



TEXAS  
**JUVENILE JUSTICE**  
 DEPARTMENT

TRANSFORMING YOUNG LIVES AND CREATING SAFER COMMUNITIES

TEXAS JUVENILE JUSTICE DEPARTMENT  
 STANDARDS COMPLIANCE MONITORING PROGRAM REVIEW

**REVIEWER WORKBOOK**

*Chapter 348*

*Juvenile Justice Alternative Education Program (JJAEP)*

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

**Reviewer Workbook No.            of**

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## Table of Contents

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### Chapter 348 – Juvenile Justice Alternative Education Programs

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Entrance Interview Checklist .....	1
Policy Procedure/tour/Student Code of Conduct/Tour Checklist .....	3
Monthly Activity Report Review .....	29
Student Attendance Records Review .....	30
Attendance Audit Review.....	31
JJAEP Administrative Officer Personnel File .....	32
Instructional Staff Personnel Files .....	33
Caseworker Staff Personnel Files .....	37
Supervision Staff Personnel Files .....	41
New Hire Operational Staff Files .....	45
Building Rated Capacity/CPR/First Aid/Restraint Training Review.....	49
Staff/Student Ratios.....	51
JJAEP Administrator and Program Staff Interview Questions .....	55
Student File Review.....	64
Medication Distribution & Storage .....	68
Disciplinary Reports.....	69
Restraint Incident Reports .....	73
Juvenile Interview Questions .....	75
Exit Interview .....	85

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**Texas Juvenile Justice Department**  
**STANDARDS COMPLIANCE MONITORING**  
**Chapter 348 – Juvenile Justice Alternative Education Program**  
**ENTRANCE INTERVIEW CHECKLIST**

**START TIME:**

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: <ul style="list-style-type: none"> <li>- Chief Administrative Officer/JJAEP Administrator</li> <li>- Instructional Staff</li> <li>- Caseworker Staff</li> <li>- Supervision Staff</li> <li>- Students</li> </ul>		
8	Discuss the results of the student attendance audit.		
9	Tour of the juvenile justice alternative education program facilities <ul style="list-style-type: none"> <li>- Observe the lunch meal being served</li> <li>- Observe the morning searches</li> <li>- Observe the physical activity. Determine what time the physical activity occurs.</li> </ul>	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	Please provide the staff roster, sign-in sheets or other verification documents for each day of the randomly selected ten (10) consecutive school days_____. <b>{§348.200(h); §348.210(c)(3-4);348.200(g)(5)}</b>		
2	Please provide a listing of operational staff hired during the current school year, but not earlier than 8/1/2019. <b>§348.202(c)</b>		
3	Please provide a listing of staff employed or contracted during the current school year, but no earlier than the previous monitoring visit. <b>{§348.202(d); Chapter 344, Subchapters C and D}</b>		
4	Please provide the medical distribution documentation for five (5) consecutive school days beginning on _____ <b>§348.208(g)(2)</b>		
5	Please provide the student sign-in sheets for the following dates: _____ <b>{348.210; §348.214(b)}</b>		
6	Please provide all disciplinary/incident reports for incidents occurring for the five (5) consecutive school days beginning on _____. <b>§348.216(j)</b>		
7	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 2019-20 school year. <b>§348.218</b>		

**Texas Administrative Code Title 37 Chapter 348  
STANDARDS COMPLIANCE MONITORING WORKSHEET  
Juvenile Justice Alternative Education Programs  
Standards Requiring Policy and Procedure/Student Code of Conduct/ and/or On-Site Verification**

<b>Legend</b>	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.200 (a)	348.200 Program Administration and Organization (a) Mission of the Program (1) Academically, the mission of the JJAEP shall be to allow students to perform at grade level. (2) The mission statement must be located in the program's policies and procedures manual and in the student code of conduct.	To determine compliance with this standard, the reviewer will: 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.		
348.200 (b)	348.200 Program Administration and Organization. (b) Policies and Procedures. (1) The JJAEP must: (A) have written policies and procedures that govern all aspects of the operation of the program, including personnel, administration, programming, training, and any other program requirement included in this chapter; (B) be operated according to the written policies and procedures; and (C) submit the written policies and procedures to TJJD for review and comment at the following times: (i) no later than October 1 of each year; and (ii) upon request from TJJD. (2) The written policies and procedures must be readily accessible to every JJAEP staff member.	To determine compliance with this standard, the reviewer will: 1. Review the written documentation approving the JJAEP policies and procedures. 2. 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 3. Determine how the standards are readily available to all JJAEP staff.		
348.200 (c)	348.200 Program Administration and Organization. (c) Memorandum of Understanding. (1) The juvenile board must annually enter into a memorandum of understanding with each participating school district. The memorandum of understanding must address the items listed in Section 37.011(k), Education Code. (2) The memorandum of understanding must be submitted to TJJD annually no later than October 1.	To determine compliance with this standard, the reviewer will: 1. Review the JJAEP's MOU (can be viewed prior to program review visit). 2. Ensure it addressed the items listed in Section 37.011(k), Education Code. 3. Confirm the memorandum of understanding was submitted to TJJD no later than October 1		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.200 (d)	<p>348.200 Personnel Administration.</p> <p>(d) Research Studies and Experimentation.</p> <p>The JJAEP must adhere to requirements established by §341.200 of this title regarding research studies and experimentation involving students in JJAEPs.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Interview the JJAEP administrator to determine if a research program has been conducted involving JJAEP students and if written parental consent exists.</li> <li>3. If a research program has been conducted since or during the previous school year, review at least one student's file for written parental consent allowing the student to participate in the specific research project.</li> </ol>		
348.200 (e)	<p>348.200 Program Administration and Organization.</p> <p>(e) JJAEP Performance Review.</p> <p>The juvenile board and the JJAEP administrator must conduct an annual performance review of the JJAEP between the conclusion of the school year and the beginning of the next school year to determine the effectiveness of the program.</p> <p>(1) The information reviewed must include:</p> <ol style="list-style-type: none"> <li>(A) the number of student entries and exits during the previous school year;</li> <li>(B) the reason for student entries and exits during the previous school year;</li> <li>(C) the number of students who entered the program during the previous school year who were eligible for special education services;</li> <li>(D) student academic performance as measured by passing rates and, if applicable, half-credits earned for students who exited the program during the previous school year;</li> <li>(E) attendance rates for the entire length of enrollment for students who exited the program during the previous school year;</li> <li>(F) assessment scores for mathematics and reading as measured by the TJJID-required pre-test and post-test scores, if applicable, for students who exited the program during the previous school year;</li> <li>(G) the number of new arrests or referrals that occurred during the entire length of enrollment for students who exited the JJAEP during the previous school year; and</li> <li>(H) the number of restraints by type (i.e., mechanical or personal) during the previous school year.</li> </ol>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the juvenile board minutes, resolution or other written documentation of the annual performance review.</li> <li>2. Review written overall program evaluations to determine statistical information required by this standard were addressed (can be viewed prior to program review visit).</li> </ol>	<p><b>Document received prior to visit?</b></p>	



Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
	<p>(2) A written report must be completed that includes the data listed in paragraph (1) of this subsection, an analysis of the JJAEP's effectiveness, and any changes to be implemented as a result of the review.</p> <p>(3) The report must be submitted to TJJJD no later than October 1.</p>			
348.200 (f)	<p>348.200 Program Administration and Organization.</p> <p>(f) Management Review. The JJAEP must conduct an annual review of the overall operations of the JJAEP before the beginning of each school year.</p> <p>(1) The review must include an assessment of the following topics and identify any needed changes:</p> <ul style="list-style-type: none"> <li>(A) safety and security;</li> <li>(B) inter-local cooperation; and</li> <li>(C) the student code of conduct.</li> </ul> <p>(2) Existing policies and procedures must be reviewed to determine their continued relevance to the mission of the JJAEP.</p> <p>(3) Documentation of the review must be maintained.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review written documentation of the management review.</li> </ol>	<p>Document may be received prior to visit.</p>	
348.200 (g)(1)	<p>348.200 Program Administration and Organization.</p> <p>(g) Required Staff. Members.</p> <p>(1) JJAEP Administrator.</p> <p>The juvenile board or chief juvenile probation officer must designate a JJAEP administrator. The JJAEP administrator must:</p> <ul style="list-style-type: none"> <li>(A) hold a bachelor's degree from a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board;</li> <li>(B) possess juvenile justice experience and/or education experience;</li> <li>(C) ensure compliance with all applicable laws and rules related to JJAEPs; and</li> <li>(D) ensure compliance with provisions of all contracts with TJJJD related to JJAEPs.</li> </ul>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Request the name and position title of the JJAEP Administrator</li> <li>2. Request documentation of the administrator's qualifications.</li> </ol>	<p>View On-site</p>	

