

AGENDA ITEM # 15

August 12, 1997

*

Consider approving application for JJAEP After Care Grant for Juvenile Services.

Moved: Judge Doerfler

Seconded: Commissioner Hays

Motion: To approve application for \$66,392.76 two year JJAEP After Care Grant for Juvenile Services with no monies required from Williamson County.

Vote: Motion carried 5 - 0

< Clerk copy here >

WILLIAMSON COUNTY JUVENILE SERVICES

DATE: Friday, August 1, 1997

WILLIAMSON COUNTY JUVENILE SERVICES

Administrative Office
2423 Williams Drive, Suite E
Georgetown, Texas 78628
512 / 930-3333

WILLIAM S. LOTT JUVENILE CENTER

Juvenile Detention Facility
701 N. College
Georgetown, Texas 78626
512 / 930-4385
512 / 930-4449

WILLIAMSON COUNTY ACADEMY

605 E. University Ave.
Georgetown, Texas 78626
512 / 930-3386

SATELLITE OFFICES:

ROUND ROCK
211 Commerce Cove, #105
Round Rock, Texas 78664
512 / 244-3932

TAYLOR
115 W. 6th Street
Taylor, Texas 76574
512 / 352-8657

CEDAR PARK
104 Commercial Parkway
Cedar Park, Texas 78613
512 / 258-2575

TO: Texas Juvenile Probation Commission
Linda Brooke, Intergovernmental Relations
P.O. Box 13547
Austin, Texas 78711

FROM: Honorable John R. Carter, Juvenile Board Chairman
277th Judicial District Court, Williamson County, Texas

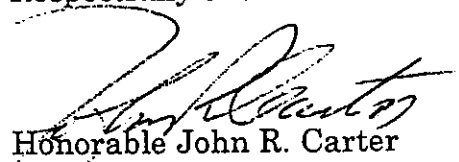
RE: J.J.A.E.P. Grant

Dear Ms. Brooke,

On behalf of the Williamson County Juvenile Board, please accept and consider the attached completed application form, narrative and documentation pertaining to the available grant monies for expansion of Juvenile Justice Alternative Education Programs in the state.

We are requesting a grant of \$66,392.76 over the next biennium to cover costs toward establishing an aftercare supervision program for cadets graduating from our existing J.J.A.E.P. located at 1102. S. Austin Ave., Georgetown, Texas. The proposed program, as outlined within this application, will provide aftercare and prevention services throughout Williamson County and its 11 Independent School Districts.

Respectfully submitted on this date, August 1, 1997,


Honorable John R. Carter
277th Judicial District Court
Chairman, Williamson County Juvenile Board



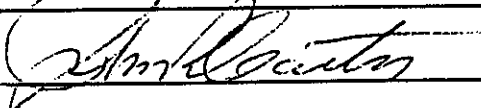
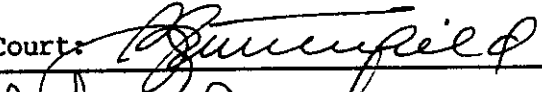
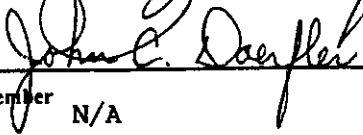
JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM
APPLICATION FOR GRANT FUNDS
EXHIBIT A

WE, THE JUVENILE BOARD OF WILLIAMSON COUNTY, TEXAS DO HEREBY APPLY FOR GRANT FUNDS AND REQUEST FORMAL APPROVAL FROM THE TEXAS JUVENILE PROBATION COMMISSION OF OUR JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM. WE HEREBY CERTIFY THE FOLLOWING INFORMATION IN THIS DOCUMENT AND ALL ATTACHMENTS HERETO, PROVIDED FOR PURPOSES OF APPROVAL OF OUR PROGRAM, TO BE ACCURATE AND CORRECT IN ALL RESPECTS.

Name or Title of JJAEP Program Williamson County Academy - J.J.A.E.P.		Number of School Districts in County 11 (Eleven)
Name of JJAEP Chief Administrator or Coordinator Allen Bijou, Academy Director		Phone Number (512) 930-3380
Physical Address of JJAEP 1102 S. Austin Ave Georgetown, Texas 78628 Phone Number (512) 930-3380	Mailing Address of JJAEP Same or Williamson County Juvenile Services 2423 Williams Drive, Ste. E Georgetown, Texas 78628	
How many School Districts have agreed to participate in the JJAEP? <u>11 (eleven)</u>		
Please attach all contracts, student codes of conduct and interlocal agreements between the juvenile board and all participating school districts that detail the financial and programmatic arrangements for the JJAEP as Attachment A. If the number of participating school districts is less than the total number of school districts within your county, please describe all efforts made to solicit full participation from all school districts.		
Please include copy of local Memorandums of Understanding required by TEC Section 37.011(k)		
Will the JJAEP mandatory curriculum focus on the following subjects as required by TEC Section 37.011(d)		
English Language Arts	<u>XX</u> Yes <u> </u> No	Mathematics
Science	<u>XX</u> Yes <u> </u> No	Social Studies
Self Discipline	<u>XX</u> Yes <u> </u> No	GED
		<u>XX</u> Yes <u> </u> No
Does the JJAEP have an adopted student code of conduct as required by TEC Section 37.011(c)? <u>XX</u> Yes <u> </u> No		
If Yes, attach copy as Attachment B.		
Will the JJAEP operate at least seven hours per day as required by TEC Section 37.011(f)? <u>XX</u> Yes <u> </u> No		
Will the JJAEP operate at least 180 days per year as required by TEC Section 37.011(f)? <u>XX</u> Yes <u> </u> No		
Actual Number of Days per year that the JJAEP will operate? <u>186 days ('6 - '97 school year)</u>		

Does the JJAEP have written operating policies developed by the juvenile board as required by TEC Section 37.011(g)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 	
If yes, attach a copy as Attachment C. NOT PRESENTLY FORMALLY ESTABLISHED APART FROM EXISTING P. & P. FOR ACADEMY AND STUDENT HANDBOOK (Attachment B) 	
Will the JJAEP be operated by a private vendor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 	
If yes, please provide the name, address and phone number of the service provider.	
Have appropriate arrangements and agreements been made to ensure state and federal law compliance in the provision of educational services to special population youth including special education youth, bilingual youth, and disabled youth? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 	
Please include a complete description of the method in which the JJAEP will ensure legal compliance in the provision of educational services to the special populations as Attachment E. See attachment E 	
What person or entity owns the land and building in which the JJAEP will operate?	Describe briefly the JJAEP physical facility (include type of building, approximate size, condition, size of classrooms, etc)
Property and building of the J.J.A.E.P. in owned by Williamson County.	Newly renovated church building, approximately 22,000 sq. ft. of functional space including large indoor recreation area, computer lab, science lab, classrooms, staff offices, cafeteria & kitchen, shower & locker area.
Please include as Attachment F a complete description of the following program components:	
(A) Food Services for Students (B) Security Procedures in the JJAEP (C) Attendance Reporting Procedures and Methods	(SEE ATTACHMENT B)

SUBMITTED THIS THE 1st DAY OF August, 1997 BY THE UNDERSIGNED JUVENILE BOARD MEMBERS. (Juvenile Board Chairman and at least a quorum of voting members must sign application)

Chairman Hon. John Carter, 277th District Court: 	
Member Hon. Burt Carnes, 368th District Court: Not available for signature.	
Member Hon. Billy Ray Stubblefield, 26th District Court: 	
Member Judge John C. Doerfler, County Judge: 	
Member N/A	Member N/A

Date Submitted:	Date Received by TJPC: By:
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J.J.A.E.P. - Request for Proposal

WILLIAMSON COUNTY JUVENILE SERVICES DEPARTMENT

I. PROGRAM DESCRIPTION

This proposal outlines the creation of a Specialized Aftercare/Prevention Officer who will work with all J.J.A.E.P. students and those at risk of being expelled resulting in placement in the J.J.A.E.P. The fundamental intent, focus and purpose of this proposal is to maximize the effectiveness, impact and outreach of the current J.J.A.E.P. established in Williamson County as well as ensure that the transition into and out of the program is smooth, timely and effective. Supervision, and accountability for J.J.A.E.P. students coming into the program shall be maximized, while the potential of lost academic time and a lapse of supervision for expelled students shall be minimized.

A) STRATEGIES TO COORDINATE STUDENT TRANSITION INTO AND OUT OF J.J.A.E.P.

The Specialized Aftercare/Prevention Officer shall be directly responsible for assisting and coordinating the student's transfer **from** his/her local school district into the J.J.A.E.P. by:

- * Attending any ARD meetings and all expulsion hearings for students who will be placed into the J.J.A.E.P;
- * Ensuring that all necessary documentation is obtained from the local I.S.D. to accomodate immediate entry into the J.J.A.E.P. at an appropriate academic level of functioning.

The Specialized Aftercare/Prevention Officer shall be directly responsible for assisting and coordinating the student's transfer **back into** his/her local school district from the J.J.A.E.P. by:

- * Ensuring that all J.J.A.E.P. academic records are organized and available to the school for immediate credit transfer. All students shall receive regular school credit through the Georgetown I.S.D.; and
- * Establish an individual supervision plan for each graduated cadet that will ensure accountability and monitoring of the student's continued academic performance, problem solving skills, and participation in the Academy Reserve Program (See Section II. Specific Services, page 3); and
- * Schedule and maintain regular contact with the student for no less than three months (no more than 6 months) after graduation/discharge from the J.J.A.E.P.. Contact on average shall be one field visit every 2 weeks to visit the student at school. If a student is still on active probation upon completion of aftercare services (3 - 6 months), the Specialized Officer shall transfer supervision of the student to a regular field probation officer.

