



TEXAS
JUVENILE JUSTICE
 DEPARTMENT

**TEXAS JUVENILE JUSTICE DEPARTMENT
 STANDARDS COMPLIANCE MONITORING VISIT**

REVIEWER WORKBOOK

Chapter 348

Juvenile Justice Alternative Education Program (JJAEP)

Name of County:		Lead Compliance Resource Specialist (CRS):	Book #
Lead County Name:		Lead County Number:	
Counties Cooperating in JJAEP:		Participating CRSs:	Book #
Juvenile Board Chairperson Name:			
Chief Juvenile Probation Officer:			
JJAEP Program Administrator:			
Address:			
City, State, Zip:		Phone: ()	
Email:		Fax: ()	
STARTED		FINISHED	
Date:	Time:	Date:	Time:

Reviewer Workbook No. _____ of _____

Texas Juvenile Justice Department
 Mike Griffiths, TJJJ Executive Director
 11209 Metric Blvd
 Post Office Box 12757
 Austin, Texas 78711
 Phone 512.490.7130 • Fax 512.490.7717
 www.tjjd.texas.gov



TJJD Contact Information

JJAEP

Education Specialist-
Administrative Assistant-

Marie Welsch: 512-490-7990
Eric Herring: 512-490-7980
Fax: 512-790-7717

Probation and Community Services

Senior Director-

James Williams: 512-490-7991

County Grants Administration

Chief Financial Officer-
Contract Administrator-

Mike Meyer: 512-490-7657
Tonya Gonzalez: 512-490-7977

Chief of Staff and Legislative

Chief of Staff-

Linda Brooke: 512-490-7103

Information Systems

Deputy Chief Information Officer-
JCMS/Caseworker Support-
JCMS Help Desk-

Jim Southwell: 512-490-7287
Amanda Zamarron: 512-490-7244
512-490-7724

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Chapter 348 - JJAEP



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Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Reviewer Preparation Checklist – Prior to Visit
Texas Administrative Code Chapter 348

Preparation Item	Information	Completed
Phone Call to Schedule Visit.	Date & Time: _____ Phone: _____ Contact: _____ Date of Scheduled Visit: _____ Time Students Arrive at JJAEP: _____	
Generate random dates and obtain samples sizes, nth numbers, etc. Print copies and include in Reviewer Workbook.		
Email the confirmation letter with a read receipt requested at least 30 calendar days prior to visit. Retain a copy of the confirmation later and returned email read receipt and place in Reviewer Workbook. NOTE: DOUBLE CHECK ALL DATES FOR ACCURACY WHEN PREPARING LETTER. NO DATES SHOULD BE PULLED PRIOR TO 08-01-13	E-Mail Date: _____ Persons Sent to: _____	
Make travel arrangements: <ul style="list-style-type: none"> • Prepare and submit advance travel voucher for approval by supervisor • Reserve van or rental car, if needed • Reserve hotel room, if needed • Reserve airline flight, if needed 		
Obtain the student attendance records and monthly activity report for the randomly selected month. Obtain student sign-in sheets for the randomly selected four (4) days during that month. Complete the attendance audit per the reviewer guidelines in the JJAEP CRM Sections 348.114(a), 348.114(b), 348.114(c), 348.114(d)(1-2) and 348.114(d)(3).		
Include the results of the student attendance audit with monitoring materials.		
Generate a list of students that achieved a GED on or after 08/01/2013 and within the current school year using the JJAEP Database. Include this listing with the monitoring materials.		
Generate a random sample listing of student files and data for the current school year using the JJAEP database. Include this listing with monitoring materials.		
Have access to a copy of the Texas Essential Knowledge and Skills (TEKS).		
Include a hard-copy printout of the internal CRM for Chapter 348.		
Obtain Interview Warnings Cards.		
Print a copy of county's certified JPO/JSO's using ICIS.		
Computer Preparation: <ul style="list-style-type: none"> • Perform Update immediately prior to visit. • Check for appropriate cords and accessories (AC cord, mouse, etc.) • Obtain Wireless Internet Card 		
Verify that your Director has the correct contact phone number. Check out on ELS and include the contact cell phone number. Change outgoing messages on Outlook and Voicemail to reflect the anticipated time out of the office.		
Email the in-house Abuse, Neglect and Exploitation Division to determine if there have been reports of allegations in program. Retain a copy of the email from ANE in Reviewer Workbook.		
Print directions to department/program/facility. Take phone numbers of department/program with you.		

Texas Juvenile Justice Department Statistical Sampling Worksheet

Texas Administrative Code Chapter 348– Juvenile Justice Alternative Education Programs (JJAEP)

NOTE: No files should be pulled for events occurring prior to 8-1-13

Reviewer Name:	Date:
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Sample #	Sample Name	Sample Type (i.e., Random Systematic, Block)*	Purpose of Sample and Description	Block Sample			Systematic Sample*	
				Time Frame for Sample (School Days)	Begin Date	End Date	Sample Size Required or Methodology from Research	“Nth” Number Computer Generated
7	Student Files - JJAEP	Random	Students who attended the JJAEP during current school year (Aug-May) including special education designation or type (i.e., ED, LD, etc.)	Students who attended during current school year (beginning after 8-1-2013)				
14A	Personnel Files – JJAEP Instructional Personnel	Systematic	Monitor will request from JJAEP administrator a listing of all instructional staff working at the JJAEP during the current school year.	Day of Monitoring Visit				
14B	Personnel Files – JJAEP Caseworker Personnel	Systematic	Monitor will request from JJAEP administrator a listing of all caseworker staff working at the JJAEP during the current school year.	Day of Monitoring Visit				
14C	Personnel Files – JJAEP Supervision Personnel	Systematic	Monitor will request from JJAEP administrator a listing of all supervision staff working at the JJAEP during the current school year.	Day of Monitoring Visit				
14D	JJAEP Staff and Student Rosters	Block	Monitor will ask the JJAEP administrator for the JJAEP operational staff roster on each of a randomly selected 10 consecutive school day period within the current school year.	10 Consecutive School Days				
15	Disciplinary Reports - JJAEP	Block	Monitor will request all student disciplinary and/or incident reports for a randomly selected 5 consecutive school days in a randomly selected month during the current school year. Monitor will review all reports for the sample period.	5 Consecutive School Days				
18	Student Interviews - JJAEP	Systematic	Monitor will interview 5% of the students in attendance at the JJAEP on the day of the monitoring visit. If the JJAEP serves both male and female residents, the reviewer will distribute the sample equally between the male and female students to the extent possible. Minimum: 5 interviews.	Day of Monitoring Visit				

Sample #	Sample Name	Sample Type (i.e., Random Systematic, Block)*	Purpose of Sample and Description	Block Sample			Systematic Sample*	
				Time Frame for Sample (School Days)	Begin Date	End Date	Sample Size Required or Methodology from Research	"Nth" Number Computer Generated
30	JJAEP Student Attendance Records	Block	Monitor will review the student attendance records for a randomly selected month during the current school year. Timeframe is a complete calendar month. This timeframe may not span parts of 2 months.	1 Calendar Month				
30A	JJAEP Student Attendance Records	Block	Monitor will review the student sign-in sheets and attendance records for the 4 randomly selected school days in the randomly selected month during current school year.	4 Randomly Selected School Days				
31	JJAEP Student and Staff Population Roster	Block	Monitor will request the total staff roster and the student roster for each of the ten (10) randomly selected consecutive school days during the current school year.	10 Consecutive School Days				
33	JJAEP Restraint Incident Reports	Block	Monitor will request from JJAEP administrator all incident reports involving restraints (i.e., physical, mechanical, chemical restraints) for a randomly selected month during the current school year but in no event earlier than 8-1-13. Timeframe is a complete calendar month. This timeframe may not span parts of 2 months.	1 Calendar Month				
34	JJAEP Medication Distribution Logs	Block	Monitor will request all medications distributed for a randomly selected 5 consecutive school days in a randomly selected month during the current school year. Monitor will review a minimum of one individual student file from the sample period.	5 Consecutive School Days				
35	JJAEP Operational Staff	Systematic	Reviewer will request listing of all operational staff hired during school year but no earlier than 8-1-13.	Operational staff who hired during current school year (beginning after 8-1-2013)				

Texas Juvenile Justice Department
Chapter 348 – Juvenile Justice Alternative Education Program
ENTRANCE INTERVIEW CHECKLIST
Day of Compliance Monitoring Visit

START TIME: _____ A.M. P.M.

PRELIMINARY DISCUSSION ITEMS			
#	Description of Task	Reviewer Instructions	Completed
1	Welcome and introduction of TJJD staff present.		
2	Invite the JJAEP staff to participate in the monitoring process.		
3	Scope of a Chapter 348 compliance monitoring visit – projected scope and length, etc.		
4	Request participation of staff member who is familiar with personnel and/or training files setup. Request a staff phone list or contact information for staff that may be needed during monitoring visit.		
5	Location to be used for visit (i.e., room to be used by PSs)	Room needs to have adequate table or desk space for work. Access to electrical outlet required for laptop. Telephone desirable.	
6	Review of Policy and Procedure Manuals – determine whether manuals are electronic, hard copy, etc. Secure access to documents.		
7	Interviewing of JJAEP Staff and Students: - Chief Administrative Officer/JJAEP Administrator - Instructional Staff - Caseworker Staff - Supervision Staff - Students		
8	Discuss the results of the student attendance audit.		
9	Tour of the juvenile justice alternative education program facilities - Observe the lunch meal being served - Observe the morning searches - Observe the physical activity. Determine what time the physical activity occurs.	Time: _____	
10	Request a staff roster, including job titles, for the day of the monitoring visit. Also, identify if the staff is operational, supervision, caseworker, or instructional staff.		
11	Request the student attendance roster for the day of the monitoring visit.		
12	Projected time of exit interview. Discuss who should attend exit interview.	Determine location for exit interview. Determine which computers have internet access at department.	

DOCUMENTS TO BE RETRIEVED FROM JJAEP ADMINISTRATOR

#	Description of Task	Reviewer Instructions	Completed
1	<p>§348.104(e)(2)(D)- Please provide the staff roster, sign-in sheets or other verification documents for each day of the randomly selected ten (10) consecutive school days beginning on _____.</p>		
2	<p>§348.104(e)(3)(C)- Please provide the staff roster, sign-in sheets or other verification documents for each day of the randomly selected ten (10) consecutive school days beginning on _____.</p>		
3	<p>§348.104(e)(5)- Please provide the staff roster, sign-in sheets or other verification documents for each day of the randomly selected ten (10) consecutive school days beginning on _____.</p>		
4	<p>§348.104(f)- Please provide the staff roster, sign-in sheets or other verification documents for each day of the randomly selected ten (10) consecutive school days beginning on _____.</p>		
5	<p>§348.106(c)- Please provide a listing of operational staff hired during the current school year, but not earlier than 8/1/2013.</p>		
6	<p>§348.106(d)- Please provide a listing of staff employed or contracted during the current school year, but no earlier than the previous monitoring visit.</p>		
7	<p>§348.112(f)(3)- Please provide the medical distribution documentation for five (5) consecutive school days beginning on _____.</p>		
8	<p>§348.114- Please provide the student sign-in sheets for the following dates: _____.</p>		

9	<p>§348.118(b)- Please provide the staff roster, sign-in sheets or other verification documents for each day of the randomly selected ten (10) consecutive school days beginning on _____.</p>		
10	<p>§348.120(e)- Please provide the staff roster, sign-in sheets or other verification documents for each day of the randomly selected ten (10) consecutive school days beginning on _____.</p>		
11	<p>§348.120(j)- Please provide all disciplinary/incident reports for incidents occurring for the five (5) consecutive school days beginning on _____.</p>		
12	<p>§348.126- Please provide all restraint incident logs, corresponding restraint incident reports and corresponding personnel/training files for all restraints that were applied to any student(s) during the randomly selected calendar month of _____. If the JJAEP had no restraint incidents in the selected month, please provide the requested information for the next calendar month forward.</p>		
13	<p>§348.130- Please provide all restraint incident logs, corresponding restraint incident reports and corresponding personnel/training files for all restraints that were applied to any student(s) during the randomly selected calendar month of _____. If the JJAEP had no restraint incidents in the selected month, please provide the requested information for the next calendar month forward.</p>		

Texas Juvenile Justice Department
STANDARDS COMPLIANCE MONITORING WORKSHEET
Chapter 348/JJAEP P Grant
Monthly Activity Report Review Sample 30
Section 348.114(a), (b), & (c)/Article IX Section C

Legend	
√	= Compliant
x	= Non-Compliant
∅	= Not Applicable

Reviewer Name: _____
Review Date: _____
Sample Month: _____

<i>Activity During the Reporting Period</i>	Mandatory Expulsions 37.007(a), (d), (e)				Discretionary Expulsions 37.007 (b), (c), (f), (i), 37.0081				Other Students			
	Calculated Total	Reported Total	Margin of Error	Compliance (Accuracy)	Calculated Total	Reported Total	Margin of Error	Compliance (Accuracy)	Calculated Total	Reported Total	Margin of Error	Compliance (Accuracy)
Total number of days program operated §348.114(a) & (b)			/				/				/	
Total number of actual student attendance days ¹ §348.114(a) & (b)												
Total number of actual student absences ¹ §348.114(a) & (b)												
Total number of Inactive days §348.114(a) & (b)			/				/				/	
Number of students in program at beginning of reporting period §348.114(a) & (c)			/				/				/	
Number of students added §348.114(a) & (c)			/				/				/	
Number of students exited §348.114(a) & (c)			/				/				/	

¹ Recalculated attendance and absence days shall be within +/- 5% in each category. To calculate +/- 5%, multiply the calculated days x .05 then add and subtract that from the total. The reported attendance days shall be equal to or between the two numbers. For example, the monitor calculated 50 days, multiply 50*.05 = 2.5. Since the calculation is in days, round down to the nearest day which in this case will be 2 days. 50 +2 =52 and 50-2 = 48. The actual reported number must be equal to or between the two numbers.