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.200 (g)(2)	<p>348.200 Program Administration and Organization.</p> <p>(g) Required Staff Members.</p> <p>(2) Instructional Staff Members.</p> <p>(A) The JJAEP must maintain a ratio of at least one instructional staff member for every 24 enrolled students. Instructional staff members include only:</p> <ul style="list-style-type: none"> <li>(i) teachers who are certified, are highly qualified, and/or meet the teaching requirements of the organization providing education services at the JJAEP;</li> <li>(ii) certified educational aides; and</li> <li>(iii) substitute teachers.</li> </ul> <p>(B) The instructional staff members for the JJAEP must include at least one teacher certified by the State Board for Education Certification (SBEC).</p> <p>(C) The JJAEP must provide at least the minimum number of special education teachers required by federal law.</p> <p>(D) A special education teacher must be certified as a special education teacher by the SBEC or be eligible to work as a special education teacher prior to obtaining certification, as allowed by the SBEC.</p> <p>(E) Upon entry into the JJAEP, substitute teachers who are not JJAEP staff members must be provided the JJAEP student code of conduct and JJAEP policies and procedures that directly affect their duties and sign an acknowledgment of receipt.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. On the day of the monitoring visit, request a listing of all instructional staff working at the JJAEP during the current school year (See preparation letter for the assigned days). The list shall contain the staff member's name and position held.</li> <li>2. Examine the daily staff member roster, staff sign-in sheet, or other verification document that identifies each of the operational staff members who are present in the JJAEP each identified day.</li> <li>3. Examine the staff member roster, sign-in sheet, or other verification document and confirm it includes the date, the time of entry and exit, the staff member's full name, and the staff member's position or title. Electronic records are acceptable for documenting whether staff members are present or absent.</li> </ol>		
348.200 (g)(3)	<p>348.200 Program Administration and Organization.</p> <p>(g) Required Staff Members.</p> <p>(3) Caseworkers.</p> <p>(A) A caseworker must be a social worker, juvenile probation officer assigned to the JJAEP, counselor, or other mental health provider, as defined in Chapter 355 of this title.</p> <p>(B) Caseworkers must meet the minimum professional requirements and be licensed or certified by the appropriate licensing board in their field.</p> <p>(C) The JJAEP must maintain a ratio of at least one caseworker for every 50 enrolled students.</p> <p>(i) At a JJAEP with 50 or fewer enrolled students, the caseworker must be present during all operational hours of the JJAEP, except as noted in clauses (vi) and (vii) of this</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. On the day of the monitoring visit, request a listing of all caseworker staff working at the JJAEP during the current school year (See preparation letter for the assigned days). The list shall contain the staff member's name and position held.</li> <li>2. Examine the daily staff member roster, staff sign-in sheet, or other verification document that identifies each of the operational staff members who are present in the JJAEP each identified day.</li> <li>3. Examine the staff member roster, sign-in sheet, or other verification document and confirm it includes the date, the time of entry and exit, the staff member's full name, and the staff member's position or title. Electronic records are</li> </ol>		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
	<p>subparagraph.</p> <p>(i) At a JJAEP with 51–100 enrolled students, one caseworker must be present during all operational hours of the JJAEP, except as noted in clauses (vi) and (vii) of this subparagraph. The second caseworker must be present for at least four of the JJAEP's daily operational hours, except as noted in clauses (vi) and (vii) of this subparagraph.</p> <p>(ii) At a JJAEP with 101–150 enrolled students, two caseworkers must be present during all operational hours of the JJAEP, except as noted in clauses (vi) and (vii) of this subparagraph. The third caseworker must be present for at least four of the JJAEP's daily operational hours, except as noted in clauses (vi) and (vii) of this subparagraph.</p> <p>(iv) At a JJAEP with 151–200 enrolled students, three caseworkers must be present during all operational hours of the JJAEP, except as noted in clauses (vi) and (vii) of this subparagraph. The fourth caseworker must be present for at least four of the JJAEP's daily operational hours, except as noted in clauses (vi) and (vii) of this subparagraph.</p> <p>(v) At a JJAEP with more than 200 enrolled students, the number of caseworkers required to be present during all operational hours of the JJAEP follows the same pattern set forth in clauses (i)–(iv) of this subparagraph.</p> <p>(vi) A substitute caseworker is not required when a caseworker is absent for three or fewer consecutive school days. A substitute caseworker is required if an absence is more than three consecutive school days.</p> <p>(vii) A caseworker who must leave the JJAEP site to complete a JJAEP-related duty is considered present for purposes of calculating the ratio.</p>	<p>acceptable for documenting whether staff members are present or absent.</p>		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.200 (g)(4)	<p>348.200 Program Administration and Organization.</p> <p>(g) Required Staff Members.</p> <p>(4) Supervision Staff Members.</p> <p>(A) The JJAEP must ensure an adequate number of supervision staff members are present during all operational hours.</p> <p>(B) Supervision staff members include drill instructors, educational aides, security personnel, juvenile supervision officers, juvenile probation officers, community activities officers, and behavior management staff.</p> <p>(C) Any staff member, excluding a certified physical education teacher, who participates in the administration of intensive physical activity must be a:</p> <p>(i) juvenile supervision officer;</p> <p>(ii) juvenile probation officer; or</p> <p>(iii) community activities officer who has received training in adolescent development and behavior, as required by §341.402 of this title.</p> <p>(D) Except for professionals as defined in §344.100 of this title who are providing services in their professional capacity, any staff member whose position may require supervising or transporting JJAEP students must be:</p> <p>(i) certified by TJJID as a juvenile probation officer, juvenile supervision officer, or community activities officer; or</p> <p>(ii) otherwise authorized to perform the duties of a certified juvenile probation officer, community activities officer, or juvenile supervision officer under §§341.400, 341.402, 343.428, 343.622, or 355.428 of this title, as applicable.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>On the day of the monitoring visit, request a listing of all supervision staff working at the JJAEP during the current school year (See preparation letter for the assigned days). The list shall contain the staff member's name and position held.</li> <li>Select and review a systematic sample (See preparation letter for the assigned days) of supervision staff personnel files. The reviewer will verify whether:</li> <li>Each supervision staff member possesses a high school diploma or its equivalent.</li> <li>On the day of the monitoring visit, observe the physical activity portion of the program to determine if it is intensive.</li> <li>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:</li> <li>Staff that participates in the administration of intensive physical activity are certified to provide intensive physical activity.</li> </ol>		
348.200 (g)(5)	<p>348.200 Program Administration and Organization.</p> <p>(g) Required Staff Members.</p> <p>(5) Operational Staff Members.</p> <p>(A) Operational staff members include instructional staff members, supervision staff members, caseworkers, and JJAEP administrators.</p> <p>(B) The JJAEP must maintain a ratio of at least one operational staff member for every 12 enrolled students.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>On the day of the monitoring visit, request a listing of all supervision staff working at the JJAEP during the current school year (See preparation letter for the assigned days). The list shall contain the staff member's name and position held.</li> <li>Examine the daily staff member roster, staff sign-in sheet, or other verification document that identifies each of the operational staff members who are present in the JJAEP each identified day.</li> </ol>		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.200 (h)	<p>348.200 Program Administration and Organization.</p> <p>(h) Verification Documentation</p> <p>(1) The JJAEP must maintain a daily staff member roster, staff sign-in sheet, or other verification document that identifies each of the operational staff members who are present in the JJAEP each day.</p> <p>(2) The staff member roster, sign-in sheet, or other verification document must include the date, the time of entry and exit, the staff member's full name, and the staff member's position or title. Electronic records are acceptable for documenting whether staff members are present or absent.</p>	<p>3. Examine the staff member roster, sign-in sheet, or other verification document and confirm it includes the date, the time of entry and exit, the staff member's full name, and the staff member's position or title. Electronic records are acceptable for documenting whether staff members are present or absent.</p> <p>To determine compliance with this standard, the reviewer will:</p> <p>4. On the day of the monitoring visit, request a listing of all staff working at the JJAEP during the current school year (See preparation letter for the assigned days). The list shall contain the staff member's name and position held.</p> <p>5. Examine the daily staff member roster, staff sign-in sheet, or other verification document that identifies each of the operational staff members who are present in the JJAEP each identified day.</p> <p>6. Examine the staff member roster, sign-in sheet, or other verification document and confirm it includes the date, the time of entry and exit, the staff member's full name, and the staff member's position or title. Electronic records are acceptable for documenting whether staff members are present or absent.</p>		
348.202 (a)	<p>348.202 Personnel Administration</p> <p>(a) Personnel Records.</p> <p>The JJAEP administrator must have access to a personnel file for each employee or person working at the JJAEP who is included in any program ratio. The file must include verification that any required certifications are current.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <p>1. Review the program's policies and procedures to ensure the requirements of this standard are being followed.</p> <p>2. Review at least one staff folder to document the requirements are being followed.</p>		
348.202 (b)	<p>348.202 Personnel Administration</p> <p>(b) Training Records.</p> <p>For each employee or person working at the JJAEP who is included in any program ratio, the JJAEP program administrator must have access to documentation verifying that the individual has completed all training required by this chapter.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <p>1. Review the program's policies and procedures to ensure the requirements of this standard are being followed.</p> <p>2. Review at least one staff folder to document the requirements are being followed.</p>		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.202 (c)	<p>348.202 Personnel Administration</p> <p>(c) New Employee Orientation.</p> <p>All staff members expected to work at the JJAEP for six weeks or longer must receive an orientation training prior to having direct, unsupervised access to students.</p> <p>(1) Orientation training must occur within the first two weeks of the staff member's employment.</p> <p>(2) Documentation of completion of orientation training and agendas must be maintained, including staff signatures on training sign-in sheets.</p> <p>(3) Orientation must include training on:</p> <p>(A) safety and security procedures, including emergency exit drills and the JJAEP's disaster safety plan;</p> <p>(B) identification and reporting of serious incidents and child abuse, neglect, and exploitation as required by Chapter 358 of this title;</p> <p>(C) writing incident reports;</p> <p>(D) student code of conduct;</p> <p>(E) behavior management program;</p> <p>(F) transporting students;</p> <p>(G) crisis intervention, including how to report suicidal ideation or behavior;</p> <p>(H) distribution of medication;</p> <p>(I) restraint policy;</p> <p>(J) student grievance procedures; and</p> <p>(K) job descriptions, including duties and responsibilities of the assigned position.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the program's policies and procedures to ensure the requirements of this standard are being followed.</li> <li>2. Review at least one staff folder to document the requirements are being followed.</li> </ol>		
348.202 (d)	<p>348.202 Personnel Administration</p> <p>(d) Criminal History and Background Checks.</p> <p>The criminal history and background check requirements and criminal history standards established by Chapter 344, Subchapters C and D, of this title apply to a JJAEP.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the program's policies and procedures to ensure the requirements of this standard are being followed.</li> <li>2. Review at least one staff folder to document the requirements are being followed.</li> </ol>		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.204 (a)	<p>348.204 Data Collection and Case File Information</p> <p>(a) Data Collection and Reporting</p> <p>(1) JJAEP EDI Extract</p> <p>(A) Unless an alternate data entry system has been approved by TJJD, the JJAEP administrator or designee must ensure that:</p> <p>(i) statistical and programmatic data for each student, as required by the JJAEP Electronic Data Interchange (EDI) Specifications, are accurately documented and entered into the juvenile probation department's automated case management system; and</p> <p>(ii) the JJAEP EDI Extract is submitted to TJJD no later than the 10th calendar day of each month following the reporting period.</p> <p>(B) TJJD staff must discuss any proposed changes to the JJAEP EDI Specifications with juvenile probation departments' designated representatives before making substantive changes to the specifications.</p> <p>(2) JJAEP Monthly activity Report.</p> <p>The JJAEP administrator or designee must ensure the JJAEP Monthly Activity Report is submitted in the required format to TJJD no later than the 10<sup>th</sup> calendar day of each month following the reporting period via TJJD's internet database.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the program's policies and procedures to ensure the requirements of this standard are being followed.</li> <li>2. Complete the monthly activity report (See selecting month in the preparation letter)</li> <li>3. Complete the attendance Audit Review (See selecting month in the preparation letter))</li> <li>4. Review the assigned sample of student folders to document the requirements of this standard is being followed.</li> </ol>	<p><b>View On-site</b></p>	
348.206 (a)(1)	<p>348.206 Curriculum.</p> <p>(a) Required Courses and Additional Areas of Study.</p> <p>(1) At a minimum, the JJAEP must provide the following courses at the JJAEP:</p> <p>(A) English language arts;</p> <p>(B) mathematics;</p> <p>(C) social studies; and</p> <p>(D) science.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the JJAEP's curriculum and/or instructional materials to verify that the required English language arts, mathematics, social studies, and science courses are taught.</li> <li>2. Have the JJAEP administrator or instructor demonstrate that course instruction is consistent with the essential knowledge and skills of each subject of the foundation curriculum as defined by the rules of the State Board of Education.</li> <li>3. On the day of the monitoring visit, request a list of students in attendance that day.</li> <li>4. 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</li> </ol>		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
		<p>sample between grade level and gender to the extent possible.</p> <p>5. Interview at least one member of the instructional staff about the required courses taught within the JJAEP.</p>		
348.206 (a)(2) (A)	<p>348.206 Curriculum.</p> <p>(a) Required Courses and Additional Areas of Study.</p> <p>(2) The JJAEP must provide the following additional areas of study: (A) high school equivalency program (HSEP); and</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Confirm that the HSEP curriculum addresses the elements required to pass the topics tested: English, mathematics, science, and social studies.</li> <li>2. The HSEP components may be integrated into the regular educational curriculum. Examine the program's HSEP component and confirm how the High School Equivalency program is carried out.</li> <li>3. If applicable, review at least one HSEP student's file for class work.</li> </ol>	<b>View On-site</b>	
348.206 (a)(2)(B)	<p>348.206 Curriculum.</p> <p>(a) Required Courses and Additional Areas of Study.</p> <p>(2) The JJAEP must provide the following additional areas of study: (B) self-discipline, which may be integrated into the program and may include topics such as drug awareness, anger management, impulse control, and cognitive skills.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Interview the program administrator to determine how self-discipline is taught or integrated into the program.</li> <li>2. Observe the self-discipline program curriculum implementation or integration.</li> </ol>	<b>View On-site</b>	
348.206 (b)(1)	<p>348.206 Curriculum.</p> <p>(b) Curriculum Development.</p> <p>(1) A teacher certified by the State Board for Educator Certification must oversee the development and implementation of the educational curriculum.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Confirm by examining the documentation of a current Texas Teaching Certificate for one teacher.</li> </ol>	<b>View On-site</b>	
348.206 (b)(4)	<p>348.206 Curriculum.</p> <p>(b) Curriculum Development</p> <p>(4) The JJAEP must offer an accelerated component for each required area of instruction to support credit recovery at the high school level and to regain academic and social skills at the elementary and middle school levels.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the program's curriculum.</li> <li>2. Interview at least one instructional staff member regarding the program's accelerated component.</li> </ol>	<b>View On-site</b>	



Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
<p>348.208 (a)</p>	<p>348.208 Program Requirements.</p> <p>(a) Special Education.</p> <p>(1) The JJAEP, in collaboration with the sending school district, must ensure that a student with a disability who receives special education services is provided educational services that will support the student in meeting the goals identified in the individualized education program established by a duly constituted admission, review, and dismissal (ARD) committee, in accordance with Section 37.004, Education Code, and federal requirements.</p> <p>(2) The following ARD committee documentation must be maintained for each special education eligible student:</p> <p>(A) the most recent full and complete ARD meeting paperwork;</p> <p>(B) the manifestation determination ARD meeting paperwork; and</p> <p>(C) the most recent evaluation of eligibility for special education services.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Prior to the monitoring visit, obtain a random sample of students who were enrolled at the JJAEP during the current school year, and no earlier than January 1 of the previous school year (so the JJAEP can include carryover students). The listing shall contain the special education type (e.g., emotionally disturbed, learning disabled, etc.) of the student.</li> <li>2. Review the MOU to determine the responsible party for the delivery of special education services.</li> <li>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.</li> <li>4. Confirm the due date for the next annual meeting to ensure the current paperwork is in compliance.</li> <li>5. Interview at least one special education coordinator/teacher to ensure that the IEP/BIP of students in the sample are being followed.</li> </ol>	<p><b>View On-site</b></p>	
<p>348.208 (b)</p>	<p>348.208 Program Requirements.</p> <p>(b) English as a Second Language (ESL).</p> <p>(1) The JJAEP, in collaboration with the sending school district, must ensure that a student who is non-English speaking or who speaks English as a second language is provided ESL services and instruction appropriate to address his or her needs, as determined by a language proficiency assessment committee (LPAC).</p> <p>(2) Documentation of LPAC determinations must be maintained.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the MOU to determine the responsible party for the delivery of English as a Second Language services.</li> <li>2. Prior to the monitoring visit, obtain a random sample of students who were enrolled at the JJAEP during the current school year, and no earlier than January 1 of the previous school year (to include carryover students). On the day of the monitoring visit, request and review the random sample of student files who are considered to be ESL to confirm the LPAC documentation.</li> <li>3. Interview at least one coordinator/teacher to ensure that the LPAC accommodations for students in the sample are being followed in the classroom.</li> <li>4. Interview at least one student regarding the provision of LPAC accommodations.</li> </ol>	<p><b>View On-site</b></p>	

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.208 (c)	<p>348.208 Program Requirements.</p> <p>(c) Section-504-Eligible Students.</p> <p>(1) The JJAEP must ensure, in collaboration with the sending school district, that a student who is eligible for services under Section 504 of the Rehabilitation Act of 1973 is provided services and instruction appropriate to address his or her needs, as determined by a Section 504 committee.</p> <p>(2) Documentation of Section 504 eligibility determinations must be maintained.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the MOU to determine the responsible party for the delivery of 504 services.</li> <li>2. Prior to the monitoring visit, obtain a random sample of students who were enrolled at the JJAEP during the current school year, and no earlier than January 1 of the previous school year (so the JJAEP can include carryover students).</li> <li>3. On the day of the monitoring visit, request and review the random sample of student files for students eligible for 504 services for the documentation of needed accommodation.</li> <li>4. Confirm the due date for the next annual meeting to ensure the current paperwork is in compliance.</li> <li>5. Interview at least one special education coordinator/teacher to ensure that the 504 plan of students in the sample are being followed.</li> <li>6. Interview at least one student regarding the provision of their 504 services.</li> </ol>	View On-site	
348.208 (d)	<p>348.208 Program Requirements</p> <p>(d) Standardized Testing Protocols.</p> <p>(1) JJAEP policies and procedures must describe the safeguards the JJAEP will use to maintain the integrity of the standardized testing process and confidentiality of test results.</p> <p>(2) JJAEP policies and procedures must include the following requirements:</p> <p>(A) tests must be maintained in a secure setting (e.g., a locked file cabinet) so that staff and students do not have access to the test except while the test is being administered;</p> <p>(B) staff are prohibited from making copies of the test;</p> <p>(C) staff are prohibited from teaching the specific questions on the test; and</p> <p>(D) unauthorized persons are prohibited from receiving test results, whether hard copy or electronic.</p> <p>(3) For statewide standardized tests, the JJAEP must adhere to all testing protocols required by the Texas Education Agency.</p> <p>(4) The JJAEP must administer the standardized test selected by TJJD to</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the program's policies and procedures for policies describing the security of the assessment process.</li> <li>2. Interview at least one staff member about the program's testing protocols.</li> </ol>	View On-site	

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
	<p>measure progress in reading and mathematics for students who will be enrolled in the JJAEP for at least 75 school days.</p> <p>(A) the pre-tests must be administered within 15 days after the student's enrollment.</p> <p>(B) the post-test must be administered no sooner than 60 days after the student's enrollment.</p>			
348.208 (e)	<p>348.208 Program Requirements.</p> <p>(e) Counseling.</p> <p>Counseling services (individual or group) must be available to all students in attendance at the JJAEP.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the JJAEP daily schedule to verify counseling sessions are being provided.</li> <li>2. Interview the JJAEP administrator about the counseling services provided at the JJAEP.</li> <li>3. Review any counseling service provider contracts.</li> </ol>	<b>View On-site</b>	
348.208 (f)	<p>348.208 Program Requirements.</p> <p>(f) Meals.</p> <p>(1) Written policies and procedures must require that each student in attendance at the JJAEP is provided a lunch meal on each school day.</p> <p>(2) A student may not be denied a lunch meal as a disciplinary measure.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the policies and procedures manual, and the student code of conduct and/or memorandum of understanding (MOU) to determine the JJAEP policy and practice to provide a lunch meal and</li> <li>2. Review the policies and procedures manual, and the student code of conduct verify prohibition of the denial of meals as a sanction or disciplinary measure.</li> <li>3. On the day of the monitoring visit, observe the students receiving a lunch meal.</li> <li>4. Review service provider contracts for the provision of meals, if applicable.</li> <li>5. Interview at least one staff member regarding the provision of meals.</li> <li>6. Interview at least one student regarding the provision of meals.</li> </ol>	<b>View On-site</b>	

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.208 (g)	<p>348.208 Program Requirements.</p> <p>g) Medical.</p> <p>(1) Authorization to Consent to Treatment.</p> <p>The JJAEP must have on file for each student:</p> <p>(A) an authorization to consent to medical treatment in accordance with Section 32.001, Family Code, signed by the student's parent, guardian, or custodian; or</p> <p>(B) documentation indicating the parent, guardian, or custodian has refused to sign.</p> <p>(2) Medication Administration.</p> <p>The JJAEP must have written policies and procedures governing the administration of medication to students. The policies and procedures must:</p> <p>(A) specify which personnel are authorized to dispense medication to students;</p> <p>(B) identify requirements for the storage, use, and distribution of all medication provided to students;</p> <p>(C) require the student's parent, guardian, or custodian to provide a written request for the administration of the medication;</p> <p>(D) specify that the JJAEP will not accept medication unless it is in the original, properly labeled container; and</p> <p>(E) require that distribution of all medication be documented, including the date/time administered, name of the person who administered, student's name, type of medication, and dosage.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>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 of the previous school year.</li> <li>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.</li> <li>3. Review the documentation for the sample period to determine if a record of distribution of medication to a student is maintained.</li> <li>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.</li> </ol>	View On-site	
348.208 (h)(1)	<p>348.208 Program Requirements.</p> <p>(h) Programs that Include Intensive Physical Activity.</p> <p>(1) Weather-Related Policies.</p> <p>A JJAEP that has an intensive physical activity component must develop written policies and procedures regarding extreme weather conditions. These policies and procedures must address the following:</p> <p>(A) gradual acclimatization to hot weather;</p> <p>(B) student clothing for various weather conditions;</p> <p>(C) specific criteria for temperature and humidity level and other weather conditions that indicate when outside activity is not allowed; and</p> <p>(D) the provision of a water break to students at least once every 30 minutes during the intensive physical activity period.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the policies and procedures to ensure the requirements of this standard are met.</li> <li>2. During the tour of the program, observe the physical activity portion of program to determine if water breaks are offered.</li> <li>3. Interview at least one staff member about the program's physical activities.</li> <li>4. Interview at least one student about the program's physical activities.</li> </ol>	View On-site	

