

# Agenda of Regular Meeting

## The Board of Trustees Canutillo ISD

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A Regular meeting of the Board of Trustees of Canutillo ISD will be held October 22, 2024, beginning at 6:00 PM in the Canutillo ISD Administration Office, 7965 Artcraft, El Paso, TX 79932.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

1. **GENERAL FUNCTIONS-OTHER**
  - A. Call to Order
  - B. Pledge of Allegiance
  - C. Texas Pledge of Allegiance
  - D. Roll Call
  - E. CISD Vision and Mission Statements 4
2. **BOARD HONORS**
  - A. Recognition of CISD and Community Staff That Helped Organize the Historic Student Performance at the TASA/TASB Conference in San Antonio in September  
**Presenter:** G. Reveles
  - B. Viewing of a Recording of the Canutillo ISD Student Performance at the TASA/TASB Conference in San Antonio on Sept. 28, 2024  
**Presenter:** G. Reveles
3. **OPEN FORUM-OTHER**

Any person wishing to address the Board during the period reserved for public comment at a Board meeting must sign up to be heard, in accordance with District policy BED(LOCAL):

Each participant will be limited to **THREE MINUTES** to make comments to the Board. The Board is **NOT** permitted to discuss or act upon any issues that are not posted on the agenda for tonight's meeting.

For further information on those policies, contact the Superintendent's Administrative Assistant.
4. **SPECIAL PRESENTATION-OTHER**
  - A. Lonestar Governance Goals 1 & 2 5  
**Presenter:** Sandra Carrillo
  - B. School Health Advisory Council (SHAC) Annual Report 26  
**Presenter:** Dr. Monica Reyes
  - C. Highland Canutillo ISD EPA Presentataion 37  
**Presenter:** Dominic Ricotta - Highland Fleets
5. **PUBLIC HEARING**

|    |                                                                                                                                                                                                                                                                                  |     |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| A. | A Public Hearing Will Be Held Regarding the Canutillo ISD's Financial Integrity Rating System of Texas (FIRST). The Public is Invited to Attend and Provide Public Comment.                                                                                                      | 51  |
|    | <b>Presenter:</b> C Pulley                                                                                                                                                                                                                                                       |     |
| B. | Discussion and Possible Action of Approval of the Canutillo ISD's Financial Integrity Rating System of Texas (FIRST)                                                                                                                                                             |     |
|    | <b>Presenter:</b> C Pulley                                                                                                                                                                                                                                                       |     |
| 6. | <b>BOARD OF TRUSTEE BUSINESS</b>                                                                                                                                                                                                                                                 |     |
| A. | Acceptance and Approval of Trustee Blanca Trout's Resignation                                                                                                                                                                                                                    | 91  |
|    | <b>Presenter:</b> Dr. Pedro Galaviz                                                                                                                                                                                                                                              |     |
| B. | Discussion and Possible Action to Approve Administration's recommendation of the 2024 Educational Specifications for Elementary Schools, Middle Schools and Early College High Schools as developed by IN2 Architecture and the selection of a qualitative method of compliance. | 92  |
|    | <b>Presenter:</b> Irene Nigaglioni - PROCEDEO                                                                                                                                                                                                                                    |     |
| 7. | <b>CONSENT AGENDA-VOTING</b>                                                                                                                                                                                                                                                     |     |
| A. | <i>BUSINESS SERVICES</i>                                                                                                                                                                                                                                                         |     |
| 1. | Approval of the Monthly Donations                                                                                                                                                                                                                                                |     |
|    | <b>Presenter:</b> C. Pulley                                                                                                                                                                                                                                                      |     |
| a. | Approval of September 2024 Donations Report                                                                                                                                                                                                                                      | 414 |
|    | <b>Presenter:</b> Cristina Pulley                                                                                                                                                                                                                                                |     |
| 2. | Approval of the Budget Amendments                                                                                                                                                                                                                                                |     |
|    | <b>Presenter:</b> C. Pulley                                                                                                                                                                                                                                                      |     |
| a. | Approval of the September 2024 Budget Amendments                                                                                                                                                                                                                                 | 416 |
|    | <b>Presenter:</b> C Pulley                                                                                                                                                                                                                                                       |     |
| 3. | Approval of an Agency Affiliation Agreement Between Canutillo ISD and El Paso Community College (EPCC)                                                                                                                                                                           | 421 |
|    | <b>Presenter:</b> Dr. Monica Reyes                                                                                                                                                                                                                                               |     |
| 4. | Approval of the Interlocal Agreement Between Canutillo ISD and El Paso Juvenile Justice Alternative Education Program for the 2024-2025 School Year                                                                                                                              | 440 |
|    | <b>Presenter:</b> Dr. Monica Reyes                                                                                                                                                                                                                                               |     |
| 5. | Approval of Agreement Between Canutillo ISD and the City of El Paso for Mass Prophylaxis Closed Point of Dispensing (POD) Under Grant From the Texas Department of State Health Services.                                                                                        | 564 |
|    | <b>Presenter:</b> Dr. Monica Reyes                                                                                                                                                                                                                                               |     |
| 6. | Approval of Memorandum of Understanding Between Canutillo ISD and the Higher Education Coordinating Board, to Provide High School Counselors Access to Apply Texas Counselor Suite                                                                                               | 572 |
|    | <b>Presenter:</b> Dr. Monica Reyes, Maria Villareal                                                                                                                                                                                                                              |     |
| B. | <i>CURRICULUM AND INSTRUCTION</i>                                                                                                                                                                                                                                                |     |
| 1. | Approval of Appointments of Attendance Committees                                                                                                                                                                                                                                | 583 |
|    | <b>Presenter:</b> M. Reyes                                                                                                                                                                                                                                                       |     |
| C. | <i>HUMAN RESOURCES</i>                                                                                                                                                                                                                                                           |     |



- |    |                                                                                                                                    |     |
|----|------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1. | Approval of Request for CTE Teacher Under District of Innovation (DOI)                                                             | 588 |
|    | <b>Presenter:</b> Martha Carrasco                                                                                                  |     |
| 2. | Approval of 2024-2025 District/Campus Improvement Plans                                                                            | 595 |
|    | <b>Presenter:</b> Julieta Melendez                                                                                                 |     |
| 3. | Approval of Gallagher Benefits Contract Amendment                                                                                  | 689 |
|    | <b>Presenter:</b> Human Resources                                                                                                  |     |
| D. | Approval of Proposed Changes to the 2024-25 CISD Calendar to Close All Campuses to Students on Nov. 5, 2024 (Election Day Closure) | 700 |
|    | <b>Presenter:</b> G. Reveles                                                                                                       |     |
| 8. | <b>EXECUTIVE SESSION</b>                                                                                                           |     |
|    | A. Discuss financial information from a business prospect considering locating in the District (Texas Government Code 551.087)     |     |
| 9. | <b>ADJOURNMENT</b>                                                                                                                 |     |

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If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

# CANUTILLO INDEPENDENT SCHOOL DISTRICT

## **Mission**

We provide Equitable Opportunities to ensure our future-ready students are empowered to Explore, Learn, Grow and Excel.

## **Vision**

LEAD today. IMPACT tomorrow.

#VivaCanutillo



## CURRICULUM & INSTRUCTION

### CANUTILLO A Premier District

TO: CISD Board of Trustees and Superintendent Galaviz  
FROM: Jessica Arellano, Executive Director of Curriculum & Instruction  
DATE: October 1, 2024  
RE: Lone Star Governance Student Outcome Goal Progress

Pursuant to the Lone Star Governance (LSG) framework, Canutillo ISD administration is required to update the board on progress toward meeting student outcome goals. In alignment with our district's LSG calendar, Goals 1 & 2 (student progress in reading and mathematics) will be the focus for the month of October.

LSG Goal 1 states:

- The percentage of kindergarten students reading on grade level will increase from 33% in June 2021 to 70% by June 2026.
- The percentage of 1st grade students reading on grade level will increase from 46% in June 2021 to 70% by June 2026.
- The percentage of 2nd grade students reading on grade level will increase from 54% in June 2021 to 70% by June 2026.

LSG Goal 2 states:

- The percentage of kindergarten students performing on grade level in math will increase from 13% in June 2021 to 70% by June 2026.
- The percentage of 1st grade students performing on grade level in math will increase from 24% in June 2021 to 70% by June 2026.
- The percentage of 2nd grade students performing on grade level in math will increase from 32% (2021) to 70% by the year 2026.

Current district assessment performance data points and student progress toward goal targets in math and reading were compiled and will be presented for discussion at the October 2024 board meeting. This information is being provided to board members and district administration in order to ensure collective awareness concerning student progress toward meeting the district's student outcome goals.

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# **LONE STAR GOVERNANCE**



**GOALS AND PROGRESS MONITORING INDICATORS**

**October 2024**



A photograph of three young children sitting at a light-colored wooden table in a classroom. They are engaged in a play activity using red play dough. Each child has a colored tray (yellow, blue, and green) in front of them containing the dough. On the table are several large, colorful alphabet cards with letters like 'M', 'C', 'Y', 'K', 'G', 'N', 'O', 'P', 'L', 'I', 'K', 'J', 'H', 'G', 'F', 'E', 'D', 'C', 'B', 'A'. One card features a 'Play Dough Center' label with a small illustration. The children are focused on their work. The background shows a colorful rug with letters and other children standing nearby.

# October 2024

**Goal 1 – Early Childhood Literacy**

**Goal 2 - Early Childhood Mathematics**

# Early Childhood Literacy

# Texas Kindergarten Entry Assessment

## BOY Community

## Benchmark Report

| Measure                      |                           | On-Track | Monitor | Support |
|------------------------------|---------------------------|----------|---------|---------|
| Vocabulary                   | Vocabulary 1              | 43%      | 8%      | 49%     |
|                              | Overall Measure           | 43%      | 8%      | 49%     |
| Letter Names                 | Letter Names 1            | 59%      | 6%      | 35%     |
|                              | Overall Measure           | 59%      | 6%      | 35%     |
| Spelling                     | Spelling 1                | 68%      | 10%     | 22%     |
|                              | Overall Measure           | 68%      | 10%     | 22%     |
| Listening Comp               | Listening Comprehension 1 | 57%      | 9%      | 35%     |
|                              | Overall Measure           | 57%      | 9%      | 35%     |
| Decoding                     | Decoding 1                | 22%      | 16%     | 62%     |
|                              | Overall Measure           | 22%      | 16%     | 62%     |
| Letter Sounds                | Letter Sounds 1           | 65%      | 7%      | 28%     |
|                              | Overall Measure           | 65%      | 7%      | 28%     |
| Blending                     | Blending 1                | 53%      | 10%     | 37%     |
|                              | Overall Measure           | 53%      | 10%     | 37%     |
| Math                         | Math Part 1               | *        | *       | *       |
|                              | Math Part 2               | *        | *       | *       |
|                              | Overall Measure           | 50%      | 9%      | 41%     |
| Academic Motor Skills        |                           | 81%      | 0%      | 19%     |
| * Measure has no benchmarks. |                           |          |         |         |

| Measure                      |                          | On-Track | Monitor | Support |
|------------------------------|--------------------------|----------|---------|---------|
| Vocabulario                  | Vocabulario 1            | 49%      | 7%      | 44%     |
|                              | Overall Measure          | 49%      | 7%      | 44%     |
| Nombres de las Letras        |                          | 65%      | 7%      | 28%     |
| Ortografía                   | Ortografía 1             | 76%      | 7%      | 17%     |
|                              | Overall Measure          | 76%      | 7%      | 17%     |
| Sonidos de las Letras        |                          | 59%      | 13%     | 28%     |
| Decodificación               | Decodificación 1         | 28%      | 0%      | 72%     |
|                              | Overall Measure          | 28%      | 0%      | 72%     |
| Combinación de Sonidos       | Combinación de Sonidos 1 | 66%      | 16%     | 18%     |
|                              | Overall Measure          | 66%      | 16%     | 18%     |
| Comprensión Auditiva         | Comprensión Auditiva 1   | 64%      | 10%     | 26%     |
|                              | Overall Measure          | 64%      | 10%     | 26%     |
| Matemáticas                  | Matemáticas Parte 1      | *        | *       | *       |
|                              | Matemáticas Parte 2      | *        | *       | *       |
|                              | Overall Measure          | 61%      | 7%      | 32%     |
| Motricidad Académica         |                          | 81%      | 0%      | 19%     |
| * Measure has no benchmarks. |                          |          |         |         |





# Texas Kindergarten Entry Assessment BOY Literacy-Reading Composite

- TX KEA English - 65% on Grade Level
- TX KEA Spanish - 65% on Grade Level





# First Grade TPRI & Tejas LEE

## BOY Data

| Measure                        | D   | SD  |
|--------------------------------|-----|-----|
| SCR-1 Letter Sound             | 74% | 26% |
| SCR-2 Word Reading             | 38% | 62% |
| SCR-3 Blending Phonemes        | 35% | 65% |
| Blending Word Parts            | 59% | 41% |
| Blending Phonemes              | 63% | 37% |
| Deleting Initial Sounds        | 47% | 53% |
| Deleting Final Sounds          | 44% | 56% |
| Initial Consonant Substitution | 75% | 25% |
| Final Consonant Substitution   | 78% | 22% |
| Middle Vowel Substitution      | 69% | 31% |
| Initial Blending Substitution  | 47% | 53% |
| Blends in Final Position       | 44% | 56% |
| Word Reading 1                 | 43% | 57% |
| Word Reading 2                 | 34% | 66% |
| Word Reading 3                 | 22% | 78% |
| Word Reading 4                 | 21% | 79% |
| Fluency - Tut                  | 19% | 81% |
| Reading Comp - Tut             | 36% | 64% |
| Listening Comp - Tut           | *   | *   |
| Accuracy Level - Tut           | 37% | 63% |
| Fluency - Baseball Game        | 19% | 81% |
| Reading Comp - Baseball Game   | 51% | 49% |
| Listening Comp - Baseball Game | *   | *   |
| Accuracy Level - Baseball Game | 36% | 64% |
| * Measure has no benchmarks.   |     |     |

| Measure                                   |                                   | D   | NE  | NI  |
|-------------------------------------------|-----------------------------------|-----|-----|-----|
| Identificación de sonidos                 | Identificación del sonido inicial | *   | *   | *   |
|                                           | Identificación del sonido final   | *   | *   | *   |
|                                           | Overall Measure                   | 38% | 0%  | 62% |
| Unión y segmentación de sonidos           | Unión de los sonidos              | *   | *   | *   |
|                                           | Segmentación de los sonidos       | *   | *   | *   |
|                                           | Overall Measure                   | 18% | 37% | 45% |
| Omisión de sonidos                        | Omisión del sonido inicial        | *   | *   | *   |
|                                           | Omisión del sonido final          | *   | *   | *   |
|                                           | Overall Measure                   | 20% | 80% | 0%  |
| Reconocimiento de las palabras            |                                   | 18% | 36% | 46% |
| Exactitud - El pato Lalo                  |                                   | 41% | 0%  | 59% |
| Fluidez - El pato Lalo                    |                                   | *   | *   | *   |
| Comprensión de lectura – El pato Lalo     |                                   | 53% | 0%  | 47% |
| Exactitud - Meme y el fútbol              |                                   | 44% | 0%  | 56% |
| Fluidez - Meme y el fútbol                |                                   | *   | *   | *   |
| Comprensión de lectura – Meme y el fútbol |                                   | 58% | 0%  | 42% |
| Exactitud global                          |                                   | 37% | 0%  | 63% |
| Fluidez global                            |                                   | *   | *   | *   |
| Comprensión global                        |                                   | 35% | 0%  | 65% |
| * Measure has no benchmarks.              |                                   |     |     |     |



# TPRI 1st Grade BOY Screener Results

- TPRI English - 50% on Grade Level
- Tejas LEE Spanish - 38% on Grade Level



# Second Grade TPRI & Tejas LEE

## BOY Data

| Measure                        | D   | SD  |
|--------------------------------|-----|-----|
| SC Word Reading                | 61% | 39% |
| Spelling Set 1                 | 46% | 54% |
| Spelling Set 2                 | 14% | 86% |
| Spelling Set 3                 | 15% | 85% |
| Spelling Set 4                 | 12% | 88% |
| Word Reading Set 1             | 70% | 30% |
| Word Reading Set 2             | 60% | 40% |
| Word Reading Set 3             | 50% | 50% |
| Word Reading Set 4             | 48% | 52% |
| Fluency - Rosa s New Friend    | 27% | 73% |
| Read Comp - Rosa s New Friend  | 71% | 29% |
| Lis Comp - Rosa s New Friend   | *   | *   |
| Accu Level - Rosa s New Friend | 75% | 25% |
| Fluency - Skateboard!          | 26% | 74% |
| Read Comp - Skateboard!        | 42% | 58% |
| Lis Comp - Skateboard!         | *   | *   |
| Accu Level - Skateboard!       | 68% | 32% |
| * Measure has no benchmarks.   |     |     |

| Measure                                         |                 | D   | NE  | NI  |
|-------------------------------------------------|-----------------|-----|-----|-----|
| Reconocimiento de las palabras                  |                 | 32% | 41% | 27% |
| Exactitud - El abuelo de Nico                   |                 | 72% | 0%  | 28% |
| Fluidez - El abuelo de Nico                     |                 | *   | *   | *   |
| Comprensión de lectura - El abuelo de Nico      |                 | 19% | 0%  | 81% |
| Exactitud - El Festival del Charro              |                 | 65% | 0%  | 35% |
| Fluidez - El Festival del Charro                |                 | *   | *   | *   |
| Comprensión de lectura - El Festival del Charro |                 | 19% | 0%  | 81% |
| Exactitud global                                |                 | 58% | 0%  | 42% |
| Fluidez global                                  |                 | *   | *   | *   |
| Comprensión global                              |                 | 33% | 0%  | 67% |
| Dictado                                         | Dictado         | 38% | 0%  | 62% |
|                                                 | Overall Measure | 38% | 0%  | 62% |
| * Measure has no benchmarks.                    |                 |     |     |     |



# TPRI 2nd Grade BOY Screener Results

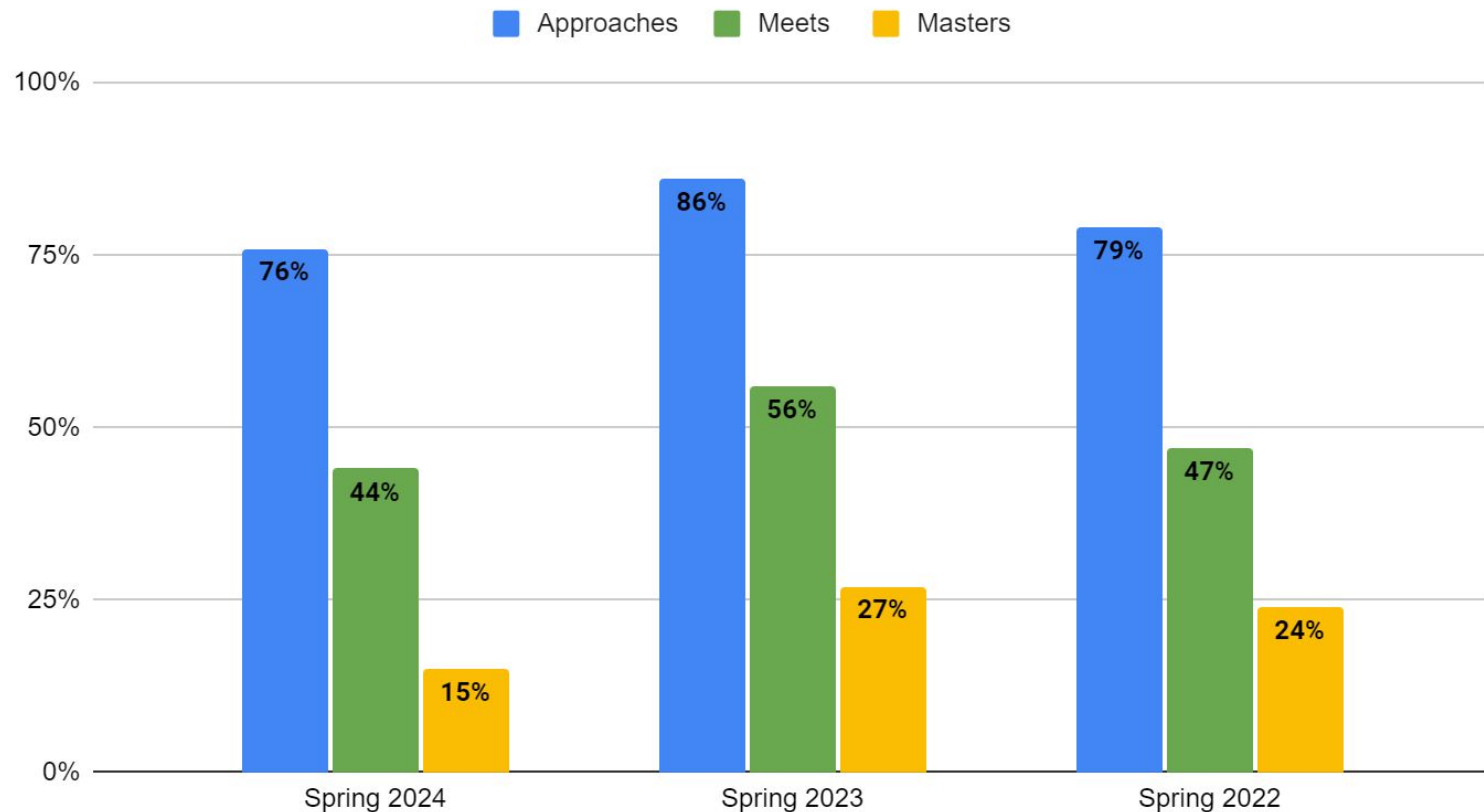
- TPRI English - 46% on Grade Level
- Tejas LEE Spanish - 42% on Grade Level



# Elementary Mathematics

# Spring STAAR Grade 3 Math

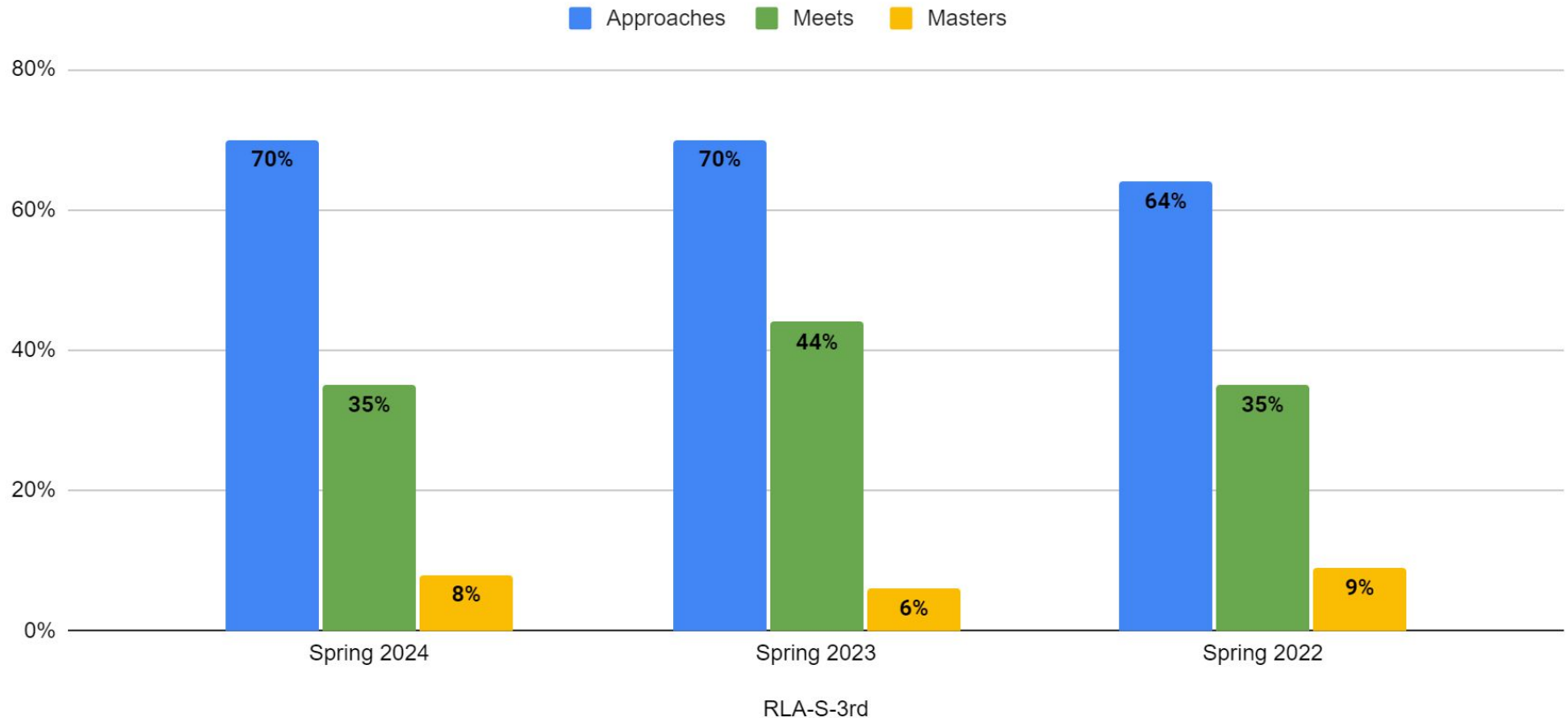
Canutillo ISD Spring STAAR Math- 3rd Performance 2024 -2022





# Spring STAAR Grade 3 Math- S Performance 2024- 2022

Canutillo ISD Spring STAAR MATH-S- 3rd Performance 2024-2022

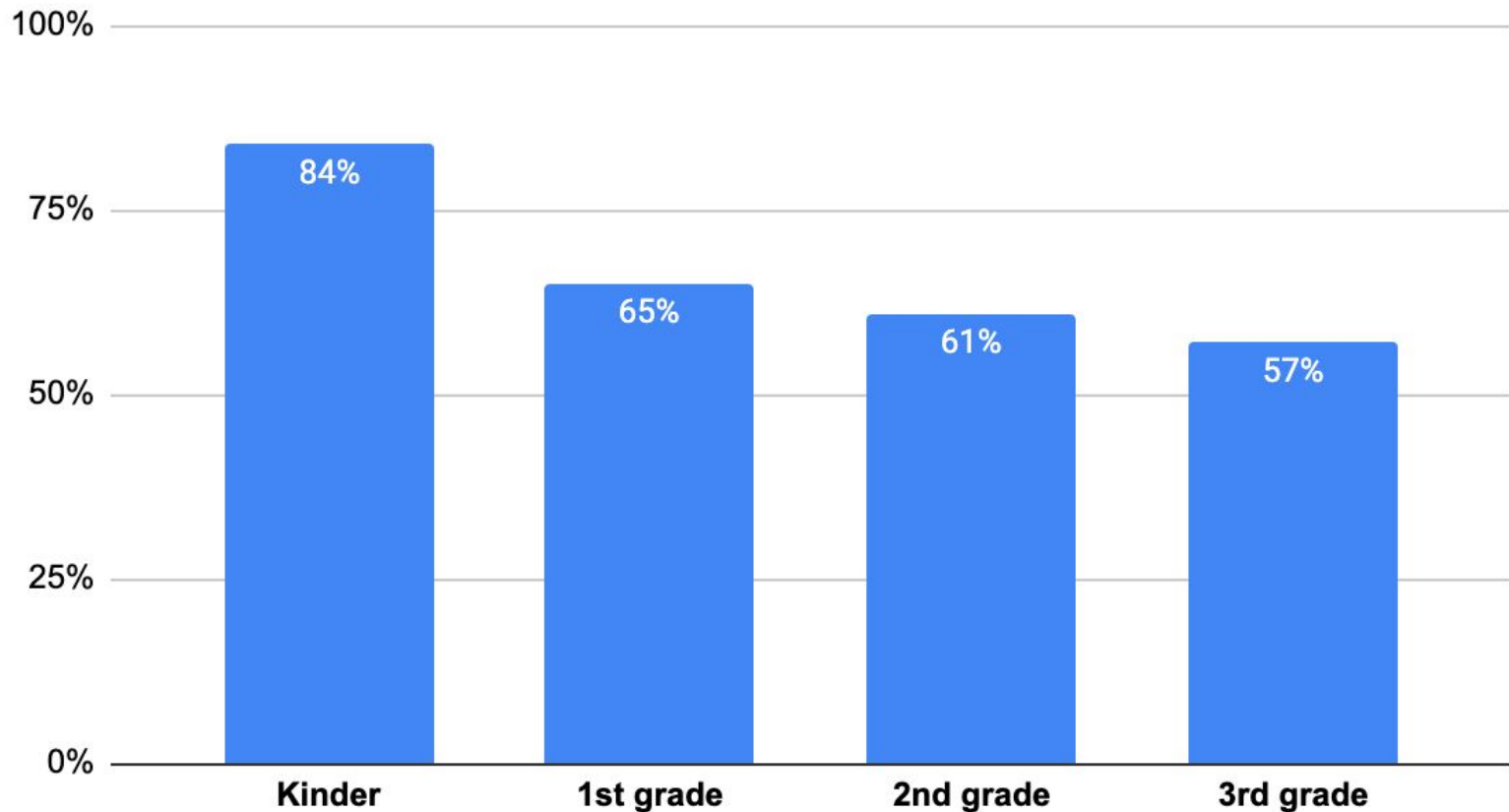


CANUTILLO INDEPENDENT SCHOOL DISTRICT  
A Premier District



# STEMscopes 2024-2025

## STEMscopes BOY 2024



# Elementary Literacy

# Spring 2024 STAAR Grade 3 RLA

- 17% projected Did Not Meet Grade Level
- 34% projected Approaches Grade Level
- 31% projected Meets Grade Level
- 18% projected Masters Grade Level

49% of students Meets or Better

82% of students Approaches or Better



# Spring STAAR Grade 3 RLA-S

- 42% projected Did Not Meet Grade Level
- 40% projected Approaches Grade Level
- 9% projected Meets Grade Level
- 9% projected Masters Grade Level

18% of students Meets or Better

58% of students Approaches or Better



# 24-25 Grade 3 Star Reading BOY

The Star Reading Consolidated State Performance Report provides a student performance outlook for STAAR assessments.