Comments/Calculations:

**Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348/ JJAEP P Grant
Student Attendance Records - Sample 30
(One Random Month)**

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Reviewer's Name: _____		§348.114(d)(1)(2)		§348.114(d)(3) ¹				
Date: _____		Inactive Students Were Appropriately Placed on Inactive Status	Inactive Status Was Accurately Recorded	Students Did Not Remain on Inactive Status for More Than 30 Consecutive Days	Comments			
Sample Month: _____								
Number of Files Reviewed: _____								
Student's Initial's (e.g., J.A.)	Date of Birth (01/01/01)							
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
TOTAL NON-COMPLIANT FILES								

¹ This column may be completed at the office (TJJD) prior to the visit as part of the attendance audit.

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
Truancy Reporting Verification
348.104(b)

Reviewer's Name:	_____
Date:	_____

Student's Name (Last Name, First Initial)	Student Date of Birth	Appropriate party reported Truancy / Failure to Attend	Appropriate agency reported to	Failure to Attend/Truancy Reported within 2 school days
TOTAL NON-COMPLIANT				

Comments

Texas Juvenile Justice Department
STANDARDS COMPLIANCE MONITORING WORKSHEET
Chapter 348/ JJAEP P Grant
Attendance Audit Review - Sample 30A
(Four Randomly Selected Days)

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Reviewer Name: _____

Review Date: _____

Number of Days Reviewed: _____

§348.114(c)

Date	§348.114(c)			Compliance	Comments
	All Present Students Signed In	All Absent Students Have Not Signed In	Late Sign-Ins and Early Sign-Outs Were Accounted for Appropriately		
1					
2					
3					
4					
TOTAL NON-COMPLIANT FILES					

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Administrative Code Title 37 Chapter 348 Juvenile Justice Alternative Education Programs Standards Requiring Program Tour

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.104 (e)(4)	<p>348.104 Program Administration and Organization.</p> <p>(e) Required Staff. The JJAEP shall maintain the required administration, programmatic and supervision staffing as required by this section.</p> <p>(4) Supervision Staff.</p> <p>(A) The JJAEP shall ensure adequate supervision staff is maintained. Supervision staff includes drill instructors, teacher aides, security personnel, caseworker aides, county employed juvenile supervision officers and behavior management staff.</p> <p>(B) Supervision staff shall, at a minimum, possess a high school diploma or Certificate of General Educational Development (GED).</p> <p>(C) Any staff, excluding certified Physical Education Teachers, who participates in the administration of intensive physical activity, shall be certified as a juvenile supervision officer under Chapter 344 of this title.</p> <p>(D) County employed staff whose primary job function is supervision of JJAEP students may obtain certification as juvenile supervision officers.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. On the day of the monitoring visit, request a listing of all supervision staff working at the JJAEP during the current school year. The list shall contain the staff member's name and position held. 2. Select and review a systematic sample of supervision staff personnel files. The reviewer will verify whether: <ol style="list-style-type: none"> a. Each supervision staff member possesses a high school diploma or its equivalent. 3. On the day of the monitoring visit, observe the physical activity portion of the program to determine if it is intensive. 4. If the program has an intensive physical activity component, select and review a systematic sample of supervision staff personnel files. The reviewer will verify whether: <ol style="list-style-type: none"> a. Staff that participate in the administration of intensive physical activity are certified JSOs. 		
348.110(a)(6)	<p>348.110 Curriculum.</p> <p>(a) Required Courses. The JJAEP shall, at a minimum, provide the following required courses to all students in attendance at the JJAEP:</p> <p>(6) self discipline which may be integrated into the program and may include formal instruction in drug awareness, anger management, and impulse control.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Interview the program administrator to determine how self-discipline is taught or integrated into the program. 2. Observe the self-discipline program curriculum implementation or integration. 		
348.112(e)(1)	<p>348.112 Program Requirements.</p> <p>(e) Meals.</p> <p>(1) Policy and procedure shall ensure the provision of a lunch meal for each student in attendance at the JJAEP on each school day.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the policy and procedure manual, student code of conduct and/or memorandum of understanding (MOU) to determine the JJAEP policy and practice to provide a lunch meal. 2. On the day of the monitoring visit, observe the students receiving a lunch meal during the school day. 3. Review service provider contracts for the provision of meals, if applicable. 		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.112(f)(2)	<p>348.112 Program Requirements.</p> <p>(f) Medical.</p> <p>(2) Screening.</p> <p>(A) A JJAEP that has an intensive physical fitness component shall require a medical screening for each student performed by a licensed physician, licensed physician assistant, a registered nurse or doctor of chiropractic. Medical screenings completed within one (1) calendar year prior to the student's participation in intensive physical activity shall be accepted.</p> <p>(B) No student shall be permitted to participate in an intensive physical activity unless a licensed physician, licensed physician assistant, a registered nurse or doctor of chiropractic certifies in writing that the student has no physical limitations or conditions that would prohibit participation.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. During the tour of the program, observe the physical activity portion of the program to determine if medical screenings are required. 2. Interview at least one staff member about the program's physical activities. 3. Interview at least one student about the program's physical activities. 4. If it is determined that the JJAEP has an intensive physical activity component, select and review the sample of student files under section 348.108(b) to determine if the medical screening meets the requirements of this standard. 		
348.112(g)	<p>348.112 Program Requirements</p> <p>(g) Physical Activity. A JJAEP that has an intensive physical activity component shall develop policies regarding extreme weather conditions. These policies shall address the following:</p> <ol style="list-style-type: none"> (1) gradual acclimatization to hot weather; (2) student clothing for various weather conditions; (3) temperatures and weather conditions in which activity outside is unallowable; and (4) the provision of a water break to students every 30 minutes during the intensive physical activity period. 	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the policies and procedures to ensure the requirements of this standard are met. 2. During the tour of the program, observe the physical activity portion of program to determine if water breaks are offered. 3. Interview at least one staff member about the program's physical activities. 4. Interview at least one student about the program's physical activities. 		
348.118(b)	<p>348.118 Physical Plant.</p> <p>(b) The population of the facility shall not exceed the rated capacity as determined by the local fire marshal. Each JJAEP shall maintain the documentation of the rated capacity of each classroom from the appropriate fire authority.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review documentation of the rated capacity of each classroom and the entire building. 2. Review the student attendance records and staff roster for a randomly selected ten (10) consecutive school days and compare the number of students and staff in the program to the rated capacity of the building. 3. During the tour of the facility, observe the number of staff members and students in each classroom and determine whether it exceeds the rated capacity as determined by the appropriate fire authority. 		
348.118(c)	<p>348.118 Physical Plant.</p> <p>(c) The classroom space, fixtures and common areas shall be adequate to meet the programmatic requirements for each student enrolled and in attendance in the JJAEP.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. During the tour of the facility: <ol style="list-style-type: none"> a. Observe the classrooms and determine whether students are provided adequate lighting and individual workspace; and b. Observe the common areas to determine whether they are adequate to meet the programming needs of the students. 		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.120(f)	<p>348.120 Security and Control.</p> <p>(f) Emergency Exit Drills. Unless otherwise required more frequently by local fire codes or ordinances, the JJAEP shall conduct two emergency exit drills during the school year. A minimum of one (1) of the emergency exit drills shall be conducted during the first half of the school year (August-December) and one (1) shall be conducted during the second half of the school year (January-June).</p> <p>(1) Written documentation (i.e., fire drill log, etc.) of the emergency exit drills shall be maintained. Documentation shall include the date, time and staff involved in the emergency drill.</p> <p>(2) JJAEPs shall post emergency exit routes in all classrooms and common areas.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the documentation of emergency drills for the current school year. 2. During the program tour, observe the posted emergency evacuation routes. <p>The reviewer may:</p> <ol style="list-style-type: none"> 1. Review the previous school year emergency exit drill documentation. 		
348.120(h)	<p>348.120 Security and Control.</p> <p>(h) Supervision.</p> <p>(1) The JJAEP shall have written policies and procedures that ensure students removed from the classroom for disciplinary purposes and placed in an unlocked isolation, administrative segregation, time-out, in-school suspension or other disciplinary removals from the regular classroom, are under continuous visual supervision by a JJAEP staff member.</p> <p>(2) Policies and procedures shall prohibit the use of electronic monitoring equipment as a substitute for staff's continuous visual supervision.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the policies and procedures for policies addressed in this standard. 2. During the tour of the facility, observe the classrooms, security rooms, isolation rooms or other rooms used when a student is removed from the classroom to determine whether any students removed from the classroom are under continuous visual supervision by a staff member. 3. Interview at least one staff member who provides supervision of students when a student is removed from the classroom for disciplinary purposes. 4. Interview at least one student regarding removals from the classroom for disciplinary purposes. 		
348.120(i)	<p>348.120 Security and Control.</p> <p>(i) Searches.</p> <p>(1) All students entering the JJAEP shall be subjected to a pat-down search or a metal detector screening on a daily basis.</p> <p>(2) Searches shall be conducted in accordance with written policies limited to certain conditions. The policies shall address:</p> <p>(A) when a search is appropriate and/or required;</p> <p>(B) who is authorized to conduct the search;</p> <p>(C) what types of searches are permissible;</p> <p>(D) how the pat-down searches will be conducted; and</p> <p>(E) what to do when contraband is found.</p> <p>(3) Policies shall limit pat-down searches to be conducted only by staff of the same sex.</p> <p>(4) Program written policies shall prohibit strip searches by JJAEP staff.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the policies and procedures regarding searches as described in this standard. 2. On one day of the monitoring visit, observe searches at the start of the school day. 3. Interview at least one staff member regarding the search procedures at the JJAEP. 4. Interview at least one student regarding search procedures at the JJAEP. 		

