b)(2)(e) and Sec. 1113(c)(3)(A), ESEA</p> <p><i>(This component is verified by the ADE Homeless Coordinator)t</i></p>		<ul style="list-style-type: none"> - Evidence that the liaison has attended meetings and collaborated with the Title I Coordinator (agendas, minutes, notes) - Evidence that homeless students have been served in non-Title I schools 		
LEA/School	<p>18) The LEA ensures that homeless children and youth are automatically provided services under Title I, Part A whether or not they live in a Title I school attendance area or meet other eligibility requirements.</p> <p>Section 1115(b)(2)(E)</p> <p><i>(This component is verified by the ADE Homeless Coordinator)</i></p>		<ul style="list-style-type: none"> - Written procedures - Records of identification homeless children and youth - Documentation of services to homeless children and youth - ACSIP 		

LEA or School Category	Monitoring Components	Yes No N/A	Evidence	Notes and Comments [FOR STATE USE]	Compliance [FOR STATE USE]
LEA	<p>19) Non-Public Schools – Private school representatives are consulted in a timely manner prior to submission of the application to determine their understanding of and interest in participating in NCLB programs.</p> <p>Sec. 1120(b) and Sec. 9501</p>		<ul style="list-style-type: none"> - Sign in sheets - Minutes of meeting - Signed participation forms - Copy of certified receipt for those non-public who are unresponsive 		
LEA	<p>20) The private school consultation page is signed by both the LEA and private school.</p> <p>Sec 1120(b)(4)</p>		<ul style="list-style-type: none"> - Affirmation of Consultant form; Calculating Funds for Non-Public Schools Form; Title I Equitable Services Form 		
LEA	<p>21) The LEA is required to reserve Title I funds to serve students in Institutions for Neglected or Delinquent Youth. (LEAs that receive a separate allocation)</p> <p>Sec. 1113(c)(3) and Sec. 1421 ESEA</p>		<ul style="list-style-type: none"> - Documentation of consultation (meeting agenda, minutes, phone log, etc.) 		
LEA/School	<p>22) LEA and Schools Identified for Improvement, Restructuring or Corrective Action – The LEA notified all parents of children attending a school identified for improvement, restructuring, or corrective action not later than the first day of the school year following such identification.</p> <p>Sec. 1116(a), ESEA</p>		<ul style="list-style-type: none"> - Copy of notification letters to parents (available in the appropriate languages); - Letters include all required components 		
LEA/School	<p>23) The LEA notified all parents of children attending a school in the district of the LEA's identification for improvement, restructuring, or corrective action not later than the first day of the school year</p>		<ul style="list-style-type: none"> - Copy of parent notification of LEA improvement status parents (available in the 		

LEA or School Category	Monitoring Components	Yes No N/A	Evidence	Notes and Comments [FOR STATE USE]	Compliance [FOR STATE USE]
	<p>following such identification.</p> <p>Sec. 1116(a), ESEA has been identified for improvement.</p>		<p>appropriate languages);</p> <ul style="list-style-type: none"> - Title I-A letters include all required components 		
LEA/School	<p>24) Public School Choice – The LEA is properly implementing the requirements of public school choice.</p> <p>Sec 1116(b) 34 C.F.R. §200.44(a)(1)</p>		<ul style="list-style-type: none"> - Copy of parent notification letter (available in the appropriate languages); - Choice letter contains all required components (dated & mailed 14 days prior to the beginning of school) 		
LEA/School	<p>25) When providing students the option to transfer to another public school, priority is given to the lowest-achieving students from low-income families.</p> <p>Sec 1116(b) 34 C.F.R. §200.44(a)(1)</p>		<ul style="list-style-type: none"> - Procedure or explanation of how the LEA gives priority to the lowest-achieving students from low-income families - Evidence of steps taken to establish cooperative agreements for transfer to one or more LEAs in the area; when no eligible schools are available within the LEA 		
I-D, Sub 1 State Agency	<p>26) Title I-D funded services supplement and improve the quality of the educational services provided by the State agency.</p> <p>Sec 1412</p>		<p>- State agency program description is included in the ACSIP</p>		