- 21% projected Did Not Meet Grade Level
- 27% projected Approaches Grade Level
- 32% projected Meets Grade Level
- 19% projected Masters Grade Level

51% of students projected to Meet or Better

78% of students projected to Approach or Better





# Reading Interventions

- ★ Texas Reading Academies training for all K-3 teachers.
- ★ District PLC's focused on the disaggregation of data and delivery of content
- ★ Streamlined assessment strategy around CLI Engage Assessments Pre-K - 2 and Star Reading 3rd Grade
- ★ CLI Engage Platform (interventions, resources, professional development)
- ★ Implementation of Literacy Research-Based Instructional Strategies at all levels
- ★ Implementation of CISD Literacy Framework at all levels
- ★ Implementation of Wonders/Maravillas as our tier 1 High Quality Instructional Material K-5
- ★ Implementation of Lexia Core 5 blended learning program for tier 2 intervention
- ★ Implementation of Wilson Foundations in K-2
- ★ Intentional planning of center activities focused on targeting foundational skills
- ★ Grant partnership with Texas Reads Texas Leads for technical support and professional development targeting K-3 RLA.

# Math Interventions

- ★ Strong First Teach: District PLC's for grades 3-5
- ★ Math Achievement Academies Opportunities Grade K-5
- ★ Grade 1 Math early interventions (district wide) Precision Math - partnership with UT Austin
- ★ CLI Engage Platform (interventions, resources, professional development)
- ★ High Impact Tutoring - ACE 21st Century Grant
- ★ Campus PLC's focused on the disaggregation of data



# Questions?



## STUDENT SUPPORT SERVICES CANUTILLO A Premier District

TO: Board of Trustees  
Dr. Pedro Galaviz, Superintendent

FROM: Dr. Monica Reyes, Executive Director, Student Support Services

DATE: October 2, 2024

SUBJECT: School Health Advisory Council (SHAC) Annual Report

As per board policy, the Student Support Services Department will present the School Health Advisory Council (SHAC) Annual Report. This report communicates the 2023-2024 efforts and recommendations addressing meetings and activities throughout the district. It will also include the SHAC 2024-2025 goals.

This report does require board action of recognition and approval as stated in policy EHAA (Legal).

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# Canutillo Independent School District

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**Dr. Nancy Torres**  
*Coordinated School Health Facilitator, CSHF*

(915) 877-7656  
FAX (915) 877-7652  
ntorres@canutillo-isd.org

October 15, 2024

Canutillo Independent School District  
Superintendent and Members of the Board of Trustees  
7965 Artcraft  
El Paso, Texas 79932

Dear Dr. Galaviz and Members of the Board of Trustees,

According to EHAA (LEGAL), local SHACs shall submit to the Board, at least annually, a written report that includes:

1. Any SHAC recommendation concerning the District's health education curriculum and instruction or related matters that the SHAC has not previously submitted to the Board;
2. Any suggested modification to a SHAC recommendation previously submitted to the Board;
3. A detailed explanation of the SHAC's activities during the period between the date of the current report and the date of the last prior written report.
4. The Board shall select any instruction relating to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS) with the advice of the SHAC.

Furthermore, Texas Education Code (TEC) 28.004 states the SHAC shall establish a physical activity and fitness planning subcommittee to consider issues relating to student physical activity and fitness and make policy recommendations to increase physical activity and improve fitness among students, TEC 28.004 (l-1). Additionally, the Board shall determine the specific content of the District's instruction in human sexuality, TEC 28.004 (h).

This annual report will include the activities and accomplishments for the 2023-2024 school year and goals for the 2024-2025 school year.

Sincerely,

**Dr. Nancy Torres**  
Coordinated School Health Facilitator, CSHF

**Toney Moreno & Julie Scott**  
SHAC Co-Chairs and Parents

The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.

El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.

# 2023-2024 School Health Advisory Council (SHAC) Report

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## **I. SHAC Meetings**

5 General session meetings (4 meeting required per year)

- September 25, 2023
- February 26, 2024
- April 15, 2024
- May 6, 2024
- May 20, 2024

### **Committees**

Health & Wellness

Bullying & Mental Health

### **SHAC Executive Committee Officers**

- Co-chair - Julie Scott (parent)
- Co-Chair - Toney Moreno (parent)
- Secretary - Angelica Placencia (parent/staff)
- Parliamentarian - Christina Figueroa (parent/staff)

### **SHAC Executive Committee**

- SHAC District Representative
  - Dr. Nancy Torres, Coordinated School Health Facilitator (staff)
  - Dr. Monica Reyes, Executive Director of Student Support Services - (parent/staff)
- Health & Wellness Committee
  - Martin Carrillo, Elementary School Physical Education & Health Education, Wellness Coordinator (parent/staff)
  - Victor Corral, High School Physical Education & Health Education, Wellness Coordinator (staff)
- Bullying & Mental Health Committee
  - Jesus Juarez, District Prevention Specialist (staff)
  - Dayanira Carrillo, District Social Worker (staff)

### **SHAC Recruitment Efforts**

- Flyers – print and digital
- SHAC Website
  - <https://www.canutillo-isd.org/departments/student-support-services/holistic-health/school-health-advisory-council>
- Parent teacher conferences
- Health days/nights
- Campus Parent Liaisons and SHAC representatives
- Call outs per campus
- SHAC bulletin boards – one per campus
- Social studies courses to encourage a voice in community involvement
- Old school parent notes – from teachers
- Open forum - ask parents

## 2023-2024 School Health Advisory Council (SHAC) Report

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39 SHAC members from Canutillo ISD

23 are parents or grandparents or community members

\*represents more than one campus in table below

- *At least one campus representative from each school*
- *All of Student Support Services is involved*

### CANUTILLO ISD SCHOOL HEALTH ADVISORY COUNCIL

\* represents more than one campus in table below

| <u>Campus/Department</u> | <u>Parent (P) / Staff (S)/Administration(A)/Grandparent (GP)</u>                                                                             |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| SHAC Co-Chairs (2)       | Toney Moreno (P)*<br>Julie Scott (P)*                                                                                                        |
| Childress Elementary (5) | Isaac Oliva (S)<br>Janet Estrada (P)<br>Lourdes Soliz (GP)*<br>Carolina Ortega (P)<br>Angelica Placencia (P/S)*                              |
| Canutillo Elementary (5) | Martin Carrillo (P/S)*<br>Imelda Salgado (S)<br>Toney Moreno (P)*<br>Christina Figueroa (P/S)*<br>Sandra Vasquez (P)                         |
| Davenport Elementary (2) | Elisabeth Galan (P/S)<br>Paulina Cuellar (P/S)*                                                                                              |
| Garcia Elementary (2)    | Victor Lucas (P/S)*<br>Debbie Garcia (GP/S)*                                                                                                 |
| Damian Elementary (3)    | Joel Olivas (P/S)*<br>Desiree Diaz (P/S)<br>Julie Scott (P)*                                                                                 |
| Reyes Elementary (4)     | Jeannine Fierro (S)<br>Deborah Harris (S)<br>Debbie Garcia (GP/S)*<br>Paulina Cuellar (P/S)*                                                 |
| Alderete Middle (3)      | Peter Carrillo (S)<br>Esther Alzaga (P/S)<br>Paulina Cuellar (P/S)*                                                                          |
| Canutillo Middle (5)     | Justin Balanciere (S)<br>Cesar Hernandez (P)<br>Lucy Hernandez (P)<br>Amber Whitley (P)*<br>Angelica Placencia (P/S)*<br>Victor Lucas (P/S)* |



## 2023-2024 School Health Advisory Council (SHAC) Report

|                                         |                                                                                                                                                                                                                                                                                   |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Canutillo High School (7)               | Alex De la Cruz (P/S)<br>Debbie Garcia (GP/S)*<br>Dr. Monica Reyes (P/S)*<br>Sonia Frayre (P)<br>Amber Whitley (P)*<br>Martin Carrillo (P/S)*<br>Joel Olivas (P/S)*                                                                                                               |
| Northwest Early College High School (1) | Victor Corral (S)                                                                                                                                                                                                                                                                 |
| Student Support Services/Nutrition (12) | Dr. Monica Reyes (P/S)*<br>Maria Villarreal (S)<br>Dr. Nancy Torres (S)<br>Debbie Garcia (GP/S)*<br>Daya Carrillo (S)<br>Jocelyn Cepeda (S)<br>Leah Lopez (S)<br>Jesus Juarez (S)<br>Loretta Berumen (S)<br>Angelina Cardiel (S)<br>Christina Figueroa (P/S)*<br>Marco Macias (S) |
| Community (1)                           | Alejandra Pineda (Aunt)                                                                                                                                                                                                                                                           |

### **Goals of SHAC**

#### **Committee Goals**

##### *Mental Health*

1. What is being done for our teachers for mental health?
2. Trends happening at each campus?

##### *Bullying*

1. Campaign for prevention and to educate parents on bullying definition, law, etc.

##### *Health Education*

1. Increase parent family engagement platform.

##### *Wellness*

1. Conduct a parent survey on the needs, suggestions of health and wellness
2. Put recess policy in place

# 2023-2024 School Health Advisory Council (SHAC) Report

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## **SHAC Recruitment**

- Flyers – print
- Website
- Parent teacher conferences – parent liaisons – print
- Health days/nights – print
- Parent liaisons
- Call outs
- SHAC bulletin boards – one per campus
- Social studies courses to encourage a voice in community involvement
- Old school parent notes – from teachers
- Open forum - ask parents

## **II. Committee Highlights**

### **Action for Healthy Kids**

Since 2018, Canutillo has been part of the El Paso Healthy Schools Coalition. The coalition started with Canutillo ISD, El Paso ISD, and Ysleta ISD through grant funds, while others were welcome (Anthony ISD, San Elizario ISD, Socorro ISD, Tornillo ISD) along with partnering agencies: United Way, Common Threads, La Semilla, Safe Routes to School, YWCA, UTEP College of Education, Paso del Norte Health Foundation, and Healthy and Active Living.

### **A statement by Action for Healthy Kids:**

- *Canutillo ISD has brought focus to child health and the important role it plays in the growth and success of the children. Since 2018, Nancy Torres and her team have worked with other staff, school personnel and community leaders to improve the health of children in Canutillo through strengthening health and wellness infrastructure, policies, and practices based on the Whole School, Whole Child, Whole Community (WSCC) Model. Canutillo ISD completed a district wide analysis of policies called the WellSAT. AFHK conducted this analysis to provide guidance on areas where Canutillo has opportunities to improve. Canutillo ISD also received a total of \$8,000 in district grants from the Healthy Schools Project to help support district wellness initiatives such as school health advisory councils (SHACs), professional development, and/or equipment/resources. AFHK has provided resources and support as the district team developed plans.*
- *Each school in Canutillo ISD has completed a School Health Index (SHI) each year to help staff understand where they may need more support and help the school see where they have been successful around child health and where there are opportunities for improvement. To support those improvements, during the past two years, Canutillo ISD has received implementation grants from the Healthy Schools Project for several schools to support changes and help them become healthier learning environments.*

## 2023-2024 School Health Advisory Council (SHAC) Report

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- *These grants support initiatives around physical activity, nutrition and social emotional learning (SEL) at the campus level, aligning with the Healthy Schools Project policy agenda. Two Canutillo ISD schools received \$1,000 grants for the 2021-2022 school year. This was a year of rebuilding after having remote and hybrid learning experiences for two years. AFHK has been excited to see these schools embracing physical activity and nutrition and understanding the connection between health and academic success. AFHK has also seen growth in engaging families, including them in wellness events and activities. For the 2022-2023 school year, five Canutillo ISD schools received \$1,000 grants. PdNHF and AFHK are excited to continue the work and look forward to seeing what the health and academic successes this year will bring for Canutillo ISD as they continue to implement tomorrow's best today.*

### **Filming:**

Action for Healthy Kids has filmed at a few campuses to highlight mealtimes, recess, physical education, and coordinated school health.

### **Focus Groups:**

- Action for Healthy Kids has supported two parent focus groups in Canutillo ISD.
- Mental Health
- Physical Activity

### **Physical Education and Physical Activity**

As part of a partnership with the Healthy Kids Coalition and Action for Healthy Kids, they provided a survey to collect regional data. They were interested in learning more about physical education (PE) and physical activity (PA) in El Paso region school districts. We were invited to participate in an online survey about how PE and PA-related policies and practices are being implemented in schools. The survey was given to district and campus administration, as well as physical education teachers.

### **School Health Index**

The School Health Index (SHI) is a research-based assessment tool that helps you understand which school health policies and best practices your school or district has/does not have in place that support healthy students and prepare them to learn. The SHI includes key questions on various school health topics from the CDC's version of the School Health Index to provide your school with a shorter, easy-to-complete assessment. AFHK's newly expanded SHI addresses health topic areas consistent with the Whole School, Whole Community, Whole Child (WSCC) model and puts a greater emphasis on Whole Child health by adding in Social and Emotional Climate questions, as well as increasing the focus of how families play a key role in improving childhood health behaviors and development.

The WSCC model places students at the center and emphasizes the role of the community in supporting the school, the connections between health and academic achievement, and the importance of evidence-based school policies and practices. AFHK's SHI also includes cross-cutting questions that address policies and practices that support multiple health topics.

# 2023-2024 School Health Advisory Council (SHAC) Report

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SHI Criteria: School Wellness Environment, School Meals, Other School Food, Health Education, Physical Education, Physical Activity, Staff Involvement, Family and Community Involvement

## **Adult/Youth Mental Health First Aid**

Training continued by Coordinated School Health Facilitator

A grant supports the training of more Canutillo ISD staff who will teach at the Social Emotional Bowl in November 2024 that will train all teachers, staff, and administrators. Additional trainings will be offered to parents and the community throughout the year.

## **After school Programs – Nike**

All 6 elementary schools participated in after school activities with Nike Outlet employees who volunteer their time, while supervised by a CISD employee, to come teach and enjoy physical activities with our CISD students as an afterschool program. This is FREE to our district.

## **Cancer Prevention and Vaccinations for Students**

Taught by Dr. Silvia Chavez-Baray, Border Biomedical Research Center Research Associate, Adjunct Faculty for UTEP - Chicano Studies, Department of Social Work  
The presentation's objectives were to describe the meaning of cancer, different types of cancer, cancer prevention, community referral of health services, and vaccinations.

## **Center Against Sexual and Family Violence**

Review of contacts for the agency and programs offered for our Canutillo ISD students and parents.

Approved programs in our Canutillo ISD Student Handbook:

*HERO/No Means NO / Risky Trends and Behaviors – Grades 6-12 HERO/No Means NO/Risky Trends and Behaviors are educational sessions that provide teenage youth with the tools to have healthy responsible relationships now and in the future. These workshops provide an awareness and prevention program regarding legal ramifications of sexual assault (rape), dating violence, and improper photography with mobile phones, internet safety, and other related crimes. These educational sessions address how to prevent becoming a victim or perpetrator so all youth can experience healthy relationships free from abuse or violence. Provided by The Center Against Sexual and Family Violence*

## **CPR Training – Student, Faculty, Staff, and Family**

HB – 897

K-12 in curriculum through Physical Education and Health Education

CPR mannequins for K-12 instruction and teacher/parent/community instruction

Support by Coordinated School Health Facilitator and Nurse Coordinator

# 2023-2024 School Health Advisory Council (SHAC) Report

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## **Human Sexuality**

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction. State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity.
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

\*No programs to be approved at this time.

## **Kids Excel**

Elementary dance program for all 4th graders that integrates academics – reviewed and recommended, but not funded due to our current financial situation.

Kids Excel is all about Excellence. By setting a high standard and inspiring children to reach for it, Kids Excel classes build self-confidence and set children up for success. Teaching Artists and Musicians strive to create a dynamic and safe learning environment that encourages each child, regardless of ability, and honest feedback is essential. In this way, the children learn that it is ok to make mistakes and will build confidence and self-esteem through these experiences.

Kids Excel maintains a culture of artistic excellence and endeavors to inspire their teaching professionals by enabling them to share their passions, while honing their individual talents. Through honest self-evaluation and discussion, Kids Excel strives to improve their performance, as an organization and as individuals. Each lesson, class, challenge, failure, and milestone are opportunities for self-evaluation, learning, and improvement.

It is only through hard work, perseverance, and commitment that they effectively deliver this life-changing work. Joyful rigor is the key to success and the National Dance Institute methodology, when implemented properly, will take us there!

## **Partnerships**

- Aliviane - classes in campuses, working with Cantuillo ISD Prevention Specialist
- Kids Excel - 2023-2024
- Paso del Norte Health Foundation – Coordinated Approach To Child Health - CATCH - Nutrition grant, **\$41,360**
- National School District Wellness Coalition
- Regional SHAC
- Texas Department of Agriculture - gardening programs in progress and working with ACE afterschool program and the National Immigrant Farmers Initiative
- Texas Parks and Wildlife - archery programs in progress and working with ACE after school program

# 2023-2024 School Health Advisory Council (SHAC) Report

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## **Physical Education Department - Advanced Certifications**

National Board Certification - Physical Education/ Early and Middle Childhood – **BCE - Raul Villanueva & Isaac Oliva** - They are two out of three National Board Certified Physical Education teachers in the state of Texas and the only ones to ever certify in El Paso!

National Board Certification - Health Education/Early Adolescence Through Young Adults – **CMS - Karly Dreher** - Coach Dreher is one of two people certified in health education in the whole state!

## **Paso del Norte Health Foundation - \$41,360**

The Canutillo, CATCH on to Healthy Eating! Program engaged school wellness teams, nutrition services staff, and Health & PE teachers on Canutillo ISD's ten campuses to deliver nutrition education and school-wide, coordinated messaging that promotes and supports healthy nutrition behaviors, including fruit and vegetable consumption, for students and families.

Canutillo ISD uses the Coordinated Approach to Child Health (CATCH) program as its coordinated school health program, including the CATCH Coordination Kit for wellness teams and CATCH PE program. Working in partnership with the CATCH Global Foundation, the proposed project built on these resources and prior Whole Child Leadership and CATCH PE trainings with coordinated, nutrition-focused professional development for school wellness teams, nutrition services teams, and Health & PE teachers. Additionally, the CATCH Global Foundation assisted the district in developing a nutrition messaging and communications plan for parents that supports and aligns with student facing messaging and activities. Program objectives included an increase in nutrition education lessons being taught to students; delivery of coordinated messaging that integrated CATCH's Go/Slow/Whoa language and promoted healthy nutrition, targeted to students and families; and increased engagement and coordination between campus wellness teams and nutrition staff to extend student learning, skill building, and environmental support around choosing healthy foods into the cafeteria.

## **Presentations and Parent Sessions by Coordinated School Health Facilitator**

- UTEP Kinesiology- mentoring and interviewing
- UTEP Social Work- coordinated school health
- Parent Sessions
  - Healthy Habits-Hygiene, Sleep, Nutrition, Wellness, Physical Activity, Organizational skills
  - AED/CPR/Choking
  - Growing Bodies, Recreational Games
  - Adolescents/Puberty

## **Board Action Summary**

**Board Meeting:** October 22, 2024

**Requested By:** 2023-2024 School Health Advisory Council (SHAC)

## **Action Requested:**

The Canutillo ISD SHAC recommends Board approval of the 2023-2024 School Health Advisory Council (SHAC) Report

# 2023-2024 School Health Advisory Council (SHAC) Report

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**Who Has Been Involved?**

SHAC Members

**Action Taken:**

**Date: October 2024**

**WHEREAS**, the local School Health Advisory Council has considered that local community values are reflected in any recommendations made by the council; and

**WHEREAS**, the local School Health Advisory Council has considered research concerning the current health, wellness, and human sexuality issues; and

**WHEREAS**, the health, wellness, and human sexuality programs will continue to promote abstinence and will provide information on decision making; and

**NOW, THEREFORE**, based on this information, **BE IT RESOLVED** that the Canutillo Independent School District School Health Advisory Council’s Annual Report be recognized and approved;

Approved and adopted the 20<sup>th</sup> day of May 2024. We, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Canutillo ISD SHAC.

SHAC members

Approved and adopted the 22<sup>nd</sup> of October 2024. We, the undersigned, hereby certify that the foregoing recommendations were duly adopted by the Canutillo Independent School District Board of Trustees.

| <u>Board Members</u>         | <u>Signature</u> |
|------------------------------|------------------|
| Armando Rodriguez, President |                  |
| Lucy Borrego, Vice President |                  |
| Cindy Zuniga, Secretary      |                  |
| Breanne Barnes, Trustee      |                  |
| Patsy Mendoza, Trustee       |                  |
| Bobby Simental, Trustee      |                  |





# Highland®

Canutillo ISD EPA Award Review

September 23, 2024

# Presentation Agenda

A background image showing a construction site. In the foreground, a yellow excavator is working on a pile of dirt and rocks. Two workers in high-visibility yellow shirts and hard hats are standing to the left of the excavator. In the background, several yellow school buses are parked, with one having the number 18017 visible. The sky is overcast.

1. Overview of the scope and services provided by Highland
2. Menu of services provided by Highland
3. District Award and Pricing Review
4. Localization to Canutillo ISD
5. Highland Contributions to Canutillo ISD

# Experts in EV fleet implementation

Implementation requires coordination of infrastructure, energy, and operations



## Interconnection & Infrastructure

- Utility interconnection and new service
- Site preparation
- Engineering, permitting, and grant compliance



## Chargers & Energy Management

- Charger selection, connectivity, and maintenance
- Charger & fleet management software
- Utility connection for charging & vehicle-to-grid (V2G) events



## Operations & Maintenance

- Procurement, testing, and commissioning of each vehicle
- Driver & mechanic training
- Routine and unexpected maintenance

# Highland Electric Fleets offers a comprehensive procurement solution

| Scope of Services                                   |                                           |
|-----------------------------------------------------|-------------------------------------------|
| Electric vehicles                                   | Vehicle procurement & delivery            |
| Incentive & grant support                           | Electricity                               |
| Site surveying                                      | Vehicle maintenance reimbursement         |
| Permitting                                          | Extended vehicle warranty                 |
| Civil & environmental engineering                   | Charger maintenance                       |
| Site preparation                                    | Extended charger warranty                 |
| Utility engagement & interconnection                | Operational & uptime guarantees           |
| Certified electrician work                          | V2G participation where applicable        |
| Charger procurement, delivery, and installation     | Dedicated support & troubleshooting staff |
| Charge & fleet management software                  | Press & ribbon-cutting events             |
| Route & fleet feasibility analysis                  | Grant compliance                          |
| Tax credit optimization                             | Ongoing grant & incentive reporting       |
| Required personal for implementation and operations | Customer Success Manager from Day One     |

# Summary of EPA Awards

| EPA 2 - Grant - Group Application                                                               | EPA 3 - Rebate                                                               |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 4 Electric Buses                                                                                | 25 Electric Buses, Utilizing 4                                               |
| \$395,000* per Bus Awarded, <b>\$1,580,000 in total</b>                                         | \$345,000* per Bus Awarded, <b>\$8,625,000 in total</b>                      |
| EPA Grant Reporting Requirements in line with group application submitted by Highland (5 Years) | Vehicles must serve the district for 5 years following award implementation* |
| District provides 2 scrap vehicles, Highland provides the remaining 2                           | Highland provides scrap vehicles                                             |
| <b>Timeline:</b> Project completion by May 2026                                                 | <b>Timeline:</b> Bus PO Submission by end of November 2024                   |
| \$10,205,000 in Total Funding, <b>Utilizing \$2,960,000</b>                                     |                                                                              |

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# Pricing Proposal

| Fleet Electrification-as-a-Service Offering    |                 |         |                                |                            |                |                     |
|------------------------------------------------|-----------------|---------|--------------------------------|----------------------------|----------------|---------------------|
| Base Service Fee                               | Bus Quantity    |         | Term Length                    |                            | Annual Mileage |                     |
| \$18,200/bus/year*                             | 8               |         | 10 Years                       |                            | 9,100 miles    |                     |
| Project Specifications:                        | Bus Qty. / Year | Vehicle | Annual Escalator               | Average Annual School Days | OEM            | Charger Qty. / Type |
| Location: 7710 Cap Carter Rd, Vinton, TX 79821 | 2025: 8         | Type C  | 3%, subject to CPI adjustments | 182 days                   | TBD            | 30kW DC 1:1         |

## Key Points

- EPA Round 2 award amount- **\$395,000\*/bus**
- EPA Round 3 award amount - **\$345,000/bus**
- Highland will monetize 45W/30C tax credits and accelerated depreciation with vehicle ownership
- District utilization of competitively bid Highland Sourcewell contract
- Infrastructure in place to accommodate up to 20 chargers and buses in the future
- Highland providing 6 of the 8 scrap vehicles for district
- **There is no upfront payment of any kind - Canutillo ISD does not start paying until 12 months after the site and vehicles are operational**





# Canutillo ISD Localization

With a sole focus on school bus electrification, our company has gathered expertise across the country. Every district has its own unique challenges and we take pride in enhanced district level focus with our partners including:

- A **designated Customer Success Manager** for Canutillo ISD
- **Field technicians** located in Texas who build strong relationships with staff, including bus drivers, mechanics, shop supervisors, depot managers, and other leaders
- A team of **customer success specialists**, extensively trained in Power Electronics technology and remote troubleshooting to resolve issues quickly
- **Regular check-ins** with key team members, including the Customer Success Manager, Director of Fleet Operations, Director of Technology, CEO, and others
- **Participation in community events** and assisting Canutillo ISD in hosting gatherings that showcase the district's leadership in school bus electrification
- **Educational programs** to students and the community in addition to **grade-level appropriate lesson plans** around zero emission buses

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# Additional Benefits Working with Highland

## EPA Clean School Bus Grant Award: Highland Commitments

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### Workforce Development

[GRID Alternatives](#): Contract with GRID Alternatives to develop and perform EVSB and charger trainings including classroom, video and field trainings.

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### Air Quality Quantifications

[QuantAQ](#): Purchase and deploy QuantAQ Air Quality Sensors at depots prior to electrification

- Publish pre-electrification air quality reports to establish baseline air quality metrics
- Regularly collect and report on air quality metrics after EVSB deployment to demonstrate how electrification impacts air quality

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### Community Engagement

- Education: Develop and lead interactive community events to educate the local communities on electrification, how it works, and how it improves local health and environments
- Press Releases: Provide press releases to relevant media to highlight electrification progress
- Ribbon Cutting: Organize event for district staff, students, local politicians, and EPA staff



# Highland and Canutillo ISD

1. **District Focused:** Highland was founded with a mission to support school districts with the transition of their school bus fleets to electric. Our priority is school districts and electric buses.
2. **Committed to Canutillo ISD:** Highland has showed a continued vested interest in Canutillo ISD, and we are fully committed to the success of your project and ongoing operations.
3. **Removal of Risk:** We eliminate the financial and operational risk of your electrification project, and do not require any form of payment until the site is operational.
4. **Reliability:** We can handle every scope requested in the RFQ, including the commitments to the grant reporting requirements.
5. **Financial Savings:** Our contract allows you to understand exactly what you are going to pay to electrify your fleet, removing operational burdens and fluctuations to your depot

# Thank You



Dominic Ricotta and The Highland Team  
713.542.1466 | [Dominic@highlandfleets.com](mailto:Dominic@highlandfleets.com)

# Health impacts of student transportation

Clean buses improve student & community health



Students riding clean school buses have

**8%**

LESS ABSENTEEISM

THAN STUDENTS RIDING DIESEL BUSES<sup>1</sup>



Children riding clean buses have

**16%**

LESS EXPOSURE

TO INHALED NO<sub>x</sub> & AIR POLLUTION<sup>1</sup>



Reduced air pollution exposure leads to

**7%**

LOWER RISK

OF PEDIATRIC ASTHMA HOSPITALIZATION<sup>2</sup>

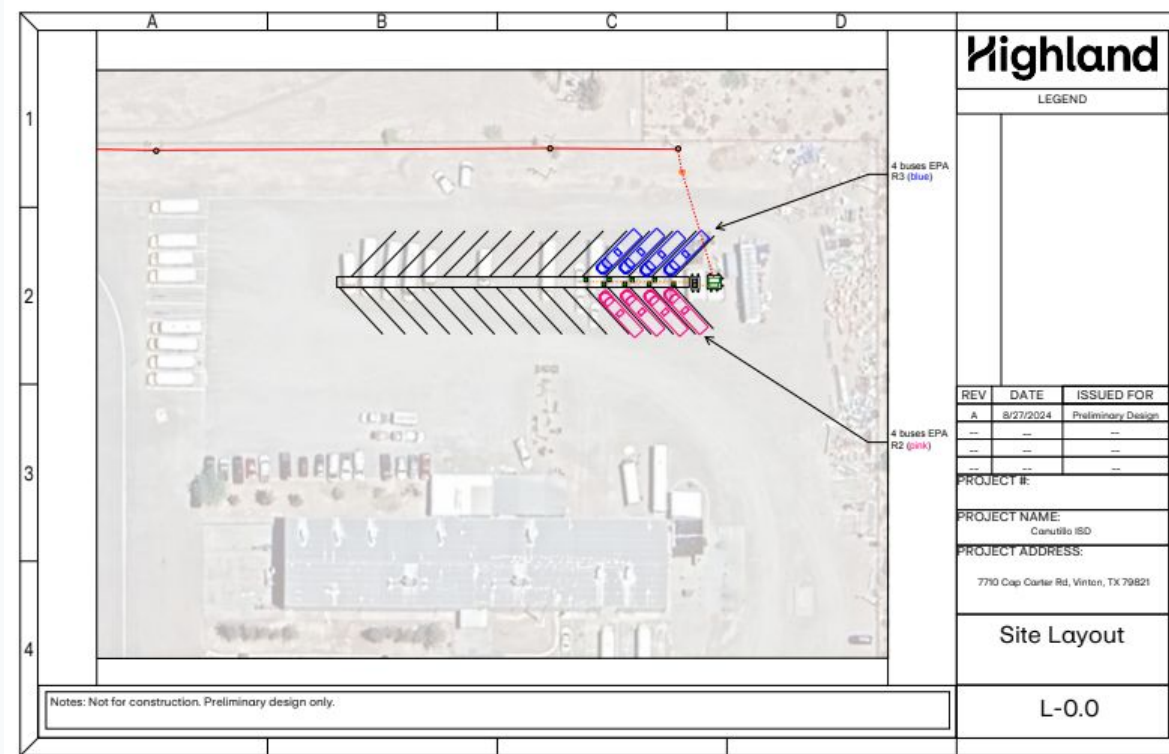
Exposure to air pollution is linked to impaired cognitive development & lower academic performance<sup>3</sup>

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\*Citations located in Appendix

# Proposed Site Design - 8 Vehicles

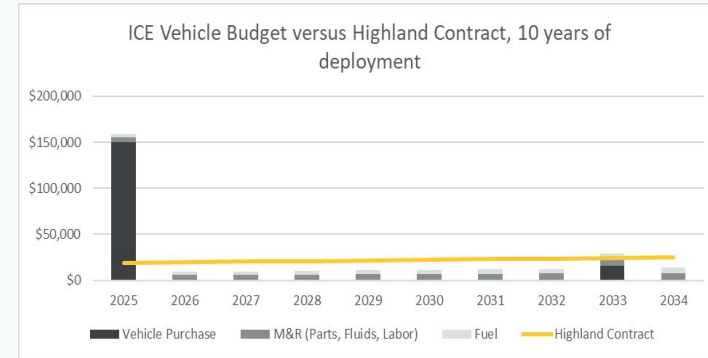


Subject to changes required by utility, permitting official, or design improvements.