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Administrative Code Title 37 Chapter 348
Juvenile Justice Alternative Education Programs
Standards Requiring Policy and Procedure/Student Code of Conduct

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.104(a)(1)	348.104 Program Administration and Organization. (a) Policy. (1) The JJAEP shall have written policies and procedures that govern all facets of the operation of the program.	To determine compliance with this standard, the reviewer will: 1. Review the written documentation approving the JJAEP policies and procedures.		
348.104(a)(2)	348.104 Program Administration and Organization. (a) Policy. (2) The JJAEP shall be operated according to current written policies which address personnel, administration, programming, training, and standards under this chapter.	To determine compliance with this standard, the reviewer will: 1. Review the program policy and procedure manual and/or the memorandum of understanding for written policies that address: a. Personnel; b. Administration; c. Programming; d. Training; and e. Required standards.		
348.104(b)	348.104 Program Administration and Organization (b) Truancy and Failure to Attend. The JJAEP shall have written policies concerning truancy as defined under Section 51.03(b)(2) of the Texas Family Code and failure to attend under Section 25.094 of the Texas Education Code. The policies shall, at a minimum, contain the following: (1) who is responsible for reporting truancy and failure to attend; (2) to what enforcement agency truancy and failure to attend are to be reported; and (3) the requirement to report truancy and failure to attend to the identified enforcement agency within two (2) school days.	To determine compliance with this standard, the reviewer will: 1. Review the policies and procedures regarding the elements required by this standard 2. Review at least one student file from the current school year for documentation of the reporting of truancy and failure to attend.		
348.106(e)	348.106 Personnel Administration. (e) Research Programs. (1) The juvenile board shall review proposals for research to ensure conformity with departmental policy. (2) Departmental policy shall forbid student participation in medical, pharmacological, and cosmetic research programs. (3) Students may voluntarily participate in approved research programs with the written consent of the student's parent, guardian or custodian. A student's non-participation shall not have adverse consequences on the student.	To determine compliance with this standard, the reviewer will: 1. Review the JJAEP's policy and procedure manual as it relates to research programs to determine whether the prohibitions of the standard are discussed. 2. Interview the JJAEP administrator to determine if a research program has been conducted involving JJAEP students and if written parental consent exists. 3. If a research program has been conducted, review at least one student's file for written parental consent allowing the student to participate in the specific research project.		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.112(e)(1)	<p>348.112 Program Requirements.</p> <p>(e) Meals.</p> <p>(1) Policy and practice shall ensure the provision of a lunch meal for each student in attendance at the JJAEP on each school day.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the policies and procedures to determine the provisions for a lunch time meal. 2. On the day of the monitoring visit, observe the students receiving a lunch meal. 3. Review service provider contracts for the provision of meals, if applicable. 		
348.112(e)(2)	<p>348.112 Program Requirements.</p> <p>(e) Meals.</p> <p>(2) A student shall not be denied a lunch meal as a sanction or disciplinary measure.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the policies and procedures and the student code of conduct to verify prohibition of the denial of meals as a sanction or disciplinary measure. 2. Interview at least one staff member regarding the provision of meals. 3. Interview at least one student regarding the provision of meals. 		
348.112(f)(3)	<p>348.112 Program Requirements.</p> <p>(f) Medical.</p> <p>(3) In accordance with Texas Human Resources Code §142.005, the JJAEP shall have written policies and procedures governing the storage, use and distribution of all medication to students.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Prior to the monitoring visit, request the medication distribution documentation for a randomly selected five (5) consecutive school days during the current school year but no earlier than 8/1/2013. 2. Review the JJAEPs policy and procedure manual to ensure that a policy and procedure exists governing the storage, use and distribution of all medication to students while in attendance at the JJAEP. 3. Review the documentation for the sample period to determine if a record of distribution of medication to a student is maintained. 4. Select and review at least one student file of a student who has received medication in the JJAEP to determine if parental request was obtained. 		
348.112(g)	<p>348.112 Program Requirements.</p> <p>(g) Physical Activity. A JJAEP that has an intensive physical activity component shall develop policies regarding extreme weather conditions. These policies shall address the following:</p> <ol style="list-style-type: none"> (1) gradual acclimatization to hot weather; (2) student clothing for various weather conditions; (3) temperatures and weather conditions in which activity outside is unallowable; and (4) the provision of a water break to students every 30 minutes during the intensive physical activity period. 	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the policies and procedures to ensure the requirements of this standard are met. 2. During the tour of the program, observe the physical activity portion of program to determine if water breaks are offered. 3. Interview at least one staff member about the program's physical activities. 4. Interview at least one student about the program's physical activities. 		
348.116(b)(3)	<p>348.116 Inter-Local Cooperation.</p> <p>(b) School District.</p> <p>(3) All students enrolled in the JJAEP shall take the statewide assessment as required under Texas Education Code §39.023. The JJAEP shall have a policy on how to coordinate the provisions of the statewide assessment with the local school districts.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the policies and procedures to verify that a policy exists addressing the coordination of the statewide assessment to students in the JJAEP. 		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.120(a)	<p>348.120 Security and Control.</p> <p>(a) Security Plan. The JJAEP shall have a written plan that addresses security:</p> <p>(1) within the school facility;</p> <p>(2) on school property;</p> <p>(3) at school sponsored events off school property; and</p> <p>(4) during transportation of JJAEP students if applicable.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <p>1. Review the program's policies and procedures for a security plan that addresses security in the four areas stated in the standard.</p> <p>2. Interview at least one JJAEP staff member about the program's security plan.</p>		
348.120(b)	<p>348.120 Security and Control.</p> <p>(b) Transportation.</p> <p>(1) Policies shall govern the use of motor vehicles to transport students enrolled in the JJAEP.</p> <p>(2) Policies shall address:</p> <p>(A) methods of transportation authorized;</p> <p>(B) security and supervision;</p> <p>(C) authorized transport personnel;</p> <p>(D) emergency procedures; and</p> <p>(E) the requirement of auto liability insurance when transporting in personal vehicles.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <p>1. Review the policies and procedures for policies regarding the transporting of students in the program. The reviewer will verify that the policies addresses the following:</p> <p>a. Methods of authorized transportation;</p> <p>b. Security and supervision;</p> <p>c. Authorized transport personnel;</p> <p>d. Emergency procedures;</p> <p>e. The requirement of auto liability insurance when transporting in personal vehicles; and</p> <p>f. Circumstances under which students will be allowed to drive a personal vehicle to the JJAEP campus.</p> <p>2. Request the names of staff members who transport students in personal vehicles and review their personnel files for copies of current auto liability insurance.</p>		
348.120(c)(1)	<p>348.120 Security and Control.</p> <p>(c) Emergency Situations.</p> <p>(1) The JJAEP shall have written policies and procedures regarding emergency situations. Policies, at a minimum, shall address the following:</p> <p>(A) emergency evacuation plans;</p> <p>(B) assignment of staff responsibilities; and</p> <p>(C) notification of emergency services.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <p>1. Review the policies and procedures for emergency situation policies addressing the requirements of this standard.</p>		
348.120(c)(2)	<p>348.120 Security and Control.</p> <p>(c) Emergency Situations.</p> <p>(2) Emergency situations include, but are not limited to:</p> <p>(A) fires;</p> <p>(B) bomb threats;</p>	<p>To determine compliance with this standard, the reviewer will:</p> <p>1. Review the policies and procedures for policies regarding emergency</p>		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
	(C) hazardous weather conditions; and (D) riots.	situations. 2. During the program tour, observe the posted emergency evacuation routes.		
348.120(d)	348.120 Security and Control. (d) Medical Emergencies. The JJAEP shall have written policies and procedures addressing medical emergencies. At a minimum, the policies shall include provisions regarding the following: (1) when emergency medical assistance shall be called; (2) securing medical assistance and notification to appropriate staff and the parent, guardian, or custodian of the student involved; and (3) documentation of the incident.	To determine compliance with this standard, the reviewer will: 1. Review the policies and procedures for policies regarding medical emergencies. The reviewer will verify that policies addresses the following: a. When emergency medical assistance shall be called; b. Securing medical assistance and notification to appropriate staff and the parent, guardian, or custodian of the student involved; and c. Documentation of the incident.		
348.120(g)	348.120 Security and Control. (g) JJAEP closure. The JJAEP shall have written policies and procedures addressing the cancellation of classes due to an emergency situation. The policy shall at a minimum address: (1) the cancellation of school due to inclement weather and/or emergency situations; (2) who is the responsible party in making that decision; and (3) the methods in which the closure is to be communicated to the students and parents.	To determine compliance with this standard, the reviewer will: 1. Review the policy and procedure manual for policies regarding JJAEP closure.		
348.120(h)	348.120 Security and Control. (h) Supervision. (1) The JJAEP shall have written policies and procedures that ensure students removed from the classroom for disciplinary purposes and placed in an unlocked isolation, administrative segregation, time-out, in-school suspension or other disciplinary removals from the regular classroom, are under continuous visual supervision by a JJAEP staff member. (2) Policies and procedures shall prohibit the use of electronic monitoring equipment as a substitute for staff's continuous visual supervision.	To determine compliance with this standard, the reviewer will: 1. Review the policies and procedures for policies addressed in this standard. 2. During the tour of the facility, observe the classrooms, security rooms, isolation rooms or other rooms used when a student is removed from the classroom to determine whether any students removed from the classroom are under continuous visual supervision by a staff member. 3. Interview at least one staff member who provides supervision of students when a student is removed from the classroom for disciplinary purposes. 4. Interview at least one student regarding removals from the classroom for disciplinary purposes.		
348.120(i)	348.120 Security and Control. (i) Searches. (1) All students entering the JJAEP shall be subjected to a pat-down search or a metal detector screening on a daily basis. (2) Searches shall be conducted in accordance with written policies limited to certain conditions. The policies shall	To determine compliance with this standard, the reviewer will: 1. Review the policies and procedures regarding searches as described in this standard. 2. On the day of the monitoring visit, observe searches at the start of the school day.		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
	<p>address:</p> <p>(A) when a search is appropriate and/or required;</p> <p>(B) who is authorized to conduct the search;</p> <p>(C) what types of searches are permissible;</p> <p>(D) how the pat-down searches will be conducted; and</p> <p>(E) what to do when contraband is found.</p> <p>(3) Policies shall limit pat-down searches to be conducted only by staff of the same sex.</p> <p>(4) Program written policies shall prohibit strip searches by JJAEP staff.</p>	<p>3. Interview at least one staff member regarding the search procedures at the JJAEP.</p> <p>4. Interview at least one student regarding search procedures at the JJAEP.</p>		
348.120(j)	<p>348.120 Security and Control.</p> <p>(j) Disciplinary Reports.</p> <p>(1) Written policies and procedures shall require JJAEP staff to prepare a written disciplinary report for each incident occurring in the JJAEP that constitutes a major violation of the student code of conduct or JJAEP rules. The policies shall require that the written disciplinary report include the details of the incident, the violation that occurred, action taken by staff member(s), the date and time of the incident and the outcome.</p> <p>(2) The disciplinary report shall be forwarded to the JJAEP administrator within 24 hours or on the next working day. Documentation of a disciplinary report being forwarded to the JJAEP administrator shall be maintained. The documentation shall include the date and time the report was forwarded to the JJAEP administrator.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <p>1. Prior to the day of the monitoring visit, request all discipline/incident reports for a randomly selected five (5) consecutive school days during the current school year but no earlier than 8/1/2013. The reviewer will:</p> <p>a. Review the disciplinary/incident reports to verify that the following information is included in the report:</p> <p>i. Details of the incident;</p> <p>ii. Violation that occurred;</p> <p>iii. Action taken by the staff member(s);</p> <p>iv. Date and time of the incident; and</p> <p>v. Outcome of the incident.</p> <p>b. Review the disciplinary/incident reports to verify that the reports were forwarded to the JJAEP administrator within 24 hours or the next working day.</p> <p>2. Examine the program's policies and procedures regarding disciplinary reports that are filed for major violations of the student code of conduct or JJAEP rules.</p>		