B) TARGET POPULATION: All youth meeting the following criteria will be targeted and served through the proposed program:

WILLIAMSON COUNTY JUVENILE SERVICES DEPARTMENT
J.J.A.E.P. - Request for Proposal (continued)

B) TARGET POPULATION:

For aftercare services:

- * Youth between 10 - 16 years of age,
- * Male or female,
- * Resident of Williamson County,
- * Has satisfactorily fulfilled expectations of placement in the existing J.J.A.E.P. and is discharged from program back to local school district jurisdiction. (See attached Memorandum of Understanding for J.J.A.E.P. admission criteria).
- * **The existing J.J.A.E.P. has adequate services, teaching and support staff to serve approximately 32 students actively enrolled in the program per semester.**
- * Since it's inception in September, 1996, within the '96 - '97 school year, the existing J.J.A.E.P. program served 51 students (48 males, 3 females). Of the 51 students served, 47 % were Caucasian, 39 % Hispanic, and 14 % were Black.

For prevention services / program:

- * All students placed in existing A.E.P.s within Williamson County's I.S.D.s shall be eligible for and shall receive the prevention program.

C) PROGRAM GOALS AND OBJECTIVES: The following specific goals and objectives shall be established and monitored:

- * All students currently placed in existing A.E.P. programs, through all 11 school districts in Williamson County, shall receive an informative program/introduction to the J.J.A.E.P. The program will be conducted by the Specialized Aftercare/Prevention Officer in uniform and shall utilize visual aids including a video production of the existing program, posters, and written information pertaining to the rules and expectations of the program. The intent of this component will be to enhance and empower the effectiveness of the existing A.E.P.s at the local level and reduce discretionary expulsions from these programs.
- * Positive strides made and new productive aspects achieved through the J.J.A.E.P. will be supported, monitored and followed up by the Officer to ensure that they remain in place once students are discharged from the J.J.A.E.P. **Specific areas to be targeted shall be:**
 - ⇒ Cadets will continue to effectively resolve conflicts with school officials & parents by utilizing communication and self-esteem skills learned while in the J.J.A.E.P.;
 - ⇒ Study skills and personal study time will be monitored to ensure that academic performance does not fall below passing level;
 - ⇒ To maintain a sense of belonging and attachment to the J.J.A.E.P. through continued participation in the Academy Reserve Program (See Section II. Specific Services, page 3).
 - ⇒ To maintain a direct referral mechanism back to specific services when and/or if needed.

WILLIAMSON COUNTY JUVENILE SERVICES DEPARTMENT
J.J.A.E.P. - Request for Proposal (continued)

II. METHODOLOGY

A) PROGRAM ACTIVITIES

Operation of the program: The Academy Director shall immediately supervise the Specialized Aftercare/Prevention Officer who will be responsible for all aspects of the J.J.A.E.P. Prevention & Aftercare.

Local Resources: The Specialized Officer shall be trained and knowledgeable of local resources in order to enhance the quality of services provided. The training will include, but not be limited to, services available through:

- * Williamson Co. Family Preservation;
- * Williamson Co. CRCG
- * Williamson Co. Health District
- * Resources for Prevention programs (i.e. VCR, TV, etc.) shall be obtained as needed from the schools
- * Local MH/MR Service Centers
- * Williamson Co. Resource Brochure
- * S.T.A.R.R.Y. program at T.B.C.H.

Specific Services Offered: The Specialized Officer shall also have at his/her disposal all of the Academy's Residential programs and other services available through Williamson County Juvenile Services. These serves include, but are not exclusively limited to:

- * Community Service & Restitution Work Programs
- * Random Drug Testing
- * AA/NA Groups
- * Parenting Classes
- * Adult Criminal Docket Observation
- * On Staff Licensed Professional Counselor
- * Operation Outreach
- * Tour Of TYC Marlin Reception Center
- * Anger Management Classes

- ◆ **Academy Reserve Program:** In order to maintain a sense of ongoing involvement and positive attachment to the J.J.A.E.P. program, the Specialized Aftercare/Prevention Officer shall ensure that each graduated/discharged student under the Officer's aftercare supervision shall participate in the Academy Reserve program by reporting to the Williamson County Academy two time each month for four (4) hours (8 hours total per month) to engage in various activities with other cadets. These activities may include, but not be limited to:

- * Community Service Project
- * Drill & Ceremony Marching Routines
- * Completion Of Various Assigned Projects
- * Recreational Activities
- * Group Counseling Session

WILLIAMSON COUNTY JUVENILE SERVICES DEPARTMENT
J.J.A.E.P. - Request for Proposal (continued)

A) PROGRAM ACTIVITIES

Additional moneys are also being requested (see budget) for specialized counseling. If a J.J.A.E.P. student has any particularly intense, or specialized needs that may need to be referred out to a specialized therapist, these moneys will be available to the students and families on an inkind basis. Families will be responsible for 50 % of all specialized counseling fees. These moneys may be encumbered at a rate not to exceed \$40.00 per hour of counseling (maximum charge of \$80.00 per hour session with specialized therapist).

Service Operations Base and Youth Access: The central location for services provided shall be at the main J.J.A.E.P. at 1102 S. Austin Ave. Georgetown, Texas. Scheduling of certain programs and services will have to be arranged per site availability in order to accomodate providers. All youth shall have access to all programs as the Specialized Officer deems necessary and appropriate.

Staffing Pattern: The Specialized Aftercare/Prevention Officer shall be available Monday through Friday, 8:00 AM - 5:00 PM, to provide and arrange for services to all applicable youth and have at his/her disposal the Academy's and Juvenile Services' programs, building, equipment and staff assistance.

Length Of Placement: Students shall remain under the direct supervision of the Specialized Aftercare/Prevention Officer upon discharge or graduation from the J.J.A.E.P. for no less than 3 months and no more than 6 months.

Participant Identification and Recruitment: All students placed into the J.J.A.E.P. shall be eligible for aftercare services. All students placed in local school district A.E.P.s shall have the specialized prevention program made available to them.

Program Service Assessment and Adjustment To Meet Needs Of The Youth: All students approaching their time for discharge or graduation shall meet with the Specialized Aftercare/Prevention Officer and establish an individual supervision plan. Areas addressed in this plan shall include:

- * Scheduling of bi-weekly visits with the officer;
- * Discussion of transitional classes back at regular school;
- * Establishment of study time logs to be turned in bi-weekly to the Officer;
- * Establishment of teacher feedback forms to be turned in bi-weekly to the Officer;
- ◆ Depending on the student's adjustment back into regular school and any needs that may arise during aftercare supervision, the supervision plan may be modified and adjusted at any time under the direction of the Officer.

**WILLIAMSON COUNTY JUVENILE SERVICES DEPARTMENT
J.J.A.E.P. - Request for Proposal (continued)**

Is This An Enhancement To A Current Program? Yes. The intent of this RFP is to expand, build upon and maximize the effectiveness and overall impact of the existing J.J.A.E.P. for all school districts in Williamson county.

B) PROJECTED OUTCOMES

Outcomes Expected To Be Accomplished For The Target Population: Experience within the first year of Williamson County's J.J.A.E.P. has already demonstrated that student's academic performance has shown a consistent increase through time spent in the J.J.A.E.P. Students have learned how to implement study time and skills and have gained a deeper appreciation for academic progress through the structure, discipline, support, and encouragement made available to them in the J.J.A.E.P. These outcomes will continue to be anticipated. J.J.A.E.P. students are not deemed appropriate for graduation or discharge back into their school until they consistently demonstrate:

- An Acceptable Level Of Self-control;
- Respect For Staff and Authority;
- An Ability To Acknowledge A Sense Of Personal Accomplishment and Pride;
- Disciplined Study Habits;
- An Ability To Maintain Passing Grades;
- An Ability To Communicate Effectively To Resolve Conflicts With Others;

This RFP will make possible the "bar being raised" in the community and local schools with the Specialized Aftercare/Prevention Officer continuing to supervise, support, assist, and encourage the students in their regular school setting by enforcing the following expectations:

- * Maintain passing grades of a "C" or better in all classes;
- * Provide documentation signed by parents that they have been studying at home on average 2 hours per evening, 5 days per week;
- * Return to the Officer bi-weekly reporting forms from teachers documenting positive classroom behavior;
- * Have no documented discipline referrals to school administrator's office while under aftercare supervision.

III. INNOVATIVE ASPECTS

Is This Program Copied From Or Inspired By An Existing Program Or Is It A New Program? Elements of known programs are being borrowed here. Montgomery and Walker County's S.T.A.R. program have proven the effectiveness and benefit of maintaining a high profile image of a military style officer for at risk students. Though not considered a "boot camp", Williamson County's J.J.A.E.P. has effectively borrowed elements from this type of structure and discipline for its students. The Specialized Aftercare/Prevention Officer will follow in the steps of these established approaches.

What Gap In Services Will The Program Address? Aftercare supervision and follow through.

**WILLIAMSON COUNTY JUVENILE SERVICES DEPARTMENT
J.J.A.E.P. - Request for Proposal (continued)**

III. INNOVATIVE ASPECTS

What Means Will Be Used To Meet The Needs Of The Youth Who Are Not Addressed By The Program? All J.J.A.E.P. students will be eligible and benefit from this program. All A.E.P. students should benefit from the prevention aspect of this RFP. The Specialized aftercare/prevention Officer will be expected to maintain a positive, professional working relationship with all other local service providers and agencies and will have access to these programs should unforeseen needs arise with individual cases.

Describe The Involvement Of The Local School District. Williamson County has been blessed with a wonderful rapport and cooperative spirit between Juvenile Services, the Juvenile Board, and local superintendents and I.S.D.s. School districts will be counted on to continue to provide:

- * All J.J.A.E.P. youth receive regular school credits through Georgetown ISD;
- * All J.J.A.E.P. youth will go through an expulsion hearing from their regular school district at which time necessary academic records will be provided to the Specialized Aftercare/prevention Officer;
- * Qualified teachers are provided by the local school district;
- * Local school district shall permit the Specialized Aftercare/Prevention Officer to have unlimited access to the youth during school hours;
- * School administrators and teachers will report all violations and misconduct in writing to the Specialized Officer.