# What will it cost to operate a diesel bus?

Diesel costs will continue to increase and fluctuate with market volatility

| 10-year Diesel TCO*<br>Medium Volatility Case | Year 1 Cost<br>Assumptions | Yearly Average | Lifetime Costs |
|-----------------------------------------------|----------------------------|----------------|----------------|
| Vehicle Operating<br>Timeframe                | 2025                       | 2025-2034      | 2025-2034      |
| Vehicle Purchase Price                        | \$150,000**                | -              | \$166,000      |
| Fuel (\$/bus)                                 | \$3,679                    | \$4,627        | \$46,271       |
| Maintenance and Repair<br>(\$/bus)            | \$5,400                    | \$6,607        | \$66,068       |
|                                               |                            |                |                |
| LIFETIME TCO                                  |                            |                | \$278,339      |
| YEARLY AVERAGE TCO                            |                            |                | \$27,834       |

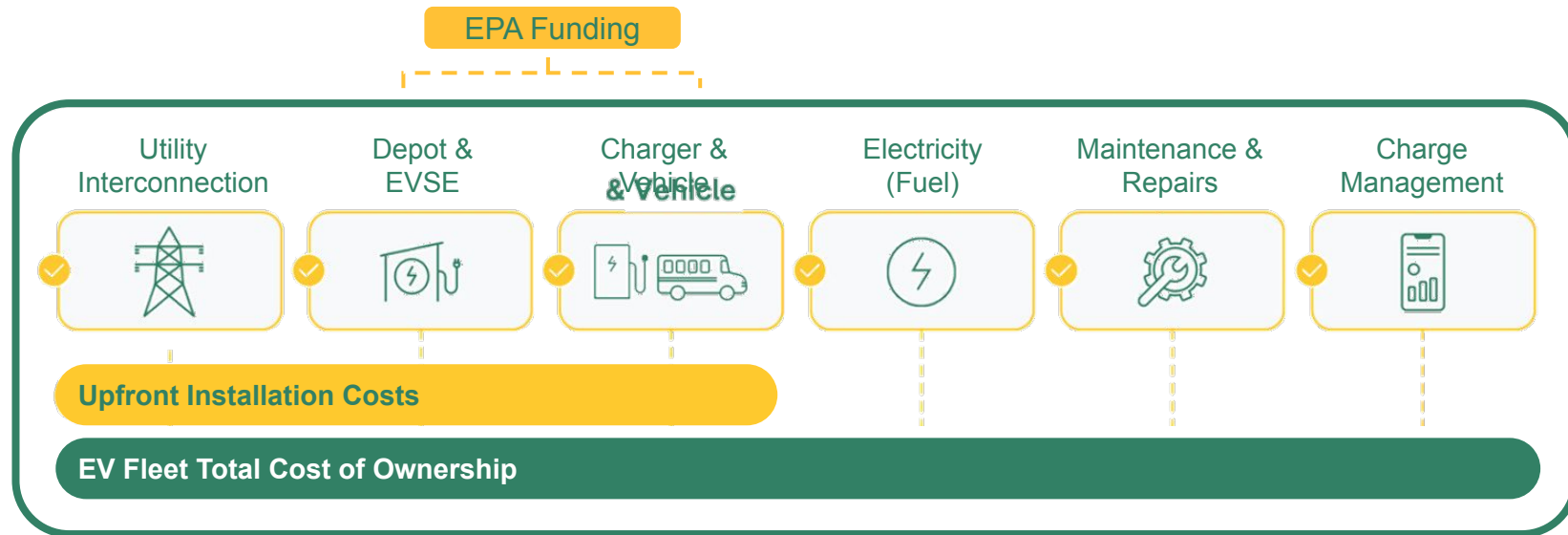


Highland contract could save Canutillo ISD 35% on costs vs Diesel



# EPA awards cover a portion of EV fleet costs

Highland considers EV fleet Total Cost of Ownership (TCO), which includes ongoing operating expenses



# CANUTILLO A Premier District

## 2024 FIRST Rating Presentation

Based on 2022-2023 School Year Data

October 22, 2024



# Purpose

Primary goal of School FIRST:

- Achieve quality performance in the management of school districts' financial resources
- A goal made more significant due to the complexity of accounting associated with Texas' school finance system
- The Schools FIRST accountability rating ensures that Texas school districts are accountable for student learning and achieving these results cost-effectively and efficiently.

# Authority

- Developed by TEA as a response to Senate Bill 875 of the 76th Texas Legislature in 1999
- Ratings issued in 2024 cover fiscal year 2023 July 1, 2022 – June 30, 2023
- Based on analysis of staff and student data, as well as budgetary and actual financial data

# 2024 Available Ratings

- The Schools FIRST Rating System contains 21 indicators
  - There are 5 Critical Indicators
    - Failure to meet the requirements of a critical indicator will cause a school district to fail the FIRST for the applicable school year.
    - Indicators 1-5 are critical indicators.
  - There are 6 Ceiling Indicators
    - Add additional criteria to designated indicators.
    - If the additional ceiling criteria are not met by the school district, a predetermined maximum number of points and the highest applicable Schools FIRST Rating are assigned to the school district.
    - Indicators 5, 6, 16, 17, 20 and 21 are ceiling indicators

# Determination of Rating

- |                                |        |        |
|--------------------------------|--------|--------|
| ➤ A=Superior Achievement       | 90-100 | Points |
| ➤ B=Above Standard Achievement | 80-89  | Points |
| ➤ C=Meets Standard             | 70-79  | Points |
| ➤ F=Substandard Achievement    | <70    | Points |



# Critical Indicators

1. Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 deadline depending on the school district's fiscal year end date of June 30?

CISD = **Yes**

# Critical Indicators

2. *Was there an unmodified opinion in the AFR on the financial statements as a whole?*

CISD = **Yes**

# Critical Indicators

3. *Was the school district in compliance with the payment terms of all debt agreements at fiscal year end?*

CISD = **Yes**

# Critical Indicators

4. Did the school district make timely payments to the Teachers Retirement System (TRS). Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies?

CISD = **Yes, Ceiling Passed**

# Solvency Indicators

5. Was the total net position in the governmental activities column in the Statement of Net Position (net of accretion of interest for capital appreciation bonds, net pension liability, and other post-employment benefits) greater than zero?

**CISD = Yes, Ceiling Passed**

# Solvency Indicators

6. Was the average change in (assigned and unassigned) fund balances over 3 years less than a 25 percent decrease or did the current year's assigned and unassigned fund balances exceed 75 days of operational expenditures?

**CISD = Yes, Ceiling Passed**

# Solvency Indicators

7. *Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)?*

**CISD = 84.68 Days, 8 Points**

**Maximum Points 10:  $\geq 90$  days**



# Solvency Indicators

8. *Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt?*

**CISD = 2.7295%, 8 points**

**Maximum Points 10:  $\geq 3.00$**

# Solvency Indicators

9. Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's number of days of cash on hand greater than or equal to 60 days?

**CISD = Yes**

# Solvency Indicators

10. *Did the school district average less than a 10 percent variance (90% to 110%) when comparing budgeted revenues to actual revenues for the last 3 fiscal years?*

***This indicator is not being evaluated***

# Solvency Indicators

11. Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency?

**CISD = 10 points**

# Solvency Indicators

12. *What is the correlation between future debt requirements and the district's assessed property value?*

**CISD = 2.3966%, 10 points**

# Solvency Indicators

13. *Was the school district's administrative cost ratio equal to or less than the threshold ratio?*

Maximum Points = 10.0% or less ratio for 5,516 ADA

CISD Administrative Cost Ratio = **10.7%, 8 points**

Administrative Cost Ratio Formula:

$$\frac{\text{Function 21} + 41}{\text{Function 11} + 12 + 13 + 31}$$

# Solvency Indicators

14. *Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)?*

CISD –Yes, 10 points



# Financial Competence Indicators

15. *Was the school district's actual ADA within the allotted range of the district's biennial pupil projection(s) submitted to TEA?*

**This indicator is not being evaluated**

# Financial Competence Indicators

16. Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function?

**CISD = Yes, Ceiling Passed**

# Financial Competence Indicators

17. Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds and free from substantial doubt about the school district's ability to continue as a going concern?

**CISD = Yes, Ceiling Passed**

# Financial Competence Indicators

18. *Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds?*

CISD = **Yes, 10 points**

# Financial Competence Indicators

19. Did the school district post the required financial information on its website in accordance with Government Code, Local Government Code, Texas Education Code, Texas Administrative Code and other statutes, laws and rules that were in effect at the school district's fiscal year end?

CISD = **Yes, 5 points**

# Financial Competence Indicators

20. *Did the school board members discuss the district's property values at a board meeting within 120 days before the district adopted its budget?*

**CISD = Yes, Ceiling Passed**

# Financial Competence Indicators

21. *Did the school district receive an adjusted repayment schedule for more than one fiscal year for an over-allocation of Foundation School Program (FSP) funds because of a financial hardship?*

**CISD = No, Ceiling Passed**

# 2024 School FIRST Rating

## Score of 94

Rating: A = Superior Achievement



# CISD – FIRST Ratings for the Past 10 Years Based on Previous School Year Data

| School Year | Rating                     |
|-------------|----------------------------|
| 2022-2023   | A=Superior Achievement     |
| 2021-2022   | A=Superior Achievement     |
| 2020-2021   | A=Superior Achievement     |
| 2019-2020   | A=Superior Achievement     |
| 2018-2019   | A=Superior                 |
| 2017-2018   | B=Above Standard           |
| 2016-2017   | B=Above Standard           |
| 2015-2016   | A=Superior                 |
| 2014-2015   | PASS                       |
| 2013-2014   | Above Standard Achievement |

# THE PUBLIC IS INVITED TO PROVIDE COMMENT



## **2023-2024**

# **Financial Integrity Rating System of Texas (FIRST)**

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Superintendent and Board of Trustees Disclosures  
Fiscal Year 2022-2023

October 22, 2024





## DISCLOSURES

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### EXECUTIVE SUMMARY

#### Financial Integrity Rating System of Texas (FIRST)

We are pleased to announce that the Canutillo Independent School District has received a "Superior Achievement" rating on the Financial Integrity Rating System of Texas, the State's highest fiscal accountability rating. It is an indication that our District is financially stable. The other available ratings are "Above Standard Achievement," "Meets Standard Achievement," and "Substandard Achievement."

The FIRST is the result of legislative action (Senate Bill 875 of the 76th Texas Legislature in 1999) designed to require school districts to annually report to its governing body (the Board) and the public, information that the Commissioner of Education deems relevant. The Texas Legislature has given the Commissioner of Education, who is subject to the Governor, rulemaking authority to establish the information criteria to be included in the disclosure. The information is required to be disclosed at a public meeting of the Board. In addition, the law requires a public hearing that allows any taxpayer of the District to address the Board concerning the report.

The Commissioner's rules regarding FIRST are included in the Texas Administrative Code (TAC) Chapter 109 Subchapter AA.

The Texas Education Agency (TEA) and the Texas Association of School Business Officials (TASBO) have jointly developed a recommended presentation format that is used in this report.

The FIRST rating system includes twenty-one individual indicators.

Out of a possible 100 points, Canutillo ISD scored 94 of 100.

The 2023-2024 (Fiscal Year 23) District Status Detail is presented in the Appendix section of this report. The Status Detail reports indicate a history of a high ranking in the District's financial management. These reports are derived from the District's audited financial statements and other information submitted to TEA via the Public Education Information Management System, also known as PEIMS.



## DISCLOSURES

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Other disclosures required in the report are:

1. Superintendent's employment contracts are posted to the District's website in lieu of this report.
2. Reimbursements received by the Superintendent and Board of Trustees for Fiscal Year 2023.
3. Outside compensation and/or fees received by the Superintendent for professional consulting and/or other personal services in the Fiscal Year 2023.
4. Gifts received by the executive officer(s) and Board of Trustees (and first-degree relatives, if any) in the Fiscal Year 2023.
5. Business transactions between the school district and Board of Trustees for the Fiscal Year 2023.

In summary, Canutillo ISD has achieved the State's highest rating of "Superior Achievement" for the previous 5 years and a rating of "Above Standard" for the FY 16 and 17 school years.

Reporting requirements for the financial management report for School FIRST public hearing are found in Title 19 Texas Administrative Code Chapter 109, Budgeting, Accounting, and Auditing, Subchapter AA, Commissioner's Rules Concerning Financial Accountability Rating System. This rule describes requirements for the disclosures explained below that will be presented as appendices in the SchoolsFIRST financial management report.



## DISCLOSURES

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### **Superintendent's Current Employment Contract**

The school district is to provide a copy of the Superintendent employment contract that is effective on the date of the School FIRST hearing in the calendar year 2024. In lieu of publication in the School FIRST financial management report, the school district may choose to publish the interim Superintendent's employment contract on the school district's Internet site. If published on the Internet, the contract is to remain accessible for twelve months.

<https://resources.finalsite.net/images/v1710227110/canutilloisdorg/ile5vbuy4e8dfepd3y4/SuperintendentContractwithEleventhAmendmentSeptember2023>.



## DISCLOSURES

### Reimbursements Received by the Superintendent and Board Members for the Fiscal Year 2023

| For the Twelve-month Period<br>Ended June 30, 2023 | Superintendent   | Board Member         | Board Member     | Board Member      | Board Member     | Board Member     | Board Member        | Board Member                 | Board Member       |
|----------------------------------------------------|------------------|----------------------|------------------|-------------------|------------------|------------------|---------------------|------------------------------|--------------------|
| Description of Reimbursements                      | Pedro<br>Galaviz | Armando<br>Rodríguez | Blanca<br>Trout  | Breanne<br>Barnes | Cindy<br>Zuniga  | Lucia<br>Borrego | Patricia<br>Mendoza | Roberto<br>Simental Coronado | Sergio<br>Coronado |
| Meals                                              | \$ 545           | \$ 50                | \$ 790           | \$ 80             | \$ 935           | \$ 310           | \$ 480              | \$ 515                       | \$ 135             |
| Lodging                                            | 1,814            | 1,300                | 4,917            | 250               | 3,751            | 1,201            | 2,264               | 2,014                        | 1,091              |
| Transportation                                     | 2,688            | 894                  | 3,532            | 363               | 1,771            | 854              | 585                 | 2,570                        | 1,349              |
| Motor Fuel                                         |                  |                      |                  |                   |                  |                  |                     |                              |                    |
| Other                                              | 1,905            | 3,535                | 2,435            | 275               | 3,750            | 1,250            | 2,500               | 1,835                        | 1,325              |
| <b>Total</b>                                       | <b>\$ 6,952</b>  | <b>\$ 5,779</b>      | <b>\$ 11,674</b> | <b>\$ 968</b>     | <b>\$ 10,207</b> | <b>\$ 3,615</b>  | <b>\$ 5,829</b>     | <b>\$ 6,934</b>              | <b>\$ 3,900</b>    |

All "reimbursements" expenses, regardless of the manner of payment, including direct pay, credit card, cash, and purchase order are to be reported. Items to be reported per category include:

Meals – Meals consumed out of town, and in-district meals at area restaurants (outside of board meetings, excludes catered board meeting meals).

Lodging - Hotel charges.

Transportation - Airfare, car rental (can include fuel on rental, taxis, mileage reimbursements, leased cars, parking and tolls).

Motor fuel – Gasoline.

Other: - Registration fees, telephone/cell phone, internet service, fax machine, and other reimbursements (or on-behalf of) to the superintendent and board member not defined above.



## DISCLOSURES

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### Outside Compensation and/or Fees Received by the Superintendent for Professional Consulting and/or Other Personal Services

For the Twelve-Month Period Ended June 30, 2023

| Name(s) of Entity(ies) | Amount Received |
|------------------------|-----------------|
|                        | \$0.00          |

|       |               |
|-------|---------------|
| Total | <u>\$0.00</u> |
|-------|---------------|

Compensation does not include business revenues generated from a family business (farming, ranching, etc.) that has no relation to school district business.





## DISCLOSURES

### Gifts Received by the Executive Officer(s) and Board Members (and First-Degree Relatives, if any) in the Fiscal Year 2023

|                                                 | Superintendent | Board Member      | Board Member | Board Member   | Board Member | Board Member  | Board Member     | Board Member              | Board Member    |
|-------------------------------------------------|----------------|-------------------|--------------|----------------|--------------|---------------|------------------|---------------------------|-----------------|
| For the Twelve-month Period Ended June 30, 2023 | Pedro Galaviz  | Armando Rodriguez | Blanca Trout | Breanne Barnes | Cindy Zuniga | Lucia Borrego | Patricia Mendoza | Roberto Simental Coronado | Sergio Coronado |
| <b>Total</b>                                    | \$0.00         | \$0.00            | \$0.00       | \$0.00         | \$0.00       | \$0.00        | \$0.00           | \$0.00                    | \$0.00          |

Note – An executive officer is defined as the superintendent, unless the board of trustees or the district administration names additional staff under this classification for local officials.



## DISCLOSURES

### Business Transactions Between School District and Board Members for the Fiscal Year 2023

|                                                 | Superintendent | Board Member      | Board Member | Board Member   | Board Member | Board Member  | Board Member     | Board Member              | Board Member    |
|-------------------------------------------------|----------------|-------------------|--------------|----------------|--------------|---------------|------------------|---------------------------|-----------------|
| For the Twelve-month Period Ended June 30, 2023 | Pedro Galaviz  | Armando Rodriguez | Blanca Trout | Breanne Barnes | Cindy Zuniga | Lucia Borrego | Patricia Mendoza | Roberto Simental Coronado | Sergio Coronado |
| <b>Total</b>                                    | \$0.00         | \$0.00            | \$0.00       | \$0.00         | \$0.00       | \$0.00        | \$0.00           | \$0.00                    | \$0.00          |

Note - The summary amounts reported under this disclosure are not to duplicate the items reported in the summary schedule of reimbursements received by board members.



Financial Integrity Rating System of Texas

2023-2024 RATINGS BASED ON SCHOOL YEAR 2022-2023 DATA - DISTRICT STATUS DETAIL

| Name: <b>CANUTILLO ISD(071907)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Publication Level 1: 8/8/2024 6:33:40 PM |                              |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------|
| Status: <b>Passed</b>              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Publication Level 2: 8/8/2024 6:33:40 PM |                              |
| Rating: A = Superior Achievement   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Last Updated: 8/20/2024 1:39:25 PM       |                              |
| District Score: 94                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Passing Score: 70                        |                              |
| #                                  | Indicator Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Updated                                  | Score                        |
| 1                                  | <u>Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively?</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 4/19/2024<br>6:26:02 PM                  | Yes                          |
| 2                                  | <u>Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 4/19/2024<br>6:26:02 PM                  | Yes                          |
| 3                                  | <u>Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in following years if the school district is current on its forbearance or payment plan with the lender and the payments are made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of a debt covenant, contract, or master promissory note even though payments to the lender, trust, or sinking fund are current. A debt agreement is a legal agreement between a debtor (= person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.)</u> | 4/19/2024<br>6:26:02 PM                  | Yes                          |
| 4                                  | <u>Did the school district make timely payments to the Teachers Retirement System (TRS), Texas Workforce Commission (TWC), Internal Revenue Service (IRS), and other government agencies? (If the school district received a warrant hold and the warrant hold was not cleared within 30 days from the date the warrant hold was issued, the school district is considered to not have made timely payments and will fail critical indicator 4. If the school district was issued a warrant hold, the maximum points and highest rating that the school district may receive is 95 points, A = Superior Achievement, even if the issue surrounding the initial warrant hold was resolved and cleared within 30 days.)</u>                                                                                                     | 4/19/2024<br>6:26:02 PM                  | Yes<br><br>Ceiling<br>Passed |
|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                          | 1 Multiplier<br>Sum          |
| 5                                  | <u>Was the total net position in the governmental activities column in the Statement of Net Position (net of accretion of interest for capital appreciation bonds, net pension liability, and other post-employment benefits) greater than zero? (If it is not, the maximum points and highest rating that the school district may receive is 79 points, C = Meets Standard Achievement, unless the school district has an increase of students in membership over 5 years of 7 percent or more or 1,000 or more students in membership. If the school district has an increase of students in membership over 5 years of 7 percent or more or 1,000 or more students in membership, the maximum points and highest rating that the school district may receive is 89 points, B = Above Standard Achievement.)</u>            | 4/19/2024<br>6:26:02 PM                  | Ceiling<br>Passed            |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                         |                   |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------|
| 6  | <u>Was the average change in (assigned and unassigned) fund balances over 3 years less than a 25 percent decrease or did the current year's assigned and unassigned fund balances exceed 75 days of operational expenditures? (If the school district fails indicator 6, the maximum points and highest rating that the school district may receive is 89 points, B = Above Standard Achievement.)</u>                                                                                                                              | 4/19/2024<br>6:26:02 PM | Ceiling<br>Passed |
| 7  | <u>Was the number of days of cash on hand and current investments in the general fund for the school district sufficient to cover operating expenditures (excluding facilities acquisition and construction)? See ranges below in the Determination of Points section.</u>                                                                                                                                                                                                                                                          | 4/19/2024<br>6:26:02 PM | 8                 |
| 8  | <u>Was the measure of current assets to current liabilities ratio for the school district sufficient to cover short-term debt? See ranges below in the Determination of Points section.</u>                                                                                                                                                                                                                                                                                                                                         | 4/19/2024<br>6:26:02 PM | 8                 |
| 9  | <u>Did the school district's general fund revenues equal or exceed expenditures (excluding facilities acquisition and construction)? If not, was the school district's number of days of cash on hand greater than or equal to 60 days? See ranges below in the Determination of Points section.</u>                                                                                                                                                                                                                                | 4/19/2024<br>6:26:02 PM | 10                |
| 10 | This indicator is not being evaluated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                         | 10                |
| 11 | <u>Was the ratio of long-term liabilities to total assets for the school district sufficient to support long-term solvency? (If the school district's increase of students in membership over 5 years was 7 percent or more or 1,000 or more students in membership, then the school district passes this indicator.)</u>                                                                                                                                                                                                           | 4/19/2024<br>6:26:02 PM | 10                |
| 12 | <u>What is the correlation between future debt requirements and the district's assessed property value?</u>                                                                                                                                                                                                                                                                                                                                                                                                                         | 8/20/2024<br>1:39:24 PM | 10                |
| 13 | <u>Was the school district's administrative cost ratio equal to or less than the threshold ratio? See ranges below in the Determination of Points section.</u>                                                                                                                                                                                                                                                                                                                                                                      | 8/20/2024<br>1:39:25 PM | 8                 |
| 14 | <u>Did the school district not have a 15 percent decline in the students to staff ratio over 3 years (total enrollment to total staff)? If the student enrollment did not decrease, the school district will automatically pass this indicator.</u>                                                                                                                                                                                                                                                                                 | 4/19/2024<br>6:26:02 PM | 10                |
| 15 | This indicator is not being evaluated.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                         | 5                 |
| 16 | <u>Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function? (If the school district fails indicator 16, the maximum points and highest rating that the school district may receive is 89 points, B = Above Standard Achievement.)</u>                                                                                                                                  | 4/19/2024<br>6:26:02 PM | Ceiling<br>Passed |
| 17 | <u>Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds and free from substantial doubt about the school district's ability to continue as a going concern? (The AICPA defines material weakness.) (If the school district fails indicator 17, the maximum points and highest rating that the school district may receive is 79 points, C = Meets Standard Achievement.)</u> | 4/19/2024<br>6:26:02 PM | Ceiling<br>Passed |
| 18 | <u>Did the external independent auditor indicate the AFR was free of any instance(s) of material noncompliance for grants, contracts, and laws related to local, state, or federal funds? (The AICPA defines material noncompliance.)</u>                                                                                                                                                                                                                                                                                           | 4/19/2024<br>6:26:02 PM | 10                |
| 19 | <u>Did the school district post the required financial information on its website in accordance with Government Code, Local Government Code, Texas Education Code, Texas Administrative Code and other statutes, laws and rules that were in effect at the school district's fiscal year end?</u>                                                                                                                                                                                                                                   | 4/19/2024<br>6:26:02 PM | 5                 |
| 20 | <u>Did the school district's administration and school board members discuss any changes and/or impact to local, state, and federal funding at a board meeting within 120 days before the district adopted its budget?</u>                                                                                                                                                                                                                                                                                                          | 4/19/2024<br>6:26:02 PM | Ceiling<br>Passed |
| 21 | <u>Did the school district receive an adjusted repayment schedule for more than one fiscal year for an over-allocation of Foundation School Program (FSP) funds because of a financial hardship?</u>                                                                                                                                                                                                                                                                                                                                | 4/19/2024<br>6:26:02 PM | Ceiling<br>Passed |

## DETERMINATION OF RATING

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                     |        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>A.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Did the school district fail any of the critical indicators 1, 2, 3, or 4? If so, the school district's rating is <b>F for Substandard Achievement</b> regardless of points earned. |        |
| <b>B.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Determine the rating by the applicable number of points.                                                                                                                            |        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>A = Superior Achievement</b>                                                                                                                                                     | 90-100 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>B = Above Standard Achievement</b>                                                                                                                                               | 80-89  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>C = Meets Standard Achievement</b>                                                                                                                                               | 70-79  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>F = Substandard Achievement</b>                                                                                                                                                  | <70    |
| <p><b>No Rating = A school district receiving territory that annexes with a school district ordered by the commissioner under TEC 13.054, or consolidation under Subchapter H, Chapter 41. No rating will be issued for the school district receiving territory until the third year after the annexation/consolidation.</b></p> <p>The school district receives an F if it scores below the minimum passing score, if it failed any critical indicator 1, 2, 3, or 4, if the AFR or the data were not both complete, or if either the AFR or the data were not submitted on time for FIRST analysis.</p> |                                                                                                                                                                                     |        |

## CEILING INDICATORS

| Did the school district meet the criteria for any of the following <b>ceiling indicators</b> 4, 6, 16, 17, 20, or 21? If so, the school district's applicable maximum points and rating are disclosed below. Please note, an F = Substandard Achievement Rating supersedes any rating earned as the result of the school district meeting the criteria of a ceiling indicator. |                |                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------|
| Determination of rating based on meeting ceiling criteria.                                                                                                                                                                                                                                                                                                                     | Maximum Points | Maximum Rating                 |
| <b>Indicator 4</b> (Timely Payments) - School district was issued a warrant hold.                                                                                                                                                                                                                                                                                              | 95             | A = Superior Achievement       |
| <b>Indicator 6</b> (Average Change in Fund Balance) - Response to indicator is <i>No</i> .                                                                                                                                                                                                                                                                                     | 89             | B = Above Standard Achievement |
| <b>Indicator 16</b> (PEIMS to AFR) - Response to indicator is <i>No</i> .                                                                                                                                                                                                                                                                                                      | 89             | B = Above Standard Achievement |
| <b>Indicator 17</b> (Material Weaknesses) - Response to indicator is <i>No</i> .                                                                                                                                                                                                                                                                                               | 79             | C = Meets Standard Achievement |
| <b>Indicator 20</b> (Property Values and Tax Discussion) - Response to indicator is <i>No</i> .                                                                                                                                                                                                                                                                                | 89             | B = Above Standard Achievement |
| <b>Indicator 21</b> (FSP Repayment Plan) - Response to indicator is <i>Yes</i> .                                                                                                                                                                                                                                                                                               | 70             | C = Meets Standard Achievement |

Home Page: [Financial Compliance | Texas Education Agency](#) | Send comments or suggestions to [FinancialAccountability@tea.texas.gov](mailto:FinancialAccountability@tea.texas.gov)

THE **TEXAS EDUCATION AGENCY**  
1701 NORTH CONGRESS AVENUE • AUSTIN, TEXAS, 78701 • (512) 463-9734

FIRST 5.15.7.0



## BOARD OF TRUSTEES

### #BestSmallDistrictinTexas

October 7, 2024

Dear Dr. Galaviz,

It's with a heavy heart that I write this letter to inform you of my intention to resign from my position with the Canutillo Independent School District Board of Trustees effective immediately. While I have cherished my time serving the children and the community of the District, I must move forward outside of my duties as a trustee because of personal reasons.

Please note that I also intend to withdraw as a candidate from the current and ongoing CISD Board of Trustees election. I have communicated my intention to withdraw as a candidate to the El Paso County Elections Office and will do so as well with the Texas secretary of State.