348.120(k)	<p>348.120 Security and Control.</p> <p>(k) Weapons. Only certified peace officers and certified juvenile probation officers acting in the scope of their authority may possess and carry weapons or chemical agents within the premises of the JJAEP.</p> <p>(1) The JJAEP shall have written policies that prohibit staff, other than law enforcement officers acting in the scope of his or her duty, from the possession of a weapon or a chemical agent as defined by <*>46.01 of the Texas Penal Code on the JJAEP premises or at a JJAEP sponsored event.</p> <p>(2) Under <*>142.006 of the Texas Human Resources Code, certified juvenile probation officers are authorized to carry a firearm. A program's firearm prohibition policies, procedures, and practices shall address situations involving armed certified juvenile probation officers who either work at the JJAEP or who may be visiting, delivering or retrieving students.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <p>1. Review the policies and procedures regarding weapons or chemical agents at the JJAEP.</p>		
348.124	<p>348.124 Mechanical Restraint.</p> <p>Mechanical restraints shall only be used by certified juvenile probation and certified juvenile supervision officers in the manner defined under Chapters 341 and 343 of this title.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <p>1. Review the program's policies and procedures to ensure the mechanical restraints may only be applied by certified juvenile probation officers and certified juvenile supervision officers.</p> <p>2. Interview at least one staff member and student regarding the use of mechanical restraints in the JJAEP.</p>		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.126	<p>348.126. Requirements. The use of Restraints shall be governed by the following criteria:</p> <p>(1) Restraints shall only be used by JJAEP staff certified in the use of the approved personal restraint technique;</p> <p>(2) Prior to participating in any restraint, JJAEP staff shall be trained in the use of the JJAEPs specific verbal de-escalation policies, procedures and practices.</p> <p>(3) Prior to participating in a personal restraint JJAEP staff shall have received training in the restraint used and have demonstrated competency in the use of that restraint used by the JJAEP;</p> <p>(4) Restraints shall only be used in instances of threat of imminent self-injury, injury to others, or serious property damage;</p> <p>(5) Restraints shall only be used as a last resort;</p> <p>(6) Only the amount of force and type of restraint necessary to control the situation shall be used;</p> <p>(7) Restraints shall be implemented in such a way as to protect the health and safety of the student and others;</p> <p>(8) Restraints shall be terminated as soon as the student's behavior indicates that the threat of imminent self-injury, injury to others, or serious property damage has subsided;</p> <p>(9) Restraints shall be administered in a manner specific or consistent to the approved personal restraint technique adopted by the JJAEP; and</p> <p>(10) JJAEP staff shall be re-trained in the approved personal restraint technique at least every 365 calendar days.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the JJAEP's policies and procedures to verify whether it contains policies on the use of personal and mechanical restraints as defined in this standard. 2. Prior to the monitoring visit, request the JJAEP to provide all restraint incident logs and corresponding restraint incident reports for all restraints that were performed in the JJAEP during a randomly selected calendar month to be selected within the current JJAEP school year but no earlier than 8/1/2013. 3. On the day of the monitoring visit, review all restraint incidents that occurred during the sample time period to determine whether the seven (7) criteria of this standard were implemented. The reviewer will: <ol style="list-style-type: none"> a. If the restraint involved application of a personal restraint technique, determine whether the staff member or members applying the personal restraint were certified in the use of a TJJ approved personal restraint technique; b. If the restraint involved application of a mechanical restraint, determine whether the staff member that applied the restraint device was a certified juvenile probation or supervision officer by referring to a listing of certified officers in ICIS. If the officer was not certified by the Department, the reviewer will determine whether the officer was a qualified juvenile probation or supervision officer trainee that will fulfill the requirements of the standard by reviewing the personnel/training file of the officer who is not certified; c. Determine whether the restraint was used in such a manner as to comply with subsections (3)-(7) of the standard. 		
348.128	<p>348.128. Prohibitions.</p> <p>Restraints that employ a technique listed below are prohibited:</p> <p>(1) Restraints used for punishment, discipline, retaliation, harassment, compliance, or intimidation;</p> <p>(2) Restraints that deprive the student of basic human necessities including restroom privileges, water, food and clothing;</p> <p>(3) Restraints that are intended to inflict pain;</p> <p>(4) Restraints that place a student in a prone or supine position with sustained or excessive pressure on the back, chest or torso;</p> <p>(5) Restraints that place a student in a prone or supine position with pressure on the neck or head;</p> <p>(6) Restraints that obstruct the airway or impair the breathing of the student including a procedure that places anything in, on, or over the student's mouth or nose;</p> <p>(7) Restraints that interfere(s) with the student's ability to communicate;</p> <p>(8) Restraints that obstruct the view of the student's face;</p> <p>(9) Any technique that does not require the monitoring of the student's respiration and other signs of physical distress during the restraint; and</p> <p>(10) percussive or electrical shocking devices.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the JJAEP's policies and procedures to verify that the manual contains policies that address the ten (10) prohibitions on the use of restraints as defined in this standard. Simply cross-referencing TJJ standards (i.e., numeric citation) is not sufficient and will be considered a non-compliance. 		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.132	<p>348.132. Serious Incidents.</p> <p>All JJAEP programs shall adhere to the serious incident requirements set forth in chapters 350 and 358 of this title.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the program's policies and procedures to ensure the requirements of serious incident reporting are clearly defined. 		
348.134	<p>348.134. Abuse, Exploitation and Neglect.</p> <p>(a) All JJAEP programs shall adhere to the abuse, exploitation and neglect requirements set forth in chapters 350 and 358 of this title.</p> <p>(b) All JJAEPs shall have a zero tolerance policies and practices regarding sexual abuse in accordance with the Prison Rape Elimination Act of 2003 that provides for administrative and/or criminal disciplinary sanctions.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the program's policies and procedures to ensure the requirements of this standard are being followed. 		
348.136(a)	<p>348.136 Student Code of Conduct.</p> <p>(a) Adoption.</p> <p>(1) The JJAEP student code of conduct shall be adopted by the juvenile board and shall describe and define in writing the JJAEP's behavior management system.</p> <p>(2) The JJAEP administrator shall conduct an annual review of the student code of conduct between the conclusion of each school year and prior to the beginning of the next school year.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the juvenile board meeting minutes, resolution or other written documentation approving the student code of conduct. 2. Review the current student code of conduct for a description of the program's behavior management system. 3. Review documentation of annual review of the student code of conduct by the JJAEP administrator. 		
348.136(c)	<p>348.136 Student Code of Conduct.</p> <p>(c) Discipline and Sanctions. The JJAEP student code of conduct shall detail the sanctions and disciplinary procedures that may be applied to students for particular behaviors. Disciplinary procedures shall be carried out promptly and all students shall be afforded due process protections. The student code of conduct shall include, but not be limited to the following:</p> <p>(1) prohibited behaviors and conduct;</p> <p>(2) disciplinary consequences for prohibited behaviors and conduct;</p> <p>(3) description of circumstances that will allow removal from the classroom; and</p> <p>(4) circumstances under which a JJAEP student may be placed into another educational setting.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the program's student code of conduct for specific sections that address each of the four (4) required elements detailed in the standard. 		
348.136(d)	<p>348.136 Student Code of Conduct.</p> <p>(d) Prohibited Sanctions. The following sanctions shall be prohibited in the JJAEP and their prohibition shall be clearly noted in the student code of conduct:</p> <p>(1) corporal punishment, physical abuse, humiliating punishment or hazing;</p> <p>(2) deprivation of food and water;</p> <p>(3) one student sanctioning another; or</p> <p>(4) expulsion from a JJAEP.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the program's student code of conduct to assure that each of the four (4) prohibitions detailed in this standard are addressed. 2. On the day of the monitoring visit, request a list of students in attendance that day. 3. Select and review at least five percent (5%) of the students, but not less than five (5), whichever is greater, in attendance on the day of the monitoring visit regarding curriculum and progress. The reviewer will distribute the sample between grade level and gender to the extent possible. 		
348.136(f)	<p>348.136 Student Code of Conduct.</p> <p>(f) Grievance Procedures. Student grievance procedures shall be explained fully in the student code of conduct. The student code of conduct shall clearly state the process by which a student may file a grievance and how a grievance will be handled.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the program's student code of conduct for the student grievance procedures. The reviewer will verify that the grievance procedures address the requirements of this standard. 		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
	<p>(1) Procedures and practices shall facilitate student complaints of mistreatment or complaints of programmatic issues and shall ensure students are protected against retaliation in any form.</p> <p>(2) Grievance procedures shall ensure that each student is afforded one level of appeal on all grievance complaints.</p> <p>(3) A copy of each grievance submitted by a student shall be provided to the student's parent, guardian or custodian within two (2) school days of submission.</p>	<p>2. On the day of the monitoring visit, request a list of students in attendance that day.</p> <p>3. Select and review at least five percent (5%) of the students, but not less than five (5), whichever is greater, in attendance on the day of the monitoring visit regarding curriculum and progress. The reviewer will distribute the sample between grade level and gender to the extent possible.</p>		
348.136(g)	<p>348.136 Student Code of Conduct.</p> <p>(g) Sexual Abuse. The JJAEP shall have written policies and procedure regarding the Prison Rape Elimination Act of 2003. Policies, at a minimum, shall address the following information:</p> <p>(1) prevention and intervention;</p> <p>(2) methods of minimizing risk of sexual abuse;</p> <p>(3) reporting sexual abuse and assault; and</p> <p>(4) treatment and counseling.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <p>1. Review the program's policies and procedures and student code of conduct for the PREA requirements set forth by this standard.</p>		
348.200	<p>348.200 Mission of Program.</p> <p>Academically, the mission of the JJAEP shall be to allow students to perform at grade level. The JJAEP shall provide an instructional program that results in a level of student academic progress in the areas of reading and math. The mission statement shall be located in the program's policies and procedures manual and/or student code of conduct.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <p>1. Review the program's policies and procedures and/or student code of conduct to determine if the program has developed and disseminated a mission statement.</p>		
348.204	<p>348.204 Assessment Reliability and Safeguards.</p> <p>(a) Written policy of the JJAEP shall describe the safeguards it will use to maintain the integrity of the assessment process so that all student scores reflect actual student progress.</p> <p>(b) The JJAEP shall ensure that the on-site assessment process provides valid assessment test scores that have not been tainted.</p> <p>(c) JJAEP policies and procedures, at a minimum, shall include the following:</p> <p>(1) Maintaining the tests in a secure setting (e.g., a locked file cabinet) so that staff and students do not have access to the instrument except while the test is being administered during the actual testing time;</p> <p>(2) Staff are prohibited from releasing copies of the test; and</p> <p>(3) Staff are prohibited from teaching the specific questions on the test.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <p>1. Review the program's policies and procedures for policies describing the security of the assessment process.</p>		