IV. EVALUATION

A) SYSTEMS TO BE USED TO EVALUATE THE EFFECTIVENESS OF THE PROGRAM

The Specialized Aftercare/Prevention Officer shall monitor, gather, and document the following items on a routine basis:

- 1) Number of behavior/discipline referrals to school administrators for each student before and after implementation of the program;
- 2) Report cards for every 6 week grading period;
- 3) Bi-weekly classroom conduct reports from teachers for each student under aftercare supervision;
- 4) Bi-weekly study logs documenting the students time and efforts studying at home;
- 5) Personal interviews with student and teachers

B) RECIDIVISM MEASURES OF FORMER STUDENTS

The Specialized Aftercare/Prevention Officer shall maintain monthly documentation of all students on his/her caseload who are referred back to the Court Intake Division of Detention center. Statistics will be provided for the department's annual report as well in this matter.

J.J.A.E.P. - Request for Proposal

WILLIAMSON COUNTY JUVENILE SERVICES DEPARTMENT

V. PROPOSED BUDGET

I. Personnel	State Fund	Cash Or Inkind Contribution	Total
1) Direct Salaries:			
a) Specialized Officer	\$17,190.38	See Budget Narrative On Page 2	\$20,406.38
TOTAL DIRECT SALARIES	\$17,190.38		\$20,406.38
2) Fringe Benefits:			
a) FICA & Retirement	\$3,586.00		\$3,586.00
b) Insurance	\$3,420.00		\$3,420.00
TOTAL FRINGE BENEFIT	\$7,006.00		\$7,006.00
TOTAL PERSONNEL BUDGET	\$24,196.38		\$24,196.38
II. Professional and Contractual Services			
1) Specialized Counseling	\$3,000.00		\$3,000.00
III. Travel and Training			
1) Specialized Officer			
a) Local Mileage	\$2,500.00		\$2,500.00
b) In-State Mileage/Training	\$500.00		\$500.00
TOTAL TRAVEL & TRAINING	\$3,000.00		\$3,000.00
IV. Supplies and Direct Operating Expenses			
* Direct Charge for supplies and other operating expenses (pens, paper, prevention presentation materials, etc.)	\$2,000.00		\$2,000.00
* Mobile Phone	\$1,000.00		\$1,000.00
TOTAL SUPPLIES	\$3,000.00		\$3,000.00
TOTAL ALL CATEGORIES	\$33,196.38		\$33,196.38

J.J.A.E.P. - Request for Proposal

WILLIAMSON COUNTY JUVENILE SERVICES DEPARTMENT

V. PROPOSED BUDGET NARRATIVE

I. Personnel

See attached Specialized J.J.A.E.P. Aftercare/Prevention Officer job description.

II. Professional And Contractual Service

In order to provide the best possible service for the youth in the J.J.A.E.P. Aftercare Program the Specialized Officer may use the service of a private as well as the Department's counselor. The rate per hour for the private counselor shall cost approximately \$80.00. The type of specialized counseling service provided shall be determined and based on each youth's individual needs by the assigned counselor. Parents shall be directly encouraged and held responsible whenever possible to share the cost of additional or specialized counseling services. The grant moneys may be encumbered at a rate not to exceed \$40.00 per hour of counseling (maximum charge of \$80.00 per hour session with specialized therapist).

III. Travel & Training

Per the Department's policy the Specialized Officer shall receive a mileage rate of \$.28 per mile and meal rate of \$28.00 per diem per day for out of county expenses only.

IV. SUPPLIES AND DIRECT OPERATING EXPENSES

Due to the large amount of traveling the Specialized Officer will be expected to make throughout the county, the position shall carry a mobile car phone in order to maintain contact with the Department and campuses where he/she is not present. He/she shall also purchase items necessary for the creation of a J.J.A.E.P. Prevention Program, as well as materials to maintain proper documentation and monitoring (i.e., pens, pencils, books, binders, etc.)

* County and School District's Inkind Contribution

Williamson County has already allocated approximately \$1,200,000.00 (1.2 million dollars) toward the purchase and renovation of a building (1102 South Austin Avenue, Georgetown, Texas) to be used primarily for the express purpose of housing the J.J.A.E.P. In addition to these county funds, local school districts shall provide a combined sum this school year of approximately \$120,000.00 for teaching staff and educational supplies.

WILLIAMSON COUNTY ACADEMY

J.J.A.E.P.

Specialized Aftercare/Prevention Officer

JOB SUMMARY: Under the direct supervision of the Academy Director, the Specialized Aftercare/Prevention Officer shall supervise and monitor student's conduct, grades, and adjustment in the public school setting once discharged or graduated from the Williamson County Juvenile Justice Alternative Education Program (J.J.A.E.P.) The Officer shall also provide a prevention program to all students placed in public school Alternative Education Programs who may be at risk of being expelled.

DUTIES AND RESPONSIBILITIES:

- * Work closely with Academy Director, Case Manager, and Program Supervisor in coordinating and establishing individual supervision plans for student getting ready to be released from the J.J.A.E.P.
- * Establish a positive and professional working relationship with public school officials to network, coordinate, and monitor student's conduct, grades, and study habits once back in public school.
- * Meet with students on a bi-weekly basis to monitor their adjustment back into public school setting.
- * Provide informal "counseling", encouragement, support, and guidance to students who may be have ongoing difficulties at school , home , and community.
- * Become knowledgeable of existing resources within Juvenile Services department and other local agencies.
- * Create a 30 - 45 minute prevention / informative program regarding the existing J.J.A.E.P. Present this program to students in local Alternative Education Program classrooms.

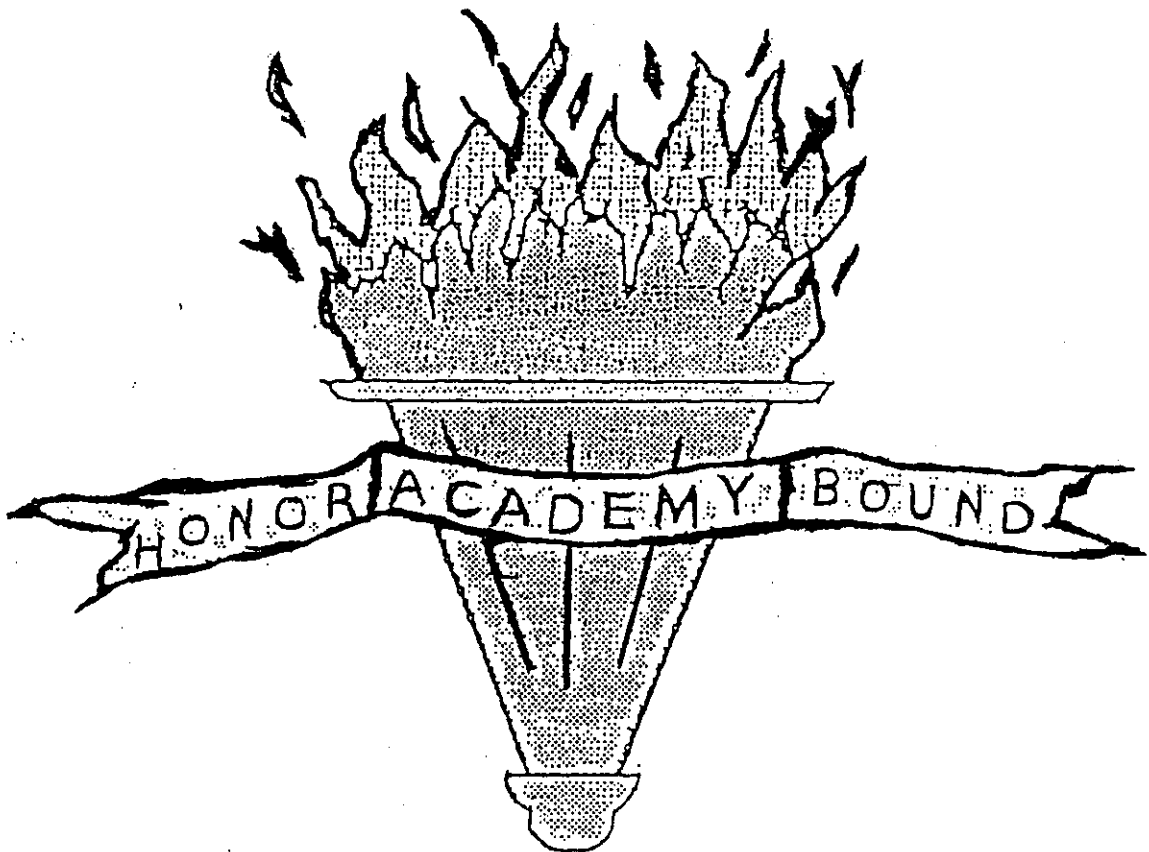
MINIMUM REQUIREMENTS: Possession of Bachelors Degree conferred by a college or university accredited by the coordinating Board. Must be at least twenty one (21) years of age. Child care work experience and/or college credit in the Behavioral Science, Criminal Justice or Educational Field. Twelve hours of undergraduate course work in Criminology, Corrections, Sociology, Psychology, Social Work, Education or other related fields is desirable. Public speaking experience preferred. Must possess a valid driver's license. Must possess a current Liability Insurance Coverage and a Medical Passenger Coverage Insurance.

SALARY: State funded grant position. Annual gross salary - \$17,190.38.

*THE WILLIAMSON COUNTY
JUVENILE ACADEMY*

J.J.A.E.P.