Thank you and thank the Canutillo ISD Community for the opportunity to serve them these past eight years. I wish you and the rest of the Board good luck.  
Sincerely,



Blanca Trout

Street Address:  
7965 Artcraft Rd.  
El Paso, TX 79932

Mailing Address:  
P.O. Box 100  
Canutillo, TX 79835



**Texas Education Agency A-Rated Three Years in a Row.**

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs including career and technical education (vocational programs).

For additional information regarding Canutillo Independent School District's policy of nondiscrimination, contact the Human Resources Division (915) 877-7423, 7965 Artcraft Dr., El Paso, TX 79932.

P: (915) 877-7481  
F: (915) 877-7522  
canutillo-isd.org



## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Discussion and Possible Action to Approve Administration's recommendation of the 2024 Educational Specifications for Elementary Schools, Middle Schools and Early College High Schools as developed by IN2 Architecture and the selection of a qualitative method of compliance.

Justification Statement: To authorize the administration to proceed with the 2024 Educational Specifications for Elementary Schools, Middle Schools and Early College High Schools as developed by IN2 Architecture and approve the selection of a qualitative method of compliance, as required by TEA rule Sec. 61.1040.

Purpose of Agenda Item:

☐ Information ☐ Discussion ☒ Action

Item Type:

☐ Curriculum & Instruction ☐ Human Resources ☐ Business Services

Staff Responsible:

\_\_\_\_\_  
*Signature of Requester(s)*

\_\_\_\_\_  
*Signature of Presenter(s)*

\_\_\_\_\_  
*Business Services Approval (Initials)*

\_\_\_\_\_  
*Date*

### Agenda Summary:

The Texas Education Agency (TEA) published new school facilities standards (TEA rule Sec. 61.1040) affecting school district capital improvement projects approved by a Board of Trustees after November 1, 2021. The projects included in the 2024 Bond Referendum must meet those school facilities standards. A key requirement of compliance is the development and adoption of educational specifications. The PROCEDEO Group design team of IN2 Architecture has worked with district staff, teachers, community and students to develop new educational specifications for elementary schools, middle schools and early college high schools. The educational specifications will serve as the basis for designing the new facilities.

A key part of the educational specifications is the selection of a compliance methodology that represents the district's approach to curriculum and instruction, as well as to space allocations. The 2024 educational specifications are designed adopting a qualitative compliance, which allows the district to use the building in a highly flexible manner, allowing for innovative programs and pedagogies to be deployed.

Educational specifications are a living document that will continue to be refined as projects are designed and built, and must be updated, if necessary (due to additional capital improvement needs) every five (5) years.

RECOMMENDATION: Administration Recommends that the Board approve the 2024 Educational Specifications for Elementary Schools, Middle Schools and Early College High Schools as developed by IN2 and approve the selection of a qualitative method of compliance.

PRIOR BOARD ACTION: No

AWARDED: No

AWARDED AMOUNT:

AMOUNT(S): N/A

ACCOUNT NO(S): N/A

PROCUREMENT METHOD TYPE: N/A

REQUESTING DEPARTMENT:

Operations

CONSEQUENCES OF NON-APPROVAL:



IMPLEMENTATION TIMELINE:  
Upon Board Approval

ATTACHMENT(S):





# 2024 Educational Specifications

- AGENDA

**1. Definitions**

**2. Process**

**3. Outcomes**

**4. Next Steps**

**5. Questions**



- What is the Texas Education Agency Requirement?

## NEW Standards

- Effective date was October 12, 2021
- Applies to all capital improvement projects after November 1, 2021
- Trigger Event:
  - (A) a board of trustees adopts a fiscal year maintenance and operations budget where a capital improvement project title and a design or design and construction budget are delineated;
  - (B) **a board of trustees calls a bond election** where one or more capital improvement project titles and design or design and construction budgets are delineated; or
  - (C) a new contract or amendment to an existing contract for architectural services for new construction or a major renovation project or a contract for engineering services for a major renovation or minor renovation has been agreed to and signed and dated by both parties to the agreement.

- What is the Texas Education Agency Requirement?

## NEW Standards

- Adopt a Long-Range Facilities Master Plan.
  - Adopt Educational Specifications
    - Include compliance methodology: quantitative or qualitative.
    - Include provisions for inclusive design.
    - Include security provisions.





- What are educational specifications?
  - A written means of communication between educators and design professionals.
  - Through this medium educators describe the educational program and identify factors which affect the learner experience and the environment that supports it.



- What are educational specifications?
  - Help establish the expected standards for new and renovated facilities.
  - Align educational goals to the built environment.
  - Eliminates surprises.
  - Are a living document and must be updated every 5 years.



- What are compliance methodologies?
- Quantitative:
  - Minimum space calculation based on traditional instructional models and based on selected flexibility levels.
- Qualitative:
  - Minimum space calculation based on innovative instructional models and based on selected flexibility level.



FLEXIBILITY LEVEL 1-2

100



FLEXIBILITY LEVEL 3-4

## PROCESS

- Reviewed existing floor plans to understand space provisions.
- Reviewed current mission and vision, as well as goals for the district.
- Review departmental plans, such as security and technology plans.
- Met with district leadership, including department directors to develop list of needs.
- Met with campus principals and key staff at Alderete MS, Canutillo MS, Davenport ES and Northwest Early College HS.
- Met with El Paso CC to understand their requirements for the new facility.



## PROCESS

- Hosted visioning sessions with community members, parents, students and district staff to identify key components and needs in the new facilities.
- Developed program of spaces and standard inclusions for new facilities.
- Developed mission statements and guiding principles from findings of the Community Visioning Sessions.
- Published 2024 Educational Specifications for Board of Trustees approval.

## VISIONING SESSIONS

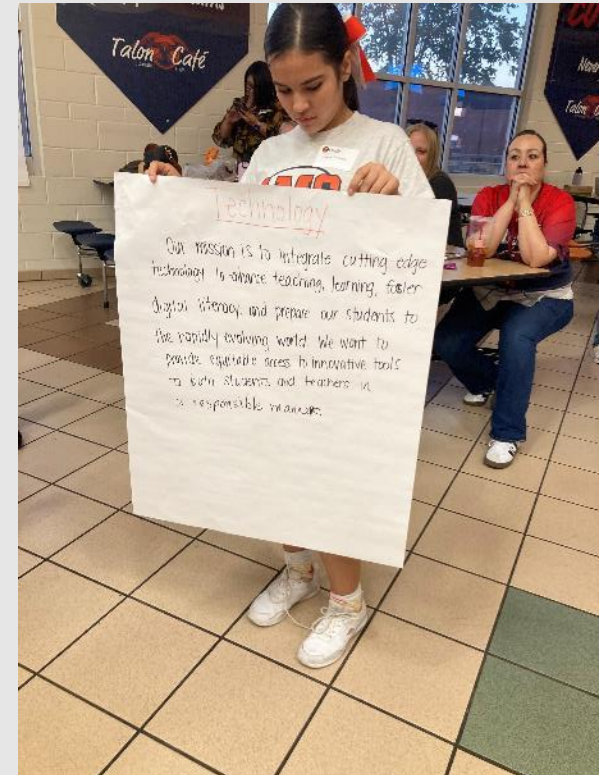
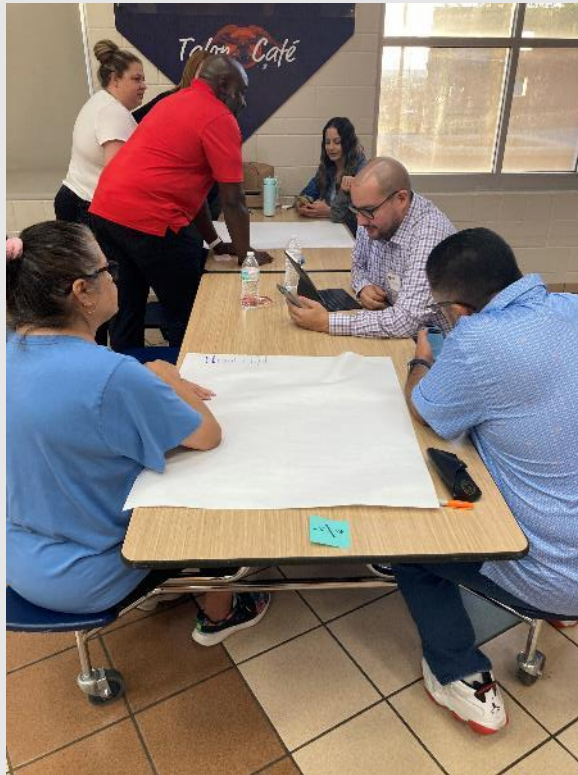
- Took place September 12-13, 2024, at Canutillo HS.
- Participants included students, parents, teachers, administrators and community members.





## VISIONING SESSIONS

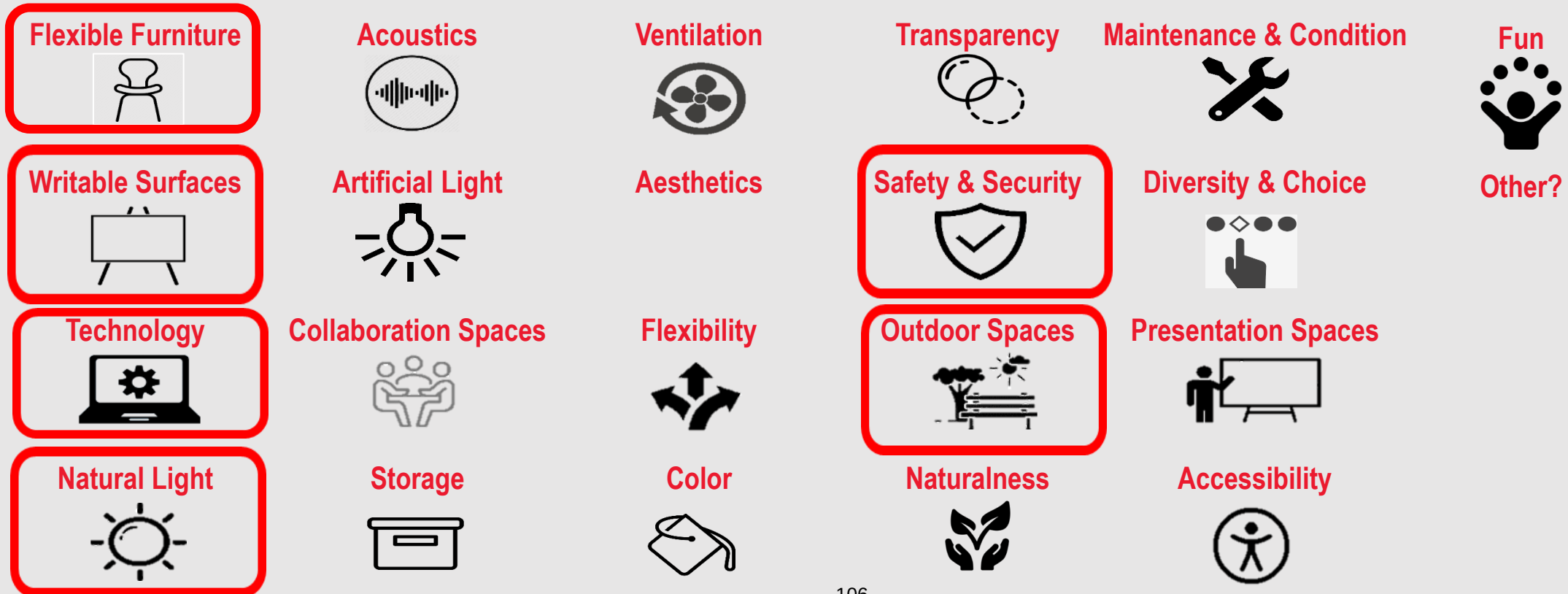
- Participated in exercises to best determine the characteristics of Canutillo ISD learning environments.





## VISIONING SESSIONS

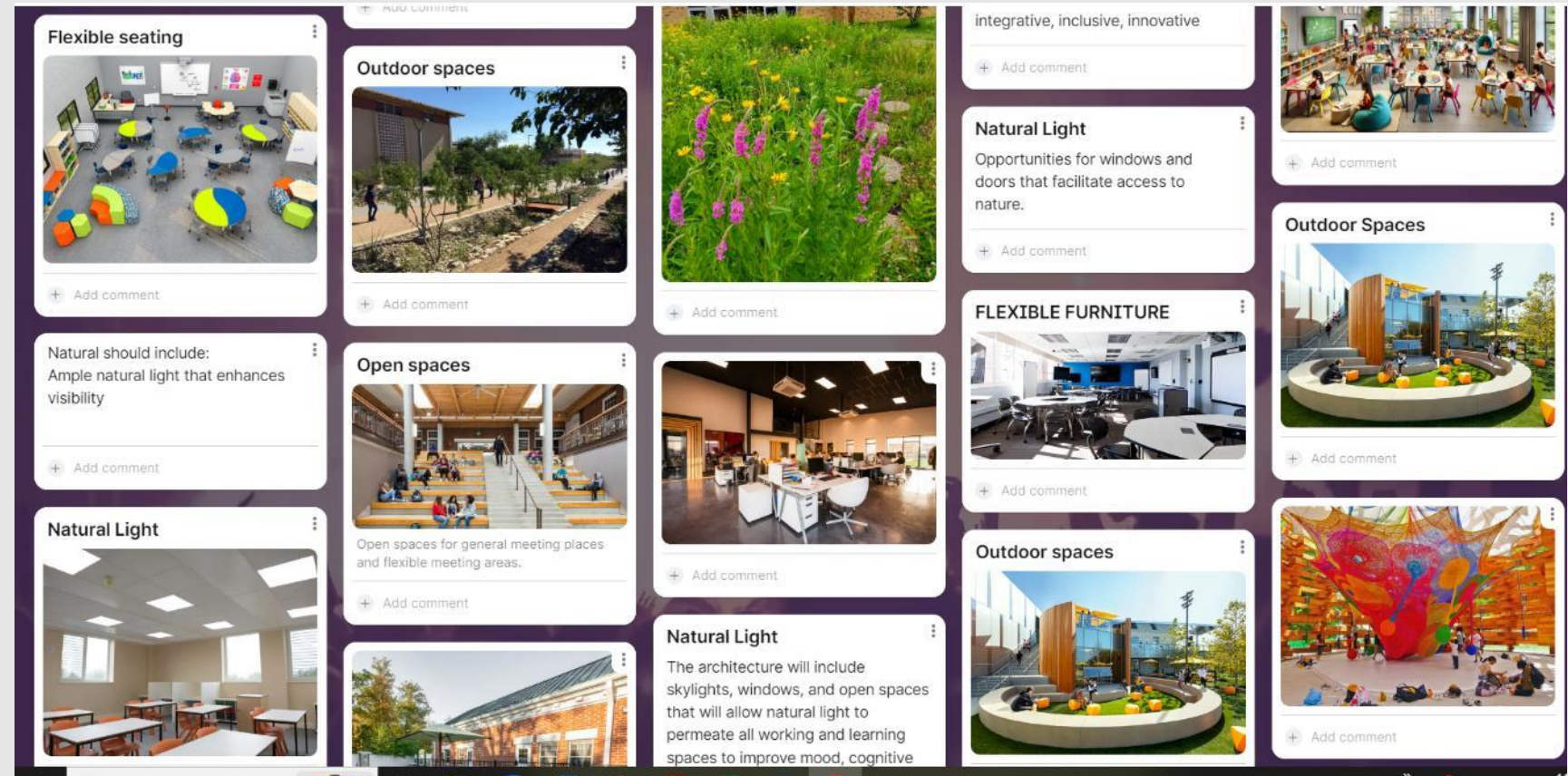
- What do Canutillo ISD learning environments need to include?





## VISIONING SESSIONS

- What do Canutillo ISD learning environments need to include?



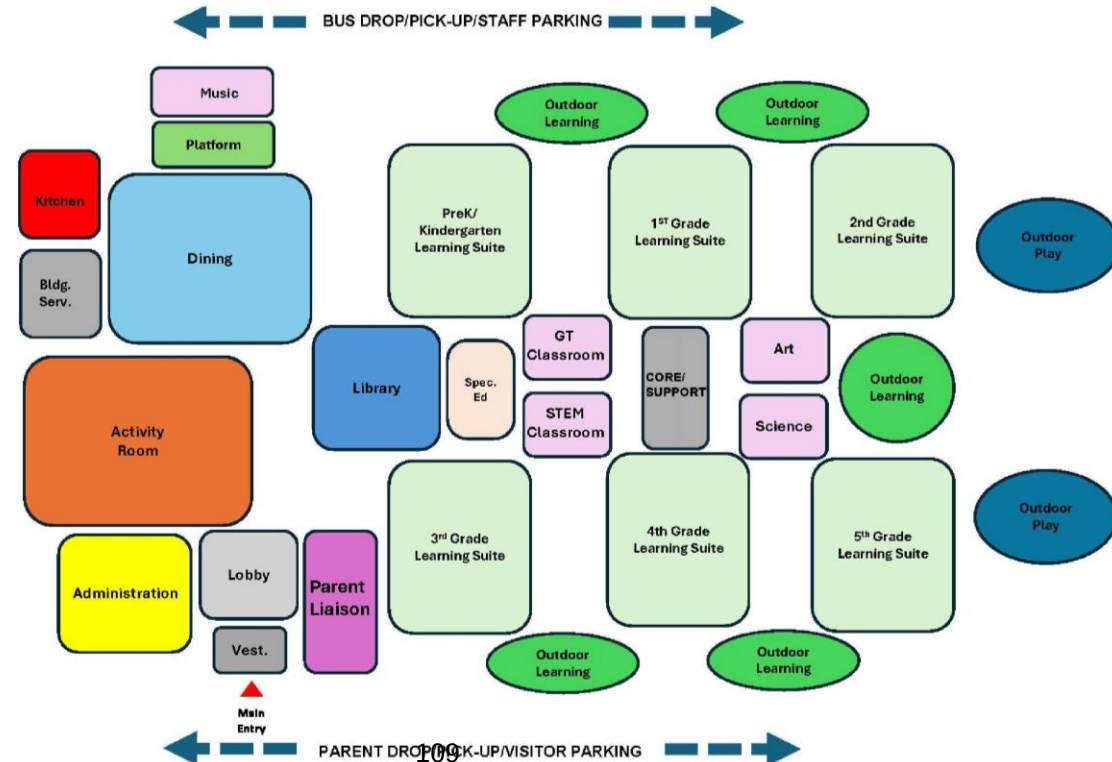
## Educational Specifications

- Organized into:
  - Front Ends
  - Elementary School
  - Middle School
  - Early College High School



## Educational Specifications

### ELEMENTARY SCHOOL SITE ADJACENCY





Educational Specifications

PRE-K/KINDERGARTEN/1ST GRADE/CLASSROOM

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item # | Item                                   | Qty |
|--------|----------------------------------------|-----|
| 1      | Guided Reading Table                   | 1   |
| 2      | Stools (at Reading Table)              | 5   |
| 3      | Student Collaborative Desks on Casters | 6   |
| 4      | Student Chairs                         | 22  |
| 5      | Mobile Teacher Desk                    | 1   |
| 6      | Teacher Desk Chair                     | 2   |
| 7      | Reading Rug                            | 1   |
| 8      | Mobile Backpack Storage Cubbies        | 22  |
| 9      | Mobile Bookcase                        | 2   |

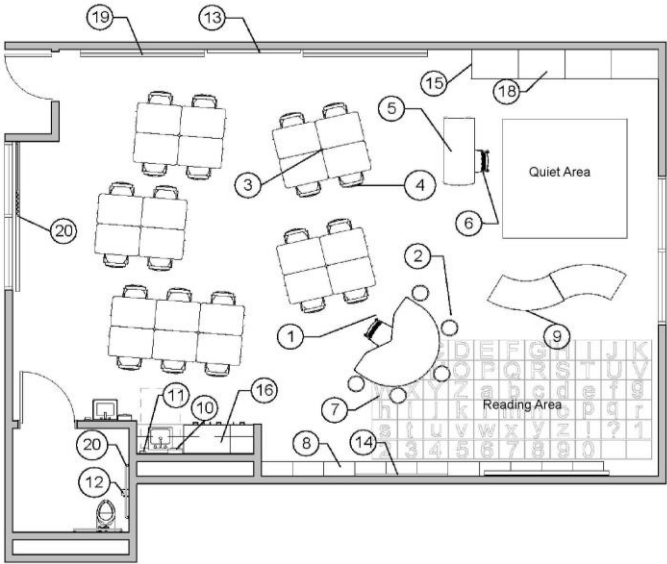
General Contractor = In Contract (IC)

| Item # | Item                                  | Qty  |
|--------|---------------------------------------|------|
| 10     | Paper Towel Dispenser                 | 2    |
| 11     | Soap Dispenser                        | 2    |
| 12     | Toilet Paper Dispenser                | 1    |
| 13     | Sink**                                | 2    |
| 14     | Tackboard (6')                        | 1    |
| 15     | Built-in Teacher Wardrobe Cabinet     | 1    |
| 16     | Built-in Upper & Lower Cabinets       | TBD* |
| 17     | Projection Device/Interactive Monitor | 1    |
| 18     | Built-in Tall Storage Cabinets        | 3    |
| 19     | Markerboard (6')                      | 3    |
| 20     | ADA compliant Access./Grab Bars       | 1    |

\*May vary due to room configuration.  
\*\*Provide a 2-basin kitchen sink and base cabinet combo at Montessori classrooms.

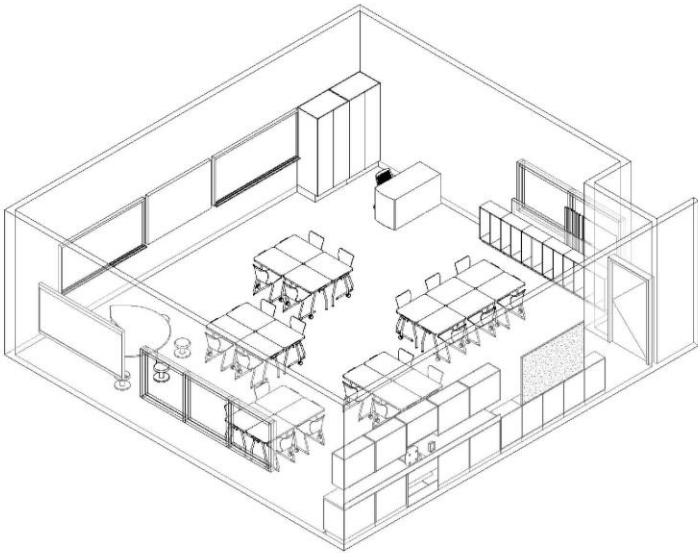
NOTE:  
- Provide cabinet locks only at tall storage cabinets and teachers wardrobe.  
- Provide blinds or shades at all exterior windows.

EDUCATIONAL SPECIFICATIONS



ELEMENTARY SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

2ND-5TH GRADE



EDUCATIONAL SPECIFICATIONS

## SAFETY & SECURITY

We are committed to creating a safe, secure, and collaborative environment through proactive safety measures and advanced technology, identifying possible threats and implementing measures that are executed on all levels.

### **Canutillo ISD Learning environments will include:**

- a secure but welcoming and attractive campus environment for students, teachers and the community.
- a design that provides increased visibility and supervision, with a clear sense of entry and limited access to buildings.
- advanced technologies and security cameras to enhance overall safety and security feel of the school, deployed in concert with a security operations plan that can be easily executed in the case of an emergency.
- spaces that can be shielded from view to allow for safe shelter of staff and students.



## OUTDOOR SPACES

The outdoor spaces of a school are an essential component that expands beyond the classroom and connects to nature while exploring play. These spaces inspire learning, promote well being and foster a sense of community. Outdoor spaces are safe, adaptable to weather, and help to cultivate a love for learning.

**Canutillo ISD Learning environments will include:**

- outdoor spaces that are intentionally designed and planned to include diverse activities for all students, and that are easily accessible
  - from classrooms and common areas, blurring the lines between indoor and outdoor spaces.
- outdoor spaces that expand the opportunities for learners to interact with nature and its beauty, but that are shielded from weather elements with components such as canopies, fencing or screens.
- components to enhance the outdoor learning experience, such as diverse seating, presentation spaces and robust WIFI.





## NATURAL LIGHT

Natural light is integrated into the learning environment to enhance the learning experience and improve the overall well being of students and staff. By intentionally incorporating natural light, we enhance learning retention, cognitive function, boost mood and creating a stimulating yet calming environment that supports academic success.

### **Canutillo ISD Learning environments will include:**

- natural light throughout, using windows, skylights and/or light wells that help bring a warm glow into the space.
- opportunities for views to the outdoors to increase student's connection to nature throughout the day for improved wellbeing.
- technologies to control unnecessary glare to allow for technology use, as well as allow for screening in the case of emergencies.



## FLEXIBLE FURNITURE

Learning environments are revolutionized with flexible furniture that can adapt to the diverse needs of students and educators. By providing a variety of seating options that promote collaboration, we ultimately foster a more dynamic and adaptable learning experience. All learning environments will be dynamic, versatile and inclusive to foster creativity, collaboration and engagement.

### **Canutillo ISD Learning environments will include:**

- flexible furniture that can be used in a variety of settings, and that is appropriately designed by grade level and student size.
- Furniture options for students and teachers to create dynamic learning environments. Furniture should flow seamlessly through the learning space allowing for diverse configurations and settings.
- Choice and options for each student to self select the best furniture for their learning style to best customize their learning experience.





## TECHNOLOGY

Our learning environments integrate cutting edge technology to enhance teaching and learning, foster digital literacy and prepare students for the rapidly evolving world. Equitable access to innovative tools is provided to students and teachers in a digitally responsive manner.

**Canutillo ISD Learning environments will include:**

- integrative, inclusive and innovative technologies allowing students to become fully immersed in their learning experience.
- integrated technology tools that enhance all learning environments allowing for diverse learning activities and experiences.
- future ready, robust systems that allow for technology tools to be as mobile and active as possible.



115



## WRITABLE SURFACES

We strive to enhance student engagement, collaboration and creativity by providing innovative writable surfaces in all learning environments. By transforming walls, desks and other spaces into dynamic areas for expression and learning, we empower students and teachers to share ideas freely, solve problems collaboratively and foster a culture of active participation.

**Canutillo ISD Learning environments will include:**

- writable surfaces that make learning more visible and accessible, through creative inclusion in non-traditional ways such as desk surfaces.
- opportunities for ideation and collaboration in shared writable surfaces that are visible to all learners as they move through their school day.
- Enhanced opportunities for movement and active learning with diverse writable surfaces that invite student participation.





- Distribute to Architects and Construction Managers to help inform Design Charrettes.
- Continue to refine with departments and end users.
  - Issue regular updates based on lessons learned.
- Use as means for review of designs to ensure they meet expectations set forth by Canutillo ISD.



- Questions?

# Canutillo Independent School District **EDUCATIONAL SPECIFICATIONS**



Issued: October 1, 2024

## ACKNOWLEDGMENTS

### **BOARD OF EDUCATION**

- Armando Rodriguez, Board President
- Lucy Borrego, Vice President
- Cindy Zuniga, Board Secretary
- Breanne Barnes, Trustee
- Patsy Mendoza, Trustee
- Bobby Simental, Trustee
- Blanca Trout, Trustee

### **SUPERINTENDENT CABINET**

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- Dr. Debra Kerney, Associate Superintendent
- Martha Carrasco, Chief Human Resources Officer
- Gustavo Reveles, Communications Director
- Dr. Oscar Rico, Executive Director of Operations
- Cristina Pulley, Executive Director of Financial Services
- Steve Blanco, Legal Counsel

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Middle School Educational Specifications - Under Separate Cover

Early College High School Education Specifications - Under Separate Cover



# **Educational Specifications**

## **EXECUTIVE SUMMARY**



## DISTRICT INFORMATION

### Vision

LEAD today. IMPACT tomorrow.

### Mission

We provide Equitable Opportunities to ensure our future-ready students are empowered to Explore, Learn, Grow, and Excel.

In Canutillo ISD, we believe:

STUDENTS are empowered to think critically and engage civically and empathetically, as they meet the challenges of building a better world.

PARENTS and FAMILIES are welcomed into our schools and District, with meaningful opportunities to actively engage in supporting the social, emotional, and academic needs of their students.

FACULTY and STAFF MEMBERS are respected and valued as dedicated leaders and continuous learners in the educational process.

CAMPUS ADMINISTRATORS build authentic, inclusive, and supportive relationships within their school community through mutual respect and trust.

THE SUPERINTENDENT and CENTRAL OFFICE STAFF are active and engaged listeners who are accountable for ensuring equitable, efficient, and transparent utilization of district resources.

THE BOARD OF TRUSTEES are a unified team who holds each other accountable, treats each other with respect, and represents the district with integrity and honesty.