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Administrative Code Title 37 Chapter 348 Juvenile Justice Alternative Education Programs Miscellaneous Standards Review Checklist

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.104(c)	<p>348.104 Program Administration and Organization.</p> <p>(c) Performance Review. The juvenile board and the JJAEP administrator shall participate in an annual performance review of the JJAEP between the conclusion of the school year and prior to the beginning of the next school year to determine the effectiveness of the program.</p> <p>(1) The review shall, at a minimum, include statistical information on the number of student program entries and exits, the reason for student entries and exits, student academic performance, attendance rates, assessment scores for math and reading, recidivism rates among students who exit the JJAEP, restraints, and the number of students with disabilities.</p> <p>(2) Documentation of the review shall be maintained.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the juvenile board minutes, resolution or other written documentation of the annual performance review. 2. Review written overall program evaluations to determine statistical information required by this standard were addressed. 		
348.104(d)	<p>348.104 Program Administration and Organization.</p> <p>(d) Management Review. The JJAEP administrator that oversees the daily functions of the JJAEP shall conduct an annual review of the overall operations of the JJAEP prior to the beginning of each school year.</p> <p>(1) The review shall include, but is not limited to:</p> <p>(A) safety and security;</p> <p>(B) inter-local cooperation; and</p> <p>(C) the student code of conduct.</p> <p>(2) Existing policies and procedures shall be reviewed to determine their continued relevance to the mission of the JJAEP.</p> <p>(3) Documentation of the review shall be maintained.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review written documentation of the management review. 		
348.110(a)(1)-(4)	<p>348.110 Curriculum.</p> <p>(a) Required Courses. At a minimum, the JJAEP shall provide the following required courses at the JJAEP:</p> <ol style="list-style-type: none"> (1) English language arts; (2) Mathematics; (3) Social Studies; (4) Science 	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the JJAEP's curriculum and/or instructional materials to verify that the required English language arts courses are taught. 2. On the day of the monitoring visit, request a list of students in attendance that day. 3. Select and interview at least five percent (5%) of the students, but not less than five (5), whichever is greater, in attendance on the day of the monitoring visit regarding curriculum and progress. The reviewer will distribute the sample between grade level and gender to the extent possible. 4. Interview at least one member of the instructional staff about the required courses taught within the JJAEP. 		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.110(a)(5)	<p>348.110 Curriculum.</p> <p>(a) Required Courses. At a minimum, the JJAEP shall provide the following required courses at the JJAEP:</p> <p>(5) high school equivalency program (GED); and</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the JJAEP's curriculum/instructional materials for the GED program. 2. Interview at least one student who is currently working toward attaining a GED. 3. Interview at least one member of the instructional staff about the required curriculum used to teach the GED program. 		
348.110(c)(1)	<p>348.110 Curriculum.</p> <p>(c) Curriculum Development. Programs shall have a strong accelerated component to their instruction for all required areas of instruction.</p> <p>(1) At least one certified teacher shall oversee the development and implementation of the curriculum in the JJAEP academic program.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the program's curriculum. 2. Interview at least one instructional staff member regarding the program's accelerated component. 		
348.110(c)(2)	<p>348.110 Curriculum.</p> <p>(c) Curriculum Development. Programs shall have a strong accelerated component to their instruction for all required areas of instruction.</p> <p>(2) The JJAEP administrator shall assure that course instruction is consistent with the essential knowledge and skills of each subject of the foundation curriculum as defined under the rules of the State Board of Education under <*>28.002(c) of the Texas Education Code.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Examine each foundation course curriculum taught in the JJAEP (i.e., math, social studies, English language arts, and science) and verify consistency with TEKS. 2. Interview at least one instructional staff member regarding the program curriculum. <p>The reviewer may:</p> <ol style="list-style-type: none"> 1. Review the daily lesson plans. 		
348.110(c)(3)-(4)	<p>348.110 Curriculum.</p> <p>(c) Curriculum Development. Programs shall have a strong accelerated component to their instruction for all required areas of instruction.</p> <p>(3) The high school equivalency program (GED) curriculum must address the elements required to pass the GED test.</p> <p>(4) Program components may be integrated into the regular program curriculum.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Examine the program's GED component and check for preparation in mathematics, science, social studies, writing skills and interpreting literature and the arts. 2. Review at least one GED student's file for class work. 		
348.112(a)	<p>348.112 Program Requirements.</p> <p>(a) Special Education. Students with disabilities who are placed in the JJAEP shall be afforded education services determined by a duly constituted admissions, review and dismissal committee to be appropriate for the student to receive a free and appropriate public education as defined by federal and state laws.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Prior to the monitoring visit, obtain a random sample of students who were enrolled at the JJAEP during the current school year, but no earlier than 8/1/2013. The listing shall contain the special education type (e.g., emotionally disturbed, learning disabled, etc.) of the student. 2. Review the MOU to determine the responsible party for the delivery of special education services. 3. On the day of the monitoring visit, request and review the random sample of special education student files for the Admission, Review and Dismissal (ARD) documentation, the IEP and the BIP, including the date of completion. 4. Interview at least one special education coordinator/teacher to ensure that the IEP/BIP of students in the sample are being followed. 		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.112(d)	<p>348.112 Program Requirements.</p> <p>(d) Counseling. Counseling services shall be available to all students enrolled and in attendance at the JJAEP.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the JJAEP daily schedule to verify counseling sessions are being provided. 2. Interview the JJAEP administrator about the counseling services provided at the JJAEP. 3. Review any counseling service provider contracts. 		
348.112(e)(1)	<p>348.112 Program Requirements.</p> <p>(e) Meals.</p> <p>(1) Policies and procedures shall ensure the provision of a lunch meal for each student in attendance at the JJAEP on each school day.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the policies and procedures to determine the provisions for a lunch time meal. 2. On the day of the monitoring visit, observe the students receiving a lunch meal. 3. Review service provider contracts for the provision of meals, if applicable. 		
348.118(a)	<p>348.118 Physical Plant.</p> <p>(a) The JJAEP shall conform to all applicable federal, state, and/or local ordinances and codes. Each JJAEP shall have on file the most recent inspections (i.e., health and fire) conducted by the local governmental authority having jurisdiction.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the JJAEPs most recent fire inspection report for any violations cited by the appropriate authority. 2. Verify any corrective action as a result of the fire inspection. 3. Review the current health inspection report, if applicable. 4. Review the current food handler's certification, if applicable. 		
348.120(b)	<p>348.120 Security and Control.</p> <p>(b) Transportation.</p> <p>(1) Policies shall govern the use of motor vehicles to transport students enrolled in the JJAEP.</p> <p>(2) Policies shall address:</p> <p>(A) methods of transportation authorized;</p> <p>(B) security and supervision;</p> <p>(C) authorized transport personnel;</p> <p>(D) emergency procedures; and</p> <p>(E) the requirement of auto liability insurance when transporting in personal vehicles.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the policies and procedures for policies regarding the transporting of students in the program. The reviewer will verify that the policies addresses the following: <ul style="list-style-type: none"> a. Methods of authorized transportation; b. Security and supervision; c. Authorized transport personnel; d. Emergency procedures; e. The requirement of auto liability insurance when transporting in personal vehicles; and f. Circumstances under which students will be allowed to drive a personal vehicle to the JJAEP campus. 2. Request the names of staff members who transport students in personal vehicles and review their personnel files for copies of current auto liability insurance. 		
348.120(f)	<p>348.120 Security and Control.</p> <p>(f) Emergency Exit Drills. Unless otherwise required more frequently by local fire codes or ordinances, the JJAEP shall conduct two emergency exit drills during the school year. A minimum of one (1) of the emergency exit drills shall be conducted during the first half of the school year (August-December) and one (1) shall be conducted during the second half of the school</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> 1. Review the documentation of emergency drills for the current school year. <p>The reviewer may:</p> <ol style="list-style-type: none"> 1. Review the previous school year emergency exit drill documentation. 		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
	<p>year (January-June).</p> <p>(1) Written documentation (i.e., fire drill log, etc.) of the emergency exit drills shall be maintained. Documentation shall include the date, time and staff involved in the emergency drill.</p> <p>(2) JJAEPs shall post emergency exit routes in all classrooms and common areas.</p>			
348.136	<p>348.136 Student Code of Conduct.</p> <p>(a) Adoption.</p> <p>(1) The JJAEP student code of conduct shall be adopted by the juvenile board and shall describe and define in writing the JJAEP's behavior management system.</p> <p>(2) The JJAEP administrator shall conduct an annual review of the student code of conduct between the conclusion of each school year and prior to the beginning of the next school year.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <p>1. Review the juvenile board meeting minutes, resolution or other written documentation approving the student code of conduct.</p> <p>2. Review the current student code of conduct for a description of the program's behavior management system.</p> <p>3. Review documentation of annual review of the student code of conduct by the JJAEP administrator</p>		

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS COMPLIANCE MONITORING WORKSHEET
Chapter 348 Juvenile Justice Alternative Education Programs
JJAEP Administrator Personnel File Review
Section 348.104(e)(1)

Reviewer Name: _____
Review Date: _____

	Name of JJAEP Administrator	College Or University Transcript ¹ Conferring Bachelor's Degree	College Or University Accreditation	Job Description	Work Experience Related To Juvenile Justice And/Or Education	Compliance
1						

¹ Any degree is acceptable if it is a four-year degree.

Reviewer Findings/Comments:

**Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
Instructional Staff Personnel Files - Sample 14A**

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

§348.104(e)(2)(A-C)

§348.106(b)

§348.136
(b)(3)(4)

§348.106(a)

Reviewer's Name: _____ Date: _____ Sample Size: _____ Number of Files Reviewed: _____		Education and Certification				Personnel Records					Student Code of Conduct	Personnel Policies	
		Bachelor's Degree	College or University Accreditation	Teacher Certification	Special Ed Certification	Criminal History Records Check	Training Records	Applicable Personnel Actions	Documentation of Employee's Educational Transcripts	Applicable Certification Verification	Certified Letter from the Employing School District's HR, if applicable	Documentation of Receipt of the Student Code of Conduct	Documentation of Receipt of the Policies and Procedures
		File Identification (Last Name, First Name, MI)	Date of Hire										
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Technical Assistance Notes:

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
Instructional Staff Personnel Files - Sample 14A (Continued)

§348.104(e)(2)(A-C)

§348.106(b)

§348.136
(b)(3)(4)

§348.106(a)

File Identification (Last Name, First Name, MI)		Date of Hire		Education and Certification				Personnel Records				Student Code of Conduct	Personnel Policies
				Bachelor's Degree	College or University Accreditation	Teacher Certification	Special Ed Certification	Criminal History Records Check	Training Records	Applicable Personnel Actions	Documentation of Employee's Educational Transcripts	Applicable Certification Verification	Certified Letter from the Employing School District's HR, if applicable
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Technical Assistance Notes:

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
Instructional Staff Personnel Files - Sample 14A (Continued)

§348.104(e)(2)(A-C)

§348.106(b)

§348.136
(b)(3)(4)

§348.106(a)

File Identification (Last Name, First Name, MI)		Date of Hire		Education and Certification				Personnel Records				Student Code of Conduct	Personnel Policies
				Bachelor's Degree	College or University Accreditation	Teacher Certification	Special Ed Certification	Criminal History Records Check	Training Records	Applicable Personnel Actions	Documentation of Employee's Educational Transcripts	Applicable Certification Verification	Certified Letter from the Employing School District's HR, if applicable
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Technical Assistance Notes:

**Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
Caseworker Staff Personnel Files - Sample 14B**

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

		§348.104(e)(3)(A-B)	§348.106(a)	§348.136 (b)(3)(4)	§348.106(b)							
Reviewer's Name: _____ Date: _____ Sample Size: _____ Number of Files Reviewed: _____		Caseworker Qualifications		Receipt of Policies and Procedures	Student Code of Conduct	Personnel Records						
File Identification (Last Name, First Name, MI)		Date of Hire	Proof of Licensing or Certification	Job Description	Documentation of Receipt of the Policies and Procedures	Documentation of Receipt of the Student Code of Conduct	Criminal History Searches	Training Records	Applicable Personnel Actions	Documentation of Employee's Educational Transcripts	Applicable Certification Verification	Certified Letter from the Employing School District's HR, if applicable ²
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Technical Assistance Notes:

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
Caseworker Staff Personnel Files - Sample 14B (Continued)

		§348.104(e)(3)(A-B)	§348.106(a)	§348.136 (b)(3)(4)	§348.106(b)						
		Caseworker Qualifications	Receipt of Policies and Procedures	Student Code of Conduct	Personnel Records						
File Identification (Last Name, First Name, MI)	Date of Hire	Proof of Licensing or Certification	Job Description	Documentation of Receipt of the Policies and Procedures	Documentation of Receipt of the Student Code of Conduct	Criminal History SEarches	Training Records	Applicable Personnel Actions	Documentation of Employee's Educational Transcripts	Applicable Certification Verification	Certified Letter from the Employing School District's HR, if applicable ²
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Technical Assistance Notes:

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
Caseworker Staff Personnel Files - Sample 14B (Continued)

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

		§348.104(e)(3)(A-B)	§348.106(a)	§348.136(b)(3)(4)	§348.106(b)						
		Caseworker Qualifications		Receipt of Policies and Procedures	Student Code of Conduct	Personnel Records					
File Identification (Last Name, First Name, MI)	Date of Hire	Proof of Licensing or Certification	Job Description	Documentation of Receipt of the Policies and Procedures	Documentation of Receipt of the Student Code of Conduct	Criminal History Searches	Training Records	Applicable Personnel Actions	Documentation of Employee's Educational Transcripts	Applicable Certification Verification	Certified Letter from the Employing School District's HR, if applicable ²
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Technical Assistance Notes:

Legend
 ✓ = Compliant
 ✗ = Non-Compliant
 ∅ = Not Applicable

**Texas Juvenile Justice Department
 STANDARDS MONITORING COMPLIANCE VISIT
 Chapter 348 Juvenile Justice Alternative Education Programs
 Supervision Staff Personnel Files Review - Sample 14C**

§348.104(e)(4)

§348.106(a)

§348.136(b)(3)(4)

§348.106(b)

Reviewer's Name: _____		Education and Certification		Receipt of Policies and Procedures	Student Code of Conduct	Personnel Records					
Date: _____		High School Diploma, High School Equivalency Certificate or Home School Transcript	Job Description	Documentation of Receipt of the Student Code of Conduct	Documentation of Receipt of the Student Code of Conduct	Criminal History Searches	Training Records	Applicable Personnel Actions	Documentation of Employee's Educational Transcripts	Certification Verification, If applicable	Certified Letter from the Employing School District's HR, if applicable
Sample Size: _____											
Number of Files Reviewed: _____		File Identification (Last Name, First Name, MI)	Date of Hire								
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Technical Assistance Notes:

