



WINDHAM SCHOOL
DISTRICT

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PAGE: 1 of 4
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October 1, 2002

SUPERINTENDENT DIRECTIVE

SUBJECT: TITLE I, PART D, SUBPART 1—PREVENTION AND INTERVENTION PROGRAMS FOR CHILDREN AND YOUTH WHO ARE NEGLECTED, DELINQUENT, OR AT RISK—STATE AGENCY PROGRAMS

AUTHORITY: *Elementary and Secondary Education Act of 1965 (ESEA), Title I, Part D, as amended by the No Child Left Behind Act of 2001 (20 USC 6421 et seq.)*

APPLICABILITY: Windham School District (WSD)

POLICY:

Under a Title I, Part D, Subpart 1 grant from the Texas Education Agency (TEA), WSD shall provide a supplemental literacy program for eligible youthful offenders.

DISCUSSION:

The purposes of Title I, Part D, Subpart 1 are as follows:

- I. Improve educational services for children and youth in state institutions for neglected or delinquent children and youth so that they have the opportunity to meet the same challenging state academic content standards and state student achievement standards that all children in the state are expected to meet;
- II. Provide these youth with services to enable them to transition successfully from institutionalization to further schooling or employment; and
- III. Prevent at-risk youth from dropping out of school as well as to provide dropouts and youth returning from correctional facilities with a support system to ensure their continued education.

PROCEDURES:

I. Funding

- A. As an adult correctional institution, WSD is eligible for assistance under Title I, Part D, Subpart 1. The federal funds are funneled through the TEA.
- B. TEA determines the WSD allocation through a formula based on an annual count of neglected or delinquent children and youth, aged 20 and younger, who are in state-operated adult correctional facilities and enrolled in a regular program of instruction for at least 15 hours per week.
- C. Title I, Part D, Subpart 1 funds shall be coordinated through the WSD Division of Instruction and the Division of Instruction shall apply for the funds annually.
- D. Title I, Part D, Subpart 1 activities are frequently coordinated with other federal grant activities, such as programs or activities funded under Title II, Title IV, IDEA or Carl D. Perkins Vocational-Technical Education grants.

II. Needs Assessment

- A. The WSD shall use the results of its standardized educational achievement tests as the basic component of its needs assessment.
- B. Periodic teacher and student surveys shall also be conducted.
- C. The Division of Instruction shall determine the location of WSD Title I, Part D, Subpart 1 programs based on the number of eligible students on each unit.

III. Administration

- A. Administration of the WSD Title I, Part D, Subpart 1 program shall be coordinated through the Division of Instruction.
- B. Support staff in the Division of Instruction shall assist principals with Title I, Part D, Subpart 1 programs in designing and maintaining a campus program which is in compliance with federal and state regulations/guidelines and supplements the regular academic program.
- C. The Division of Instruction shall administer the budget and process all Title I, Part D, Subpart 1 requisitions and travel vouchers.
- D. Equipment, supplies and materials purchased with Title I, Part D, Subpart 1 funds shall be used in the WSD Title I, Part D, Subpart 1 program and shall not be converted to non-Title I, Part D, Subpart 1 usage without prior permission from the Division of Instruction.

IV. Program Description

- A. The WSD Title I, Part D, Subpart 1 program is developed around the following goals:
 - 1. Maintenance and improvement of educational achievement as measured on the Tests of Adult Basic Education (TABE) and General Educational Development (GED) test;
 - 2. Provision of services needed to make a successful transition from institutionalization to further schooling or employment; and
 - 3. Completion of secondary school equivalency requirements and/or obtainment of employment after leaving the facility.
- B. Title I, Part D, Subpart 1 is a supplemental program, designed to provide increased learning in a shorter time span to eligible students in need of skill improvement.
- C. Instruction shall be focused primarily in the areas of reading/language arts and math.
- D. Instructional strategies shall include individualized instruction, large group direct instruction, small group activities, cooperative learning and computer-assisted instruction.
- E. Interactive technology shall be used to enhance instruction.
- F. Students enrolled in the WSD Title I, Part D, Subpart 1 program shall be concurrently enrolled in a regular program of instruction (e.g., Literacy, Career and Technical Education, CHANGES, Cognitive Intervention).
- G. The WSD Title I, Part D, Subpart 1 program shall be operated on an extended school-day model. Students who are enrolled in the program receive supplemental instruction in the Title I class for an additional three hours beyond their regular school day.
- H. To ensure coordination of instructional efforts, Title I, Part D, Subpart 1 teachers are expected to communicate frequently with the regular program teacher(s).
- I. Professional training for teachers and the provision of a low student/teacher ratio are required components of the Title I, Part D, Subpart 1 program.

V. Student Selection

- A. To be eligible for Title I, Part D, Subpart 1 services, a student must meet the following criteria:
 - 1. Be less than 21 years of age at time of enrollment;

2. Have an educational achievement score of less than 12.9;
 3. Not possess a high school diploma, GED or any equivalent certificate and
 4. Have sufficient time left on his/her sentence to derive benefit from the program.
- B. Eligible students less than 21 years of age who demonstrate the greatest deficiencies in educational achievement shall be given the highest priority for enrollment in a Title I, Part D, Subpart 1 program. Students shall be selected for Title I instruction on the basis of achievement test results, teacher recommendations and student requests.
- C. Title I, Part D, Subpart 1 students shall be withdrawn from the Title I, Part D, Subpart 1 program at the following times:
1. On or before their 22nd birthday or
 2. Immediately after passing the GED, regardless of their age.

VI. Evaluation

- A. The WSD Title I, Part D, Subpart 1 program shall be evaluated annually.
- B. Achievement gains/losses shall be computed for students on the basis of the comparison of two educational achievement test scores.
- C. Achievement data shall be used to note student progress and to promote continuous program improvement efforts.
- D. An annual report shall be submitted to the TEA.
- E. Documentation of the fiscal records and student records used for completing the evaluation and maintaining the program shall be kept for a period of five years.

* Signature on file
Debbie Roberts, Superintendent
Windham School District