Juvenile Justice Alternative Education Program



*STUDENT / PARENT
ORIENTATION HANDBOOK*

WILLIAMSON COUNTY ACADEMY / J.J.A.E.P.
CADET & PARENT/GUARDIAN ORIENTATION PACKET

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MISSION OF THE WILLIAMSON COUNTY JUVENILE ACADEMY / J.J.A.E.P.

The Williamson County Juvenile Academy and the J.J.A.E.P. is operated under the supervision of Williamson County Juvenile Services and the Juvenile Court. The Academy and J.J.A.E.P. shares the purpose of the Juvenile Court including provisions for the care, protection, and the wholesome moral, mental, and physical development of the children coming within its jurisdiction.

In pursuit of that end, the Academy and the J.J.A.E.P. strives to remove from children committing unlawful acts the full consequences of criminal behavior and to substitute a program of motivation, education and discipline.

The Academy and J.J.A.E.P. offers intensive instruction, counseling, and supervision to provide for the personal care, recreation, and academic development of its cadets. The ultimate goal of the Academy and J.J.A.E.P. is to assist in the success and reintegration of the cadet through the direct supervision of the cadets and simultaneous assistance and care by the parents.

It is our hope that through these efforts the cadets will have the opportunity to develop the necessary attributes of trust, self-respect, discipline, desire, and determination. We believe this will assist our cadets in becoming productive citizens within the community.

CADET / STUDENT CODE OF ETHICS

1. I am an individual, treat me with respect.
2. I will respect my peers as well as staff.
3. I will follow all commands at the time they are given.
4. I will not provoke or intimidate other cadets or staff.
5. I will not humiliate other cadets or staff.
6. I will not fight or physically hurt other cadets or staff.
7. I will not use profanity at any time.
8. My appearance will always be neat and clean.
9. I will not smoke, drink or use illegal drugs.
10. I will not lie, cheat or steal.

**CADETS WILL BE
REQUIRED TO
MEMORIZE THE
CODE OF ETHICS
UPON ENTERING
THE ACADEMY
& J.J.A.E.P.
PROGRAM**

Any violation of the Code Of Ethics may result in an intolerable rating.

RIGHTS AND RESPONSIBILITIES

All Academy cadets and J.J.A.E.P. students have certain **rights** and **responsibilities** that must be recognized. These rights and responsibilities are clearly defined. Both cadet/student and staff shall be familiar with them. Complaints of abridgment or violation of any of the **rights** set forth below shall be subject to the grievance process. Cadets who do not accept the **responsibilities** listed below subject to the disciplinary process.

CADET / STUDENT RIGHTS

1. Cadets/students have a right to have access to the committing court. Cadets will have an opportunity to provide written comments and information to the committing court every month via their monthly Conduct & Progress report which is reviewed by the court every month.
2. Cadets/students will have the right to call, write, and meet with their legal representative (attorney) while in the facility. Any communication with legal representative will be confidential and private.
3. Cadets/students have the right to not be discriminated against because of race, national origin, color, creed, sex, religion, physical handicap or political belief. Every cadet will have equal access to all services and programs.
4. Cadets/students will not be subjected to corporal or unusual punishment. Staff will not humiliate any cadet nor subject them to any form of mental abuse. Misconduct by a cadet/student will never be disciplined in the manner of not allowing them to eat or sleep. Cadets/students can expect that they will be treated respectfully, impartially, fairly, and will be addressed by their name in a dignified conversational form.
5. Staff are under legal obligation to report any suspected abuse or neglect of any cadet/student to the proper state authorities.
6. Cadets/students will be provided with adequate space to store personal property and items of clothing.
7. Cadets/students have the right to report any problems or complaints, without any fear of punishment or retaliation, regarding the Academy program, its staff, or employees of the Juvenile Services Department through an established grievance process.

RIGHTS & RESPONSIBILITIES - continued
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8. Cadets/students have the right to full "due process" through the courts regarding any change of placement, transfer, or removal from the Academy or J.J.A.E.P. should such a change occur. Cadets/students will have every legal right and opportunity to appeal decisions made regarding any change of placement, transfer, or removal from the Academy or J.J.A.E.P.
9. Cadets/students have the right to be informed of the rules, procedures and schedules concerning the operation of the facility.
10. Cadets/students have the right to participate in religious services and religious counseling on a voluntary basis, subject only to the limitations necessary to maintain order and security. They will have access to clergy, spiritual advisor, publications, and related services which allow them to adhere to their religious practices.
11. Cadets/students have the right to nutritious meals, proper bedding and clean clothing, daily showers, toilet facilities, adequate lighting, proper ventilation for warmth and cooling, fresh air, and an overall safe environment maintained in compliance with state and local fire and safety laws and regulations.
12. Cadets/students have the right to receive visits from family members subject only to the limitations necessary to maintain order and security of the Academy and J.J.A.E.P..
13. Cadets/students have the right to communicate or correspond with persons or organizations subject only to the limitations necessary to maintain facility order and security.

CADET / STUDENT RESPONSIBILITIES

1. Cadets/students have the responsibility of following the rules, procedures and schedules and directions of staff while in the facility.
2. Cadets/students have the responsibility of not discriminating against other cadets/students or staff, or not using language or behavior in a manner which would imply prejudice or discrimination.
3. Cadets/students have the responsibility of helping to clean and maintain facility.
4. Cadets/students have the responsibility of asking for medical and dental care when they believe they need it.

RIGHTS & RESPONSIBILITIES - continued

5. Cadets/students have the responsibility of conducting themselves properly during visits, and of not accepting or passing contraband, and not violating the law through the mail.
6. Cadets/students have the responsibility of maintaining their clothes in a clean and odor free condition. It is also their responsibility to keep their hair clean.
7. Cadets/students have the responsibility of reporting any infringement of their rights to staff members of the facility.
8. Cadets/students have the responsibility of following the grievance procedures in making any complaint and of reporting to the Academy Officer any actions taken against them by other cadets/students or staff because of their complaint.
9. Cadets/students have the responsibility of starting an appeal and using the appeal procedures for any disciplinary action they feel resulted in their being treated unfairly.

PARENT RESPONSIBILITIES

While your cadet/student is in the Academy or J.J.A.E.P. you will be required to adhere to specific responsibilities. These responsibilities may seem like a lot at first, however, they will help both you and your child to successfully complete the program.

Your responsibilities are:

1. Deliver your child to the Academy or J.J.A.E.P. or ensure that they are delivered to the designated drop off point in your school district as required. If there is a problem with transporting your child, you may call or come to the Academy and an officer will make arrangements to have your child brought to school.
2. Pick up your cadet/student at the required time.
3. Ensure your cadet has all clothing and hygiene necessities.
4. Attend parenting class as directed (location and time to be announced).
5. Help your cadet with homework.
6. Provide financial assistance as required.

COMPLETION OF THE ACADEMY / J.J.A.E.P PROGRAM

2. **RESPONSIBILITY:** for all household chores, school work, personal grooming, and always obeying the Academy / J.J.A.E.P. Code of Ethics.
3. **COOPERATION:** means working with others and learning to compromise. Nothing is possible without cooperation.
4. **DISCIPLINE:** will be the center of your life at the Academy / J.J.A.E.P. You need to do what is asked of you promptly and without argument. You must show a desire and determination to change your lifestyle and decision making skills.

Your behavior and progress will be recorded and discussed with your Probation Officer. These areas will be important factors when considering your release. Unless the Court has set specific date of release, you will remain at the Academy / J.J.A.E.P. until you have shown the staff that you have mastered each of these areas.

DAILY OBSERVATION LOGS

Each cadet/students progress, behavior and disciplinary issues will be documented each school day. Each reporting period will be assessed a behavior rating of either outstanding, acceptable, unacceptable or intolerable. The cadets/students will acknowledge and sign each daily observation log. Any cadet that is not physically present at the Academy (i.e., at public school, home on furlough) will be awarded an acceptable if no behavior problems are reported. The ratings will be used to assess progress and determine privileges.

OUTSTANDING

The cadet has no rule violations and has performed above and beyond expectations, for example, offering to help out when not requested, taking care of matters without having to be told, etc.

ACCEPTABLE

The cadet accepted all discipline without argument, responded well to correction given.

UNACCEPTABLE

The cadet refused discipline once, but then accepted the discipline after redirection. Did not initially respond well to counseling, but corrected behavior soon after.

DAILY OBSERVATION LOGS

INTOLERABLE

Cadet continues to refuse discipline even after redirection. Does not respond to counseling and continues disruptive behavior.

- * Any direct violation of the Code Of Ethics may be considered intolerable.
- * Not completing assigned school work.

Each behavior rating has a corresponding numerical value. Weekend furloughs will be granted based on total number of points earned during the week.

Outstanding	= 3
Acceptable	= 2
Unacceptable	= 1
Intolerable	= 0

PHYSICAL TRAINING PROGRAM

The Academy / J.J.A.E.P. is set up to teach you that physical fitness and self-discipline are important to the overall development of the individual. You will not only work toward overall fitness, but will also learn self-esteem and integrity. You will be required to do strenuous physical exercise as a team member. You will be administered a physical training test upon admission to the Academy / J.J.A.E.P.. Your progress will be measured by how much you improve from your original physical training test. The physical training will follow military standards and all exercises will be done in rhythm by voice commands of the instructor. In order to maintain the maximum potential of each cadet, we will demand nothing less than 100% from each individual. Anyone that attempts to disrupt the physical training at anytime will be disciplined at the time of the incident.

STUDENT CODE OF CONDUCT

1. You will address instructors as "Sir" or "Mamm".
2. You will not speak unless given permission.
3. You will treat fellow cadets with respect.

STUDENT CODE OF CONDUCT

4. You will participate in all exercises unless you have a doctor's written permission not to participate.
5. You will be required to follow all commands when given.
6. Proper uniform will be required.