DISTRICT INFORMATION

Priorities & Performance Objectives

STUDENT  
SUCCESS

> Student Safety & Well Being

> Academic Growth

> College Career Military Readiness

STAFF  
SUCCESS

> Staff Safety & Well-Being

> Professional Learning & Quality Staff

> Staff Satisfaction

COMMUNITY  
ENGAGEMENT AND  
PARTNERSHIPS

> Family Engagement

> Community Partnerships

> Customer Satisfaction

FISCAL AND  
OPERATIONAL  
SYSTEMS

> Fiscal Responsibility

> Strategic Allocation of Resources

> Planning for Growth

> Well Maintained Facilities

TECHNOLOGY  
RESOURCES

> Apple Refresh 1:1

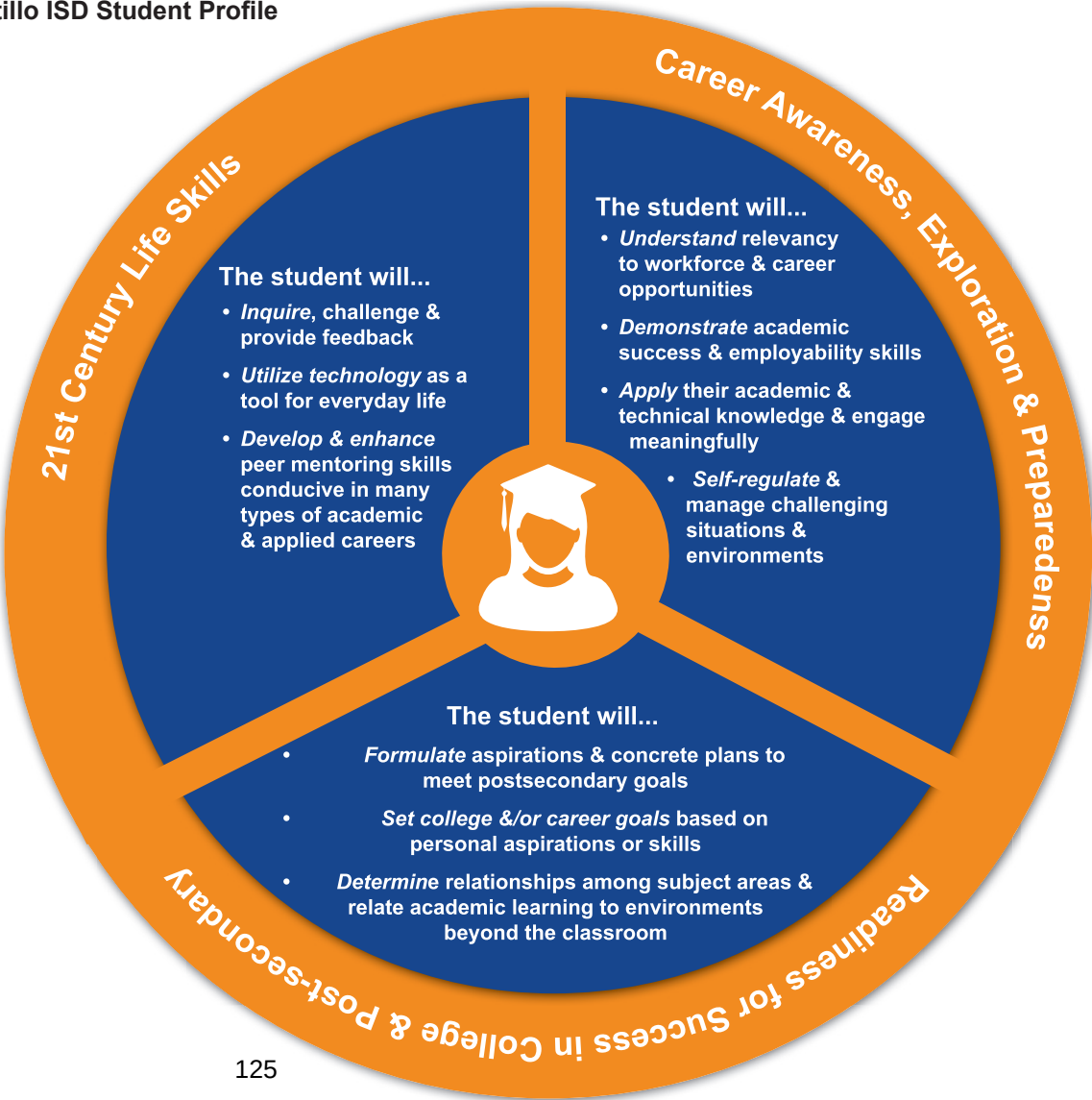
> Wireless access / Testing

> Infrastructure / Safety

> Community Connectivity

DISTRICT  
INFORMATION

Canutillo ISD Student Profile



## TEA COMPLIANCE

Educational specifications are necessary as they provide the link between learning and educational facilities. They outline essential educational concepts and detailed facility needs and include consideration of community values, current and future educational delivery, and the impact of technology on learning. Educational Specifications are an integral part of the Canutillo ISD's Long Range Facilities Master Plan, and it has been developed to support the district's vision and strategic blueprint.

Educational specifications should support the overall educational goals of the district yet be nimble enough to allow for the effective and efficient design of school facilities. Canutillo ISD's core beliefs dictate the need for facilities to provide the settings for students to gain a well rounded educational experience, while feeling safe, valued, healthy, engaged and academically challenged.

The Educational Specifications provide specific facility needs required to complement the district's educational delivery model. These will also provide consistency among similar project types from campus to campus, in order to reduce inequities and simplifying the planning process of future projects. Lastly, this document is a living document, in need of periodic update.

### **2024 COMPLIANCE**

Educational specifications are required to comply with the requirements stated in the Texas Administrative Code, Title 19, Chapter 61, School Districts, Sub-chapter CC Commissioner's Rules Concerning School Facilities, Rule § 61.1040 School Facilities Standards for Construction on or after November 1, 2021. The Canutillo Independent School District has developed these educational specifications in compliance with these rules.

As required by the standards, a school district must declare the methodology for calculation of minimum aggregate square footage per student for each project. The two available methodologies are:

1. Quantitative Compliance
2. Qualitative Compliance

The Canutillo Independent School District plans to adopt a Qualitative Methodology for all new campuses.

## TEA COMPLIANCE

In addition, the minimum aggregate square footage per project, quantitatively or qualitatively, must first have a flexibility level selected by the school district. The flexibility level specifies the intended space allocation per student based on the level of flexibility and innovation desired in the learning environment. Canutillo ISD has adopted Flexibility Level 3 and 4 for all projects utilizing these educational specifications.

The definition of this flexibility level is as follows:

1. Flexibility Level 3 (L3). Multiple student/teacher presentation spaces; organization of spaces allows for proximal outdoor access that is visible from classrooms; flexible and mobile furniture that is easily rearranged; high use of multipurpose walls, including digital touchscreen and other functionalities; learner-centric digital instruction with high levels of access to a range of mobile devices.
2. Flexibility Level 4 (L4). Multiple student/teacher presentation spaces that are likely mobile; organization of spaces allows for direct outdoor access that is visible from classrooms; highly flexible and mobile furniture that is easily rearranged by students independently or collectively; maximized inclusion of multipurpose walls, including digital capabilities and reconfiguration; learner centric digital instruction with high levels of access to a range of mobile devices incorporating an “anytime/anywhere” instructional philosophy.

Based on the flexibility level selected above, the minimum aggregate square footage per pupil (pp) shall be as follows:

### *Elementary Schools*

(Pre-Kindergarten - Grade 5):

L3 42 SF pp

L4 42 SF pp

### *Secondary Schools*

(Grade 6 - Grade 12):

L3 36 SF pp

L4 36 SF pp

## TEA COMPLIANCE

### ***INCLUSIVE DESIGN GOALS & AND CONSIDERATIONS***

The Canutillo Independent School District is committed to ensuring all district facilities are welcoming and supportive of all its staff and students. School facility design should support this goal. School facility design should build on the district's strategic objectives and core beliefs. Inclusive design is a process for creating an experience that can be used by a wide, diverse group of users.

Therefore, district facilities shall include the following:

1. A safe and secure environment for all staff, students and community.
2. Full site and building accessibility to all students, including provisions for students with physical disabilities to ensure equal access and life safety for all stakeholders.
3. Diverse spaces / settings that allow choice to all students & staff, including varied furniture and technology.
4. Careful and well-planned overall facility design that focuses on equality of experience for all.

### ***MULTI-HAZARD EMERGENCY OPERATIONS PLAN***

In compliance with the Texas Education Code, Sec. 37.108, Multi-hazard Emergency Operations Plan, the Canutillo Independent School District has adopted and implemented a multi-hazard emergency operations plan for use in the district's facilities. The plan addresses prevention, mitigation, preparedness, response, and recovery as defined by the Texas School Safety Center in conjunction with the governor's office of homeland security and the commissioner of education or commissioner of higher education, as applicable.

#### **Entrances:**

Each campus has identified primary, secondary and non-designated entries in compliance with TEA School Facilities Standards. Provisions for each type of entrance shall comply with the requirements of these standards, including security cameras at primary and secondary entrances. In addition, primary entrances include:

- An unobstructed line of sight of approaching visitors through physical or digital means. All primary entries are equipped with videophone so that visitors can identify themselves prior to entering the campus.
- A physical barrier (secure vestibule) that prevents unassisted access to the facility by a visitor.
- A location for a visitor check-in and check-out process.

All exterior doors are numbered both interior and exterior in compliance with Texas School Safety Center.



## CAPACITY CRITERIA

### **BUILDING CAPACITY**

Capacity is the number of students that can be accommodated in a building for instruction in a maximally efficient manner. Capacity numbers are affected by a series of variables including room use, planning factors, building infrastructure, class size and building codes. Planning factors are used to determine a ratio for teaching staff to students<sup>1</sup>.

Capacity numbers are governed by state standards, but also reflect a school system's values and the resources the district has available. Class size policy, as determined by the School Board, directly affects a building's capacity total.

#### *How is it determined?*

Capacity numbers are calculated differently for different states and school districts, and they are also calculated differently for elementary and secondary schools.

#### *Why does it change?*

As populations grow and change, a need may arise for changing a room's use. If a room is converted from a non-capacity bearing function (e.g., a computer lab) to a classroom space, a new classroom's worth of capacity is added to the total building calculation.

### **METHODOLOGY**

**DESIGN CAPACITY** The total number of student "seats" the facility was designed to accommodate.

<sup>1</sup> The Texas Education Code states that for grades PK-4, the student to staff ratio may not exceed 22:1; however, school districts that exceed that ratio may apply for waivers at the beginning of each school year. There are no requirements for secondary schools.

## CAPACITY CRITERIA

### Elementary Schools

Capacity is determined with this criteria:

- Planning factor:
  - 22 students per classroom for PreK through 4th grade.
  - 25 students per 5th grade classrooms
- All general use classrooms are included in the count.
- Computer labs are not included in the count.
- Space for Pull out programs are not included in the counts. These include:
  - One room for Physical Education/Gym
  - One room for Music
  - One room for Art
  - One room for STEM
  - One room for Gifted and Talented
- The Makerspace is not included in the counts.
- Special Education classrooms are included in the counts at 10 students per room. The number of spaces varies per school based on school demographics and programs housed in each school.
- The list of rooms specifically designed for special education includes:
  - Self Contained Classrooms
  - Sensory Rooms
  - Resource Classrooms

— Behavior Classrooms (BIC)

### **Portable Classrooms**

- Main Building capacity numbers do not include portable classrooms at any facility. Portable capacity should be captured separately per campus.

CAPACITY CRITERIA

Canutillo ISD elementary schools may vary in size depending on location, demographic growth and programmatic offerings. The desired maximum capacity for these are as follows:

800 STUDENT CAPACITY

| Space                     | Qty | No. of Students | Total |
|---------------------------|-----|-----------------|-------|
| Classroom Pre K - 1       | 15  | 22              | 330   |
| Classroom 2 - 4           | 15  | 22              | 330   |
| Classroom - 5             | 5   | 25              | 125   |
| SPED                      | 3   | 10              | 30    |
| Building Capacity         |     |                 | 815   |
| Functional Capacity @ 90% |     |                 | 734   |

\*If using the TEA Criteria for Qualitative compliance, this building can accommodate more students. However, the district would like to cap capacity per the table above.

## CAPACITY CRITERIA

### Middle Schools

Capacity is determined with this criteria:

- Planning factor:
  - 30 students in 6th-8th grade classrooms
- All general use classrooms are counted.
- Computer labs are counted at 30 students.
- Elective Spaces re counted as follows:
  - All science rooms are counted at 30 students per room
  - Art and Drama rooms are counted at 30 students per room
  - Choir, Orchestra and Band are counted at 30 students per room
  - CTE classrooms are counted at 30 students per room
  - The gymnasium is not included in the counts
  - Fitness rooms are not included in the counts
  - The Makerspace is not included in the counts
- Special Education classrooms are included in the counts at 10 students per room except Resource rooms which are included at 25 students per room. Rooms are:
  - Self Contained Classrooms
  - Sensory Rooms
  - Resource Classrooms
  - Behavior Classrooms (BIC)

### **Portable Classrooms**

- Main Building capacity numbers do not include portable classrooms at any facility. Portable capacity should be captured separately per campus.

CAPACITY CRITERIA

Canutillo ISD middle schools may vary in size depending on location, demographic growth and programmatic offerings. The desired maximum capacity for these are as follows:

1,000 STUDENT CAPACITY

| Space                     | Qty | No. of Students | Total |
|---------------------------|-----|-----------------|-------|
| Classroom 6 - 8           | 18  | 30              | 540   |
| Science                   | 6   | 30              | 180   |
| Electives                 | 10  | 30              | 300   |
| Resource                  | 2   | 25              | 50    |
| SPED                      | 3   | 10              | 30    |
| Building Capacity         |     |                 | 1,100 |
| Functional Capacity @ 90% |     |                 | 990   |

\*If using the TEA Criteria for Qualitative compliance, this building can accommodate more students. However, the district would like to cap capacity per the table above.

## CAPACITY CRITERIA Elementary Schools

Capacity is determined with this criteria:

- Planning factor:
  - 25 students per classroom for 9th through 12th grade.
  - 25 students per science lab
  - 25 students per Elective classrooms
- All general use classrooms are included in the count.
- Computer labs are not included in the count.
- Space for Pull out programs are not included in the counts. These include:
  - One room for Athletics / Physical Educataion
  - One room for Art

### **Portable Classrooms**

- Main Building capacity numbers do not include portable classrooms at any facility. Portable capacity should be captured separately per campus.



CAPACITY CRITERIA

Canutillo ISD Early College High Schools may vary in size depending on location, demographic growth and programmatic offerings. The desired maximum capacity for these are as follows:

600 STUDENT CAPACITY

| Space                     | Qty | No. of Students | Total |
|---------------------------|-----|-----------------|-------|
| Classroom 9 - 12          | 20  | 25              | 500   |
| Science Labs              | 6   | 25              | 150   |
| Electives                 | 4   | 25              | 100   |
| Building Capacity         |     |                 | 750   |
| Functional Capacity @ 90% |     |                 | 675   |

\*If using the TEA Criteria for Qualitative compliance, this building can accommodate more students. However, the district would like to cap capacity per the table above.

## QUALITIES OF SPACE

### **QUALITY OF SPACE:**

As directed by the Canutillo ISD community during the Educational Specification Visioning Sessions, the following qualities of space should be carefully considered when designing new or renovating Canutillo ISD schools.

### **SAFETY & SECURITY**

We are committed to creating a safe, secure, and collaborative environment through proactive safety measures and advanced technology, identifying possible threats and implementing measures that are executed on all levels.

Canutillo ISD Learning environments will include:

- A secure but welcoming and attractive campus environment for the Canutillo community.
- A design that provides increased visibility and supervision, with a clear sense of entry and limited access to buildings.
- Advanced technologies and security cameras to enhance overall safety and security feel of the school, deployed in concert with a security operations plan that can be easily executed in the case of an emergency.
- Spaces that can be shielded from view to allow for safe shelter of staff and students.



## QUALITIES OF SPACE

### **OUTDOOR SPACES**

The outdoor spaces of a school are an essential component that expands beyond the classroom and connects to nature while exploring play. These spaces inspire learning, promote well being and foster a sense of community. Outdoor spaces are safe, adaptable to weather, and help to cultivate a love for learning.

Canutillo ISD Learning environments will include:

- Outdoor spaces that are intentionally designed and planned to include diverse activities for all students, and that are easily accessible from classrooms and common areas, blurring the lines between indoor and outdoor spaces.
- Outdoor spaces that expand the opportunities for learners to interact with nature and its beauty, but that are shielded from weather elements with components such as canopies, fencing or screens.
- Components to enhance the outdoor learning experience, such as diverse seating, presentation spaces and robust WIFI.





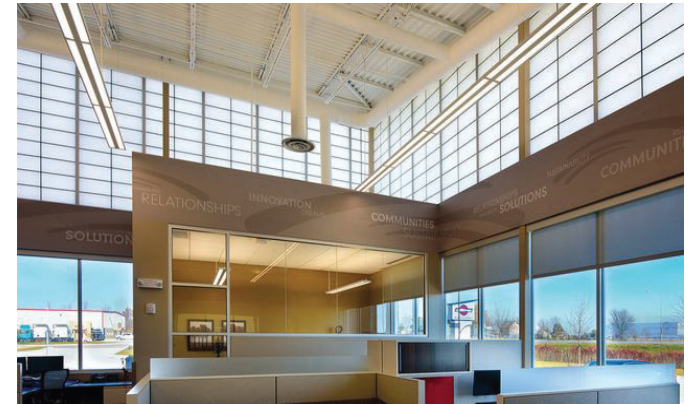
## QUALITIES OF SPACE

### **NATURAL LIGHT**

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Canutillo ISD Learning environments will include:

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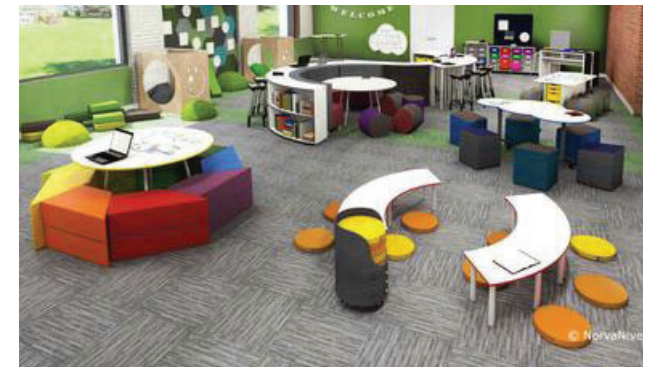
## QUALITIES OF SPACE

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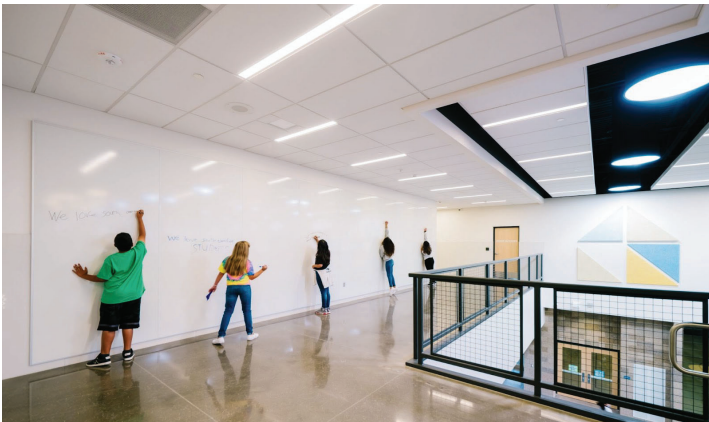
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- Enhanced opportunities for movement and active learning with diverse writable surfaces that invite student participation.





## BUILDING SYSTEMS / SITE COMPONENTS

### **BUILDING SYSTEMS**

#### ***ENERGY & SUSTAINABILITY***

Canutillo ISD is dedicated to being an energy efficient and sustainable school district. It is the district's desire to do their part of conserving energy and encouraging and continuing sustainable practices.

#### ***MECHANICAL/HVAC.***

- The HVAC system shall be a Variable Refrigerant Flow (VRF) systems.
- Humidity control and low-noise HVAC should be provided in the following spaces at a minimum:
  - Library
  - Performance Areas (stage, band/orchestra rooms, and instrument, costume & uniform storage)
- Provide dedicated HVAC for the following rooms:
  - MDF & IDF (24 hr / 365 days a year)
  - Library
- Exhaust fans should be provided at all restrooms.
- Ensure adequate HVAC is provided where copiers, ice machines, refrigerators, vending machines and/or multiple computers are present.
- Provide HVAC shut-off on site for emergency containment events.
- Office spaces (Administration, Counseling, etc.) should have zoned air with option to over-ride if space is occupied after-hours.

- Separate zones should also be provided for the following areas:
  - Cafeteria/Student dining and all associated spaces
  - Kitchen/Food Prep and all associated spaces
- All roll up doors on an exterior wall need to be interlocked with HVAC system to shut off when open.
- Proper ventilation should be provided at the following spaces:
  - Laundry rooms
  - Kitchen/Cooking spaces
  - Workrooms
  - Kiln (Fume ventilation built-in)
  - CTE Labs
  - Custodial closets
  - Chemical storage rooms
  - Flammable storage rooms
  - Science Labs
  - Locker Rooms
- A Food Services Design Professional shall be engaged in design of mechanical systems for walk-in coolers and freezers.

#### ***ELECTRICAL***

##### ***Power***

- Provide adequate power/data drops in all offices, classrooms and ancillary spaces (hallways, library, gym, collaboration, etc).
- Provide minimum two (2) duplex outlets per wall in all classrooms.
- Provide minimum of four (4) quad outlets per wall in CTE classrooms.

## BUILDING SYSTEMS / SITE COMPONENTS

- Provide duplex electrical outlets every 10' max in collaboration spaces, cafeteria, hallways, library, gym, and elective spaces, with a minimum of two per wall.
- Provide one (1) outlet per wall in all offices.
- Provide one (1) quad electrical outlet at teacher's station in all classrooms.
- No floor outlets should be used except at conference room if not avoidable.
- Storage rooms to have at least one duplex outlet with power and data per wall.
- Multiple charging stations with dedicated circuits for each should be provided at library, indoor and outdoor dining, indoor and outdoor collaboration spaces, and corridors.
- Provide dedicated outlets above countertops at workrooms, breakrooms, and in areas where multiple appliances/machines will be used simultaneously.
- Provide adequate power and data for all copiers based on manufacturers recommendations.
- Classrooms to be equipped with electrical outlets towers (furniture) for increased charging capabilities.
- Provide emergency backup power outlets at clinic, and special ed classrooms.
- 40-50 FC lighting to be provided at desk surface in classrooms.
- Provide full range dimming capabilities of lights in all learning environments and offices.
- Special education rooms to have color tuning controlled lights (blue).
- Occupancy sensors in all classrooms and offices
- Exterior building and site lighting to be on photocells with manual bypass in maintenance custodial and / or Administration offices.

### *Lighting*

- Provide dual switching in all learning environments.
- Lighting levels shall be based on building code minimum requirements and meet or exceed UIL recommendations <sup>143</sup> for indoor/outdoor UIL sanctioned sports venues.

## BUILDING SYSTEMS / SITE COMPONENTS

### **PLUMBING**

- Provide drinking fountains with bottle filling capabilities near all student/group restrooms, gymnasium, cafeteria, fine arts, indoor & outdoor collaboration spaces and student dining areas.
- Provide tempered and cold water connections for sinks in classrooms where appropriate.
- Provide hose bibs in restrooms, mechanical rooms, service yard, exterior courtyards, and outdoor learning areas.

### **ACOUSTICS**

Providing acoustically sound learning environments is paramount to learning, therefore learning environments shall be designed with enhanced acoustical properties.

Poor acoustical design in classrooms can result in excessive noise that is disruptive to the learning process and affects speech perception, student behavior, and educational outcomes. All walls around classrooms and learning environments to run to underside of deck.

The following STC ratings shall be achieved:

|           |                                                                                                                                                             |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STC 45    | If the adjacent space is a corridor, stair well, or office/conference room.                                                                                 |
| STC 49-50 | If the adjacent space is another core learning space, speech classroom or clinic.<br>- Folding partitions in classrooms must meet this minimum requirement. |
| STC 49-53 | If the adjacent space is a restroom or outdoor space                                                                                                        |
| STC 56-60 | If the adjacent space is a music room, mechanical or electrical room, cafeteria, gym or athletic space                                                      |

Lastly, all fine arts performance and musical spaces shall be designed with the help of an acoustical designer, so enhanced requirements can be correctly calibrated to the need. Other spaces that need this calibration include cafeteria, cafetorium, and stages. The acoustical consultant shall be retained by the architectural firm.

## BUILDING SYSTEMS / SITE COMPONENTS

### SAFETY & SECURITY

Security systems add safety and security of the occupants and property.

Compliance with current Texas Administrative Code, Chapter 61 - SCHOOL DISTRICTS, Subchapter CC - COMMISSIONER'S RULES CONCERNING SCHOOL FACILITIES Section 61.1031 School Safety Requirements.

- All building entrances (primary and secondary entries/exits) shall have cameras.
- Provide door signage interior & exterior of building per Texas School Safety Center.
- Exterior/interior signs to be aluminum, with stroke width of 0.5". Height of sign will vary depending on distance from road.
- All exterior / interior signs to be ADA compliant
- Interior signs to be standard graphics signage, 4" tall lettering.
- All exterior signs to comply with local codes and ordinances
- Any fencing or exterior wall enclosing an area used by students needs to be at least 6 feet high with design features that prevent it from being easily scalable, such as stone, wrought iron, chain link with slats or wind screen, or chain link topped with an anti-scaling device, or if scalable, it needs to be least 8 feet high. Areas that are fenced in shall be considered exterior secured areas.
- All gates must have emergency egress hardware and have features to prevent opening from the exterior without a key or combination

mechanism.

- Except when within an exterior secured area, all ground-level windows near exterior doors that are of a size and position that permits entry from the exterior if broken shall be constructed or modified such that the glass cannot be easily broken and allow an intruder to enter through the window frame (for example, using forced entry-resistant film).
- Roof access doors should default to a locked, latched, and closed position when not actively in use and be lockable from the interior.
- Include communications plan in full compliance with the above listed school safety requirements.

Canutillo ISD schools shall comply with the principles provided by the National Crime Partnership Institute for Crime Prevention Through Environmental Design (CPTED):

- Territoriality: People protect territory that they feel is their own and have a certain respect for the territory of others. Fences, pavement treatments, art, signs, good maintenance, and landscaping are some physical ways to express ownership. Identifying intruders is much easier in a well-defined space.
- Access Control: Properly located entrances, exits, fencing, landscaping, and lighting can direct both foot and automobile traffic in ways that discourage crime. Access control can be as simple as a neighbor on the front port or a front office. Other strategies include

## BUILDING SYSTEMS / SITE COMPONENTS

- closing streets to through traffic or introducing neighborhood-based parking stickers.”
- Natural Surveillance: Criminals don’t want to be seen. Placing physical features, activities, and people in ways that maximize the ability to see what’s going on discourages crime. Barriers, such as bushes, sheds, or shadows, make it difficult to observe activity. Landscaping and lighting can be planned to promote natural surveillance from inside a home or building and from the outside by neighbors or people passing by. Maximizing the natural surveillance capability of such “gatekeepers” as parking lot attendants [or security personnel] is also important.
- Activity Support: Encouraging legitimate activity. In public spaces helps discourage crime. A basketball court in a public park or community center will provide recreation for youth, while making strangers more obvious and increasing active natural surveillance and the feeling of ownership. Any activity that gets people out and working together – a clean-up day, a block part, a Neighborhood Watch group, a civic meeting – helps prevent crime.
- Access Control: Properly located entrances, exits, fencing, landscaping, and lighting can direct both foot and automobile traffic in ways that discourage crime. Access control can be as simple as a neighbor on the front porch or a front office. Other strategies include closing streets to through traffic or introducing neighborhood-based parking stickers.<sup>146</sup>
- A secure but welcoming and attractive campus environment for students, teacher and the community
- A design that provides increased visibility and supervision, with a clear sense of entry and limited access to buildings
- Advanced technologies and security cameras to enhance overall safety and security feel of the school, deployed in concert with a security operations plan that can be easily executed in the case of an emergency.
- Spaces that can be shielded from view to allow for a safe shelter of staff and students.

## BUILDING SYSTEMS / SITE COMPONENTS

### General Notes:

- Common spaces such as the gym and cafeteria should have camera coverage as well.
- Security cameras should also be provided at serving lines over point-of-sale area as well as throughout kitchen for monitoring exit doors and cooking area.
- Access control will be provided at every building entrance mainly in campuses with non-contiguous buildings.
- Access control will be provided at the entrance of every learning suite
- A School Resource Officer space shall be provided at every campus.
- A parking area close to end of building to be provided for police to utilize. This will provide privacy in case of student being escorted out of building as well as for immediate access to building in case of emergency.
- Provide card readers at all entry corridors.
- Due to the use of some campus facilities after hours (gym, library, cafeteria, etc.) the ability to secure other parts of the campus from these spaces needs to be included.
- Provide all classroom doors with the ability to lock down and / or open from a remote location.
- Comply with District's all hazard notification plan including panic buttons, cameras, access control and PA interface.

- Provide US National Institute of Justice (NIJ) rated ballistic resistant film as follows:
  - All entry vestibules and all entries to Classroom Wings/Pods:
    - ◊ Type IIA-BR on all glass surfaces on 1/2" glass
  - Other glass surfaces provide:
    - ◊ Type I Force Impact resistant film at all glass surfaces to classrooms (All interior windows and all first floor exterior windows), and all large expanses of glass (interior and exterior) up to 7'-0" in height.

### TECHNOLOGY

Technology is an integral part of the teaching and learning process. It is a tool to enhance the delivery of curricula, increase teacher and student productivity and efficiency, promote creative expression, increase communication and access to information.

Canutillo ISD guidelines should be referenced during design for quantities and locations of data drops/outlets, charging areas, as well as preferred vendors/manufacturers of technology equipment and devices;



## BUILDING SYSTEMS / SITE COMPONENTS

### General Notes:

- Wireless access should be robust and have coverage throughout the school (classrooms, collaboration spaces, corridors, specialty areas), outdoor spaces, and the bus area.
- Outside devices should be mounted at service level; at the bus loop this should be under the canopy.
- USB/charging connections throughout campus.
- Any room/space where an adult can be found will need a phone therefore data should be provided.
- Technology storage area for mobile carts and laptop maintenance desired, with data ports.
- Storage rooms to be supplied with data and power.
- Main reception area at each campus shall have digital signage, provide data/power accordingly.
- Provide plastic cover over WAP at gym (no metal).
- Remote video sharing capabilities should be provided within classrooms to allow for more classroom flexibility.

### SITE PLANNING / PARKING

- Use best practices within Texas Energy Codes and other codes in consideration of solar orientation of campus.
- All sidewalks to be in full compliance with ADA/TAS.