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
Supervision Staff Personnel Files Review - Sample 14C

		§348.104(e)(4)	§348.106(a)	§348.136(b)(3)(4)	§348.106(b)							
		Education and Certification		Receipt of Policies and Procedures	Student Code of Conduct	Personnel Records						
File Identification (Last Name, First Name, MI)	Date of Hire	High School Diploma, High School Equivalency Certificate or Home School Transcript	Job Description	Documentation of Receipt of the Student Code of Conduct	Documentation of Receipt of the Student Code of Conduct	Criminal History Searches	Training Records	Applicable Personnel Actions	Documentation of Employee's Educational Transcripts	Certification Verification, if applicable	Certified Letter from the Employing School District's HR, if applicable	
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Technical Assistance Notes:

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
Supervision Staff Personnel Files Review - Sample 14C

		§348.104(e)(4)	§348.106(a)	§348.136(b)(3)(4)	§348.106(b)						
		Education and Certification	Receipt of Policies and Procedures	Student Code of Conduct	Personnel Records						
File Identification (Last Name, First Name, MI)	Date of Hire	High School Diploma, High School Equivalency Certificate or Home School Transcript	Job Description	Documentation of Receipt of the Student Code of Conduct	Documentation of Receipt of the Student Code of Conduct	Criminal History Searches	Training Records	Applicable Personnel Actions	Documentation of Employee's Educational Transcripts	Certification Verification, if applicable	Certified Letter from the Employing School District's HR, if applicable ²
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Technical Assistance Notes:

Legend
 ✓ = Compliant
 ✗ = Non-Compliant
 ∅ = Not Applicable

**Texas Juvenile Justice Department
 STANDARDS MONITORING COMPLIANCE VISIT
 Chapter 348 Juvenile Justice Alternative Education Programs
 New Hire Operational Staff Files Review - Sample 35
 (New Hires – Operational Staff hired on or after 8/1/13)**

§348.106(c)

§348.106(d)

Reviewer's Name: _____
 Date: _____
 Sample Size: _____
 Number of Files Reviewed: _____

			Documentation of Orientation Training													Criminal History Searches		
File Identification (Last Name, First Name, MI)	Date of Hire	Date of Training	Training Occurred Within Two Weeks of Hire	Safety and Security Procedures	Child Abuse, Neglect and Exploitation Identification and Reporting	Incident Reports	Student Code of Conduct	Behavior Management Program	Transporting Students	Crisis Intervention	Distribution of Medicine	Sexual Harassment	Personal Restraint Policy	Student Grievance Procedures	Job Descriptions	Criminal History was initiated prior to the employee's first day of employment	No Disqualifying Criminal History	Certified Letter from the Employing School District's HR, if applicable
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Technical Assistance Notes:

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√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
New Hire Operational Staff Files Review - Sample 35
(New Hires – Operational Staff hired on or after 8/1/13)

§348.106(c)

§348.106(d)

			Documentation of Orientation Training													Criminal History Searches				
File Identification (Last Name, First Name, MI)			Date of Hire	Date of Training	Training Occurred Within Two Weeks of Hire	Safety and Security Procedures	Child Abuse, Neglect and Exploitation Identification and Reporting	Incident Reports	Student Code of Conduct	Behavior Management Program	Transporting Students	Crisis Intervention	Distribution of Medicine	Sexual Harassment	Personal Restraint Policy	Student Grievance Procedures	Job Descriptions	Criminal History was initiated prior to the employee's first day of employment	No Disqualifying Criminal History	Certified Letter from the Employing School District's HR, if applicable
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Technical Assistance Notes:

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
New Hire Operational Staff Files Review - Sample 35
(New Hires – Operational Staff hired on or after 8/1/13)

§348.106(c)

§348.106(d)

			Documentation of Orientation Training														Criminal History Searches					
File Identification (Last Name, First Name, MI)			Date of Hire	Date of Training	Training Occurred Within Two Weeks of Hire	Safety and Security Procedures	Child Abuse, Neglect and Exploitation Identification and Reporting	Incident Reports	Student Code of Conduct	Behavior Management Program	Transporting Students	Crisis Intervention	Distribution of Medicine	Sexual Harassment	Personal Restraint Policy	Student Grievance Procedures	Job Descriptions	Criminal History was initiated prior to the employee's first day of employment	No Disqualifying Criminal History	Certified Letter from the Employing School District's HR, if applicable		
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TOTAL NON-COMPLIANT FILES																						

¹ Date initiated or returned must be prior to first day of employment.
² Date of Hire - first day on the job, first day of employment.
³ Including but not limited to fire drills and JJAEP's safety and disaster plan.
⁴ Only applicable to certified juvenile probation officers and juvenile detention officers.
⁵ Nonprofit or governmental entities may also send letters.

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Technical Assistance Notes:

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
Rated Capacity Review- Sample 31

Reviewer's Name: _____

Date: _____

Date Range Reviewed: _____

Rated Capacity Classroom and Program Areas: _____

	§348.118(b) ¹					Comments
	Date	Rated Capacity			Compliance	
		Number of Students	Number of Staff	Total		
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						
Day 6						
Day 7						
Day 8						
Day 9						
Day 10						
Day of Monitoring Visit						
TOTAL NON-COMPLIANT DAYS						

¹ Rated Capacity will be calculated by using the overall JJAEP capacity.

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
CPR/First Aid Certification Review- Sample 31

Reviewer's Name: _____
Date: _____
Date Range Reviewed: _____

	Date	Staff Name	§348.120(e)		Comments
			CPR Certified	First Aid Certified	
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					
Day 6					
Day 7					
Day 8					
Day 9					
Day 10					
Day of Monitoring Visit					
TOTAL NON-COMPLIANT DAYS					

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
Staff Ratios - Sample 14D (10 Days)

Reviewer's Name: _____
 Date: _____
 Date Range Reviewed: _____

		§348.104(e)(2)(D) & 348.104(f)				§348.104(e)(3)(C) & 348.104(f)				§348.104(e)(5) & 348.104(f)			
		Instructional Staff to Student Ratio 1:16 Preferred 1:24 Maximum				Caseworker Staff to Student Ratio 1:25 Preferred 1:50 Maximum				Operational Staff to Student Ratio 1:8 Preferred 1:12 Maximum			
Date Reviewed		Number of Staff Present	Number of Students Present	Actual Ratio	Compliance	Number of Staff Present	Number of Students Present	Actual Ratio	Compliance	Number of Staff Present	Number of Students Present	Actual Ratio	Compliance
1				1:				1:				1:	
2				1:				1:				1:	
3				1:				1:				1:	
4				1:				1:				1:	
5				1:				1:				1:	
6				1:				1:				1:	
7				1:				1:				1:	
8				1:				1:				1:	
9				1:				1:				1:	
10				1:				1:				1:	
TOTAL NON-COMPLIANT DAYS													

Auditor's Note: 1. To calculate the staff to student ratio, divide the total staff by the total students (total staff/total students).
 Example: 75 students and 2 staff $75 \div 2 = 37.5$; Represent the ratio in the Ratio column above as 1:37.5

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**Texas Juvenile Justice Department
STANDARDS COMPLIANCE MONITORING WORKSHEET
Chapter 348 Juvenile Justice Alternative Education Programs
GED Student File Review**

Legend	
√	= Compliant
λ	= Non-Compliant
∅	= Not Applicable

Reviewer Name: _____
 Review Date: _____
 Original Sample Size: _____
 Final Sample Size: _____
(Less Cases Removed from Sample)

GED Student Initials		Date of Birth	§348.110(c)(3)(4) ¹ GED Classwork	§348.112(c) GED Testing Documentation of Results	Comments
1					
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TOTAL NON-COMPLIANT					

¹ Requires review of only one student's file.

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
Disciplinary Reports - Sample 15
 (Advance Preparation Item #6)
 (5 Days in Random Month)

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Reviewer's Name:	_____
Date:	_____
Sample Size:	_____
Number of Reports Reviewed:	_____
Date Range Reviewed:	_____

Student Name (Last Name, First Initial)		Student Date of Birth	§348.120(j)						Forwarded Within 24 Hours of Incidents Occurrence to JJAEF Administrator
			Date of Incident	Time of Incident	Violation that Occurred	Details of the Incident	Action Taken by Staff Member(s)	Outcome of the Incident	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
SUBTOTAL NON-COMPLIANT REPORTS (PAGE 1)									

¹ Administrative officer can designate a person to receive the reports.

Comments

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
Disciplinary Reports - Sample 15 (Continued)
 (Advance Preparation Item #6) - (5 Days in Random Month)

§348.120(j)

Student Name (Last Name, First Initial)	Student Date of Birth	Date of Incident	Time of Incident	Violation that Occurred	Details of the Incident	Action Taken by Staff Member(s)	Outcome of the Incident	Forwarded Within 24 Hours of Incidents Occurrence to JJJEP Administrator
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
SUBTOTAL NON-COMPLIANT REPORTS (PAGE 2)								
SUBTOTAL NON-COMPLIANT REPORTS (PAGE 1)								
TOTAL NON-COMPLIANT REPORTS								

¹ Administrative officer can designate a person to receive the reports.

Comments

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

Comments

1

2

3

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12

13

14

15

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
Restraint Incident Reports Sample 33 (Continued)
(Advance Prep Item #7)

§348.126

§348.130

Restraint Application Requirements

Documentation of Restraints

Reviewer's Name: _____

Date: _____

Sample Size: _____

Number of Incident Reports Reviewed: _____

Month Reviewed: _____

Student's Initials and/or Incident Report Number	Student Date of Birth	Date of Restraint	Restraints shall only be used by JJAEP staff certified in the use of the approved personal restraint technique.	Prior to participating in restraint, JJAEP staff shall be trained in the use of the JJAEP's specific verbal de-escalation policies, procedures and practices.	Prior to participating in a personal restraint, JJAEP staff shall have received training in the restraint used and have demonstrated competency in the use of that restraint used by the JJAEP.	Restraints shall only be used in instances of threat of imminent self-injury, injury to others, or serious property damage.	Restraints shall only be used as a last resort.	Only the amount of force and type of restraint necessary to control the situation shall be used.	Restraints shall be implemented in such a way as to protect the health and safety of the student and others.	Restraints shall be terminated as soon as the student's behavior indicates that the threat of imminent self-injury, injury to others, or serious property damage has subsided.	Restraints shall be administered in a manner specific or consistent to the approved personal restraint technique adopted by the JJAEP.	JJAEP staff shall be re-trained in the approved personal restraint technique at least every 365 calendar days.	Name of Student	Staff member(s) names and titles who administered restraint	Date of restraint	Duration of restraint (time begin and time ending)	Location of restraint application/incident	Description of preceding activities	Behavior which prompted restraint	Type of restraint applied	Efforts made to de-escalate situation and alternatives to restraint attempted	Whether or not any injury occurred during the restraint and the description of the injury		
			16																					
17																								
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SUBTOTAL (PAGE 2) NON-COMPLIANT FILES

SUBTOTAL (PAGE 1) NON-COMPLIANT FILES

TOTAL NON-COMPLIANT FILES

Comments

16

17

18

19

20

21

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Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
Medication Distribution - Sample 34

Reviewer's Name:	_____
Date:	_____
Number of Days Reviewed:	_____

	§348.112(f)(3)				
	Day 1	Day 2	Day 3	Day 4	Day 5
Date					
Record of Distribution of Medication					
TOTAL NON-COMPLIANT					

	Comments
--	----------

1	
2	
3	
4	
5	

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Chapter 348 Juvenile Justice Alternative Education Programs
Medication Distribution – Part Two Sample 34

Reviewer's Name:	_____
Date:	_____

		§348.112(f)(3)						
Student's Name (Last Name, First Initial)	Student Date of Birth	Written request for the administration of medication from parent.	Medication in original, properly labeled container	Date Medication Administered	Time Medication Administered	Name of Person Administering Medication	Type of Medication Administered	Dosage of Medication Administered
TOTAL NON-COMPLIANT								