DAILY PHYSICAL TRAINING

There will be ten (10) minutes of stretching before training starts. The following stretching exercises will be used prior to warm-ups.

CALF STRETCH: Assume a front leaning position. Alternate bringing heels flat to the ground so that you feel stretch in the calf. Hold the heel of one leg flat while relaxing the other. Keep the heel down for a count of ten (10) before switching heels. This completes one (1) repetition. Do five (5) repetitions per leg.

THIGH STRETCH: Get into a hurdler's position; one leg straight out in front, the other bent back to the side. Lean back until you feel the stretch in your thigh muscle. Hold for a count of ten (10). Switch legs and repeat. This completes one (1) repetition. Do five (5) repetitions per leg.

BACK AND LEG STRETCH: Get in a standing position. Cross the right leg over the left so that the back of the right leg is touching the front of the left leg. While maintaining balance, slowly bend forward stretching your arms towards your feet and grab your legs as far down as possible. Hold for a count of ten (10). Switch legs and repeat. This completes one (1) repetition. Do five (5) repetitions per leg.

ARM AND SIDE STRETCH: Get into a standing position. Stretch arms straight overhead. Grab your right wrist with your left hand and slowly pull to the left while keeping your arms straight. Bend sideways at the waist in the same direction. Hold for a count of ten (10). Switch hands and repeat. This completes one (1) repetition. Do five (5) repetitions.

WARM UPS

JUMPING JACKS: Stand with your feet together and arms by your side. On count ONE jump slightly into the air, bringing your feet approximately shoulder width apart. At the same time, bring both arms into the air over your head. Clap as your feet hit the ground. On count TWO, jump again, this time bringing your feet back together

PHYSICAL TRAINING PROGRAM - continued
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and your arms to your side, slapping the side of your legs as your feet hit the ground. On count THREE, repeat count ONE. On count FOUR, repeat count TWO. This completes one (1) repetition. Do twenty (20) repetitions.

MOUNTAIN CLIMBER: This is a four (4) count exercise. Assume the front leaning rest position. Extend your right foot forward and left foot back at the same time. On count TWO, bring the right foot up and the left foot back, assuming the starting position. On count THREE, repeat count ONE. On count FOUR, repeat count TWO. This completes one (1) repetition. Do ten (10) repetitions.

SIT-UPS: This is a four (4) count exercise. Lie on your back, feet flat on the ground and knees at a forty-five degree angle. Cross your arms, hands on your chest. Your partner will hold your feet for you. On count ONE, press your chest towards your knees, touching the back of your hands on your knees. On count TWO, return to the starting position. On count THREE, repeat count ONE. On count FOUR, repeat count TWO. This completes one (1) repetition. Do ten (10) repetitions.

EIGHT COUNT PUSH-UPS: This is an eight count exercise. Stand up straight with your arms at your sides. On count ONE bend at the knees, place your hands flat on the floor next to your feet. On count TWO, thrust your legs out behind you to assume the front leaning rest position. On count THREE, lower your body until your arms and back form a straight line from elbow to elbow. On count FOUR, raise your body until the elbows are locked and arms are straight. On count FIVE, repeat count THREE. On count SIX, repeat count FOUR. On count SEVEN, snap both feet up so that they land between your hands. On count EIGHT, return to the original starting position. This completes one (1) repetition. Do ten (10) repetitions.

LEG RAISES: This is a four (4) count exercise. Lie flat on your back, feet together and arms extended straight out from your shoulders, palms down. On count ONE, raise both legs together four (4) inches off the ground. On count TWO, spread feet approximately three (3) feet apart. On count THREE, bring feet back together. On count FOUR, lower your feet back to the starting position. This completes one (1) repetition. Do ten (10) repetitions.

TRUNK TWISTER: This is a four (4) count exercise. Stand straight. Place both hands on hips. Feet should be shoulder width apart. On count ONE, bend forward from the waist at a forty-five degree angle. On count TWO, bring upper body around to the right, remaining at a forty-five degree angle. On count THREE bring your body to the rear. On count FOUR, move your body to the left, continuing to maintain the proper body angle. Then move your body to the left, continuing to maintain the proper body angle. This completes one (1) repetition. Do ten (10) repetitions.

PHYSICAL TRAINING PROGRAM - continued

PHYSICAL DISCIPLINE EXERCISES

ALL-FOUR RUN: Face downward, supporting the body on the hands and feet. Advance forward as fast as possible by moving the arms and legs forward in a coordinated way.

CRUNCHES: Position: Lay in supine position (on back). Flex hips and knees. Place hands behind head and interlace fingers. Action: Elevate legs 6" - 8" off the floor. (1) Move both knees simultaneously towards chest while moving both elbows towards knees. (2) Return back to the relaxed supine position with both feet elevated 6" - 8" off of the ground.

LO-HOP: Assume a squatting position with hands behind the head and fingers interlaced. Rest all weight on toes. Propel body upwards approximately 4" and forward.

DUCK WALK: Assume a squatting position with hands behind the head and fingers interlaced. While in this position move legs to propel body forward.

SQUAT THRUST: Start Position: Position of attention. Position 1: Squat down with hands placed on the floor. Position 2: Extend both legs behind, thus elongating the body and placing it in the front leaning rest position. Position 3: Return to position 1. Position 4: Return to start position.

BEAR CRAWL: Go to the front leaning rest position (the push-up) and move the feet toward the hands in short steps while keeping the knees locked. When the feet are as close to the hands as possible, walk forward on the hands to the front leaning rest position.

SUPINE BIKE: Assume the supine position (lying on your back) and interlace fingers on the top of the head. (1) Bring the left knee upward while curling the trunk upward and touch the right elbow to the left knee. (2) Repeat action 1 with the other leg and elbow. (3) Repeat action 1. (4) Repeat action 2. Use a slow cadence.

FLUTTER KICK: Position: Lie on your back with the hands beneath the buttocks, the head raised and the knees slightly bent. Action: Alternately raise and lower the legs, keeping the knees slightly bent and the feet elevated 6" - 8" above the floor.

PHYSICAL TRAINING PROGRAM - continued

MULE KICK: Position: Stand with feet shoulder width apart. Action: Jump up repeatedly while kicking the heels of the feet towards the buttocks. **CRAB WALK:** Assume a sitting position with the hips off the ground and hands and feet supporting the body's weight. Walk forward, feet first.

PERSONAL PROPERTY

While at the Academy / J.J.A.E.P., you will be allowed a few personal property items in order to decorate and personalize your living area. You will be allowed to have the following personal property while at the Academy:

- ◆ Personal family pictures;
- ◆ Picture posters (*pictures or posters portraying lewd, offensive, alcohol or drug related slogans, or gang related materials will NOT be allowed*);
- ◆ A clock and/or wrist watch;
- ◆ A fan;
- ◆ Up to \$3.00 in cash (*preferably quarters*);
- ◆ A small radio (**squad leaders only**).

Any other personal property items which may be required for a cadet's medical or other personal health needs must be approved by either the Academy Director or Program Supervisor.

Restricted Magazines, Newspapers, or Periodicals - all cadets/students:

1. The Academy Director shall retain any material meeting any of the following criteria:
 - a) Instructions for the manufacturing of explosives, drugs or other unlawful substances.
 - b) Material advocating violence.
 - c) Material advocating racial, religious or national hatred.
 - d) Material which encourages sexual behavior.

Giving, trading, buying, or swapping any personal property with other cadets, staff, or volunteers will **NOT BE ALLOWED**. Williamson County Juvenile Services and the Academy will not be responsible for lost, damaged, or stolen personal property of any cadet while in the Academy. Cadets and parents will be requested to sign a "PERSONAL PROPERTY LIABILITY" form prior to a cadet's admission into the program.

CLOTHING & HYGIENE NEEDS

Your daily uniform will be provided to you by the Academy. You will be required to be in proper uniform at all times. You must have your shirt tucked in at all times. You will not be allowed to wear sagging pants. No caps are allowed other than the one provided for you. No jewelry may be worn other than one watch. Girls may not wear make up during the school day.

All cadets/students will maintain a burr style haircut while at the Academy / J.J.A.E.P. Your hair may not be longer than 1/2 inch. Female students must wear their hair pulled back in a pony tale or up on their head. If there is a question about your haircut, the Director will give the final approval.

MEALS

All of the meals are prepared by the Food Service Caterer and served according to the daily schedule (lunch served at 12:00 for all students). All food brought into the Academy / J.J.A.E.P. are properly stored at all times. While eating proper food is desirable, at no time will a cadet/student be forced to eat any particular item(s). No discipline will be administered for not eating a particular item. Cadet/students are to go to the dining room as a group and under the supervision of the Academy Staff. The same procedure is to be followed when exiting the dining room. The cadets/students should also not receive more than one dessert, unless approved by the supervisor on duty. Academy Staff on duty where cadets are eating need not eat, but if he/she does they must eat the same food served to the cadets, unless (1) a special diet has been ordered by his/her physician or dentist or (2) a special diet is required by his/her religious beliefs.

WHOLESOMENESS OF FOOD AND DRINK:

1. All food and drink shall be clean and wholesome, free from spoilage, and so prepared as to be safe for human consumption.
2. Milk and fluid products shall be served in the individual original containers in which they were received from the distributor, or from a bulk container equipped with a dispensing device approved by the Health Official.

STORAGE, DISPLAY AND SERVICE OF FOOD AND DRINK:

1. All food and drink shall be so rated, stored, displayed and served as to be protected from dust, flies, vermin depredation and pollution by rodents, unnecessary handling droplet infection, overhead leakage, and other contamination.

MEALS

2. No live animals or live fowls (seeing eye dogs actually used by a blind person excluded) shall be brought into, kept or allowed in any room in which food or drink is prepared, stored or served.
3. The food establishment must be free of flies, roaches and rodents.