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I-D, Sub 1 State Agency	27) The annual caseload count includes only youth enrolled for the appropriate number of state funded instructional hours. Sec1412(a)(1)(A)(i&ii)		- Caseload count procedures and records		
I-D, Sub 1 State Agency	28) An annual assessment of student educational needs is conducted. Sec 1414(a)(2)(C)(ii)		- Annual assessment of student needs		
I-D, Sub 1 State Agency	29) At least 15% of the grant is reserved and used for projects to assist in transitioning youth back to school and community. Sec 1418(a); 1414(c)		- Description of transition activities are in the ACSIP		
I-D, Sub 1 State Agency	30) The State agency has maintained a fiscal effort for educational programs. Sec 1415(a)(2)C)		- Maintenance of effort procedure and records		
I-D, Sub 1 State Agency	31) The Title State Agency conducts a program evaluation at least once every three years as required under subpart 3 of Title I, Part D. Sec 1431(a)		- Evaluation report and data		
I-D, Sub 1 State Agency	32) If the program is an institution-wide program, then a comprehensive plan has been completed, and all activities are implemented. Sec 1416 (1-8)		- ACSIP - Documentation of activities		

LEA or School Category	Monitoring Components	Yes No N/A	Evidence	Notes and Comments [FOR STATE USE]	Compliance [FOR STATE USE]
IV-4 LEA & School	<p>33) The LEA ensures that all schools have a plan for keeping schools safe and drug-free.</p> <p>Sec 4114(d)(7)(A), 4114(c)(1)(B), 4115(a)(2)(A)</p> <p><i>(This component is verified by the Guidance Unit)</i></p>		<ul style="list-style-type: none"> - Copy of plan that includes a school discipline policy with required components - Copy of crisis management plan (emergency operations plan) 		
IV-4 LEA/Schools	<p>34) Program or activities are based on an analysis of the data including the prevalence of risk factors as well as protective factors.</p> <p>Sec 4115(a)(1)(A) and (D)</p>		<ul style="list-style-type: none"> - Copy of incident tracking reports and LEA specific surveys (must verify data used in ACSIP) - ACSIP 		
IV-4 LEA/School	<p>35) Programs or activities are based on scientifically based research that provides evidence of reducing violence and illegal drug use.</p> <p>Sec 4115(a)(1)(C)</p>		<ul style="list-style-type: none"> - List of program activities or curriculum used and scientifically based research supporting how each is expected to reduce violence and illegal drug use are included in ACSIP. - Copy of program evaluation - Summary of results 		
IV-4 LEA/School	<p>36) Title IV-A funds are used to foster a safe and drug-free learning environment that supports academic achievement.</p> <p>Sec 4115(b)(1)(A)</p>		<ul style="list-style-type: none"> - ACSIP budget reflects the use of funds for activities and programs that prevent or reduce violence - Comparison of APSCN Budget Summary Sheet to ACSIP Budget page 		
IV-4 LEA/School	<p>37) Title IV-A program activities include meaningful and on-going consultation with staff and parents in the development of the application and administration of program activities.</p>		<ul style="list-style-type: none"> - Meeting agendas and minutes, to reflect the development process and administration of program activities. 		

LEA or School Category	Monitoring Components	Yes No N/A	Evidence	Notes and Comments [FOR STATE USE]	Compliance [FOR STATE USE]
	Sec 4115(a)(1)(E)		- Sign-in-sheets indicating parent attendance		
LEA/School (NSLA & State Categorical Funds)	38) NSLA funds have only been expended for eligible programs and activities and are not used to meet the minimum salary schedule or any mandatory State requirements.		<ul style="list-style-type: none"> - List of Curriculum Specialist, Counselors, Instructional Facilitators/Specialist and licensed social worker funded with NSLA funds - A description of how the LEA and/or school plans to use funds in the current year is included in ACSIP - A description of how the school used funds in the previous year is included in ACSIP 		
LEA/School (NSLA & State Categorical Funds)	39) The LEA provides adequate resources and financial support for planning and quality implementation of the alternative education services.		<ul style="list-style-type: none"> - Copy of approved ALE program description - Copy of NSLA use of funds approval letter, if applicable 		
LEA/School (NSLA & State Categorical Funds)	40) ALE program organization ensures low student to teacher ratios that reflect the student needs.		- Evidence that the student - teacher ratios do not exceed 1/12 based on total students served and total teachers available.		