- Site fencing to be provided to help secure the campus as well as direct student exit during an emergency event. All fencing to comply with Section 61.1031 - School Safety Requirement of the Texas Administrative Code.
- Wheelchair ramps should be provided at bus and parent drop-off/pick-up.
- Traffic should be safely contained on site and not backing up into adjoining streets.
- Students should always be dropped off on the vehicle's right side, directly onto the sidewalk or plaza adjoining the school.
- Bus turning radius should be considered in design of all drop off areas.
- Bus loading and unloading zone should be separate from visitor parking or other traffic flow patterns, including pedestrian. Staff parking can be provided within the bus loop.
- Buses for special education/special needs students need to have their loading/unloading zone in close proximity to the Special Education areas within the campus. Sloped curbs at this access to be provided.
- Provide bollards at all overhead doors that are adjacent to vehicular drives or outdoor patios.
- Provide bollards or planters at all main entry areas that are adjacent to vehicular drives.
- Site lighting should be abundant for security purposes; especially near front and rear entrances, as well as parking. Provide abundant lighting at kitchen service entry.

## BUILDING SYSTEMS / SITE COMPONENTS

- Proper drainage should be planned to ensure no water stands on site except at detention/retention ponds as necessary.
- All paving should be concrete - no asphalt unless budget or the authority having jurisdiction dictates the use of asphalt.

### SERVICE COURT / DELIVERY AREA

- Delivery/service areas shall ensure that service vehicle access does not jeopardize safety of students/staff. Service vehicles may share the bus lane, but at different times of the day.
- Delivery/utility vehicles have direct access from the street to the delivery area without crossing over playground, field areas, or drop-off areas.
- Trash pickup is fenced or otherwise isolated away from foot traffic areas and should be properly screened from street view or play areas.
- Service yard gate to remain locked all day, therefore provide buzzer to kitchen area, and remove controller for operation of gate.
- Concrete pads to be provided for dumpsters and recycling bins.
- Provide a canopy over back door at receiving/kitchen with a light.
- Service door should have a peep-hole, fly fan and a door bell. Speakers will be provided in cooking area, as well as strobes to notify staff of visitors.
- Provide parking for kitchen staff within the service yard or adjacent to it. Provide 8

designated parking spaces at the Elementary Schools and 10 at the Middle Schools.

### OUTDOOR FACILITIES

- Outdoor learning environments shall be separate from playgrounds so they can remain locked after hours and weekends. These areas must be equipped with:
  - Shade
  - Writable Surfaces
  - Seating
  - Wi-Fi
  - Other amenities such as landscaping, sand areas, water, and sound systems.
- Supervision of playgrounds should not be obstructed by buildings, landscape or objects that impair observation and supervision.
- Provide fenced-in playground areas and outdoor learning areas.
- All site exterior fenced in areas shall comply with Section 61.1031 - School Safety Requirement of the Texas Administrative Code as follows:
  - Fence or wall shall be a minimum 6' high with design features that prevent it from being easily scalable, such as stone, wrought iron, chain link with slats or wind-screen, or chain link topped with an anti-scaling device.
  - If not per above, then fence or wall must be at least 8 feet high.
  - All fencing should be well maintained.
  - All locked gates shall include emergency egress hardware and has features to prevent opening from the exterior without a key or combination mechanism.

## BUILDING SYSTEMS / SITE COMPONENTS

- Playground structures should include grade and size appropriate activities.
- An accessible playground is one that offers a range of play experiences to children of varying abilities. They shall include:
  - An accessible path from the edge of the playground to the play equipment.
  - Surfacing that complies with ASTM 1951.
- Provide ADA accessible play equipment and accessible pathways from classrooms to play areas.
- Once a child is in the playground, they must be able to access the play equipment by moving out of their mobility device onto the playground structure (such as transfer stations) or by direct play structure access in their mobility device (such as a ramp).
- Consider prevailing sun angles and keep slides out of the heat of the sun by locating the slide surface facing north, where possible. Use plastic slide surfaces only.
- Provide shade structures over all playgrounds.
- Locate and arrange equipment with adequate surrounding space in small, natural play groups. Disperse popular or heavy use equipment to avoid crowding. Locate exit slides in non-congested areas.



# Canutillo Independent School District EDUCATIONAL SPECIFICATIONS



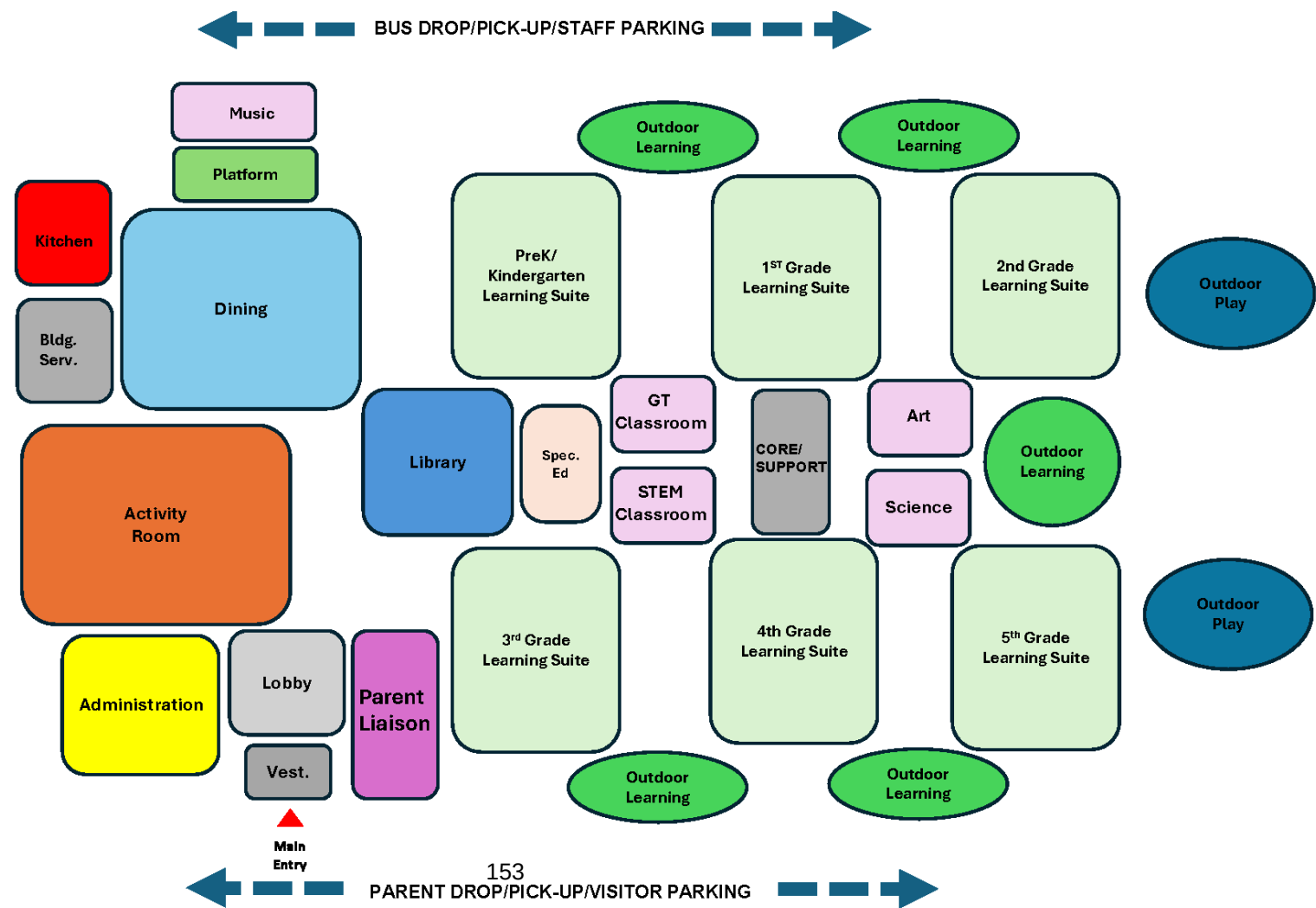
**ELEMENTARY SCHOOL**  
151

Issued: October 22, 2024



# EDUCATIONAL SPECIFICATIONS ELEMENTARY SCHOOL

# ELEMENTARY SCHOOL SITE ADJACENCY



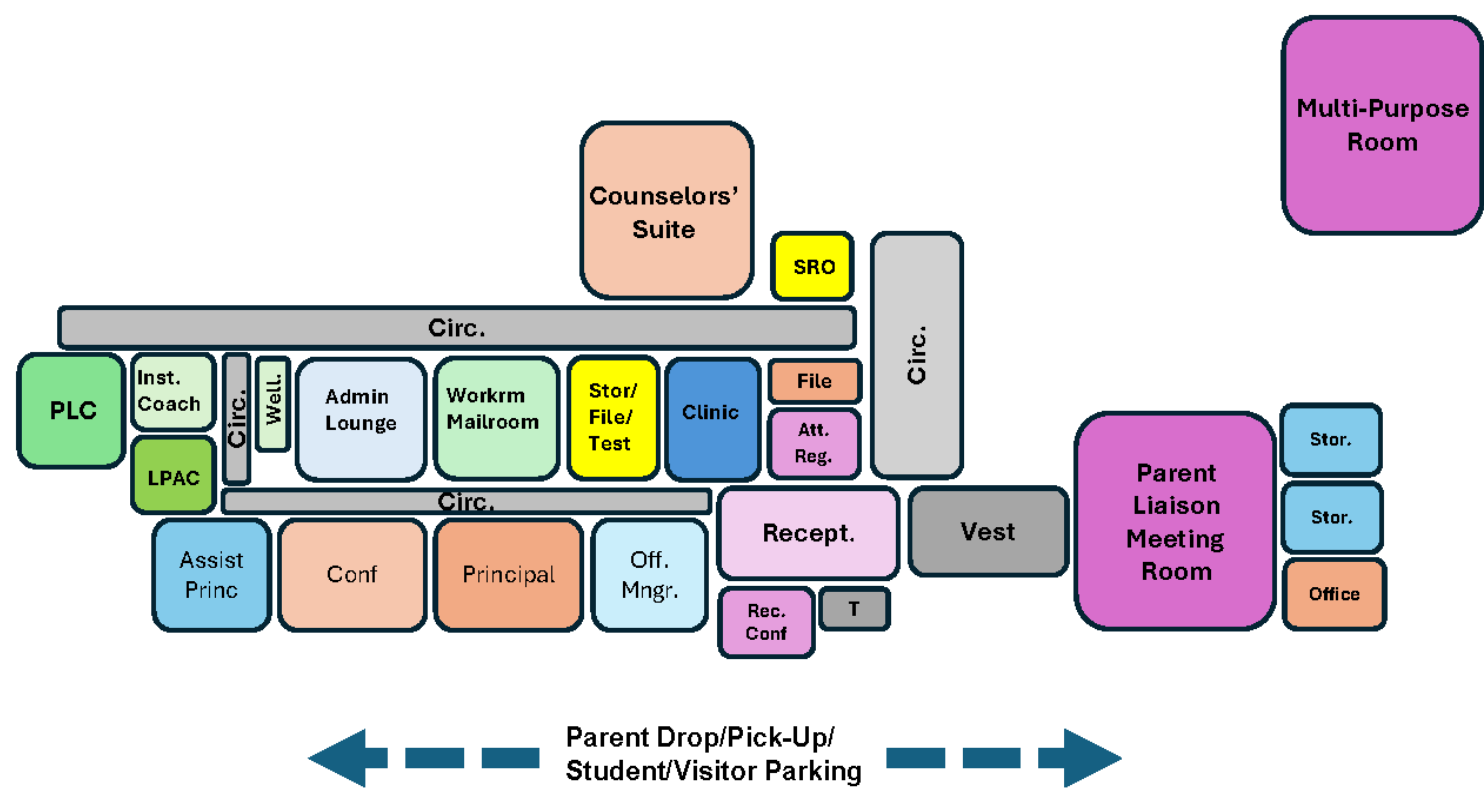


ELEMENTARY SCHOOL  
PROGRAM OF SPACES

| General Campus Program                        |                   |
|-----------------------------------------------|-------------------|
| 800 Students                                  |                   |
| <u>SPACE</u>                                  | <u>SF</u>         |
| Administration                                | 8,570             |
| Academic                                      | 53,680            |
| Special Education                             | 4,855             |
| Library/Media Center                          | 6,750             |
| Physical Education                            | 4,600             |
| Visual & Fine Arts                            | 4,200             |
| Food Service & Student Dining                 | 7,450             |
| Building Support                              | 3,610             |
| <b>SUBTOTAL (Net)</b>                         | <b>93,715 SF</b>  |
| <i>Circulation, Lobbies &amp; Walls (35%)</i> | <i>32,800 SF</i>  |
| <b>GRAND TOTAL (Gross)</b>                    | <b>126,515 SF</b> |
| Extended Learning Program                     | 2,535             |

**ELEMENTARY SCHOOL  
ADMINISTRATION**

ELEMENTARY SCHOOL  
ADMINISTRATION  
ADJACENCY



# ELEMENTARY SCHOOL ADMINISTRATION PROGRAM OF SPACES

| <u>Space</u>                     | <u>Qty</u> | <u>SF</u> | <u>Total</u> |
|----------------------------------|------------|-----------|--------------|
| <b>Administration</b>            |            |           |              |
| Secure Entry Vestibule           | 1          | 200       | 200          |
| Reception/Waiting Area           | 1          | 400       | 400          |
| Reception Conference Room        | 1          | 200       | 200          |
| Visitor Restroom                 | 1          | 60        | 60           |
| Office Manager                   | 1          | 150       | 150          |
| Principal                        | 1          | 250       | 250          |
| Conference Room                  | 1          | 250       | 250          |
| Assistant Principal              | 1          | 180       | 180          |
| Instructional Coach              | 1          | 150       | 150          |
| Attendance/Registrar             | 1          | 150       | 150          |
| File Room - Registrar            | 1          | 100       | 100          |
| LPAC Office                      | 1          | 150       | 150          |
| File Room - General              | 1          | 100       | 100          |
| Testing Storage                  | 1          | 200       | 200          |
| Administration Workroom/Mailroom | 1          | 400       | 400          |
| Admin Lounge                     | 1          | 400       | 400          |
| PLC Room                         | 1          | 250       | 250          |
| Storage Room                     | 1          | 120       | 120          |
| Staff Restrooms                  | 2          | 60        | 120          |
| Wellness Room                    | 1          | 80        | 80           |
| SRO                              | 1          | 120       | 120          |
| <b>Counselors Suite</b>          |            |           |              |
| Group Area                       | 1          | 500       | 500          |
| Counselor's Office               | 2          | 175       | 350          |
| Counselor's Storage              | 1          | 100       | 100          |
| <b>Parent Liaison</b>            |            |           |              |
| Meeting Room                     | 1          | 500       | 500          |
| Office                           | 1          | 120       | 120          |
| Storage Room                     | 2          | 100       | 200          |
| <b>Other General Support</b>     |            |           |              |
| Multi-Purpose Room 157           | 1          | 1,800     | 1,800        |
| <b>Subtotal</b>                  |            |           | <b>7,600</b> |

ELEMENTARY SCHOOL  
ADMINISTRATION  
PROGRAM OF SPACES

| <u>Space</u>                | <u>Qty</u> | <u>SF</u> | <u>Total</u> |
|-----------------------------|------------|-----------|--------------|
| <b>Health Clinic</b>        |            |           |              |
| Clinic                      | 1          | 500       | 500          |
| Nurse's Office              | 1          | 150       | 150          |
| Clinic RR                   | 2          | 60        | 120          |
| Storage                     | 1          | 100       | 100          |
| Isolation                   | 1          | 100       | 100          |
| <b>Subtotal</b>             |            |           | <b>970</b>   |
| <b>Administration Total</b> |            |           | <b>8,570</b> |

# ELEMENTARY SCHOOL ADMINISTRATION SUMMARY

## ADMINISTRATION SUITE

The administrative suite must be clearly designated as the main entry to the school. After entering through a secure vestibule, parents and visitors will be further screened and greeted in the administration reception area. The administrative offices, counseling and health clinic will be located in this centralized area.

### General Notes:

#### *Administration*

- The main entry secure vestibule should include a videophone, card reader access, and an automatic lock down device on all exterior doors.
- All visitors must be able to use the videophone to identify themselves and show valid ID to the receptionist.
- A clear line-of-sight should be provided at reception area for visibility of those entering and exiting the main entry.
- Provide the ability to lock down main interior doors from receptionist's desk.
- The Principal's office should be located adjacent to Conference Room.
- The workroom should be located near the restrooms.
- The secure test storage shall have card reader access.
- Door lights or sidelights at all offices for visibility should be standard equipment.
- Provide blinds or shades on all exterior windows and sidelights.
- The Parent Liaison room should be located off main vestibule for ease of access to school. Provide card reader from internal door to campus for added security.

#### *Counselors*

- The counselor's offices should be easily accessible to students and parents, and located off a main hallway but not included in the main administration suite.
- Offices should have lighting controls and soft seating.

#### *Health Clinic*

- Clinic should be located adjacent to reception area for ease of parent access when picking up sick child/children.
- All areas within the clinic except the restrooms and Isolation should have good visibility.
- Treatment room should provide for audio testing. Provide code at door.
- Lights at cots should be switched to allow for adjustable lighting throughout clinic.
- One outlet in the treatment room and the refrigerator outlet need to be tied to the emergency generator.
- Ensure eye chart location allows for 10' clear distance.
- Ensure power is provided throughout the clinic on every wall to allow access for different medical equipment.
- Provide desk space for two people in the treatment area. Ensure desks has a clear line of sight to cots.

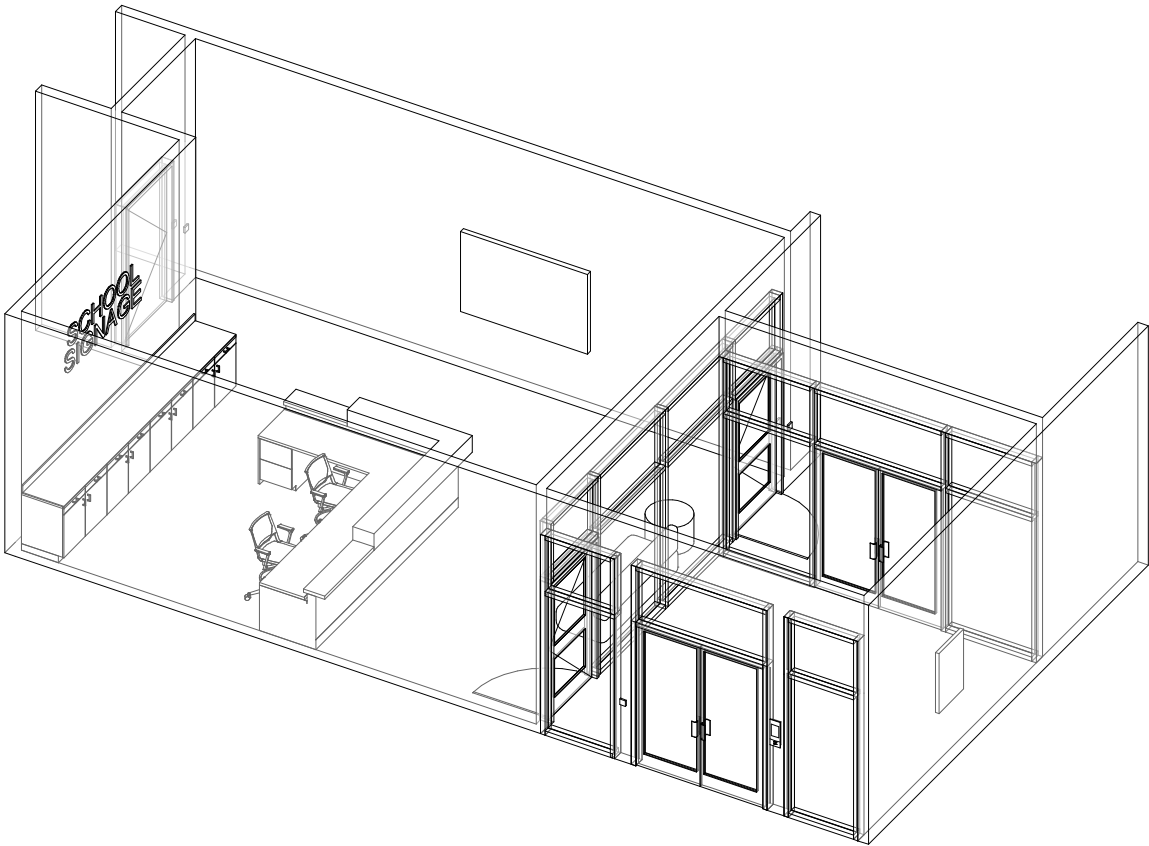
#### **Fixtures/Furniture/Equipment (FFE)**

- Refer to Space Requirements for Fixtures, Furniture, and Equipment.



ELEMENTARY SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

SECURE VESTIBULE / RECEPTION



**SECURE VESTIBULE / RECEPTION**

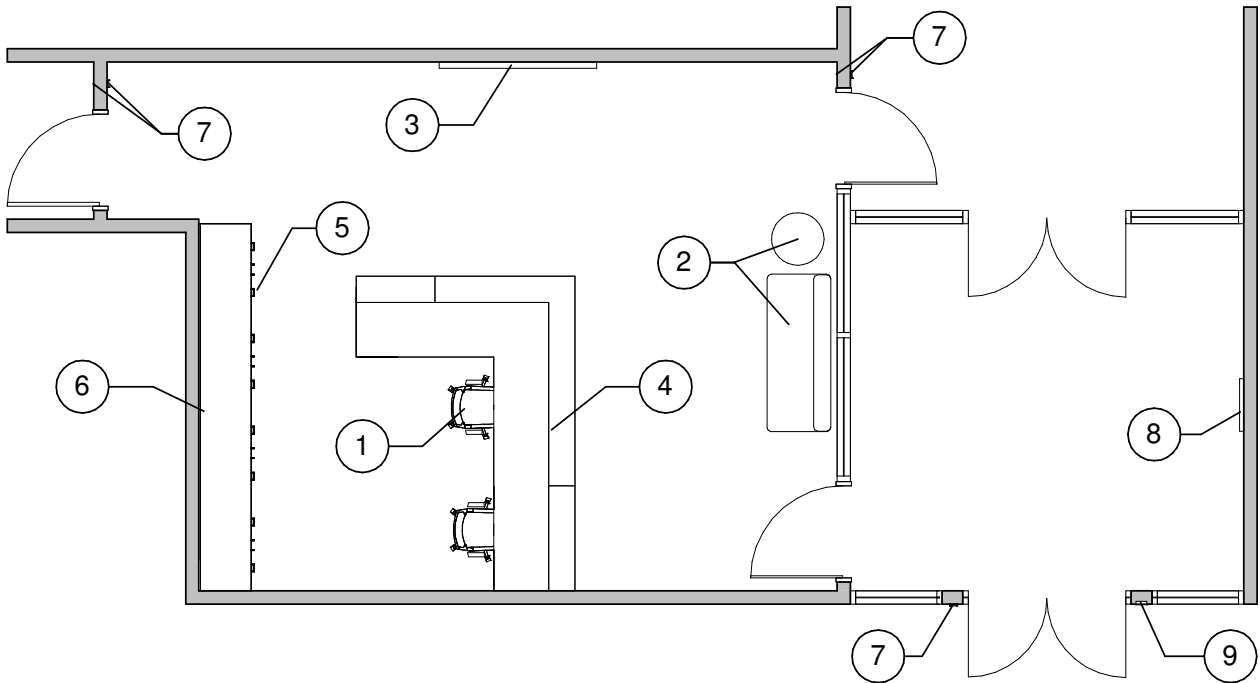
Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item # | Item                         | Qty  |
|--------|------------------------------|------|
| 1      | Desk Chairs                  | 2*   |
| 2      | Soft Seating with Side Table | TBD* |

General Contractor = In Contract (IC)

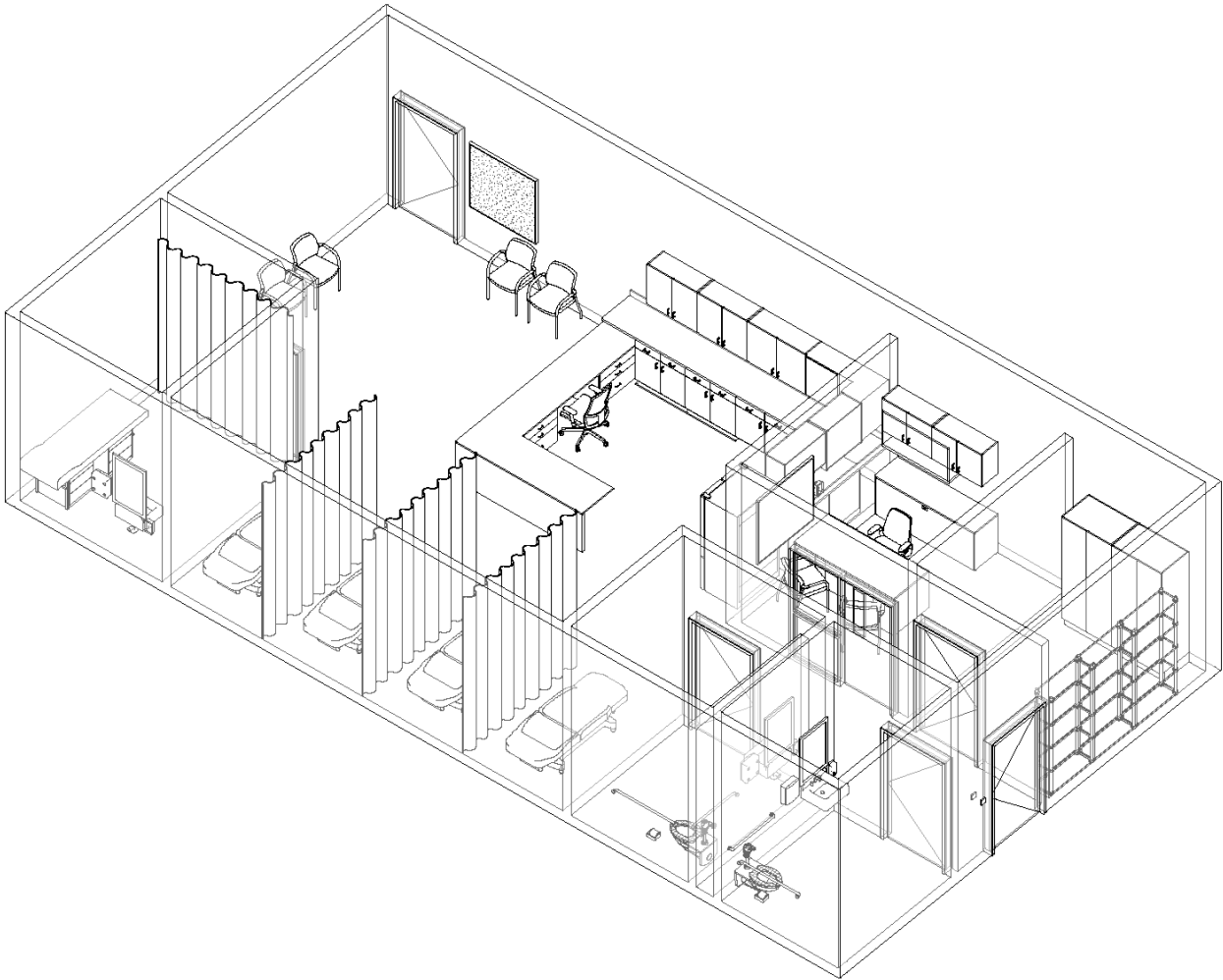
| Item # | Item                                                                | Qty  |
|--------|---------------------------------------------------------------------|------|
| 3      | Projection Device/Interactive Monitor                               | 1    |
| 4      | Built-in Workstation with Transaction Counter and Kneespace for Two | 1    |
| 5      | Built-in Lower Cabinets                                             | TBD* |
| 6      | School Name Signage                                                 | 1    |
| 7      | Card Readers                                                        | TBD* |
| 8      | Dedication Plaque                                                   | 1    |
| 9      | Videophone                                                          | 1    |

\*May vary due to room configuration.