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.208 (h)(2)	<p>348.208 Program Requirements.</p> <p>(h) Programs that Include Intensive Physical Activity.</p> <p>(2) Pre-Participation Physical Evaluation.</p> <p>(A) A student may not participate in intensive physical activity unless the student has received a pre-participation physical evaluation performed by a Texas-licensed:</p> <ul style="list-style-type: none"> <li>(i) physician;</li> <li>(ii) physician assistant;</li> <li>(iii) advanced practice registered nurse; or</li> <li>(iv) doctor of chiropractic.</li> </ul> <p>(B) The pre-participation physical evaluation must have been completed within one calendar year prior to the student's participation in intensive physical activity.</p> <p>(C) The pre-participation physical evaluation must indicate whether or not the student has any temporary or permanent physical limitations or conditions that would limit or prohibit participation in intensive physical activity.</p> <p>(D) The JJAEP must adhere to the limitations or prohibitions noted in the pre-participation physical evaluation report.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. During the tour of the program, observe the physical activity portion of the program to determine if medical screenings are required.</li> <li>2. Interview at least one staff member about the program's physical activities.</li> <li>3. Interview at least one student about the program's physical activities.</li> <li>4. If it is determined that the JJAEP has an intensive physical activity component, select and review the sample of student files under section 348.204(b) to determine if the medical screening meets the requirements of this standard.</li> </ol>	<p><b>View On-site</b></p>	
348.210 (a)	<p>348.210 Student Attendance Accounting</p> <p>(a) Administrator's Responsibility.</p> <p>The JJAEP administrator must ensure that attendance records for all students enrolled in the JJAEP are accurately documented, maintained, and reported to TJJD.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the program's policies and procedures to ensure the requirements of this standard are being followed as described in 348.210(b-e).</li> <li>2. Confirm documentation of appropriate Attendance Accounting with the following workbook sections: <ul style="list-style-type: none"> <li>a. Attendance report (See selected month in the preparation letter)</li> <li>b. Student files (See submitted list of student files)</li> </ul> </li> </ol>	<p><b>View on-site</b></p>	
348.212 (a)	<p>348.212 Inter-local Cooperation</p> <p>(a) Parent, Guardian, or Custodian.</p> <ol style="list-style-type: none"> <li>(1) Progress reports must be given to the student and the student's parent, guardian, or custodian a minimum of once every 120 school days.</li> <li>(2) Except in cases where a parent, guardian, or custodian withdraws a student, the JJAEP must notify the student's parent, guardian, or custodian in writing of the student's withdrawal from the JJAEP prior to the withdrawal date unless the date is not known prior to the withdrawal. The JJAEP must maintain this documentation.</li> </ol>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the program's policies and procedures to ensure the requirements of this standard are being followed.</li> <li>2. Review at least one student folder to document the requirements are being followed.</li> </ol>	<p><b>View on-site</b></p>	

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.212 (b)(2)	<p>348.212 Inter-Local Cooperation.</p> <p>(b) School District.</p> <p>(2) Student Assessment.</p> <p>All students enrolled in the JJAEP must take the statewide assessment as required under Section 39.023, Education Code. The JJAEP must have policies and procedures addressing:</p> <p>(A) the delivery of testing materials to and from the JJAEP if the assessment is administered on-site; and</p> <p>(B) the administration of the statewide assessment to the students.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the policies and procedures to verify that a policy exists addressing the coordination of the statewide assessment to students in the JJAEP.</li> <li>2. Interview at least one staff member to ensure the testing is completed as needed.</li> </ol>	View on-site	
348.212 (c)	<p>348.212 Inter-Local Cooperation.</p> <p>(c) Juvenile Probation Departments.</p> <p>(1) The JJAEP and the local juvenile probation department must jointly coordinate the provision of needed social services for the students enrolled in the JJAEP.</p> <p>(2) Local juvenile probation departments must provide to the JJAEP information regarding the probation status of each student and the name of the student's juvenile probation officer.</p> <p>(3) The JJAEP must provide the local juvenile probation department with monthly attendance records of juvenile probationers enrolled in the JJAEP.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Interview the JJAEP administrator about the social services provided at the JJAEP.</li> <li>2. Review the JJAEP documentation that social services have been provided for at least one student.</li> <li>3. Review any service provider contracts, if applicable.</li> </ol>	View on-site	
348.214 (a)	<p>348.214 Physical Plant.</p> <p>(a) The JJAEP must conform to all applicable federal, state, and local ordinances and codes. Each JJAEP must 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"> <li>1. Review the JJAEPs most recent fire inspection report for any violations cited by the appropriate authority.</li> <li>2. Verify any corrective action as a result of the fire inspection.</li> <li>3. Review the current health inspection report, if applicable.</li> <li>4. Review the current food handler's certification, if applicable.</li> </ol>	View On-site	
348.214 (b)	<p>348.214 Physical Plant.</p> <p>(b) The number of occupants in the JJAEP may not exceed the rated capacity as determined by the appropriate fire authority. The JJAEP must maintain documentation from the appropriate fire authority for the rated capacity of each classroom and for the entire building.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review documentation of the rated capacity of each classroom and the entire building.</li> </ol>	View On-site	

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
		<p>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.</p> <p>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.</p>		
348.214 (c-e)	<p>348.214 Physical Plant.</p> <p>(c) The classroom space and common areas must be adequate to meet the programmatic requirements for each student enrolled and in attendance in the JJAEP, including sufficient seating and desks or tables.</p> <p>(d) All fixtures, including any emergency lighting, must be in working order.</p> <p>(e) Repairs must be made promptly to all furniture, equipment, and fixtures currently in use that are not in safe working order.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. During the tour of the facility:               <ol style="list-style-type: none"> <li>a. Observe the classrooms and determine whether students are provided adequate lighting and individual workspace; and</li> <li>b. Observe the common areas to determine whether they are adequate to meet the programming needs of the students.</li> </ol> </li> </ol>	View On-site	
348.216 (a)	<p>348.216 Safety, Security and Emergency Response.</p> <p>(a) Security Plan.</p> <p>The JJAEP must have a written plan that addresses security:</p> <ol style="list-style-type: none"> <li>(1) within the JJAEP building(s);</li> <li>(2) on the JJAEP campus;</li> <li>(3) at JJAEP-sponsored events that take place off campus property; and</li> <li>(4) during transportation of JJAEP students; if applicable.</li> </ol>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the program's policies and procedures for a security plan that addresses security in the four areas stated in the standard.</li> <li>2. Interview at least one JJAEP staff member about the program's security plan.</li> </ol>	View On-site	

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.216 (b)	<p>348.216 Safety, Security and Emergency Response.</p> <p>(b) Transportation.</p> <p>The JJAEP must have written policies and procedures that govern the use of motor vehicles to transport students enrolled in the JJAEP. The policies and procedures must address the following:</p> <ol style="list-style-type: none"> <li>(1) authorized methods of transportation;</li> <li>(2) security and supervision requirements;</li> <li>(3) authorized transport personnel;</li> <li>(4) procedures for responding to emergencies while transporting students;</li> <li>(5) a requirement to possess appropriate auto liability insurance when transporting students in personal vehicles, if allowed; and</li> <li>(6) circumstances under which a student is allowed to drive a personal vehicle to the JJAEP campus.</li> </ol>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>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:               <ol style="list-style-type: none"> <li>a. Methods of authorized transportation;</li> <li>b. Security and supervision;</li> <li>c. Authorized transport personnel;</li> <li>d. Emergency procedures;</li> <li>e. The requirement of auto liability insurance when transporting in personal vehicles; and</li> <li>f. Circumstances under which students will be allowed to drive a personal vehicle to the JJAEP campus.</li> </ol> </li> <li>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.</li> </ol>	View On-site	
348.216 (c)(1-3)	<p>348.216 Safety, Security and Emergency Response.</p> <p>(c) Emergency Situations.</p> <p>The JJAEP must have written policies and procedures regarding emergency situations. The policies and procedures must address the following:</p> <ol style="list-style-type: none"> <li>(1) emergency evacuation plans;</li> <li>(2) assignment of staff responsibilities;</li> <li>(3) notification of emergency services</li> </ol>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the policies and procedures for emergency situation policies addressing the requirements of this standard.</li> <li>2. Interview at least one staff member regarding the program's procedures when there are emergency situations..</li> </ol>	View On-site	
348.216 (c)(4)	<p>348.216 Safety, Security and Emergency Response.</p> <p>(c) Emergency Situations.</p> <p>The JJAEP must have written policies and procedures regarding emergency situations. The policies and procedures must address the following:</p> <ol style="list-style-type: none"> <li>(4) procedures for specific emergency situations, including:               <ol style="list-style-type: none"> <li>(A) fire;</li> <li>(B) bomb threat;</li> <li>(C) hazardous weather conditions;</li> <li>(D) active shooter event; and</li> <li>(E) riot</li> </ol> </li> </ol>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the policies and procedures for policies regarding emergency situations.</li> <li>2. During the program tour, observe the posted emergency evacuation routes.</li> </ol>	View On-site	



Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.216 (d)	<p>348.216 Safety, Security and Emergency Response.</p> <p>(d) Medical Emergencies</p> <p>The JJAEP must have written policies and procedures addressing medical emergencies. The policies and procedures must address the following:</p> <ol style="list-style-type: none"> <li>(1) obtaining medical assistance;</li> <li>(2) when emergency medical services must be called;</li> <li>(3) notification to appropriate staff and to the parent, guardian, or custodian of the student involved; and</li> <li>(4) documentation of the incident.</li> </ol>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the policies and procedures for policies regarding medical emergencies. The reviewer will verify that policies addresses the following:               <ol style="list-style-type: none"> <li>a. When emergency medical assistance shall be called;</li> <li>b. Securing medical assistance and notification to appropriate staff and the parent, guardian, or custodian of the student involved; and</li> <li>c. Documentation of the incident.</li> </ol> </li> </ol>		
348.216 (e)	<p>348.216 Safety, Security and Emergency Response.</p> <p>(e) Cardiopulmonary Resuscitation (CPR) and First Aid.</p> <p>Each JJAEP must have at least two staff members certified in CPR and first aid on duty and in close proximity to the students at all times when students are present at the JJAEP campus. Proof of current certification must be maintained in personnel or training files. Documentation must reflect the day certification expires.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Request copies of documentation for at least two staff members who work in the JJAEP to confirm that there were at least two staff members certified in CPR and first aid on duty and in close proximity to the students at all times when students are present at the JJAEP campus during the randomly selected ten (10) consecutive school days and on a day of the program review visit.</li> </ol>	<p><b>Staff members present with appropriate cert for 10 assigned days and one day of the program review:</b></p>	
348.216 (f)	<p>348.216 Safety, Security and Emergency Response.</p> <p>(f) Emergency Exit Drills.</p> <p>The JJAEP must conduct at least two emergency exit drills during the school year unless local fire codes or ordinances require these drills more frequently. At least one drill must be conducted during the first half of the school year (August–December) and at least one drill must be conducted during the second half of the school year (January–June).</p> <ol style="list-style-type: none"> <li>(1) Written documentation (e.g., fire drill log) of the emergency exit drills must be maintained. Documentation must include the date, time, and staff involved in the emergency drill.</li> <li>(2) The JJAEP must post emergency exit routes in all classrooms and common areas.</li> </ol>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the documentation of emergency drills for the current school year.</li> <li>2. During the program tour, observe the posted emergency evacuation routes.</li> <li>3. The reviewer may review the previous school year emergency exit drill documentation.</li> </ol>	<p><b>View On-site</b></p> <p><b>Emergency drills doc</b></p> <p><b>See posted Emergency evacuation Routes</b></p>	