Comments

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
Juvenile Interview Questions
Texas Administrative Code Chapter 348

Reviewer Name: _____
Review Date: _____

Juvenile Justice Alternative Education Programs

Juveniles Interviewed (The Compliance Resource Specialist shall interview each juvenile privately) (Last Name, First Initial):

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern	Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
348.110(a)(1)	1. Which English classes are you currently taking?				<input type="checkbox"/>	<input type="checkbox"/>
	2. Do you receive necessary assistance with your English schoolwork?				<input type="checkbox"/>	<input type="checkbox"/>
	3. Do you feel you will be academically prepared in English to return to your regular school upon completion of the JJAEP?				<input type="checkbox"/>	<input type="checkbox"/>
348.110(a)(2)	1. Which math classes are you currently taking?				<input type="checkbox"/>	<input type="checkbox"/>
	2. Do you receive necessary assistance with your math schoolwork?				<input type="checkbox"/>	<input type="checkbox"/>

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern	Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
	3. Do you feel you will be academically prepared in math to return to your regular school upon completion of the JJAEP?				<input type="checkbox"/>	<input type="checkbox"/>
348.110(a)(3)	1. Which social studies classes are you currently taking?				<input type="checkbox"/>	<input type="checkbox"/>
	2. Do you receive necessary assistance with your social studies schoolwork?				<input type="checkbox"/>	<input type="checkbox"/>
	3. Do you feel you will be academically prepared in social studies to return to your regular school upon completion of the JJAEP?				<input type="checkbox"/>	<input type="checkbox"/>
348.110(a)(4)	1. Which science classes are you currently taking?				<input type="checkbox"/>	<input type="checkbox"/>
	2. Do you receive necessary assistance with your science schoolwork?				<input type="checkbox"/>	<input type="checkbox"/>
	3. Do you feel you will be academically prepared in science to return to your regular school upon completion of the JJAEP?				<input type="checkbox"/>	<input type="checkbox"/>
348.110(a)(5)	1. Are you currently working on your GED?				<input type="checkbox"/>	<input type="checkbox"/>

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern	Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
	2. Do you receive necessary assistance with your GED schoolwork?				<input type="checkbox"/>	<input type="checkbox"/>
	3. Do you feel you will be academically prepared to take your GED?				<input type="checkbox"/>	<input type="checkbox"/>
	4. Were you made aware of the availability of a GED program upon enrollment at the JJAEP?				<input type="checkbox"/>	<input type="checkbox"/>
348.112(e)(2)	1. Has the program ever withheld a meal from you based on your behavior?				<input type="checkbox"/>	<input type="checkbox"/>
	2. Do you have any knowledge of a meal being withheld from another student in the JJAEP as a sanction or disciplinary measure? If so, who was the student, when did this occur, and what staff was responsible for withholding the meal?				<input type="checkbox"/>	<input type="checkbox"/>
	3. Describe the incident. Did you report it to anyone?				<input type="checkbox"/>	<input type="checkbox"/>
348.112(f)(2)	1. Describe the types of physical activities that you participate in on this campus.				<input type="checkbox"/>	<input type="checkbox"/>

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern	Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
348.120(g)	1. How often are you allowed to take a water break during the physical activity portion of the program?				<input type="checkbox"/>	<input type="checkbox"/>
	2. What is the longest period of time that you have been required to exercise?				<input type="checkbox"/>	<input type="checkbox"/>
348.120(h)	1. Have you ever been removed from the classroom for disciplinary purposes?				<input type="checkbox"/>	<input type="checkbox"/>
	2. If so, were you placed in a locked room?				<input type="checkbox"/>	<input type="checkbox"/>
	3. Was a staff member with you or watching at all times?				<input type="checkbox"/>	<input type="checkbox"/>
348.120(i)	1. Are you searched on a daily basis when entering the JJAEP?				<input type="checkbox"/>	<input type="checkbox"/>
	2. How are you searched?				<input type="checkbox"/>	<input type="checkbox"/>

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern	Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
	3. Who searches you?				<input type="checkbox"/>	<input type="checkbox"/>
	4. Do strip searches occur?				<input type="checkbox"/>	<input type="checkbox"/>
348.124	1. Have you seen handcuffs used to restrain a student?				<input type="checkbox"/>	<input type="checkbox"/>
	2. Who used the handcuffs?				<input type="checkbox"/>	<input type="checkbox"/>
	3. What situation led to the handcuffs being used?				<input type="checkbox"/>	<input type="checkbox"/>
348.136(d)	1. Describe how students are punished for breaking the rules?				<input type="checkbox"/>	<input type="checkbox"/>

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern	Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
	2. Have you ever been subjected to corporal punishment (i.e., beating, spankings, etc.)? Physical Abuse? Humiliating punishment or hazing? If so, please describe the incident and who administered the punishment?				<input type="checkbox"/>	<input type="checkbox"/>
	3. Have you ever been deprived of your food and/or water as a punishment? If yes, when did this happen and who deprived you of food and/or water.				<input type="checkbox"/>	<input type="checkbox"/>
	4. Do JJAEP students sanction (i.e., punish, discipline) each other? If so, which students issued the sanctions and what types of sanctions were issued?				<input type="checkbox"/>	<input type="checkbox"/>
	5. Have you or any of your classmates ever been expelled from the JJAEP? If yes, when and for what reason? If a classmate, what was their name?				<input type="checkbox"/>	<input type="checkbox"/>
348.136(f)	1. Explain the program's grievance procedures?				<input type="checkbox"/>	<input type="checkbox"/>
	2. Have you ever filed a grievance? If so, was the grievance handled according to the procedures stated in the student code of conduct?				<input type="checkbox"/>	<input type="checkbox"/>

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern	Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
	1. Is there anything that we have not discussed that you would like to share about the program?					

**Texas Juvenile Justice Department
STANDARDS MONITORING COMPLIANCE VISIT
JJAEP Administrator Interviews
Texas Administrative Code Chapter 348**

Reviewer Name: _____
Review Date: _____

Legend	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Juvenile Justice Alternative Education Programs

Program Administrator Interviewed (The Compliance Resource Specialist shall interview each staff member privately).

1.	2.					
Section	Question	Reviewer's Finding and/or Comments	Answers of Concern	Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
348.106(e)	1. Has a research program ever been conducted involving the JJAEP students? If so, was a written parental consent completed?				<input type="checkbox"/>	<input type="checkbox"/>
348.110(a)(6)	1. How is self-discipline taught in the JJAEP?				<input type="checkbox"/>	<input type="checkbox"/>
348.112(b)	1. How does the program address the needs of students who are limited English proficiency?				<input type="checkbox"/>	<input type="checkbox"/>
348112(d)	1. How are counseling services provided at the JJAEP?				<input type="checkbox"/>	<input type="checkbox"/>

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern	Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
	2. Who is the provider?				<input type="checkbox"/>	<input type="checkbox"/>
	3. Who is eligible?				<input type="checkbox"/>	<input type="checkbox"/>
	4. How often are services provided?				<input type="checkbox"/>	<input type="checkbox"/>
348.116(c)	1. How do you cooperate with the juvenile probation department to establish social services for students enrolled at the JJAEP?				<input type="checkbox"/>	<input type="checkbox"/>

Legend
 ✓ = Compliant
 ✗ = Non-Compliant
 ∅ = Not Applicable

**Texas Juvenile Justice Department
 STANDARDS MONITORING COMPLIANCE VISIT
 Program Staff Interviews
 Texas Administrative Code Chapter 348**

Reviewer Name: _____
 Review Date: _____

Juvenile Justice Alternative Education Programs

Program Staff Interviewed (The Compliance Resource Specialist shall interview each administrator privately).(Provide warning card to all staff interviewed.):

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern	Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
348.106(c) New Employee (no earlier 9/01/03) Name: _____	1. When did you have sole contact with a student?				<input type="checkbox"/>	<input type="checkbox"/>
	2. When did you receive your orientation training?				<input type="checkbox"/>	<input type="checkbox"/>
348.110(a)(1) English Instructor Name: _____	1. What English language arts classes are you currently teaching?				<input type="checkbox"/>	<input type="checkbox"/>
	2. Are your classes aligned with TEKS?				<input type="checkbox"/>	<input type="checkbox"/>
348.110(a)(2) Mathematics Instructor Name: _____	1. What mathematics classes are you currently teaching?				<input type="checkbox"/>	<input type="checkbox"/>

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern	Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
	2. Are your classes aligned with TEKS?				<input type="checkbox"/>	<input type="checkbox"/>
348.110(a)(3) Social Studies Instructor Name: _____	1. What social studies classes are you currently teaching?				<input type="checkbox"/>	<input type="checkbox"/>
	2. Are your classes aligned with TEKS?				<input type="checkbox"/>	<input type="checkbox"/>
348.110(a)(4) Science Instructor Name: _____	1. What science classes are you currently teaching?				<input type="checkbox"/>	<input type="checkbox"/>
	2. Are your classes aligned with TEKS?				<input type="checkbox"/>	<input type="checkbox"/>
348.110(a)(5) Instructional Staff Name: _____	1. Please describe how students are prepared to take the GED test.				<input type="checkbox"/>	<input type="checkbox"/>

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern	Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
348.110(c)(1) Instructional Staff Name: _____	1. Does your curriculum have an accelerated component? How?				<input type="checkbox"/>	<input type="checkbox"/>
	2. Describe the accelerated component your campus has chosen.				<input type="checkbox"/>	<input type="checkbox"/>
	3. Does it meet your student population's needs in academics?				<input type="checkbox"/>	<input type="checkbox"/>
	4. Describe how you oversee the implementation of the curriculum.				<input type="checkbox"/>	<input type="checkbox"/>
348.110(c)(2) Instructional Staff Name: _____	1. How do you ensure your lessons plans are consistent with Texas Essential Knowledge and Skills (TEKS) for your subject area?				<input type="checkbox"/>	<input type="checkbox"/>
	2. How do you prepare a student's or students lessons?				<input type="checkbox"/>	<input type="checkbox"/>

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern	Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
	3. Do you have a copy of TEKS?				<input type="checkbox"/>	<input type="checkbox"/>
348.112(a) Special Education Coordinator \ Instructional Staff Name: _____	1. Is the IEP and/or BIP for _____ (Student Name) followed?				<input type="checkbox"/>	<input type="checkbox"/>
	2. Ask specific questions related to the students IEP and/or BIP.				<input type="checkbox"/>	<input type="checkbox"/>
348.112(b) ESL Staff Name: _____	1. How does the program address the needs of students who are limited English proficiency?				<input type="checkbox"/>	<input type="checkbox"/>
348.112(e)(2) Program Staff Name: _____	1. Describe the types of discipline sanctions a child can receive.				<input type="checkbox"/>	<input type="checkbox"/>

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern	Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
348.112(f)(2)/348.112(g) Program Staff Name: _____	1. What type of physical activities do the students perform?				<input type="checkbox"/>	<input type="checkbox"/>
348.116(c) JPO Name: _____	1. How do students receive social services while enrolled in the program?				<input type="checkbox"/>	<input type="checkbox"/>
	2. Do you receive attendance records on juvenile probationers that you supervise in the JJAEP?				<input type="checkbox"/>	<input type="checkbox"/>
348.120(a) Program Staff Name: _____	1. Describe the program's security plan.				<input type="checkbox"/>	<input type="checkbox"/>

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern	Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
348.120(h) Supervision Staff Name: _____	1. Why are students placed in isolation?				<input type="checkbox"/>	<input type="checkbox"/>
	2. Describe your supervision of a student while placed in isolation.				<input type="checkbox"/>	<input type="checkbox"/>
	3. What concurrent duties do you perform while supervising a student in isolation?				<input type="checkbox"/>	<input type="checkbox"/>
348.120(i) Supervision Staff Name: _____	1. Describe the type of searches conducted on students and how often they occur.				<input type="checkbox"/>	<input type="checkbox"/>
	2. How many strip searches have you conducted?				<input type="checkbox"/>	<input type="checkbox"/>

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern	Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
348.124 Program Staff Name: _____	1. How many times have you applied a mechanical restraint on a student?				<input type="checkbox"/>	<input type="checkbox"/>
	2. If yes, are you a certified juvenile probation officer or juvenile detention officer?				<input type="checkbox"/>	<input type="checkbox"/>

Notes

**Texas Juvenile Justice Department
STANDARDS COMPLIANCE MONITORING VISIT
Pre- and Post-Exit Interview Procedures**

PRE-EXIT INTERVIEW:

1. **CREATE DRAFT REPORT.** After validating the report in COMETS, create the draft report by selecting “create draft report” option on COMETS Summary Screen.
2. **CHECK REPORT.** After the computer creates the draft PDF report, check the report located at C:\CometsFiles. Minimize the COMETS program. Click on “My Computer” and access the “C” drive and navigate to the CometsFiles folder. Open the PDF file and review the report on the laptop screen.
3. **DRAFT REPORT TO PROGRAM.** After the computer creates the draft PDF report, you may copy it to a flash drive/floppy or email it to the department/facility administrator and request they print at least 2 copies of the report (1 for administrator and 1 for reviewer) to be used in the Exit Interview. They may print as many as they choose for those persons attending Exit Interview.
4. **EXIT INTERVIEW.** Conduct the exit interview.