ELEMENTARY SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

HEALTH CLINIC



**HEALTH CLINIC**

Treatment Area, Treatment Room, Restrooms, &amp; Storage

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item         | Qty |
|--------|--------------|-----|
| 1      | Cots         | 5   |
| 2      | Desk         | 1   |
| 3      | Desk Chair   | 2   |
| 4      | Eye Chart    | 1   |
| 5      | Guest Chairs | 6   |

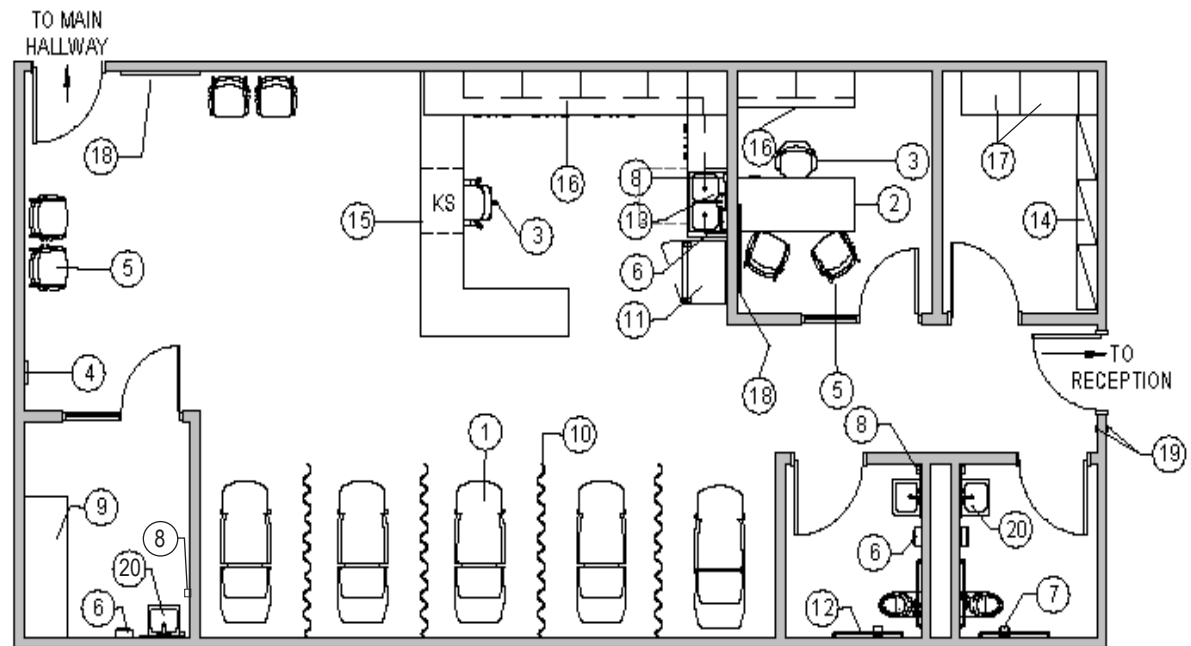
**General Contractor = In Contract (IC)**

| Item # | Item                                  | Qty  |
|--------|---------------------------------------|------|
| 6      | Paper Towel Dispenser                 | 4    |
| 7      | Toilet Paper Dispenser                | 2    |
| 8      | Soap Dispenser                        | 4    |
| 9      | Hydraulic Table (Treatment Room)      | 1    |
| 10     | Cot Curtains                          | 3    |
| 11     | Refrigerator (Full Size; w/Ice Maker) | 1    |
| 12     | ADA compliant Accessories/Grab Bars   | 2    |
| 13     | Double Sink                           | 1    |
| 14     | Metal Shelving (Storage)              | TBD* |
| 15     | Built-in base cabinets and counter    | TBD* |
| 16     | Built-in Upper and Lower Cabinets     | TBD* |
| 17     | Built-in Storage Cabinet - Lockable   | 1    |
| 18     | Tackboard (4')                        | 2    |
| 19     | Card Reader                           | 2    |
| 20     | Hand-washing Sink                     | 3    |

\*May vary due to room configuration.

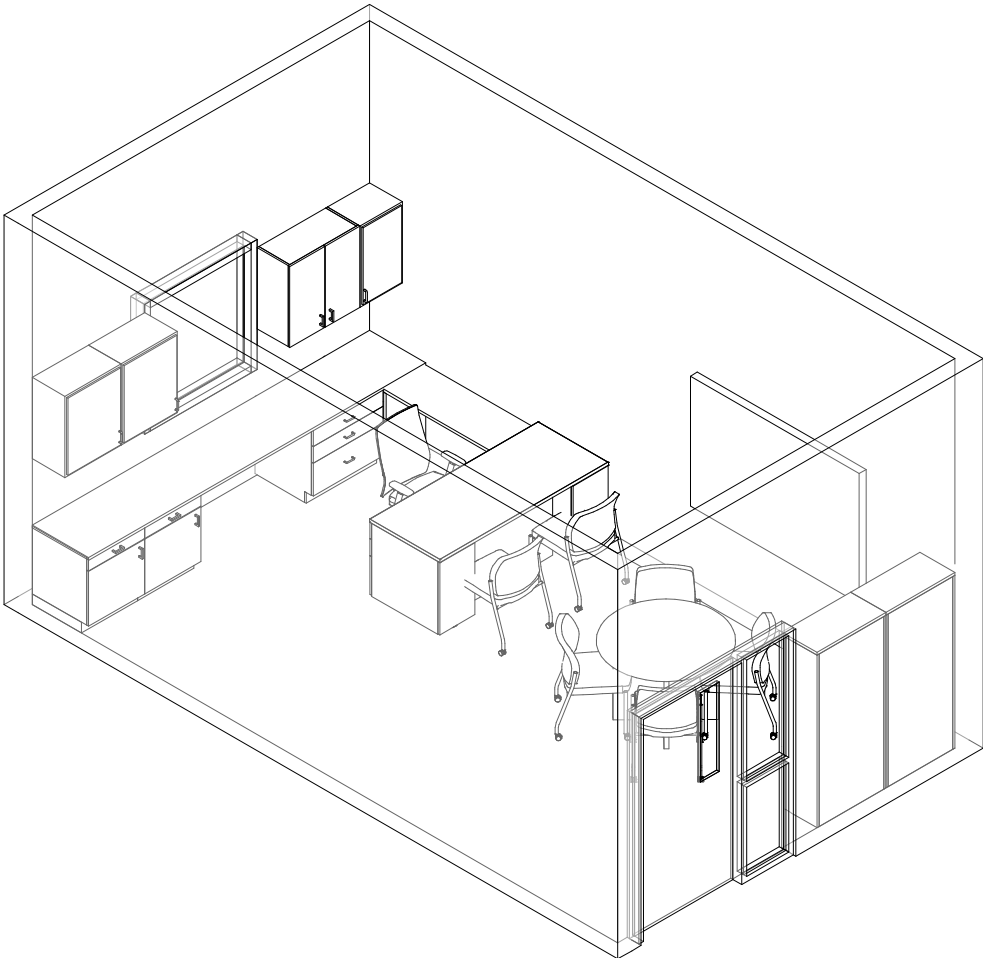
**NOTE:**

- Provide power to hydraulic table.
- Cabinets / Drawers should be lockable.
- Storage room and treatment room to be lockable.
- Provide door light at Treatment Room.
- Provide power and data at all kneespaces.

**EDUCATIONAL SPECIFICATIONS**

ELEMENTARY SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

PRINCIPAL'S OFFICE



**PRINCIPAL’S OFFICE**

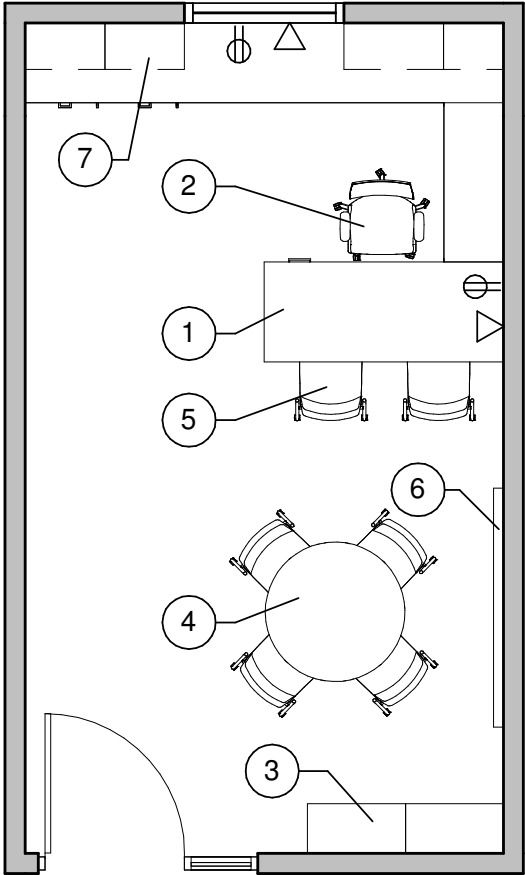
**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item             | Qty |
|--------|------------------|-----|
| 1      | Desk with Return | 1   |
| 2      | Desk Chair       | 1   |
| 3      | Bookshelf        | 2   |
| 4      | Conference Table | 1   |
| 5      | Guest Chairs     | 6   |

**General Contractor = In Contract (IC)**

| Item # | Item                                             | Qty |
|--------|--------------------------------------------------|-----|
| 6      | Projection Device/Interactive Monitor            | 1   |
| 7      | Built-in Upper and Lower Cabinets with Kneespace | 1   |

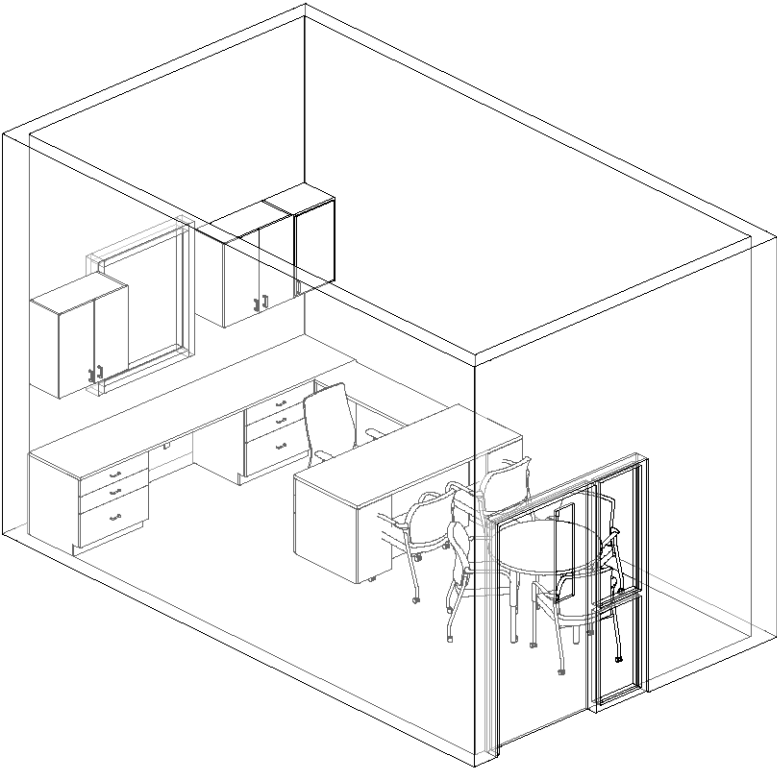
NOTE:  
- Provide power and data at two desk locations as shown.  
- Provide blinds or shades at all exterior windows.





ELEMENTARY SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

ASSISTANT PRINCIPAL'S OFFICE



**ASSISTANT PRINCIPAL'S OFFICE**

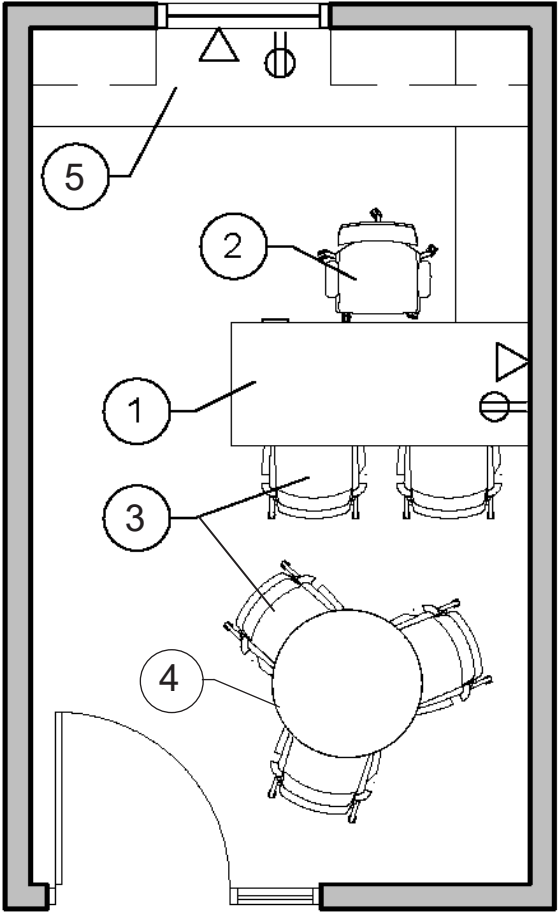
**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item             | Qty |
|--------|------------------|-----|
| 1      | Desk with Return | 1   |
| 2      | Desk Chair       | 1   |
| 3      | Guest Chairs     | 2   |
| 4      | Small Table      | 1   |

**General Contractor = In Contract (IC)**

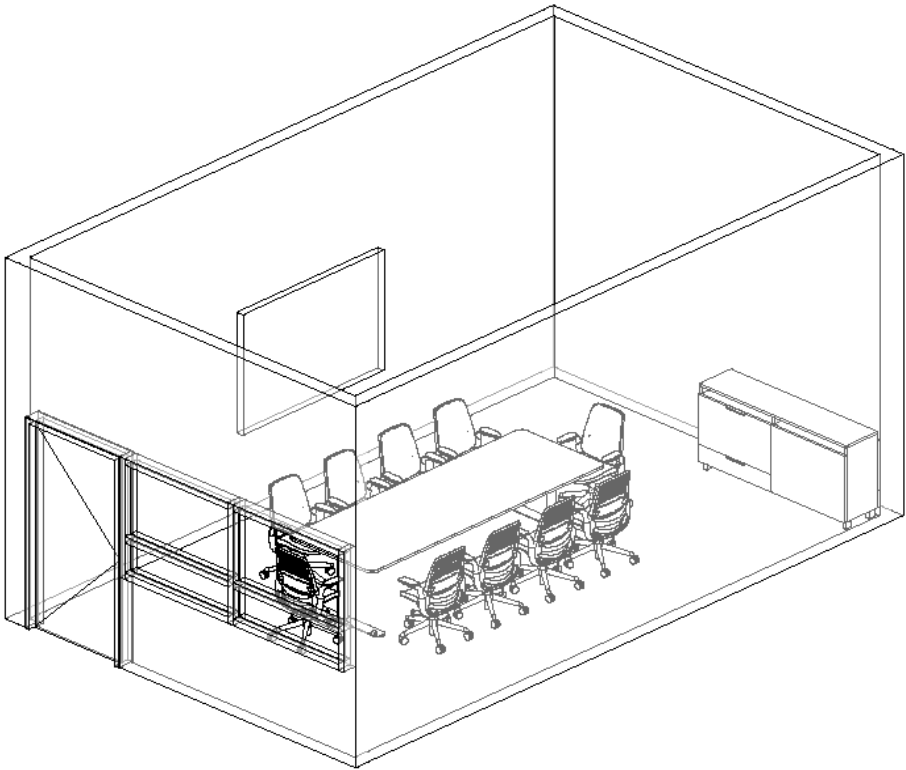
| Item # | Item                                             | Qty |
|--------|--------------------------------------------------|-----|
| 5      | Built-in Upper and Lower Cabinets with Kneespace | 1   |

NOTE:  
- Provide power and data at two desk locations as shown.  
- Provide blinds or shades at all exterior windows.



ELEMENTARY SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

CONFERENCE ROOM



**CONFERENCE ROOM**

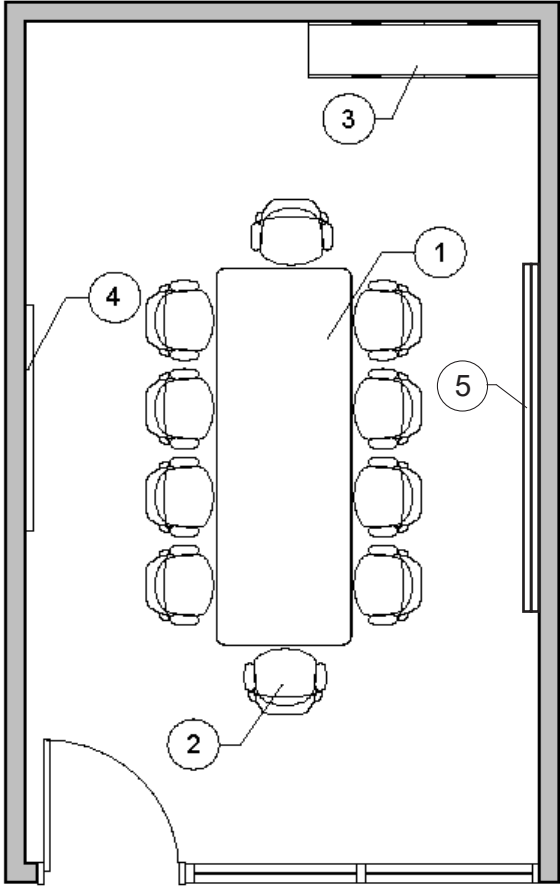
**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item             | Qty    |
|--------|------------------|--------|
| 1      | Conference Table | 1      |
| 2      | Guest Chairs     | 12 min |
| 3      | Credenza         | 1      |

NOTE:  
- Coordinate table location with electrical outlet locations. Floor outlets may be provided at conference rooms.

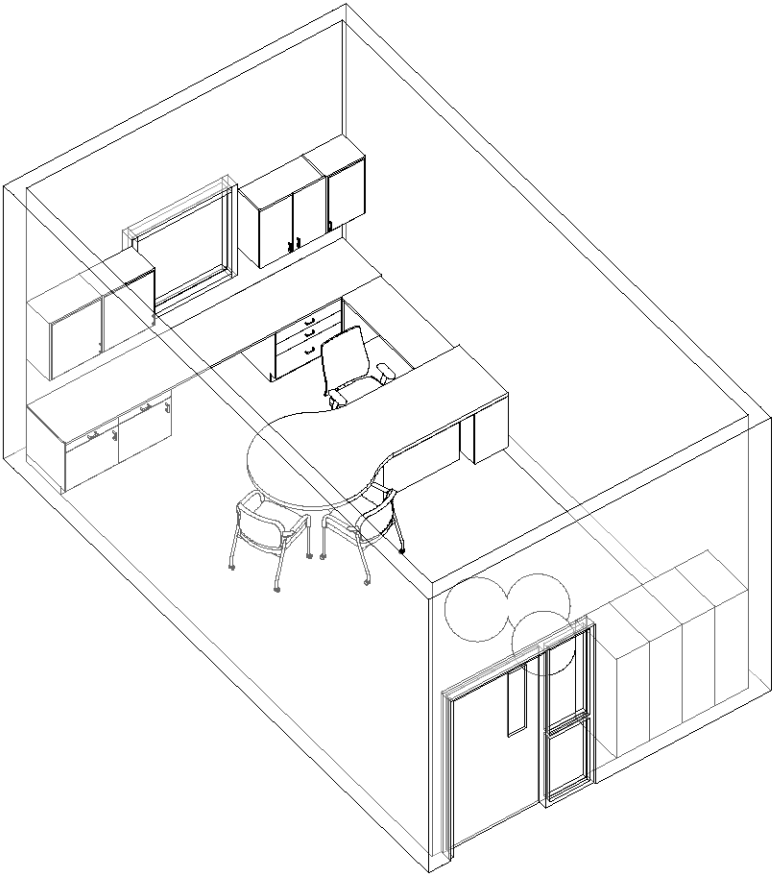
**General Contractor = In Contract (IC)**

| Item # | Item                                  | Qty |
|--------|---------------------------------------|-----|
| 4      | Projection Device/Interactive Monitor | 1   |
| 5      | Markerboard 8'                        | 1   |



ELEMENTARY SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

COUNSELOR'S OFFICE



**COUNSELOR’S OFFICE**

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                                | Qty  |
|--------|-------------------------------------|------|
| 1      | Desk with Return and Conference End | 1    |
| 2      | Desk Chair                          | 1    |
| 3      | Soft Seating (i.e. Beanbag)         | TBD* |
| 4      | Guest Chairs                        | 2    |
| 5      | File Cabinets                       | 4*   |

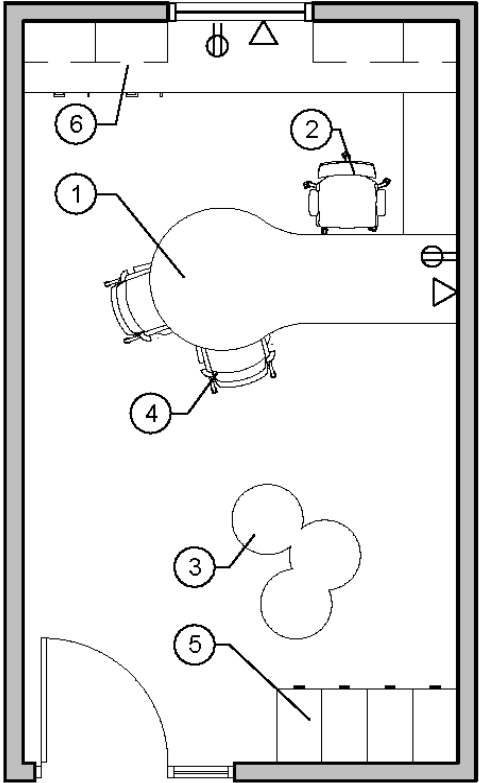
**General Contractor = In Contract (IC)**

| Item # | Item                                             | Qty |
|--------|--------------------------------------------------|-----|
| 6      | Built-in Upper and Lower Cabinets with Kneespace | 1   |

\*May vary due to room configuration.

**NOTE:**

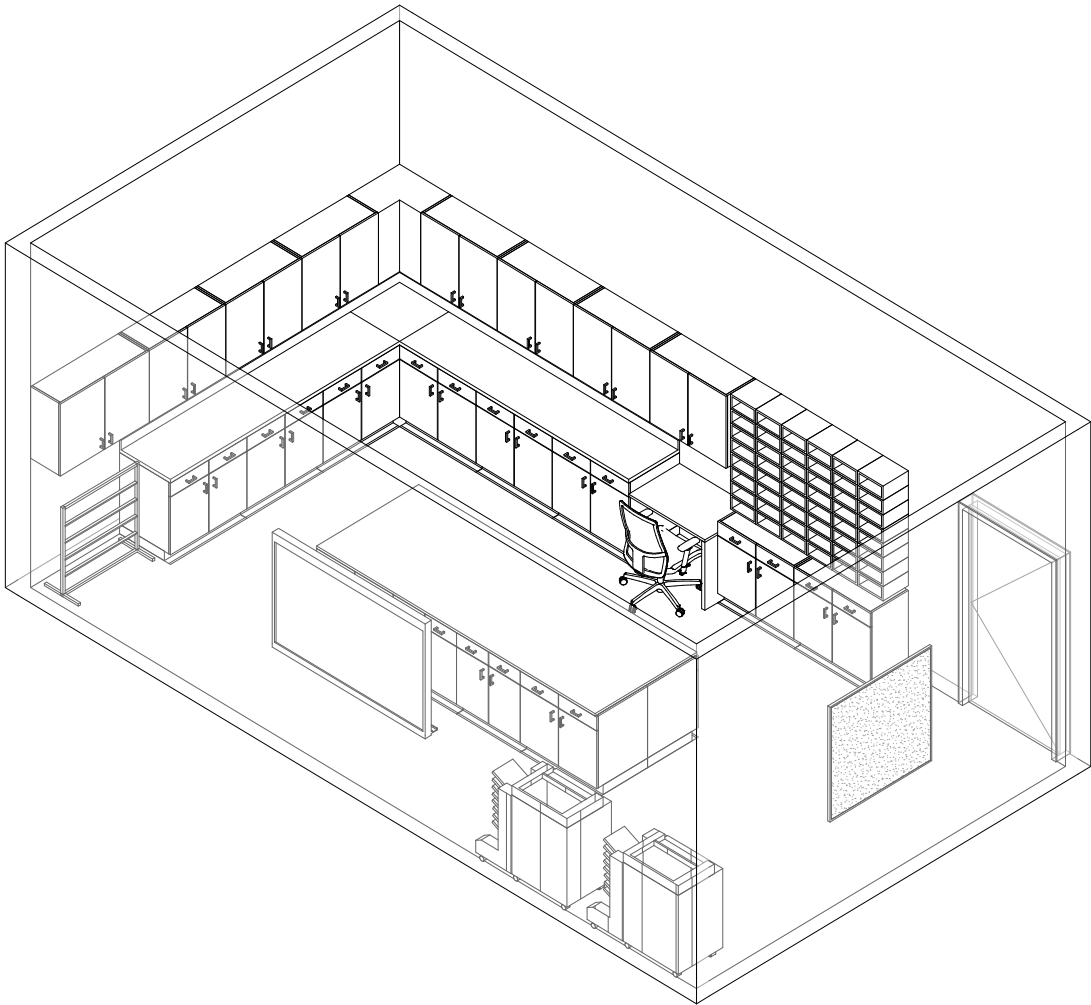
- Provide power and data at two desk locations as shown.
- Provide blinds or shades at all exterior windows.





ELEMENTARY SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

ADMINISTRATION WORKROOM / MAILROOM



ADMINISTRATION WORKROOM / MAILROOM

Furniture/Fixtures/Equipment = Not in Contract (NIC)

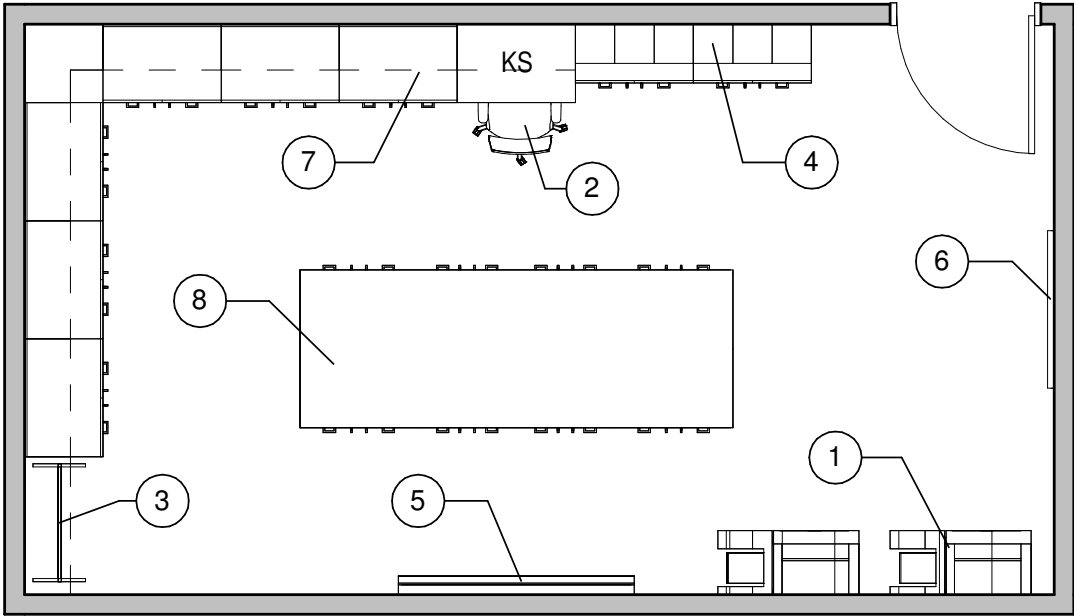
| Item # | Item                  | Qty |
|--------|-----------------------|-----|
| 1      | Large Printer/Copiers | 2*  |
| 2      | Chair                 | 1   |
| 3      | Roll Paper Dispenser  | 1   |

General Contractor = In Contract (IC)

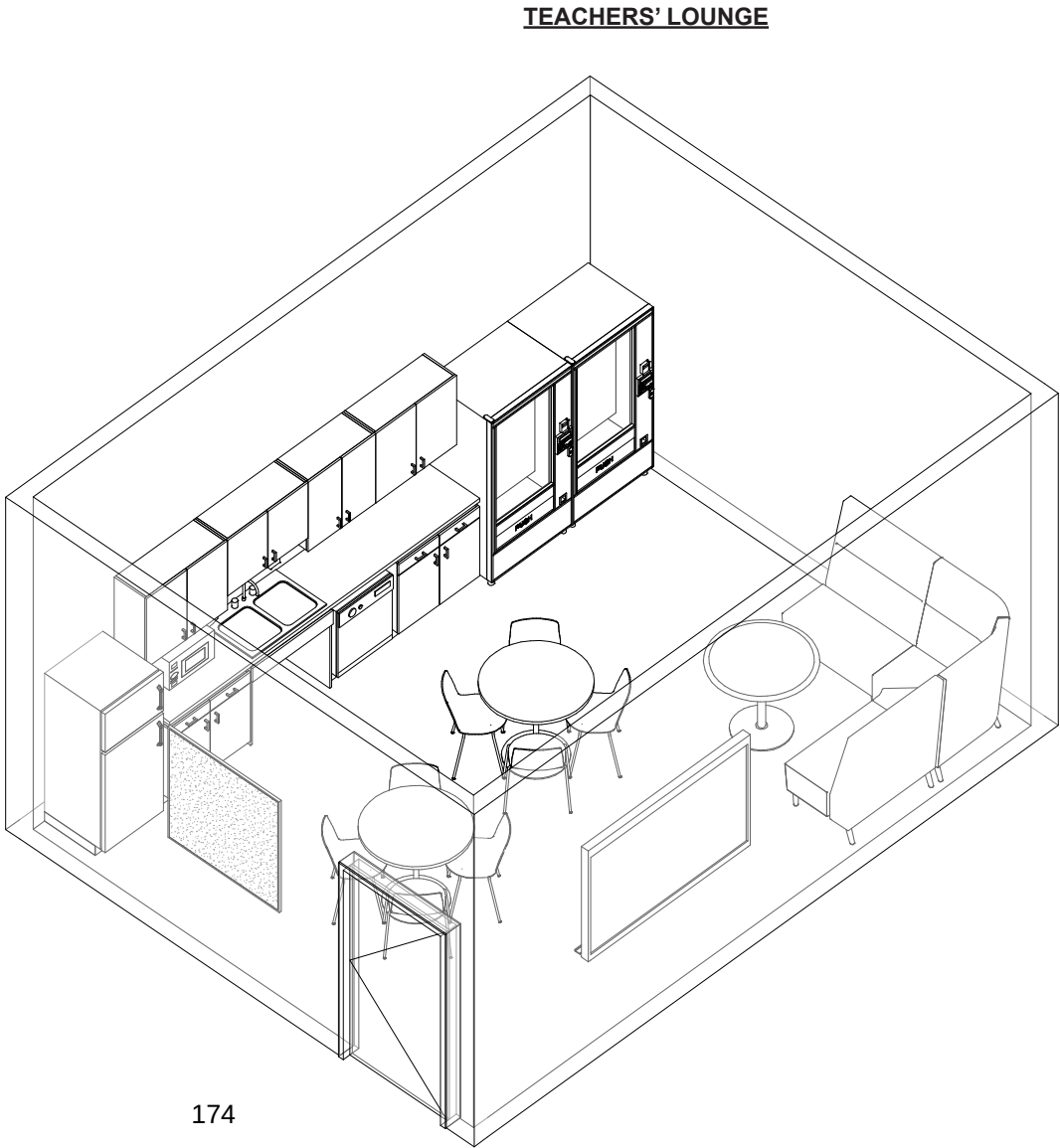
| Item # | Item                                               | Qty  |
|--------|----------------------------------------------------|------|
| 4      | Staff Mailboxes (3.25"x11")                        | 60** |
| 5      | Markerboard (8')                                   | 1    |
| 6      | Tackboard (4')                                     | 1    |
| 7      | Built-in Upper & Lower Cabinets with one Kneespace | TBD* |
| 8      | Built-in Work Island                               | 1    |

\*May vary due to room configuration. Confirm with CISD.  
\*\*Confirm number of mailboxes during design.