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.216 (g)	<p>348.216 Safety, Security and Emergency Response.</p> <p>(g) JJAEP Closure.</p> <p>The JJAEP must have written policies and procedures addressing the cancellation of classes due to an emergency situation. The policies and procedures must:</p> <ol style="list-style-type: none"> <li>(1) address the cancellation of classes due to inclement weather and/or emergency situations;</li> <li>(2) identify the individual responsible for making the decision to cancel classes; and</li> <li>(3) specify the method(s) by which the closure is to be communicated to the students and their parents, guardians, or custodians.</li> </ol>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the policy and procedure manual for policies regarding JJAEP closure.</li> </ol>	<p><b>P &amp; P</b></p>	
348.216 (h)	<p>348.216 Safety, Security and Emergency Response.</p> <p>(h) Supervision upon Removal from a Classroom.</p> <ol style="list-style-type: none"> <li>(1) The JJAEP must have written policies and procedures that ensure students removed from the classroom for disciplinary reasons and placed in isolation, administrative segregation, time-out, in-school suspension, or any other location are under continuous visual supervision by a JJAEP staff member.</li> <li>(2) Policies and procedures must prohibit: <ol style="list-style-type: none"> <li>(A) use of a locked room for disciplinary removals; and</li> <li>(B) the use of electronic monitoring equipment as a substitute for continuous visual supervision.</li> </ol> </li> </ol>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the policies and procedures for policies addressed in this standard.</li> <li>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.</li> <li>3. Interview at least one staff member who provides supervision of students when a student is removed from the classroom for disciplinary purposes.</li> <li>4. Interview at least one student regarding removals from the classroom for disciplinary purposes.</li> </ol>	<p><b>View On-site</b></p> <p><b>P &amp; P</b></p> <p><b>Staff Interview</b></p> <p><b>Student Interview</b></p>	
348.216 (i)	<p>348.216 Safety, Security and Emergency Response.</p> <p>(i) Searches.</p> <ol style="list-style-type: none"> <li>(1) All students entering the JJAEP must be subjected to a pat-down search or a metal detector screening on a daily basis.</li> <li>(2) Searches must be conducted in accordance with written policies and procedures. The policies must: <ol style="list-style-type: none"> <li>(A) address: <ol style="list-style-type: none"> <li>(i) when a search is appropriate and/or required;</li> <li>(ii) who is authorized to conduct the search;</li> <li>(iii) what types of searches are permissible;</li> <li>(iv) how pat-down searches will be conducted, if applicable; and</li> <li>(v) what to do when contraband is found;</li> </ol> </li> <li>(B) if pat-down searches are used, require that the staff member</li> </ol> </li> </ol>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the policies and procedures regarding searches as described in this standard.</li> <li>2. On the day of the monitoring visit, observe searches at the start of the school day.</li> <li>3. Interview at least one staff member regarding the search procedures at the JJAEP.</li> <li>4. Interview at least one student regarding search procedures at the JJAEP.</li> </ol>	<p><b>View On-site</b></p> <p><b>P &amp; P</b></p> <p><b>SCOC</b></p> <p><b>Staff interviews</b></p> <p><b>Student Interviews</b></p>	

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
	<p>conducting a pat-down search is the same gender as the student unless an exception is approved and documented by the JJAEP administrator; and</p> <p>(C) Prohibit strip searches and anal and genital body cavity searches.</p>			
348.216 (i)	<p>348.216 Safety, Security and Emergency Response.</p> <p>(i) Disciplinary Reports.</p> <p>(1) Written policies and procedures must 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 of JJAEP rules. The policies must require that the written disciplinary report include:</p> <p>(A) details of the incident;</p> <p>(B) violation(s) that occurred;</p> <p>(C) action(s) taken by the staff member(s);</p> <p>(D) date and time of the incident; and</p> <p>(E) discipline imposed, if any.</p> <p>(2) The disciplinary report must be sent to the JJAEP administrator no later than the next school day. Documentation that shows the date and time the disciplinary report was sent to the JJAEP administrator must be maintained.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>Prior to the day of the monitoring visit, request all discipline/incident reports for a randomly selected five (5) consecutive school days (provided in the visit preparation letter) The reviewer will:               <ol style="list-style-type: none"> <li>Review the disciplinary/incident reports to verify that the required information is included in the report;</li> <li>Review the disciplinary/incident reports to verify that the reports were forwarded to the JJAEP administrator within 24 hours or the next working day.</li> </ol> </li> <li>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.</li> </ol>	<p>P &amp; P</p> <p>SCOC</p>	
348.218	<p>348.218 Restraint Requirements</p> <p>(a) The JJAEP must adhere to the restraint requirements set forth in Chapter 341, Subchapter G, of this title, except as noted in subsection (b) of this section.</p> <p>(b) Personal restraints may be used by any JJAEP staff member trained in the approved personal restraint technique in accordance with training requirements set forth in Chapter 341, Subchapter G, of this title.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>Review the JJAEP's policies and procedures to verify that the manual contains policies that address the training requirements, prohibitions and documentation requirements on the use of restraints as defined in Chapter 341, Subchapter G.</li> <li>Complete worksheet for at least one restraint incident.</li> </ol> <p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>Review the program's policies and procedures to ensure the requirements of serious incident reporting are clearly defined.</li> <li>If a serious incident occurred, review the form for completion</li> <li>Confirm the serious incident report was sent to the Incident Reporting Center</li> </ol>	<p>Training, and documentation, and P &amp; P</p>	
348.220	<p>348.220. Serious Incidents.</p> <p>The JJAEP must adhere to the requirements related to serious incidents as forth in Chapter 358 of this title</p>		<p>P &amp; P</p>	

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.222	<p>348.222 Abuse, Neglect and Exploitation.</p> <p>(a) The JJAEP must adhere to the requirements related to abuse, neglect, and exploitation set forth in Chapter 358 of this title.</p> <p>(b) The JJAEP must have zero-tolerance policies and practices regarding sexual abuse, as defined in Chapter 358 of this title, that provide 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"> <li>1. Review the program's policies and procedures to ensure the requirements of this standard are being followed.</li> <li>2. If an incident occurred, review the form for completion</li> <li>3. Confirm the incident report was sent to the Incident Reporting Center</li> </ol>	<p>P &amp; P</p>	
348.224 (a)	<p>348.224 Student Code of Conduct.</p> <p>(a) Adoption.</p> <p>(1) The JJAEP student code of conduct must be adopted annually by the juvenile board and must describe and define in writing the JJAEP's behavior management system.</p> <p>(2) The JJAEP administrator must:</p> <p>(A) conduct an annual review of the student code of conduct after the conclusion of each school year and before the beginning of the next school year; and</p> <p>(B) no later than October 1 of each year, submit to TJJID documentation verifying the review was completed.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the juvenile board meeting minutes, resolution or other written documentation approving the student code of conduct.</li> <li>2. Review the current student code of conduct for a description of the program's behavior management system.</li> <li>3. Review documentation of annual review of the student code of conduct by the JJAEP administrator.</li> </ol>	<p>P &amp; P</p> <p>SCOC Approval</p> <p>SCOC Annual Review</p>	
348.224 (b)	<p>348.224 Student Code of Conduct.</p> <p>(b) Notice to Students, Parents, and Staff.</p> <p>(1) The JJAEP student code of conduct must be provided to each student and to the student's parent, guardian, or custodian upon the student's entry into the JJAEP.</p> <p>(2) The student code of conduct must be reviewed with each student and the student's parent, guardian, or custodian and must be translated if necessary to ensure understanding of the content by all parties.</p> <p>(3) Acknowledgment of receipt of the student code of conduct signed by the student and by his/her parent, guardian, or custodian must be maintained in each student's file.</p> <p>(4) No later than the first day of each school year, each JJAEP staff member must sign an acknowledgement that he/she has read and understands the student code of conduct. This acknowledgement must be maintained in the staff's personnel file.</p> <p>(5) The student code of conduct must be readily accessible to every JJAEP staff member.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the program's policies and procedures to ensure the requirements of this standard are being followed.</li> <li>2. Confirm receipt of the SCOC signed by parent, guardian, or custodian.</li> <li>3. Confirm receipt of the SCOC signed by student</li> <li>4. Confirm staff have received access to SCOC</li> </ol>	<p>P &amp; P</p> <p>Confirm receipt by parent</p> <p>Confirm receipt by student</p> <p>Confirm receipt by staff</p> <p>Confirm SCOC is available to all staff</p>	

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
348.224 (c)	<p>348.224 Student Code of Conduct.</p> <p>(c) Discipline and Sanctions.</p> <p>The student code of conduct must include the following:</p> <ol style="list-style-type: none"> <li>(1) prohibited conduct described as minor violations and major violations and the corresponding disciplinary consequences available for each violation;</li> <li>(2) a description of the disciplinary process, including safeguards designed to promote consistent application of the process;</li> <li>(3) circumstances that will allow a student's removal from the classroom with staff supervision;</li> <li>(4) circumstances under which a student may be placed into another educational setting;</li> <li>(5) due-process procedures; and</li> <li>(6) a prohibition on one student sanctioning another student.</li> </ol>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>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.</li> </ol>	<p><b>SCOC</b></p>	
348.224 (d)	<p>348.224 Student Code of Conduct.</p> <p>(d) Prohibited Sanctions.</p> <ol style="list-style-type: none"> <li>(1) The following sanctions are prohibited in the JJAEP, and their prohibition must be noted in the student code of conduct: <ul style="list-style-type: none"> <li>(A) corporal punishment, physical abuse, humiliating punishment, and hazing;</li> <li>(B) physical exercises imposed for discipline or intimidation, except as allowed under paragraph (2) of this subsection;</li> <li>(C) deprivation of food and water; and</li> <li>(D) expulsion from the JJAEP.</li> </ul> </li> <li>(2) Physical exercise may be used for discipline only if: <ul style="list-style-type: none"> <li>(A) the JJAEP operates an intensive physical activity program;</li> <li>(B) the JJAEP has established written policies and procedures that include limitations on the types of physical activity that may be used for discipline; and</li> <li>(C) the physical exercise does not cause bodily duress (i.e., physical punishment to the body).</li> </ul> </li> </ol>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the program's student code of conduct to assure that each of the four (4) prohibitions detailed in this standard are addressed.</li> <li>2. On the day of the monitoring visit, request a list of students in attendance that day.</li> <li>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.</li> </ol>	<p><b>SCOC</b></p> <p><b>Student Interviews</b></p>	
348.224 (f)	<p>348.224 Student Code of Conduct.</p> <p>(f) Grievance Procedures.</p> <p>The student code of conduct must state:</p>	<p>To determine compliance with this standard, the reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review the program's student code of conduct for the student grievance procedures. The reviewer will verify that</li> </ol>	<p><b>SCOC</b></p>	