CLEANLINESS OF EMPLOYEES:

1. All food serving personnel should be in good health and free from communicable diseases and infected wounds.
2. All employees shall wear clean outer garments and shall keep their hands clean at all times while engaging in handling food, during, utensils or equipment.
3. Employees shall not eat, or use tobacco in any form while preparing meals.
4. Fingernails must be clean and closely clipped.

SNACKS:

1. Snacks may not be accepted from outside sources, such as parents or Civic groups. All snacks will be provided and prepared by the Academy unless special approval is made by Academy Director or the Director of Juvenile Services.
2. Academy / J.J.A.E.P. cadets/students may be provided snacks every night. When available, snacks such as graham crackers with milk or fruit are prepared by Academy Staff and are served in the Day room at the designated time. A meal is not prepared (Snack only).

MEALTIME PROCEDURES:

1. Academy Staff must account for each utensil given out. A count should be made prior to the meal being served, and again, after the meal is completed. All utensils must be accounted for after each meal.
2. Everyone shall remain at the table until all are finished eating unless otherwise instructed.
3. Individually, each cadet will deposit trash in the trash can and return dirty dishes and utensils.

MEALS

4. Cadets confined to their rooms for their illness or disciplinary reasons may eat meals with the other residents, if they can control their behavior and follow all Staff's instructions if allowed by Staff.
5. If a cadet is fed in his/her room, Staff should provide a meal which can be eaten with a plastic spoon, and drinks will be served in Styrofoam cups. These items should not be left in the room any longer than necessary.

FOOD SECURITY:

1. Food should not be brought into any other areas of the building, except during specified snack times in the evening, or when a cadet is confined to his/her room.
2. There shall be at least two (2) Academy staff supervising the cadets at all meal times.

MEDICAL NEEDS

Each cadet/student must have a physical examination and a signed Medical Consent Form before entering the Academy / J.J.A.E.P.. If a cadet has any special medical needs the parent/guardian must notify the Academy / J.J.A.E.P. upon admission.

We are equipped to handle any medical emergencies that may arise through the use of first aid and Georgetown Hospital.

If a cadet/student needs any non-emergency medical or dental treatment, the parent will be contacted and will arrange transportation. The parent will remain responsible for all routine medical and dental needs.

SICK CALL

The Williamson County Academy / J.J.A.E.P. shall provide health care services as needed for cadets/students. Cadet's/student's medical complaints are monitored and responded to daily.

SICK CALL

PROCEDURES:	RESPONSIBLE PARTY:
1. If cadet/student requests to see a doctor, check to see if there is a consent for medical treatment in folder.	CADET ACADEMY OFFICER
2. Academy Officer phones parents/guardian to have them make a doctor appointment. Log in Communication Log and cadet's chronological that parents have been notified and requested to make an appointment for their child.	ACADEMY OFFICER
3. Director or designee shall follow up to make sure doctor appointments are made and kept.	DIRECTOR OR DESIGNEE
4. After examinations of the cadet/student, the doctor will write all information pertinent regarding the treatment of the cadet's condition. This information will be placed in cadet/student's file, chronological, and Communication Log.	DOCTOR
5. Any prescription the doctor orders shall be picked up by the parents.	DOCTOR

PROGRAM RULES

CLASSROOM

While attending classes at the Academy, you are responsible for your behavior. The teacher is there to give you the proper education you need to prepare you for the future. While you are in class you are required to comply with the following rules:

1. Raise your hand to speak in class. Talking without permission will not be tolerated.

PROGRAM RULES**CLASSROOM**

2. Address your teacher as "Sir" or "Mamm" at all times.
3. No disruptions or horseplay is tolerated.
4. Assignments are to be turned in when they are due. Late assignments will result in an intolerable rating.
5. You are responsible for letting someone know if you need help in a class or on an assignment. Help will be arranged when requested.
6. No food, drinks, or chewing gum of any kind is allowed in the classroom unless brought by the teacher.
7. Class participation is mandatory.
8. Follow the Code Of Ethics while in the classroom.

DORM

In order to maintain security, safety and comfort for all cadets, staff and guests, you will be required to comply with the following rules:

1. No loud talking or yelling at any time.
2. No running in the halls unless called by a staff member.
3. No eating or drinking in the halls.
4. Knock and wait for permission to enter all rooms except for your own.
5. No writing or defacing anything in or near the Academy.
6. You will be subject to a search upon entering the building.
7. You will march from one class to the next.

PROGRAM RULES - continued

DORM

8. You are not allowed outside the dorm at anytime unless accompanied by a staff member.
9. No running in the halls in socks or bare feet, ever.
10. You must follow the Code Of Ethics at all times.

FAMILY VISITATION

A cadet at the Williamson County Academy shall have the right to receive visitors, subject only to limitations necessary to maintain facility control. Visitors shall adhere to facility rules and regulations. Visiting privileges may be revoked upon violation of Academy rules.

Conversation or conduct resulting in disturbance to a cadet will not be permitted during visitation by a family member. Any person who appears to be under the influence of drugs or alcohol or who poses a threat to the safety of the cadets or security of the Academy will not be permitted to visit.

PROCEDURES:

RESPONSIBLE PARTY:

1. An Approved Visitor's List shall be obtained no later than the conclusion of the cadet Disposition Hearing.
 * **Note:** Only members of the immediate family (mother, father, brothers, sisters, grandparents) and cadet's attorney are allowed to visit. Any exceptions to this must be approved in writing from the cadet's Probation Officer, Case Manager, or the Program Supervisor.
2. Verification of identity should be established and a copy of identification with a photograph is obtained for the facility's records.

PROBATION OFFICER
 CASE MANAGER
 PROGRAM SUPERVISOR

ACADEMY OFFICER

PROGRAM RULES - continued**FAMILY VISITATION****PROCEDURES:****RESPONSIBLE PARTY:**

- | | |
|--|-----------------|
| 3. Upon visitation, a child's parent or guardian is provided a copy of the visitation hours and phone call policy. | ACADEMY OFFICER |
| 4. All cadets shall be searched after all visits and furloughs. | ACADEMY OFFICER |

VISITATION GENERAL GUIDELINES

1. A family visit should not exceed 30 minutes in length per person per day.
2. Those under 18 years of age must be accompanied by an adult.
3. No eating, drinking or smoking is permitted during visits. We furnish everything the cadet will need during his/her stay. Therefore, we ask you not to bring treats or snacks.
4. No loud or disorderly behavior will be allowed. An Academy Officer may end the visit anytime he/she feels it is necessary.
5. There will be no physical contact between the resident and visitor. However, hugging is permitted with the child and his immediate family members.
6. If you have any questions or need further information, please ask to speak to the Academy Officer on duty between the hours of 8:00 AM and 5:00 PM., Monday through Friday.
7. All cadets and parents are required to sign a pass contract acknowledging that they understand the visitation rules, guidelines and procedures..

VISITING AREAS

Sufficient space is provided for a visiting room or area for visitation. There is adequately designed space to permit screening of visitors and searching of juveniles. Both Academy classrooms act as visiting areas.

PROGRAM RULES - continued

FAMILY VISITATION

Space shall be provided for the proper storage of visitors' personal items not allowed into the visiting area. Any item not allowed in the visit will be placed in the Control Area until the conclusion of the visit.

SPECIAL VISITS:

Special visits may be arranged outside the established visiting hours or established visitor's list by discussing the need for the visit with the Case manager, Program Supervisor or Academy Director.

SCHOOL ATTENDANCE & ABSENCE

General attendance at school is mandatory as established by the juvenile court and applicable compulsory school attendance laws of the state. Cadets/ students are expected to be on time and attend all scheduled classes. Failure to do so shall result in notification to the juvenile court which may result in further court action against the student and/or parents. Parents bringing their child to school are to sign in the student upon arrival at school, and sign the student out at the end of the school day . Once a student is signed in at school he/she will not be permitted to leave the building unless prior arrangements have been made for medical appointments, etc. All students shall be subject to routine pat searches upon arriving at school. **ATTENDANCE WILL BE DOCUMENTED EACH CLASS BY THE TEACHER IN CHARGE.** If a student arrives late for any class, or fails to sign upon arrival at school, they will be marked as "tardie" for that class. Three "tardies" will be counted as one absence from the class.

ABSENCES

Students who are more than 10 minutes late for any class shall be counted as absent for the class.

Parents must notify the J.J.A.E.P. when they are aware that their child will not be in school. Students who do not show up for school and no call has been received, a staff member shall contact the home by phone and attempt to discover why the child is not in attendance. Students must provide a note from their parent(s) the next school day whenever they are not in attendance. If a student fails to provide a signed note from their parent(s) the absence shall be documented as unexcused, until a valid note is provided by the student &parent(s). The juvenile court shall be notified by the students

SCHOOL ATTENDANCE & ABSENCE

probation officer whenever a student has established unexcused absences for 3 or more days, or parts of days, within a four week period, or 10 or more days, or parts of days within a six month period.

ABSENCE DUE TO ILLNESS: A student shall be limited to 5 sick leave days and two personal leave days each semester. A note from parent and/or physician shall be required after each reported absence due to illness. The note shall specify who the adult was supervising the child while they were ill at home (ADULT SUPERVISION IS REQUIRED IN ALL CASES WHEN A CHILD REMAINS AT HOME DUE TO ILLNESS. STUDENTS SHOULD NOT BE LEFT UNATTENDED AT HOME WHEN THEY ARE SICK AND ABSENT FROM THE J.J.A.E.P.) Students shall be considered "Chronically Ill" whenever they are absent from school for 5 or more days. In a case of chronic illness, the parent must present a note to the J.J.A.E.P. from a physician stating the nature of the student's illness which is requiring an extended absence from school, and an estimated date of return to school for the student.