POST-EXIT INTERVIEW:

1. **REPORT MODIFICATIONS.** If any report changes or modifications were discovered during the exit interview, make those changes in COMETS. Validate the report again.
2. **FINAL REPORT.** When all changes have been made to the report and you are ABSOLUTELY sure you are done, produce the final report using COMETS by selecting the option “Create Final Report”.
3. **SEND IT TO AUSTIN.** The following instructions are applicable to the send-it procedure. Select the applicable situation:
 - a. **Wireless Internet Card/Connection.** If you were able to check out one of the Sprint Wireless Connection Cards and you are in an area that has Sprint service, follow this procedure to send the final reports to Austin:
 - i. Remove the Sprint PCS Connection Card from its case.
 - ii. Insert the card (face-up) firmly into bottom USB Port on the **Right** side of the laptop.
 - iii. Double-click on the Sprint Wireless Connection icon on the Windows Desktop.
 - iv. Wait for the signal strength bars to appear and the Connection Manager states the card is “Ready”.
 - v. Click the “Connect” button.
 - vi. Connection Manager should state the card is Connected.
 - vii. Double click on “My Computer” and access the “C” drive and navigate to the CometsFiles folder.
 - viii. Double click on sendit.bat.
 - ix. A number of messages will appear. Look for lines that state the successful transmission.
 - x. Press any key to continue.
 - xi. To disconnect from the Internet, click the Disconnect button on the Connection Manager.
 - xii. Remove the Sprint PCS card from laptop and store in its case. Failure to do this will damage card.
 - b. **Department Internet Connection.** If you do not have the Sprint PCS card or the connection cannot be maintained, you must send the report to Austin using the department’s internet connection. Follow this procedure to send the final reports to Austin:
 - i. Ask the program administrator for access to a department internet connection if allowable. Connect your laptop to computer with a network cable. Be sure the Internet connection is open and running.
 - ii. Double click on “My Computer” and access the “C” drive and navigate to the CometsFiles folder.
 - iii. Double click on sendit.bat.
 - iv. A number of messages will appear. Look for lines that state the successful transmission.
 - v. Press any key to continue.
 - vi. Disconnect from Internet.

Compliance Resource Specialist Notes

Notes

2011 Calendar

JANUARY

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30	31					

MAY

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SEPTEMBER

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FEBRUARY

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JUNE

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OCTOBER

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30	31					

MARCH

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JULY

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31						

NOVEMBER

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APRIL

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24	25	26	27	28	29	30

AUGUST

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21	22	23	24	25	26	27
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DECEMBER

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24	25	26	27	28	29	30
31						

2012 Calendar

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY

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6	7	8	9	10	11	12
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SEPTEMBER

S	M	T	W	T	F	S
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FEBRUARY

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JUNE

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
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OCTOBER

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13	14	15	16	17	18	19
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27	28	29	30	31		

MARCH

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11	12	13	14	15	16	17
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JULY

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7	8	9	10	11	12	13
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28	29	30	31			

NOVEMBER

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30					

AUGUST

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2013 Calendar

JANUARY							MAY							SEPTEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5				1	2	3	4	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	5	6	7	8	9	10	11	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	12	13	14	15	16	17	18	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	19	20	21	22	23	24	25	22	23	24	25	26	27	28	
27	28	29	30	31			26	27	28	29	30	31	29	30							
FEBRUARY							JUNE							OCTOBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2							1			1	2	3	4	5	
3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
10	11	12	13	14	15	16	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
24	25	26	27	28			23	24	25	26	27	28	29	27	28	29	30	31			
							30														
MARCH							JULY							NOVEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2														1	2
3	4	5	6	7	8	9	1	2	3	4	5	6	3	4	5	6	7	8	9		
10	11	12	13	14	15	16	7	8	9	10	11	12	13	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	14	15	16	17	18	19	20	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	21	22	23	24	25	26	27	24	25	26	27	28	29	30	
31							28	29	30	31											
APRIL							AUGUST							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30					25	26	27	28	29	30	31	29	30	31					

2014 Calendar

JANUARY							MAY							SEPTEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4					1	2	3			1	2	3	4	5	6
5	6	7	8	9	10	11	4	5	6	7	8	9	10	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	11	12	13	14	15	16	17	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	18	19	20	21	22	23	24	21	22	23	24	25	26	27	
26	27	28	29	30	31		25	26	27	28	29	30	31	28	29	30					
FEBRUARY							JUNE							OCTOBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1											1	2	3	4	
2	3	4	5	6	7	8	1	2	3	4	5	6	7	5	6	7	8	9	10	11	
9	10	11	12	13	14	15	8	9	10	11	12	13	14	12	13	14	15	16	17	18	
16	17	18	19	20	21	22	15	16	17	18	19	20	21	19	20	21	22	23	24	25	
23	24	25	26	27	28		22	23	24	25	26	27	28	26	27	28	29	30	31		
							29	30													
MARCH							JULY							NOVEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1															1
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9	10	11	12	13	14	15	6	7	8	9	10	11	12	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	13	14	15	16	17	18	19	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	20	21	22	23	24	25	26	23	24	25	26	27	28	29	
30	31						27	28	29	30	31			30							
APRIL							AUGUST							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2								
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30				24	25	26	27	28	29	30	28	29	30	31				
							31														

2015 Calendar

JANUARY

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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MAY

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31						

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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FEBRUARY

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1	2	3	4	5	6	7
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22	23	24	25	26	27	28

JUNE

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OCTOBER

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25	26	27	28	29	30	31

MARCH

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29	30	31				

JULY

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NOVEMBER

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APRIL

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AUGUST

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DECEMBER

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2016 Calendar

JANUARY

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MAY

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29	30	31				

SEPTEMBER

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FEBRUARY

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28	29					

JUNE

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OCTOBER

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MARCH

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27	28	29	30	31		

JULY

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NOVEMBER

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APRIL

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AUGUST

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DECEMBER

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

C O U N T I E S

001	ANDERSON	044	COLLINGSWORTH	087	GLASSCOCK	130	KENDALL	173	MOTLEY	216	STERLING
002	ANDREWS	045	COLORADO	088	GOLIAD	131	KENEDY	174	NACOGDOCHES	217	STONEWALL
003	ANGELINA	046	COMAL	089	GONZALES	132	KENT	175	NAVARRO	218	SUTTON
004	ARANSAS	047	COMANCHE	090	GRAY	133	KERR	176	NEWTON	219	SWISHER
005	ARCHER	048	CONCHO	091	GRAYSON	134	KIMBLE	177	NOLAN	220	TARRANT
006	ARMSTRONG	049	COOKE	092	GREGG	135	KING	178	NUECES	221	TAYLOR
007	ATASCOSA	050	CORYELL	093	GRIMES	136	KINNEY	179	OCHILTREE	222	TERRELL
008	AUSTIN	051	COTTLE	094	GUADALUPE	137	KLEBERG	180	OLDHAM	223	TERRY
009	BAILEY	052	CRANE	095	HALE	138	KNOX	181	ORANGE	224	THROCKMORTON
010	BANDERA	053	CROCKETT	096	HALL	139	LAMAR	182	PALO PINTO	225	TITUS
011	BASTROP	054	CROSBY	097	HAMILTON	140	LAMB	183	PANOLA	226	TOM GREEN
012	BAYLOR	055	CULBERSON	098	HANSFORD	141	LAMPASAS	184	PARKER	227	TRAVIS
013	BEE	056	DALLAM	099	HARDEMAN	142	LASALLE	185	PARMER	228	TRINITY
014	BELL	057	DALLAS	100	HARDIN	143	LAVACA	186	PECOS	229	TYLER
015	BEXAR	058	DAWSON	101	HARRIS	144	LEE	187	POLK	230	UPSHUR
016	BLANCO	059	DEAF SMITH	102	HARRISON	145	LEON	188	POTTER	231	UPTON
017	BORDEN	060	DELTA	103	HARTLEY	146	LIBERTY	189	PRESIDIO	232	UVALDE
018	BOSQUE	061	DENTON	104	HASKELL	147	LIMESTONE	190	RAINS	233	VAL VERDE
019	BOWIE	062	DEWITT	105	HAYS	148	LIPSCOMB	191	RANDALL	234	VAN ZANDT
020	BRAZORIA	063	DICKENS	106	HEMPHILL	149	LIVE OAK	192	REAGAN	235	VICTORIA
021	BRAZOS	064	DIMMIT	107	HENDERSON	150	LLANO	193	REAL	236	WALKER
022	BREWSTER	065	DONLEY	108	HIDALGO	151	LOVING	194	RED RIVER	237	WALLER
023	BRISCOE	066	DUVAL	109	HILL	152	LUBBOCK	195	REEVES	238	WARD
024	BROOKS	067	EASTLAND	110	HOCKLEY	153	LYNN	196	REFUGIO	239	WASHINGTON
025	BROWN	068	ECTOR	111	HOOD	154	McCULLOCH	197	ROBERTS	240	WEBB
026	BURLESON	069	EDWARDS	112	HOPKINS	155	McLENNAN	198	ROBERTSON	241	WHARTON
027	BURNET	070	ELLIS	113	HOUSTON	156	McMULLEN	199	ROCKWALL	242	WHEELER
028	CALDWELL	071	EL PASO	114	HOWARD	157	MADISON	200	RUNNELS	243	WICHITA
029	CALHOUN	072	ERATH	115	HUDSPETH	158	MARION	201	RUSK	244	WILBARGER
030	CALLAHAN	073	FALLS	116	HUNT	159	MARTIN	202	SABINE	245	WILLACY
031	CAMERON	074	FANNIN	117	HUTCHINSON	160	MASON	203	SAN AUGUSTINE	246	WILLIAMSON
032	CAMP	075	FAYETTE	118	IRION	161	MATAGORDA	204	SAN JACINTO	247	WILSON
033	CARSON	076	FISHER	119	JACK	162	MAVERICK	205	SAN PATRICIO	248	WINKLER
034	CASS	077	FLOYD	120	JACKSON	163	MEDINA	206	SAN SABA	249	WISE
035	CASTRO	078	FOARD	121	JASPER	164	MENARD	207	SCHLEICHER	250	WOOD
036	CHAMBERS	079	FORT BEND	122	JEFF DAVIS	165	MIDLAND	208	SCURRY	251	YOAKUM
037	CHEROKEE	080	FRANKLIN	123	JEFFERSON	166	MILAM	209	SHACKELFORD	252	YOUNG
038	CHILDRESS	081	FREESTONE	124	JIM HOGG	167	MILLS	210	SHELBY	253	ZAPATA
039	CLAY	082	FRIO	125	JIM WELLS	168	MITCHELL	211	SHERMAN	254	ZAVALA
040	COCHRAN	083	GAINES	126	JOHNSON	169	MONTAGUE	212	SMITH		
041	COKE	084	GALVESTON	127	JONES	170	MONTGOMERY	213	SOMERVELL		
042	COLEMAN	085	GARZA	128	KARNES	171	MOORE	214	STARR		
043	COLLIN	086	GILLESPIE	129	KAUFMAN	172	MORRIS	215	STEPHENS		



TEXAS
JUVENILE  JUSTICE
DEPARTMENT

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