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
	<p>(1) which issues are grievable and not grievable;</p> <p>(2) the process by which a student may submit a grievance;</p> <p>(3) the method(s) by which students may obtain and submit a grievance without the assistance or permission of staff;</p> <p>(4) that retaliation by staff against a student for submitting a grievance is prohibited;</p> <p>(5) that the student will receive a written response within five school days after submitting the grievance;</p> <p>(6) that, upon request, a student's parent, guardian, or custodian will be provided a copy of a grievance submitted by the student, including the response;</p> <p>(7) the deadline for submitting an appeal of the initial response, which must be no earlier than five school days after the student receives the initial response; and</p> <p>(8) that the student will receive a written response within 10 school days after submitting an appeal.</p>	<p>the grievance procedures address the requirements of this standard.</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, special programs, and gender to the extent possible.</p>	<p><b>Student Interviews</b></p>	
348.224 (g)	<p>348.224 Student Code of Conduct</p> <p>(g) Sexual Abuse.</p> <p>The student code of conduct must include information relating to the JJAEP's zero-tolerance policy for sexual abuse. The information provided must address the following:</p> <p>(1) prevention and intervention;</p> <p>(2) methods of minimizing the 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>	<p><b>P &amp; P</b></p> <p><b>SCOC</b></p>	
348.300 (b)	<p>348.300 TJJJ Performance Reports</p> <p>(b) At mandatory JJAEPs (i.e., JJAEPs whose operation is required by law), the JJAEP administrator must provide a copy of the report to the juvenile board and to the superintendent of each school district that participates in the JJAEP.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <p>1. Review the program's policies and procedures to ensure the requirements of this standard are being followed.</p>	<p><b>P &amp; P</b></p>	
348.400	<p>348.400 Funding for JJAEPs</p> <p>(a) Funding for JJAEPs is provided in accordance with requirements in the General Appropriations Act.</p>	<p>To determine compliance with this standard, the reviewer will:</p> <p>1. Determine if the listed items have been provided to TJJJ in a timely manner.</p>		

Section Number	Text of Standard	Reviewer Guidelines	Reviewer Comments	Compliance
	<p>(b) TJJJ will not release funds to a JJAEP until it has received the following:</p> <ul style="list-style-type: none"> <li>(1) memorandum of understanding with completed signature page(s), as required by §348.200 of this title;</li> <li>(2) student code of conduct for the current school year; and</li> <li>(3) school calendar.</li> </ul> <p>(c) TJJJ will not release funds to a JJAEP whose school calendar is not in compliance with Section 37.011(f), Education Code, unless an application for a waiver has been approved by TJJJ.</p>			

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**Texas Juvenile Justice Department**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 348/JJAEP P Grant**  
**Monthly Activity Report Review**  
**Section 348.210(a-e)/Article IX Section C<sup>1</sup>**

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

Sample Month: \_\_\_\_\_

Activity during the Reporting Period	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 §348.210(a) & (b)												
Total number of actual student attendance days <sup>2</sup> §348.210(a) & (b)												
Total number of actual student absences <sup>2</sup> §348.210(a) & (b)												
Total number of Inactive days §348.210(a) & (d)												
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)												

<sup>1</sup> Refers to Grant P- JJAEP Program (Reimbursement)

<sup>2</sup> 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 WORKSHEET**  
 Chapter 348/ JJAEP P Grant  
**Student Attendance Records - One Random Month**

<b>Legend</b>	
✓	= Compliant
x	= Non-Compliant
∅	= Not Applicable

Sample Month: _____ Number of Files Reviewed: _____	Student's Initial's (e.g., J.A.)	Date of Birth (01/01/01)	§348.210(d)(1)(2)		§348.210(d)(3) <sup>1</sup> Students Did Not Remain on Inactive Status for More Than 30 Consecutive Days	Comments
			Inactive Status Placed on Appropriately	Inactive Status Was Accurately Recorded		
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15						
<b>TOTAL NON-COMPLIANT FILES</b>						

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

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

Review Date:
Number of Days Reviewed:

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

Date	§348.210(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						
<b>TOTAL NON-COMPLIANT FILES</b>						

**Comments:**

Policy for reporting absences followed (348.210(e))?  
 YES NO; if no, why not?

Documentation of attendance reported to home school weekly (348.210(e))? YES NO;  
 if no, why not? Corrective action will include?

**Legend**  
 ✓ = Compliant  
 ✗ = 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 348.200(g)(1)**

Review Date:  
 Number of Days Reviewed:

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

<sup>1</sup>Any degree is acceptable if it is a four-year degree.

**Reviewer Findings/Comments:**

**Texas Juvenile Justice Department**  
**STANDARDS COMPLIANCE MONITORING WORKSHEET**  
**Chapter 348 Juvenile Justice Alternative Education Programs**  
**Instructional Staff Personnel Files**

<b>Legend</b>
✓ = Compliant
✗ = Non-Compliant
∅ = Not Applicable

		§348.200(g)(2)(A-C)	§348.202(a)(b)	§348.224(b)(4)	§348.202(a)(b)	
Reviewer's Name: _____ Date: _____ # of Files Reviewed: _____		<b>Education and Certification</b>		<b>Personnel Records</b>		
		Bachelor Degree	College or University Accreditation	Teacher Certification	Special Ed Certification	Criminal History Records Check
	File Identification (Last Name, First Name, MI)	Date of Hire		Documentation of the Receipt of the Student Code of Conduct	Documentation of the Receipt of the Policies and Procedures	
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<b>SUBTOTAL (PAGE 1) NON-COMPLIANT FILES</b>						

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Technical Assistance Notes:

**Texas Juvenile Justice Department  
STANDARDS MONITORING COMPLIANCE WORKSHEET  
Chapter 348 Juvenile Justice Alternative Education Programs  
Instructional Staff Personnel Files (Continued)**

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

File Identification (Last Name, First Name, MI)	Date of Hire	§348.200(g)(2)(A-C)				§348.202(a)(b)						§348.224 (b)(4)	§348.202 (a)(b)	
		Bachelor Degree	College or University Accreditation	Teacher Certification	Special Ed Certification	Criminal History Records Check	Training Records	Applicable Personnel Actions	Documentation of Employee Educational Transcripts	Applicable Certification Verification	Certified Letter from the Employing School District HR, if applicable	Documentation of Receipt of the Student Code of Conduct	Documentation of Receipt of the Personnel Policies and Procedures	
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<b>SUBTOTAL (PAGE 2) NON-COMPLIANT FILES</b>														

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Technical Assistance Notes:





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Technical Assistance Notes:

**Texas Juvenile Justice Department**  
**STANDARDS MONITORING COMPLIANCE WORKSHEET**  
**Chapter 348 Juvenile Justice Alternative Education Programs**  
**Caseworker Staff Personnel Files (Continued)**

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

	File Identification (Last Name, First Name, MI)		Date of Hire	§348.200(g)(3)(B)		§348.202(b)	§348.202(b)	§348.202(b)(d)						
	Proof of Licensing or Certification	Job Description		Receipt of the Policies and Procedures	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?		
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<b>SUBTOTAL (PAGE 1) NON-COMPLIANT FILES</b>														

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**Technical Assistance Notes:**

**Texas Juvenile Justice Department**  
**STANDARDS MONITORING COMPLIANCE WORKSHEET**  
**Chapter 348 Juvenile Justice Alternative Education Programs**  
**Supervision Staff Personnel Files Review**

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

Reviewer's Name: Date: # of Files Reviewed:		§348.200(g)(4) Education and Certification High School Diploma, Equivalency Certificate or Home School Transcript Job Description		§348.200(b)(2) Receipt of Policies and Procedures Documentation of Receipt of the Policies & Procedures	§348.224(b)(4) Student Code of Conduct Documentation of Receipt of the Student Code of Conduct	348.202(d) Criminal History Criminal History Searches	§348.202(a)(b) Personnel Records Training Records Certification, if applicable Certified Letter from the Employing School District's HR, if applicable	
1	File Identification (Last Name, First Name, MI)	Date of Hire						
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<b>SUBTOTAL (PAGE 1) NON-COMPLIANT FILES</b>								

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Technical Assistance Notes:

**Texas Juvenile Justice Department  
STANDARDS MONITORING COMPLIANCE WORKSHEET  
Chapter 348 Juvenile Justice Alternative Education Programs  
Supervision Staff Personnel Files Review**

<b>Legend</b>	
√	= Compliant
χ	= Non-Compliant
∅	= Not Applicable

11	12	13	14	15	16	17	18	19	20	§348.200(g)(4)		§348.200(b)(2)	§348.224(b)(4)	348.202(d)	§348.202(a)(b)			
										Education and Certification	Job Description	Receipt of Policies and Procedures	Documentation of Receipt of the Policies and Procedures	Documentation of the Student Code of Conduct	Criminal History Searches	Training Records	Certification, if applicable	Certified Letter from the Employing School District's HR, if applicable
										High School Diploma, Equivalency or Home School Transcript	High School Diploma, Equivalency or Home School Transcript	Documentation of Receipt of the Policies and Procedures	Documentation of Receipt of the Student Code of Conduct	Criminal History Searches	Training Records	Certification, if applicable	Certified Letter from the Employing School District's HR, if applicable	
<b>SUBTOTAL (PAGE 2) NON-COMPLIANT FILES</b>																		

TJJD-JJAEP 2019 WB- Personnel Files

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Technical Assistance Notes:



**Texas Juvenile Justice Department**  
**STANDARDS MONITORING COMPLIANCE WORKSHEET**  
**Chapter 348 Juvenile Justice Alternative Education Programs**  
**New Hire Operational Staff Files Review**  
**(Hired On or After the Beginning of the Current School Year)**

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

			§348.202(c)(3)												§348.202(d)					
			Documentation of Orientation Training												Criminal History Searches					
			Training Occurred Within Two Weeks of Hire	Safety and Security Procedures <sup>1</sup>	Child Abuse, Neglect and Exploitation Reporting	Incident Reports	Student Code of Conduct	Behavior Management Program	Transporting Students	Crisis Intervention	Distribution of Medicine	Personal Restraint Policy	Student Grievance Procedures	Job Descriptions	Criminal History was initiated prior to the employee's first day of employment <sup>1</sup>	No Disqualifying Criminal History <sup>1</sup>	Certified Letter from the Employing School District's HR, if applicable <sup>4</sup>			
Reviewer's Name:	Date:	# of Files Reviewed:	File Identification (Last Name, First Name, MI)	Date of Hire <sup>2</sup>	Date of Training															
			1																	
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			9																	
			10																	
			<b>SUBTOTAL (PAGE 1) NON-COMPLIANT FILES</b>																	

<sup>1</sup> Date initiated or returned must be prior to first day of employment.  
<sup>3</sup> Including but not limited to fire drills and JJAEP's safety and disaster plan

<sup>2</sup> Date of Hire - first day on the job, first day of employment  
<sup>4</sup> Nonprofit or governmental entities may also send letters.

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Technical Assistance Notes:



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**Technical Assistance Notes:**

**Texas Juvenile Justice Department**  
**STANDARDS MONITORING COMPLIANCE WORKSHEET**  
**Chapter 348 Juvenile Justice Alternative Education Programs**  
**Rated Capacity Review**

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

Reviewer's Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date Range Reviewed: \_\_\_\_\_  
 Rated Capacity Classroom/Program Areas: \_\_\_\_\_

Date	§348.214(b) <sup>1</sup>				§348.214(b) <sup>1</sup>			
	Number of Students	Number of Staff	Total	Compliance	Number of Students	Number of Staff	Total	Compliance
Day 1								
Day 2								
Day 3								
Day 4								
Day 5								
Day 6								
Day 7								
Day 8								
Day 9								
Day 10								
Day of Monitoring Visit								
<b>TOTAL NON-COMPLIANT DAYS</b>								

<sup>1</sup> Rated Capacity will be calculated by using the overall JJAEP capacity.