DENTAL & DOCTOR APPT'S: Appointments shall be made so as not to conflict with scheduled school sessions. When such scheduling is not possible, students must present a note from a parent/guardian stating the time of the appointment. On return, the cadet must bring verification from the dentist/doctor office that the appointment was met.

EMERGENCY ABSENCES: These absences will be handled as the situation arises. Once the situation has stabilized, after the fact-documentation is required to explain the absence.

ILLNESS DURING SCHOOL: A cadet/student who becomes ill during school should talk to one of the Academy Officers about his/her illness; the Officer shall then determine which steps shall be taken concerning that cadet's illness. If medical attention is warranted the cadet/student's parent/guardian shall be notified. If the Officer is unable to contact the parent/guardian, the cadet/student's P.O. will be notified. In case of an extreme emergency the Academy Officer shall transport the cadet/student to the Georgetown Hospital Emergency Room for treatment. Under no circumstance may a cadet/student leave the building without first obtaining permission to leave from the Academy J.J.A.E.P. Staff.

EXCLUSION FROM SCHOOL DURING AN ILLNESS: Cadet/student suffering from any of the diseases or illnesses listed below shall be readmitted only on the certificate of the attending physician attesting to the recovery and non-infectious condition of the cadet/student:

- | | | |
|-----------------|--------------|------------------------|
| • Chicken Pox | • Diphtheria | • Infectious Hepatitis |
| • Chyunctivites | • Impetigo | • Measles (Rubella) |

SCHOOL ATTENDANCE & ABSENCE

EXCLUSION FROM SCHOOL DURING AN ILLNESS - continued:

- Meningitis
 - Mononucleosis
 - Pediculosis (head lice)
 - Poliomylitis
 - Scabies
 - Scarlet fever
 - Streptococcal infections
 - Tuberculosis
 - Typhoid fever
- Scalp ring worms (when free of symptoms or when lesions are covered or healed)

Note: Cadet/student's absences shall be limited, and make up or remedial work shall be required of cadets with excessive absences. Teachers shall inform cadets and parents of the time allocated for completing make up work. Each cadet shall be responsible for finding out about the assignment they missed and satisfactorily making up the work, within the allocated time.

URINALYSIS/DRUG TESTING

All cadets/students may be subject to urinalysis testing upon return from each two hour pass and weekend furlough. Failure to comply will be considered intolerable behavior and may result in expulsion from the program. The cadet/student's Probation Officer will be notified immediately of any violations and may choose to impose separate sanctions.

Consequences may be used in any combination and may be imposed beyond the minimum requirement. A case may be called for review at any time.

In all cases of positive urinalysis, an INTOLERABLE rating will be assessed.

RULE VIOLATIONS AND DISCIPLINE

Any combination of the listed disciplinary actions may be used at an Officer's discretion. All cadets must read and understand the violation procedures upon admission to the program.

LOSS OF DAILY PRIVILEGES may include, but not strictly limited to:

- "Time Out" to resolve immediate problem;
- Early bedtime (no earlier than 7:00 P.M.);
- Extra chores within facility;

RULE VIOLATIONS AND DISCIPLINE

- Loss of daily furlough or pass privilege;
- Loss of vending machine privileges;
- Shortened family visitation and/or phone call time.

Any combination of the following listed disciplinary actions may be used at an Officer's discretion. All cadets must read and understand the violation procedures upon admission to the program.

"MAJOR" RULES

RULE VIOLATION	DISCIPLINARY ACTION
1. Fighting or Assault	Expulsion and/or Loss of Daily Privileges and/or Isolation (Room Confinement) and/or Physical Discipline and/or Possible Criminal Prosecution
2. Possession of Contraband	Expulsion and/or Loss of Daily Privileges and/or Physical Discipline and/or Possible Criminal Prosecution
3. Escape Attempt/Escape	Expulsion and/or Loss of Daily Privileges and/or Physical Discipline and/or Possible Criminal Prosecution
4. Destruction of County Property	Expulsion and/or Loss of Daily Privileges and/or Physical Discipline and/or Possible Criminal Prosecution
5. Refusing to Follow Staff Instructions	Loss of Daily Privileges and/or Physical Discipline and/or Expulsion
6. Verbal/Gestured Disrespect Towards Peers or Staff	Loss of Daily Privileges and/or Isolation and/or Physical Discipline
7. Verbally Uncontrolled	Loss of Daily Privileges and/or Counseling and/or Physical Discipline
8. Aggravating or Harassing Others	Loss of Daily Privileges and/or Physical Discipline
9. Imminent Physical Threat Against Self or Others	Expulsion and/or Loss of Daily Privileges and/or Isolation (Room Confinement) and/or Physical Discipline

RULE VIOLATIONS AND DISCIPLINE

"MAJOR" RULES

10. Horseplay	Loss of Daily Privileges and/or Physical Discipline
11. Refusing to do School Work/Study	Loss of Daily Privileges and/or Physical Discipline
12. Violation of the Laws of Texas or the United States	Loss of Daily Privileges and/or Isolation and/or Physical Discipline and/or Expulsion and/or Possible Criminal Prosecution
13. Possessing a Weapon	Isolation (Room Confinement) and/or Expulsion and/or Possible Criminal Prosecution
14. Using Controlled Substances or Alcohol or Refusing to Take a Drug Test	Loss of Daily Privileges and/or Physical Discipline and/or Expulsion and/or Possible Criminal Prosecution
15. Causing Property Damage of \$100 or more	Loss of Daily Privileges and/or Physical Discipline and/or Expulsion and/or Financial Restitution and/or Possible Criminal Prosecution
16. Persistent Refusal to Comply with Facility Rules	Loss of Daily Privileges and/or Physical Discipline and/or Expulsion

All major rule violations shall be documented by staff by completing an Incident Report form. The juvenile will have an opportunity to agree or disagree with rule infraction by signing the Incident Report and/or giving his account of the incident through a grievance procedure.

"MINOR" RULES

Efforts will be made by Academy staff to resolve minor rule infractions through informal means. Informal consequences for minor rule violations may include loss of privileges, restriction from the group, or extra work details. Incident Reports are not required in response to minor rule violations. Minor rule violations include, but are not limited to:

RULE VIOLATION	DISCIPLINARY ACTION
1. Using Another Cadet's Property Without Permission	Loss of Daily Privileges and/or Physical Discipline

RULE VIOLATIONS AND DISCIPLINE

"MINOR" RULES

2. Threatening	Loss of Daily Privileges and/or Isolation (Room Confinement) and/or Physical Discipline
3. Cursing, using racial or Ethnic Slurs or Disrespectful language Toward Another	Loss of Daily Privileges and/or Physical Discipline
4. Disruption of Organized Activities	Loss of Daily Privileges and/or Physical Discipline
5. Deliberate Disobedience of Staff	Loss of Daily Privileges and/or Physical Discipline
6. Failure To Attend Or Participate Is Scheduled Activities	Loss of Daily Privileges and/or Physical Discipline
7. Engaging in Inappropriate Physical Contact or Sexual Acting Out (<i>Major Violation</i>)	Loss of Daily Privileges and/or Physical Discipline and/or Expulsion
8. Tattooing or Piercing Body parts on Self or Others	Loss of Daily Privileges and/or Physical Discipline
9. Deliberate Failure to Not Follow Dress Code	Loss of Daily Privileges and/or Physical Discipline

*** Restrictions of Academy activities may be enforced for rule violations.

*** All personnel who work with the juveniles receive sufficient training so that they are thoroughly familiar with the rules of juvenile conduct, the rationale for the rules and the sanctions available.

PARTICIPATION CONTRACT

I have read and fully understand all the rules, regulations, policies and responsibilities contained within the Academy / J.J.A.E.P. Orientation Handbook. I agree to follow the rules set forth by the Academy / J.J.A.E.P to the best of my ability and I understand the possible consequences if I fail to do so.

Upon signing this contract, I understand that I am now responsible for knowing the Academy / J.J.A.E.P. rules without being told. I understand that a copy of this handbook will be accessible to me if I need to refer back to it.

CADET: NAME (please print) _____

SIGNATURE: _____

DATE: _____

PARENT: NAME (please print) _____

SIGNATURE: _____

DATE: _____

PARENT: NAME (please print) _____

SIGNATURE: _____

DATE: _____

STAFF WITNESS: _____

DATE: _____

PERSONAL PROPERTY LIABILITY

The Williamson County Juvenile Services and/or The Academy / J.J.A.E.P. will not be responsible for any personal property items lost , stolen or damaged, while your child is a resident or J.J.A.E.P. student.

I have read and understand the above policy.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

Attachment "E"

POLICIES AND PROCEDURES Williamson County Juvenile Services (Academy)	POLICY # IV.E (01)	PAGE : 1 of 7
PART IV: Facility Services SECTION: Academic Program SUBJECT: Cadet School Program / J.J.A.E.P.		
RELATED STANDARDS: 3-JCRF: 5A-12; 5D-01; 5D-02; 5D-03; 5D-04; 5D-05; 5D-06; 5D-07		
EFFECTIVE DATE: 01-31-95	REVIEW DATE: 04/14/97	

POLICY

After a juvenile has been Court ordered into the Academy educational programming and services will be initiated immediately. The school program will be in session Monday through Friday 8:45 AM to 3:45 PM at least 180 days per calendar year. Georgetown ISD will be the operating agent for the school component. Any additional school assignments not initiated by the Georgetown ISD staff will be under the responsibility and supervision of the juvenile's Probation Officer.

A teacher : student ratio of one to ten (1:10) will be maintained at all times. The Georgetown ISD teachers and staff will be primarily responsible for teaching the juveniles. They will not be authorized to determine discipline procedures for Academy youth. The Williamson County Academy Officers will be primarily responsible for administering discipline procedures. For Academy youth under special education guidelines, disciplinary and behavior modification guidelines will be established through a joint and cooperative effort through an Admission Review and Discharge committee meeting (ARD).