**Texas Juvenile Justice Department**  
**STANDARDS MONITORING COMPLIANCE WORKSHEET**  
**Chapter 348 Juvenile Justice Alternative Education Programs**  
**CPR/First Aid Certification Review**

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

Reviewer's Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date Range Reviewed: \_\_\_\_\_  
 Rated Capacity Classroom/Program Areas: \_\_\_\_\_

Date	Staff Name	\$348.216(e)			Comments
		CPR Certified	First Aid Certified	Restraint Training	
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					
Day 6					
Day 7					
Day 8					
Day 9					
Day 10					
Day of Review Visit					
<b>TOTAL NON-COMPLIANT DAYS</b>					

**Texas Juvenile Justice Department**  
**STANDARDS MONITORING COMPLIANCE WORKSHEET**  
**Chapter 348 Juvenile Justice Alternative Education Programs**  
**Staff to Student Ratios (10 Days)**

<b>Legend</b>	
✓	= Compliant
x	= Non-Compliant
Ø	= Not Applicable

Location #1: Date: Date Range Reviewed:	\$348.200(g)(2)(A) Instructional Staff to Student Ratio 1:24 Required				\$348.200(g)(3)(C) Caseworker Staff to Student Ratio 1:50 Required				\$348.200(g)(5)(B) Operational Staff to Student Ratio 1:12 Required			
	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:
<b>TOTAL NON-COMPLIANT DAYS</b>												

Reviewer'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 MONITORING COMPLIANCE WORKSHEET**  
**Chapter 348 Juvenile Justice Alternative Education Programs**  
**Staff to Student Ratios (10 Days)**

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

Location #2: Date: Date Range Reviewed:	\$348.200(g)(2)(A) Instructional Staff to Student Ratio 1:24 Required				\$348.200(g)(3)(C) Caseworker Staff to Student Ratio 1:50 Required				\$348.200(g)(5)(B) Operational Staff to Student Ratio 1:12 Required			
	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:
<b>TOTAL NON-COMPLIANT DAYS</b>												

Reviewer'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 ÷ 2 = 37.5; Represent the ratio in the Ratio column above as 1:37.5

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**Texas Juvenile Justice Department  
STANDARDS MONITORING COMPLIANCE WORKSHEET  
Part i: Program Administrator Interview Questions  
Texas Administrative Code Chapter 348**

<b>Legend</b>	
√	= Compliant
x	= Non-Compliant
∅	= Not Applicable

Reviewer Name: _____
Review Date: _____

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

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern & Follow-Up Questions/Actions	Follow-Up Completed?	Compliance
1.	2.				
348.200(d)	1. Has a research program ever been conducted involving the JJAEP students? If so, was a written parental consent completed?				
348.206(a)(2)(B)	1. How is self-discipline taught in the JJAEP?				
348.206(b)(2)	1. Describe how the educator oversees the development and implementation of the curriculum.				
348.208(b)	1. How does the program address the needs of students who are limited English proficiency?				

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

**Texas Juvenile Justice Department  
STANDARDS MONITORING COMPLIANCE VISIT  
Part 2: Program Staff Interviews  
Texas Administrative Code Chapter 348**

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

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/Actions	Follow-Up Completed?	Compliance
348.200(c) New Employee (no earlier than the end of the previous school year)  Name:	1. When did you receive your orientation training?				
	2. When did you have sole contact with a student?				
348. 206(a)(1)(A) English Instructor  Name:	1. What English language arts classes are you currently teaching?	Gr. 4, 5, 6, 7, 8 English I II III IV  RDI RD2 RD3 JOURN			
	2. Are your classes aligned with TEKS?				

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern & Follow-Up Questions/Actions	Follow-Up Completed?	Compliance
348. 206(a)(1)(B) Mathematics Instructor  Name:	1. What mathematics classes are you currently teaching?  2. Are your classes aligned with TEKS?	Gr. 4, 5, 6, 7, 8 ALGI GEO ALG2  MATH ANAL TRIG PRE-CAL CAL			
348. 206(a)(1)(C) Social Studies Instructor  Name:	1. What social studies classes are you currently teaching?  2. Are your classes aligned with TEKS?	Gr. 4, 5, 6, 7, 8 AMER HIS WORLD HIS  WORLD GEO GOV ECO			
348. 206(a)(1)(D) Science Instructor  Name:	1. What science classes are you currently teaching?  2. Are your classes aligned with TEKS?	Gr. 4, 5, 6, 7, 8; BIO CHEM PHYSICS  INTEGRATED CHEM/PHY ENVSY			

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern & Follow-Up Questions/Actions	Follow-Up Completed?	Compliance
348. 206(a)(2)(A) Instructional Staff Name:	1. Please describe how students are prepared to take the high school equivalency test (HSEP).	-As a part of the curriculum -With separate software -Released to a HSEP to prepare			
348. 206(b)(4) Instructional Staff Name:	1. Does your curriculum have an accelerated component? How?				
	2. Describe the accelerated component your campus has chosen.				
	3. Does it meet your student population's needs in academics?				
	4. Describe how you over see the implementation of the curriculum.				

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern & Follow-Up Questions/Actions	Follow-Up Completed?	Compliance
348.206(b)(1) Instructional Staff Name:	1. How do you ensure your lessons are consistent with Texas Essential Knowledge and Skills (TEKS) for your subject area?  2. How do you prepare, track, and evaluate a student's or students' lessons?  3. Describe your access to a copy of TEKS?				
348.208(a) Special Education Coordinator \ Instructional Staff Name:	1. Who attends special education meetings? Do you receive ARD paperwork in a timely? What is your process when you need records?  1. Is the IEP and/or BIP for _____ (Student Name) followed?				
	2. Ask specific questions related to the students IEP and/or BIP. Describe documentation and provision of special education services.				



Section	Question	Reviewer's Finding and/or Comments	Answers of Concern & Follow-Up Questions/Actions	Follow-Up Completed?	Compliance
348.208(b) ESL Staff  Name:	1. How does the program address the needs of students who are limited English proficiency? Do staff attend LPAC meetings and/or special ed. meetings for those students who are dually eligible?				
348.216(j) 3480224(c)(d) Program Staff  Name:	1. Describe the types of program and classroom discipline sanctions a child can receive. How do your document discipline issues when do you fill out a written discipline? Do you use a point system or level system? Please describe.				
348.208(h) & 348.224(d)(2) Program Staff  Name:	1. Describe the physical activities the students perform. If a child has a physical activity restriction, what is the process for allowing participation or not?				
348.116(c) JPO  Name:	1. How do students receive social services from the probation department while enrolled in the JJAEP program?				

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern & Follow-Up Questions/Actions	Follow-Up Completed?	Compliance
	2. Do you receive attendance records on juvenile probationers that you supervise in the JJAEP?				
348.216(a)(c)(d) Program Staff Name:	1. Describe the program's security plan for on-campus safety, emergency situations, and/or closure.				
	1. Why are students placed in isolation?				
348.216(h)(1) Supervision Staff Name:	2. Describe your supervision of a student while placed in isolation.				
	3. What concurrent duties do you perform while supervising a student in isolation?				

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern & Follow-Up Questions/Actions	Follow-Up Completed?	Compliance
348.216(i) Supervision Staff  Name:	1. Describe the type of searches conducted on students and how often they occur.				
Name:	2. How many strip searches have you conducted at the JJAEP?				
348.218 348.220 Program Staff  Name:	1. How many times have you applied a mechanical restraint on a student at JJAEP? Was it reported as a serious incident to TJJD?				
Name:	2. If yes, are you a certified juvenile probation officer or juvenile Services officer or Community Activities Officer (with appropriate training)?				

**Notes:**





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**Texas Juvenile Justice Department**  
**STANDARDS MONITORING COMPLIANCE WORKSHEET**  
**Chapter 348 Juvenile Justice Alternative Education Programs**  
**Medication Distribution and Storage**

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

§348.208(g)(1-2)									
Date		Day 1	Day 2	Day 3	Day 4	Day 5			
1. Record of Distribution of Medication									
<b>TOTAL NON-COMPLIANT</b>									
2. Student's Name (Last Name, First Initial)		Written request for the administration of medication from parent.	Medication in original, properly labeled container	Date Administered	Time Administered	Name of Person Administering Medication	Type of Medication Administered	Dosage of Medication Administered	
Student Date of Birth									
<b>TOTAL NON-COMPLIANT</b>									

Comments	
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**Texas Juvenile Justice Department**  
**STANDARDS MONITORING COMPLIANCE WORKSHEET**  
**Chapter 348 Juvenile Justice Alternative Education Programs**  
**Disciplinary Reports**  
 (Advance Preparation Item #6)  
 (5 Days in Random Month)

Legend	
√	= Compliant
X	= Non-Compliant
Ø	= 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	Date of Incident	Time of Incident	Violation that Occurred	Details of the Incident	Action Taken by Staff Member(s)	Disciplined, if any	Forwarded Within 24 Hours of Incidents Occurrence to JJAEP Administrator
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
<b>SUBTOTAL NON-COMPLIANT REPORTS (PAGE 1)</b>									

<sup>1</sup> Administrative officer can designate a person to receive the reports.

**Comments**

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

<b>Legend</b>
√ = Compliant
χ = Non-Compliant
∅ = Not Applicable

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)	Disciplined, if any	Forwarded Within 24 Hours of Incidents to JJAEP Administrator	
									\$348.216(i)
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
<b>SUBTOTAL NON-COMPLIANT REPORTS (PAGE 2)</b>									
<b>SUBTOTAL NON-COMPLIANT REPORTS (PAGE 1)</b>									
<b>TOTAL NON-COMPLIANT REPORTS</b>									

<sup>1</sup> Administrative officer can designate a person to receive the reports.

**Comments**

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

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

		<b>Documentation of Restraints and Staff Training (§348.218)</b>				
		1. Student's Initials: or Incident Report Number: Date of Restraint	2. Student's Initials: or Incident Report Number: Date of Restraint	3. Student's Initials: or Incident Report Number: Date of Restraint	4. Student's Initials: or Incident Report Number: Date of Restraint	5. Student's Initials: or Incident Report Number: Date of Restraint
Reviewer's Name:						
Date:						
Number of Incident Reports Reviewed:						
Year Reviewed:						
<b>§348.218 (341.702)</b>						
<b>Restraint Application Requirements</b>						
1	Name of Restraint Training:					
2	Date of most recent restraining training:					
3	Restraint training included information about prohibitions. <b>348.218 (341.704)</b>					
<b>§348.218 (341.706)</b>						
<b>Documentation of Restraints included:</b>						
1	Name of the juvenile					
2	Name and title of each staff member who administered the restraint;					
3	Narrative description of the restraint event from each staff member who participated in the restraint					
4	Date of the restraint;					
5	Duration of each type of restraint (e.g., personal or mechanical), including notation of the time each type of restraint began and ended					
6	Location of the restraint;					
7	Events and behavior that prompted the initial restraint and any continued restraint;					

8	De-escalation efforts and restraint alternatives attempted;						
9	Type of restraint(s) applied, including, as applicable: (A) the specific type of personal restraint hold applied; and (B) the type of mechanical restraint device(s) applied; and						
10	Any injury that occurred during the restraint.						
<b>§348.218 (341.706 (b)(c))</b> <b>Documentation of Restraints included:</b> (b) The following events are not required except as noted in subsection (c)							
1	Was the juvenile compelled, through the use of a personal restraint, and/or received an injury during routine transportation? (341.706(c))						
2	Was the juvenile compelled, through the use of a personal restraint and/or received an injury when taken into custody? (341.706(c))						
NON-COMPLIANT FILES							
<b>TOTAL NON-COMPLIANT FILES:</b>							
<b>COMMENTS</b>							
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Technical Assistance:



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

**Juvenile Justice Alternative Education Programs**

**Legend**  
 ✓ = Compliant  
 x = Non-Compliant  
 ∅ = Not Applicable

Reviewer Name: \_\_\_\_\_  
 Review Date: \_\_\_\_\_

**Juveniles Interviewed (The Education Specialist shall interview each juvenile privately) (First Name, Last Initial, Grade):**

1.	2.	3.	4.
5.	6.	7.	8.

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern & Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
348.206(a)(1)(A)	1. Which English classes are you currently taking?	1. Gr. 4, 5, 6, 7, 8 English I II III IV RDI RD2 RD3 JOURN 2. Gr. 4, 5, 6, 7, 8 English I II III IV RDI RD2 RD3 JOURN 3. Gr. 4, 5, 6, 7, 8 English I II III IV RDI RD2 RD3 JOURN 4. Gr. 4, 5, 6, 7, 8 English I II III IV RDI RD2 RD3 JOURN 5. Gr. 4, 5, 6, 7, 8 English I II III IV RDI RD2 RD3 JOURN 6. Gr. 4, 5, 6, 7, 8 English I II III IV RDI RD2 RD3 JOURN 7. Gr. 4, 5, 6, 7, 8 English I II III IV RDI RD2 RD3 JOURN 8. Gr. 4, 5, 6, 7, 8 English I II III IV RDI RD2 RD3 JOURN			
	2. Do you receive necessary assistance with your English schoolwork? Please give an example.	1. 2. 3. 4. 5. 6. 7. 8.			
	3. Do you feel you will be academically prepared in English to return to your regular school upon completion of the JJAEP?	1. 2. 3. 4. 5. 6. 7. 8.			

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern & Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
348.206(a)(1)(B)	1. Which math classes are you currently taking?	1. Gr. 4, 5, 6, 7, 8 ALGI GEO ALG2 MATH ANAL TRIG PRE-CAL CAL 2. Gr. 4, 5, 6, 7, 8 ALGI GEO ALG2 MATH ANAL TRIG PRE-CAL CAL 3. Gr. 4, 5, 6, 7, 8 ALGI GEO ALG2 MATH ANAL TRIG PRE-CAL CAL 4. Gr. 4, 5, 6, 7, 8 ALGI GEO ALG2 MATH ANAL TRIG PRE-CAL CAL 5. Gr. 4, 5, 6, 7, 8 ALGI GEO ALG2 MATH ANAL TRIG PRE-CAL CAL 6. Gr. 4, 5, 6, 7, 8 ALGI GEO ALG2 MATH ANAL TRIG PRE-CAL CAL 7. Gr. 4, 5, 6, 7, 8 ALGI GEO ALG2 MATH ANAL TRIG PRE-CAL CAL 8. Gr. 4, 5, 6, 7, 8 ALGI GEO ALG2 MATH ANAL TRIG PRE-CAL CAL			
	2. Do you receive necessary assistance with your math schoolwork? Please give an example.	1.			
	3. Do you feel you will be academically prepared in math to return to your regular school upon completion of the JJAEP?	1. 2. 3. 4. 5. 6. 7. 8.	5. 6. 7. 8.		
348.206(a)(1)(C)	1. Which social studies classes are you currently taking?	1. Gr. 4, 5, 6, 7, 8 AMER HIS WORLD HIS WORLD GEO GOV ECO 2. Gr. 4, 5, 6, 7, 8 AMER HIS WORLD HIS WORLD GEO GOV ECO 3. Gr. 4, 5, 6, 7, 8 AMER HIS WORLD HIS WORLD GEO GOV ECO 4. Gr. 4, 5, 6, 7, 8 AMER HIS WORLD HIS WORLD GEO GOV ECO 5. Gr. 4, 5, 6, 7, 8 AMER HIS WORLD HIS WORLD GEO GOV ECO 6. Gr. 4, 5, 6, 7, 8 AMER HIS WORLD HIS WORLD GEO GOV ECO 7. Gr. 4, 5, 6, 7, 8 AMER HIS WORLD HIS WORLD GEO GOV ECO 8. Gr. 4, 5, 6, 7, 8 AMER HIS WORLD HIS WORLD GEO GOV ECO			
	2. Do you receive necessary assistance with your social studies schoolwork? Please give an example.	1. 2. 3. 4. 5. 6. 7. 8.			

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 social studies to return to your regular school upon completion of the JJAEP?	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>			
	1. Which science classes are you currently taking?	<ol style="list-style-type: none"> <li>1. Gr. 4, 5, 6, 7, 8; BIO CHEM PHYSICS INTEGRATED CHEM/PHY ENVSYS</li> <li>2. Gr. 4, 5, 6, 7, 8; BIO CHEM PHYSICS INTEGRATED CHEM/PHY ENVSYS</li> <li>3. Gr. 4, 5, 6, 7, 8; BIO CHEM PHYSICS INTEGRATED CHEM/PHY ENVSYS</li> <li>4. Gr. 4, 5, 6, 7, 8; BIO CHEM PHYSICS INTEGRATED CHEM/PHY ENVSYS</li> <li>5. Gr. 4, 5, 6, 7, 8; BIO CHEM PHYSICS INTEGRATED CHEM/PHY ENVSYS</li> <li>6. Gr. 4, 5, 6, 7, 8; BIO CHEM PHYSICS INTEGRATED CHEM/PHY ENVSYS</li> <li>7. Gr. 4, 5, 6, 7, 8; BIO CHEM PHYSICS INTEGRATED CHEM/PHY ENVSYS</li> <li>8. Gr. 4, 5, 6, 7, 8; BIO CHEM PHYSICS INTEGRATED CHEM/PHY ENVSYS</li> </ol>			
348.206(a)(1)(D)	2. Do you receive necessary assistance with your science schoolwork? Please give an example.	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>			
	3. Do you feel you will be academically prepared in science to return to your regular school upon completion of the JJAEP?	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>			
348.206 (a)(2)(B) 348.208 (e)	1. Are you taking any electives or other classes while at the JJAEP (e.g.: Social Skills, Spanish, anger management, counseling groups)?	<ol style="list-style-type: none"> <li>1. YES / NO – WHICH ONES?</li> <li>2. YES / NO – WHICH ONES?</li> <li>3. YES / NO – WHICH ONES?</li> <li>4. YES / NO – WHICH ONES?</li> <li>5. YES / NO – WHICH ONES?</li> <li>6. YES / NO – WHICH ONES?</li> <li>7. YES / NO – WHICH ONES?</li> <li>8. YES / NO – WHICH ONES?</li> </ol>			

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern & Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
348.200(e)(1)(D)	1. Have you completed or earned any credits while at this JJAEP?	1. YES / NO – HOW MANY? _____ WHICH ONES? 2. YES / NO – HOW MANY? _____ WHICH ONES? 3. YES / NO – HOW MANY? _____ WHICH ONES? 4. YES / NO – HOW MANY? _____ WHICH ONES? 5. YES / NO – HOW MANY? _____ WHICH ONES? 6. YES / NO – HOW MANY? _____ WHICH ONES? 7. YES / NO – HOW MANY? _____ WHICH ONES? 8. YES / NO – HOW MANY? _____ WHICH ONES?			
348.206 (a)(2)(A)	1. Were you made aware of the availability of a high school equivalency preparation program upon enrollment at the JJAEP?  2. Are you currently working on your high school equivalency certificate?  3. Do you receive necessary assistance with your high school equivalency schoolwork?  4. Do you feel you will be academically prepared to take your high school equivalency test?	1. _____ 2. _____ 3. _____ 4. _____  1. _____ 2. _____ 3. _____ 4. _____  1. _____ 2. _____ 3. _____ 4. _____  1. _____ 2. _____ 3. _____ 4. _____			
348.208(f)(2)	1. Has the program ever withheld a meal from you based on your behavior?	1. _____ 2. _____ 3. _____ 4. _____  1. _____ 2. _____ 3. _____ 4. _____  1. _____ 2. _____ 3. _____ 4. _____			

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern & Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
	<p>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?</p>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>			
	<p>3. Describe the incident. Did you report it to anyone?</p>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>			
348.208(h)	<p>1. Describe the types of physical activities that you participate in on this campus.</p>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>			
348.208(h)(D)	<p>1. How often are you allowed to take a water break during the physical activity portion of the program?</p>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>			

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern & Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol> <p>2. What is the longest period of time that you have been required to exercise?</p>				
	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol> <p>1. Have you ever been removed from the classroom for disciplinary purposes?</p>	<ol style="list-style-type: none"> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>			
348.216(h)	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol> <p>2. If so, were you placed in a locked room?</p>	<ol style="list-style-type: none"> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>			
	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol> <p>3. Was a staff member with you or watching at all times?</p>	<ol style="list-style-type: none"> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>			
348.216(i)	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol> <p>1. Are you searched on a daily basis when entering the JJAEP?</p>	<ol style="list-style-type: none"> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>			

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern & Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
	2. How are you searched?	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>			
	3. Who searches you?	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>			
	4. Do strip searches occur at this JJAEP?	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>			
348.218	1. Have you seen handcuffs used to restrain a student?	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>			
	2. Who used the handcuffs?	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>			

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern & Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
	3. What situation led to the handcuffs being used?  1. 2. 3. 4. 5. 6. 7. 8.				
	1. Describe how students are punished for breaking classroom or behavior rules?  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?				
348.224(d)	3. Have you ever been deprived of your food and/or water as a punishment at this JJAEP? If yes, when did this happen and who deprived you of food and/or water.  1. 2. 3. 4. 5. 6. 7. 8.				



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	<p>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?</p>				
	<p>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?</p>				
348.224(f)	<p>1. Explain the program's grievance procedures.</p>				
	<p>2. Have you ever filed a grievance? If so, was the grievance handled according to the procedures stated in the student code of conduct?</p>				

Section	Question	Reviewer's Finding and/or Comments	Answers of Concern & Follow-Up Questions and Actions	Follow-Up Completed?	Compliance
OPTIONAL	1. Is there anything that we have not discussed that you would like to share about the program? 2. 3. 4. 5. 6. 7. 8.				
OPTIONAL	3. What is the worst thing about being at this JJAEP? 4. 5. 6. 7. 8.				
OPTIONAL	4. What is the best thing about being at this JJAEP? 5. 6. 7. 8.				









TEXAS  
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DEPARTMENT

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