Considering the rather high numbers of male to female ratio of students, Georgetown ISD policy requires a minimum of one male Academy Staff to remain in each classroom at all times during the class session.

The educational program offered to Academy youth will provide the following:

1. Essential elements in core subjects (English, Language Arts, Mathematics, Science, and History) in order to ensure a successful transition to the home district campus;
2. Assessment instruments under Subchapter B, Chapter 39 of the Texas Education Code shall be administered in conjunction with a high school equivalency program.
3. Self-discipline measures such as problem-solving skills, coping skills, social skills, and study skills providing for student's educational and behavioral needs;
4. Close supervision and monitoring of student's conduct and activities shall be provided constantly;

POLICIES AND PROCEDURES Williamson County Juvenile Services (Academy)	POLICY # IV.E (01)	PAGE : 2 of 7
PART IV: Facility Services SECTION: Academic Program SUBJECT: Cadet School Program / J.J.A.E.P.		

5. Special education students with academic and learning disabilities shall be placed into the Academy academic program through an ARD process in compliance with applicable state laws, including those mandating the establishment of Individual Educational Plans (IEP) for all special education students.

PROCEDURES

A. General Guidelines:

1. The Georgetown ISD will implement the educational program for the Academy.
2. Teaching staff certifications shall be maintained and recognized in:
 - Secondary Education - English, History, Math, And Science;
 - Elementary Education - English, History, Math, And Science;
 - Special Education
3. Educational equipment shall be utilized where applicable and shall include but not be limited to:
 - Video equipment (television, VCR, tapes, etc.)
 - Overhead projector
 - Magnetic board
 - Other "special needs" equipment may be provided by Georgetown ISD or Williamson County
4. Outside employment of Academy youth, work or chore details shall not infringe upon or interfere with the academic program at any time.

B. Enrollment/Assessment Procedures:

1. Upon Court order for a juvenile to be placed into the Academy, the supervising Probation Officer shall submit with the juvenile at time of admission, the following records:
 - The most recent class schedule and all transfer grades of the juvenile;
 - Attendance records and transcripts;
 - Juvenile's cumulative academic record;
 - current health/immunization record;

POLICIES AND PROCEDURES Williamson County Juvenile Services (Academy)	POLICY # IV.E (01)	PAGE : 3 of 7
PART IV: Facility Services SECTION: Academic Program SUBJECT: Cadet School Program / J.J.A.E.P.		

- Copies of paperwork showing a complete ARD was held by the home district school placing the juvenile in the academy (if applicable).
- 2. The teacher will enroll the juvenile in Georgetown ISD after the above documents are received. Students shall earn full credit for all academic performance under Georgetown ISD.
- 3. Criterion-referenced assessment instruments designed to assess competence in Reading, Writing, Mathematics, Social Studies, and Science will be assessed according to the adopted schedule of the State Board Of Education.
- 4. "Tests of Adult Basic Education" will be used to estimate student's current level in areas: Reading (vocabulary & comprehension). Mathematics (computation & concepts/application, and Language (mechanics & expression).)
- 5. The "JOB-O" assessment instrument will be used to determine vocational interests and abilities of the Academy youth.
- 6. The PIEMS Coordinator for Georgetown ISD will call the Academy front desk every school day for complete attendance information including absences, new students, and/or released youth.

C. Williamson County Academy Education Plan

1. The educational coordinator/teacher will develop a plan which shall include:
 - a) Assessment instruments and materials to determine the need for remedial, tutorial, or special education needs.
 - b) Objectives and projected outcomes of the individual courses and individual educational programs to meet the cadet's needs.
 - c) Master schedule for curriculum program.
 - d) Lists of materials, supplies, and specialized equipment necessary for an appropriate educational program to be implemented.
2. The educational component shall be reviewed on an annual basis by the educational coordinator including a review of equipment, curriculum, assessment & testing instruments, health & safety and implementation of the educational program.

POLICIES AND PROCEDURES Williamson County Juvenile Services (Academy)	POLICY # IV.E (01)	PAGE : 4 of 7
PART IV: Facility Services SECTION: Academic Program SUBJECT: Cadet School Program / J.J.A.E.P.		

D. Educational Coordinator Responsibilities:

1. Establish a communication link between public school agencies and Juvenile Services in order to serve the juvenile's educational needs. Communication by the Coordinator or any teacher may be in the form of personal visits, phone contacts, or mail.
2. Assess and identify the capabilities and needs of individual juveniles ordered into the Academy.
3. Develop and implement an Individual Educational Program that will provide a structured environment for each student.
4. Maintain an ongoing record of the juvenile's progress.
5. Follow up visits to home school district campuses will be scheduled by teaching staff and academy staff periodically after the student's release.

E. Class Attendance:

1. No juvenile shall leave the program area without permission of the Academy staff member.
 - a) The educational program is structured to promote classroom habits that will prepare the student for a successful transition to a traditional educational setting.
 - b) Valid reasons for leaving the classroom or not being present shall include:
 - 1) Sickness
 - 2) Court Appearance or Hearing
 - 3) Temporary Release
 - 4) Meeting with Mental Health Counselor, Probation Officer, Nurse, or Doctor
 - 5) Disciplinary Reasons
2. Each cadet will comply with the following rules while in the classroom:

POLICIES AND PROCEDURES Williamson County Juvenile Services (Academy)	POLICY # IV.E (01)	PAGE : 5 of 7
PART IV: Facility Services SECTION: Academic Program SUBJECT: Cadet School Program / J.J.A.E.P.		

- * Raise your hand to speak in class. Talking without permission will not be tolerated.
- * Address your teacher as "Sir" or "Mamm" at all times.
- * No disruptions or horseplay is tolerated.
- * Assignments are to be turned in when they are due. Late assignments will result in an intolerable rating.
- * You are responsible for letting someone know if you need help in a class or on an assignment. Help will be arranged when requested.
- * No food, drinks, or chewing gum of any kind is allowed in the classroom unless brought by the teacher.
- * Class participation is mandatory.
- * Follow the Code Of Ethics while in the classroom.

F. Rescue Team (Positive Peer Pressure):

1. Students shall participate in "Team" twice per week with no more than 9 peers in any team, and one adult facilitator.
2. The objective is to equip the students with behavioral skills to transform previous hurtful behaviors into helping behaviors.
3. Students shall purpose to help each other reach positive behavioral goals and to be constructively concerned with each other.
4. During the "Team" sessions, the only the only resource available for problem solving, encouragement or suggestions shall be the youth themselves.
5. **Confidentiality** shall be stressed during "Team". Academy staff, teachers, or any other adult facilitator shall not discuss or report any information revealed during the "Team" session with any student or other staff member, except under emergency situations or the event of dangerous or life threatening information.
6. "Team" shall provide "practice time" for students to demonstrate self-control and problems solving skills (without adult involvement) toward their ability to relate to each other and persons outside of the team (similar to the "King's X moment in time).

POLICIES AND PROCEDURES	POLICY #	PAGE :
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F. Merit / Incentive System:

1. Youth participating in "Team" may award bonus merits (1 per student) to each other as agreed by the majority per team session.
2. Academy staff may award bonus merits outside of "Team" when observing a cadet helping another student or demonstrating concern for another peer in an exceptional manner(i.e., offering positive advice, tutoring, going out of their way to help another student, or any other noble act).
 - * The bonus merit will be noted on the cadet's daily observation log by Academy staff member.
 - * Students may not request a bonus merit at any time from a staff member.
 - * Students may only receive a bonus merit during regular school hours including lunch, break, or activities.
3. A "Merit Store" containing snacks, games, pens, pencils, etc., will be open on **Friday's only** (usually during break) for cadets that have earned and accumulated merits may "spend them" on desired items.
 - * Academy staff shall be present when merits are "spent" at the store.
 - * Teaching staff shall maintain the merit store supplies and all necessary records.
 - * Items not perishable shall be held until the end of the school day and given to the cadet at weekend exit.

F. Classroom Facilities:

Educational facilities shall be designed in conformity with local and state educational requirements. All classrooms shall have:

1. Adequate space for tables (desks) to accommodate three-fourths of the design capacity of the facility.
2. Adequate storage space for classroom supplies; located in the classroom as well as accessible storage closets.

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H. Educational Supplies:

Educational supplies include all hardware and software used in the educational program.

1. Software: The facility shall maintain (either through purchase, rental, or loan) various levels of commercially-made computer programs, video tapes, film strips, etc. Other supplies such as paper, pencils, etc. shall be sufficiently stocked and replaced as necessary.
2. Hardware: The facility shall maintain necessary hardware such as calculators, computers, or visual equipment. These items shall be kept in working condition and parts repaired and/or replaced as necessary.

I. Work Program:

1. Any cadet employed outside the program shall comply with all legal and regulatory requirements.
2. The Academy Case Manager or Program Supervisor will assist all eligible cadets in locating a job, and obtaining necessary job related skills (completing job applications, interviewing skills, etc.) unless specific restrictions are imposed by the court.

J. Transportation:

Academy Staff shall provide transportation for Academy cadets from the facility to the school building.

AGENDA ITEM # 16August 12, 1997*Set date for public hearing to set speed limit on Cedar Hollow Crossing Road.

Moved: Commissioner Boatright

Seconded: Judge Doerfler

Motion: To set 10:30 a.m. on September 9, 1997 for public hearing to set speed limit on Cedar Hollow Crossing Road.

Vote: Motion carried 5 - 0

4AGENDA ITEM # 17August 12, 1997*Consider approving resolution adopting the ADCR Plan 3 retirement plan and designate additional funding to come out of Health Benefits Fund.

Moved: Judge Doerfler

Seconded: Commissioner Heiligenstein

Motion: To approve resolution adopting the ADCR Plan 3 retirement plan with no additional funding from Health Benefits.

Vote: Motion carried 5 - 0

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