- NOTE:
- Provide power at center island.
  - Provide power and data at copier/printers.
  - Provide power and data at kneespace (KS).



ELEMENTARY SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS



**TEACHERS' LOUNGE****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item              | Qty |
|--------|-------------------|-----|
| 1      | Chairs            | 8*  |
| 2      | Tables            | 2*  |
| 3      | Soft Seating Area | 1   |

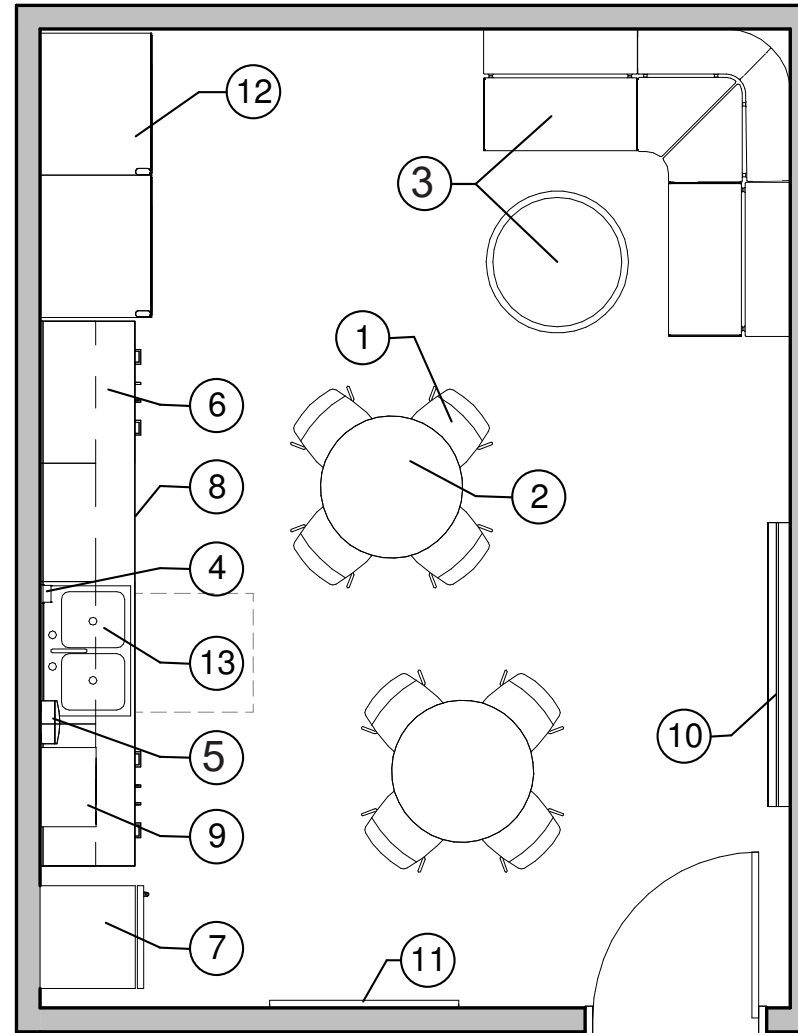
**General Contractor = In Contract (IC)**

| Item # | Item                                         | Qty  |
|--------|----------------------------------------------|------|
| 4      | Soap Dispenser                               | 1    |
| 5      | Paper Towel Dispenser                        | 1    |
| 6      | Built-in Upper and Lower Cabinets (Lockable) | TBD* |
| 7      | Refrigerator with Ice Maker                  | 1    |
| 8      | Dishwasher                                   | 2    |
| 9      | Microwave                                    | 1*   |
| 10     | Markerboard (6')                             | 1    |
| 11     | Tackboard (4')                               | 1    |
| 12     | Vending Machines                             | 2    |
| 13     | Sink                                         | 1    |

\*May vary due to room configuration.

**NOTES:**

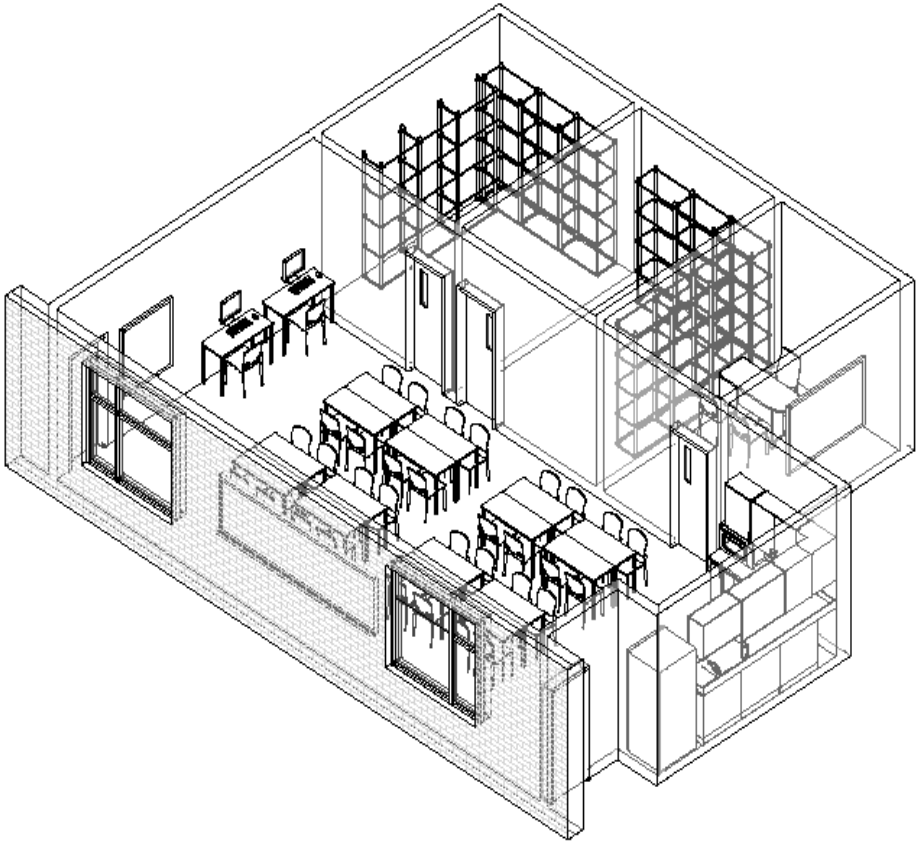
- Provide garbage disposal at sink. Coordinate ADA clearance.
- Provide water to refrigerator/ice machine.
- Provide power to vending machines.



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ELEMENTARY SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

PARENT LIAISON ROOM



**PARENT LIAISON ROOM****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                 | Qty |
|--------|----------------------|-----|
| 1      | Tables               | 16* |
| 2      | Chairs               | 34* |
| 3      | Desk (Office)        | 1   |
| 4      | Desk Chair (Office)  | 1   |
| 5      | Guest Chair (Office) | 2   |
| 6      | Coffee Maker         | 1   |
| 7      | Computer Tables      | 2   |

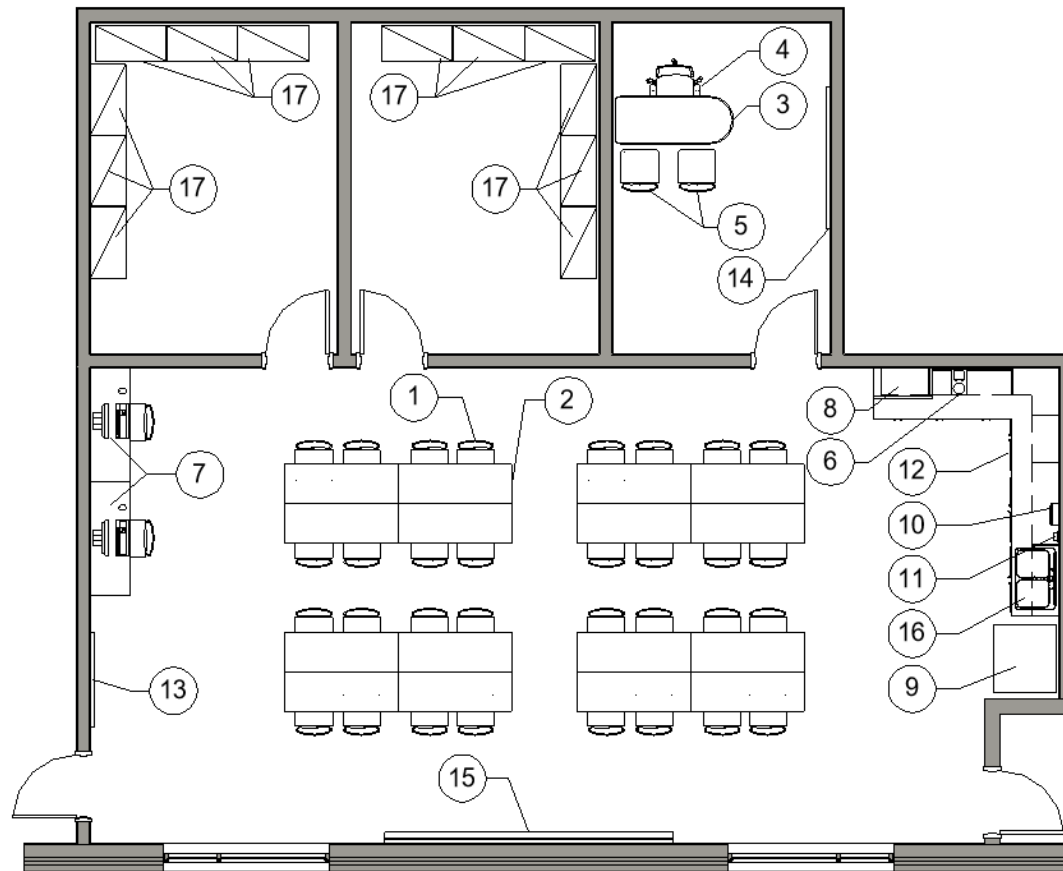
**General Contractor = In Contract (IC)**

| Item                                 | Qty  |
|--------------------------------------|------|
| 8 Microwave                          | 1    |
| 9 Refrigerator w/ Ice Maker          | 1    |
| 10 Paper Towel Dispenser             | 1    |
| 11 Soap Dispenser                    | 1    |
| 12 Built-in Upper and Lower Cabinets | TBD* |
| 13 Tackboard (4')                    | 1    |
| 14 Markerboard (6')                  | 1    |
| 15 Markerboard (12')                 | 1    |
| 16 Sink                              | 1    |
| 17 Metal Shelving                    | TBD* |

\*May vary due to room configuration.

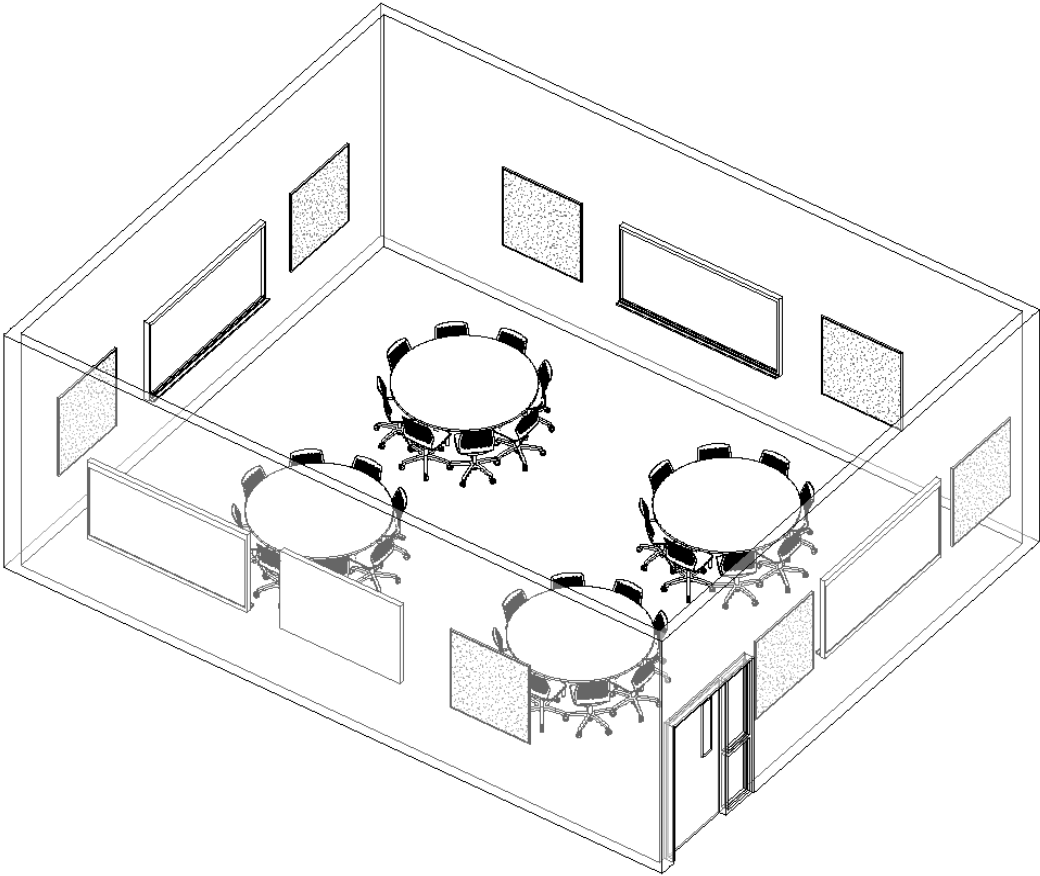
**NOTE:**

- Provide plentiful electrical outlets on all walls (min 3 per wall).



ELEMENTARY SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

PROFESSIONAL LEARNING CENTER (PLC)





**PROFESSIONAL LEARNING CENTER (PLC)**

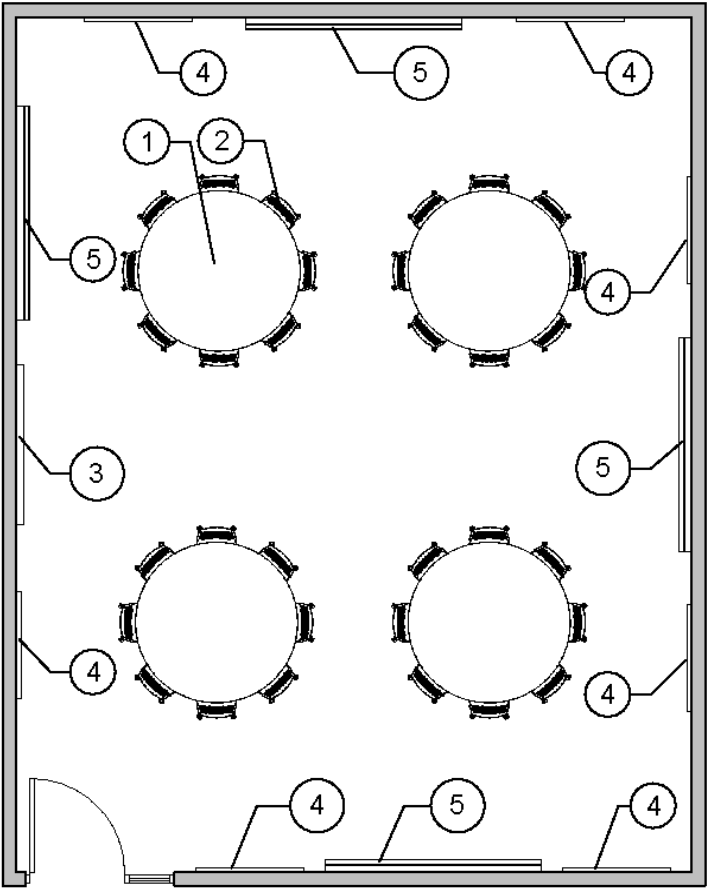
Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item # | Item   | Qty |
|--------|--------|-----|
| 1      | Tables | 4   |
| 2      | Chairs | 24  |

General Contractor = In Contract (IC)

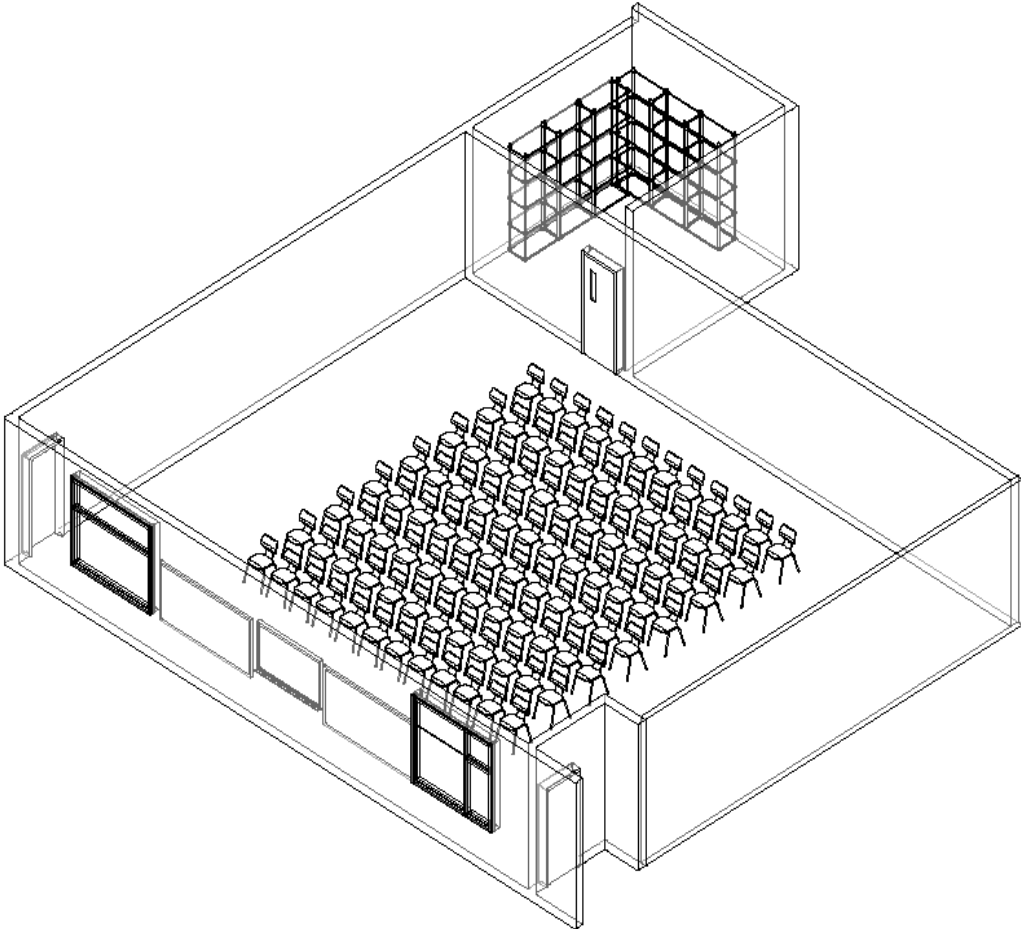
| Item # | Item                                  | Qty |
|--------|---------------------------------------|-----|
| 3      | Projection Device/Interactive Monitor | 1   |
| 4      | Tackboard (4')                        | 7   |
| 5      | Markerboard (8')                      | 4   |

NOTE:  
- Provide plentiful electrical outlets on all walls (min 3 per wall).



ELEMENTARY SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

MULTI-PURPOSE ROOM



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MULTI-PURPOSE ROOM

Furniture/Fixtures/Equipment = Not in Contract (NIC)

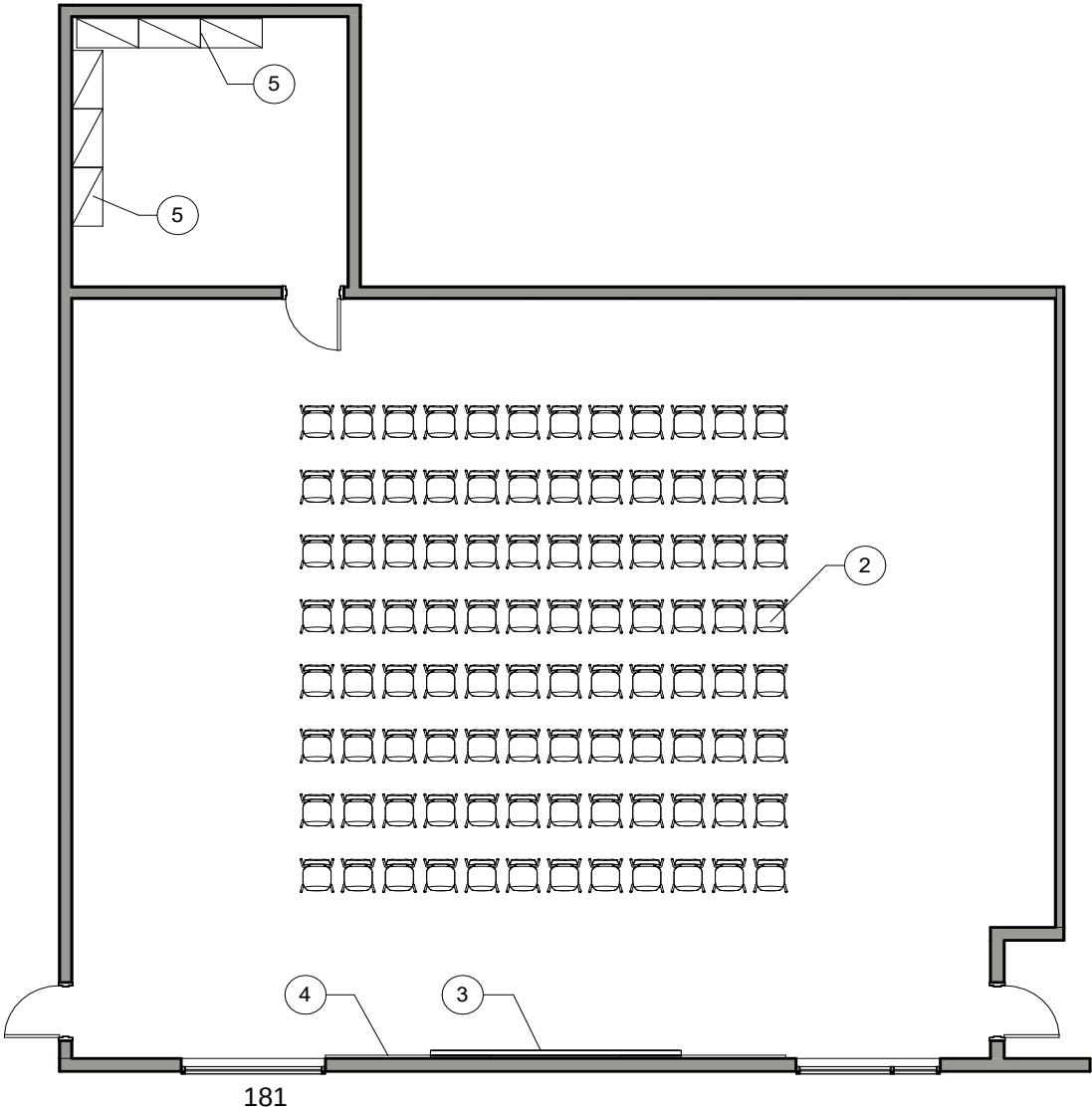
| Item # | Item               | Qty  |
|--------|--------------------|------|
| 1      | Tables (Not Shown) | 12*  |
| 2      | Chairs             | 100* |

General Contractor = In Contract (IC)

| Item                                    | Qty  |
|-----------------------------------------|------|
| 3 Projection Device/Interactive Monitor | 1    |
| 4 Markerboard (12')                     | 2    |
| 5 Metal Shelving                        | TBD* |

\*May vary due to room configuration.

NOTE:  
- Provide plentiful electrical outlets on all walls (min 3 per wall).



ELEMENTARY SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

SECRETARY/CLERK/TYPICAL OFFICE

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item             | Qty |
|------------------|-----|
| Desk with Return | 1   |
| Desk Chair       | 1   |
| Guest Chair      | 2   |

General Contractor = In Contract (IC)

| Item                                             | Qty  |
|--------------------------------------------------|------|
| Built-in Upper and Lower Cabinets with Kneespace | TBD* |

SRO OFFICE

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item             | Qty |
|------------------|-----|
| Desk with Return | 1   |
| Desk Chair       | 1   |
| Guest Chair      | 2   |

General Contractor = In Contract (IC)

| Item                                             | Qty  |
|--------------------------------------------------|------|
| Built-in Upper and Lower Cabinets with Kneespace | TBD* |
| Gun Locker Safe/Storage                          | 1    |

SUPPLIES / STORAGE

General Contractor = In Contract (IC)

| Item           | Qty  |
|----------------|------|
| Metal Shelving | TBD* |

ELEMENTARY SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

WELLNESS ROOM

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item  | Qty |
|-------|-----|
| Chair | 1   |

General Contractor = In Contract (IC)

| Item                   | Qty  |
|------------------------|------|
| Paper Towel Dispenser  | 1    |
| Soap Dispenser         | 1    |
| Built-in Lower Cabinet | TBD* |
| Sink                   | 1    |

TESTING STORAGE

General Contractor = In Contract (IC)

| Item           | Qty  |
|----------------|------|
| Card Reader    | 1    |
| Metal Shelving | TBD* |

SINGLE USER RESTROOMS

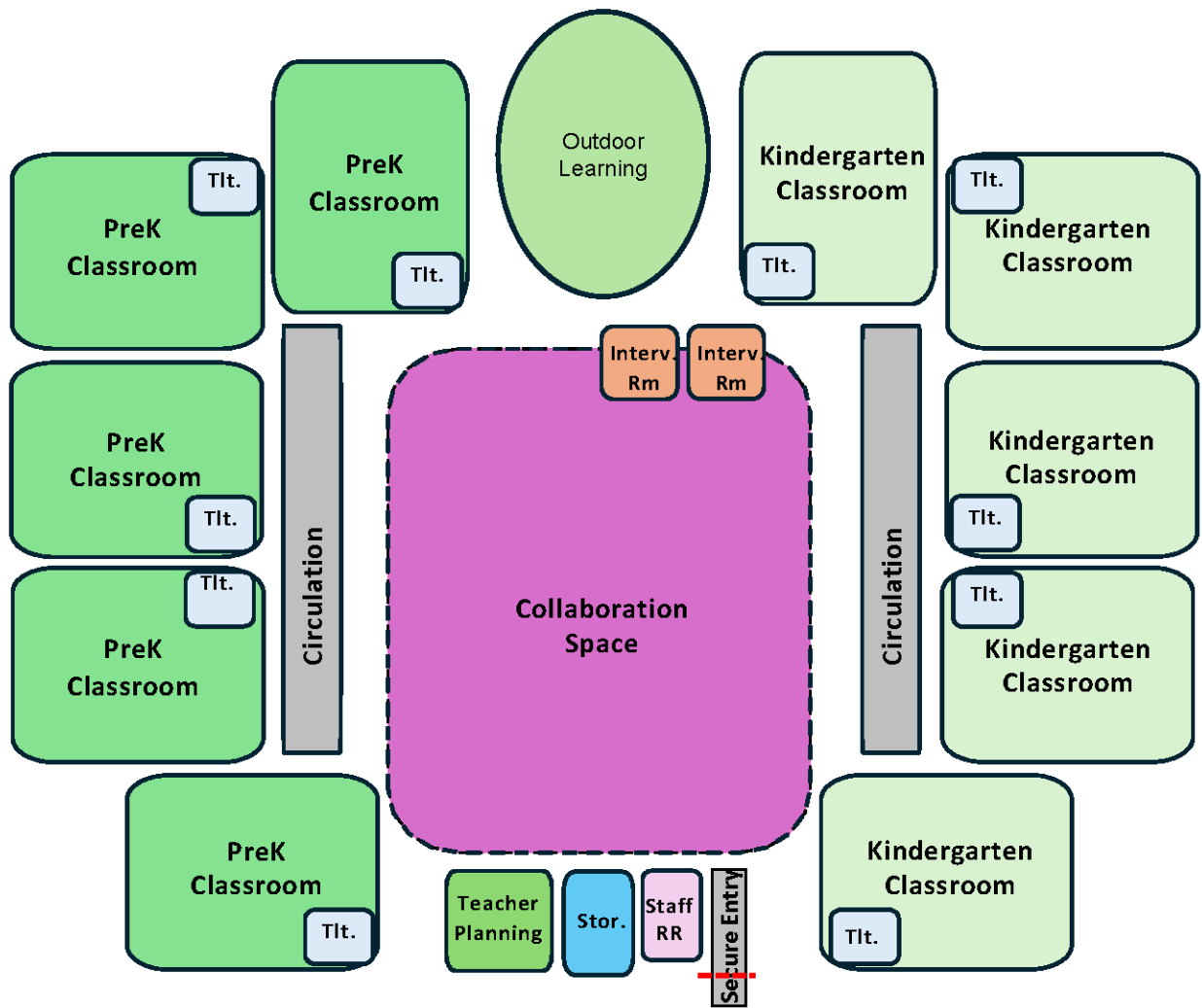
General Contractor = In Contract (IC)

| Item                                | Qty |
|-------------------------------------|-----|
| Paper Towel Dispenser               | 1   |
| Toilet Paper Dispenser              | 1   |
| Soap Dispenser                      | 1   |
| Feminine Napkin Disposal            | 1   |
| ADA compliant Accessories/Grab Bars | 1   |
| Mirror                              | 1   |
| Sink                                | 1   |

\*May vary due to room configuration.

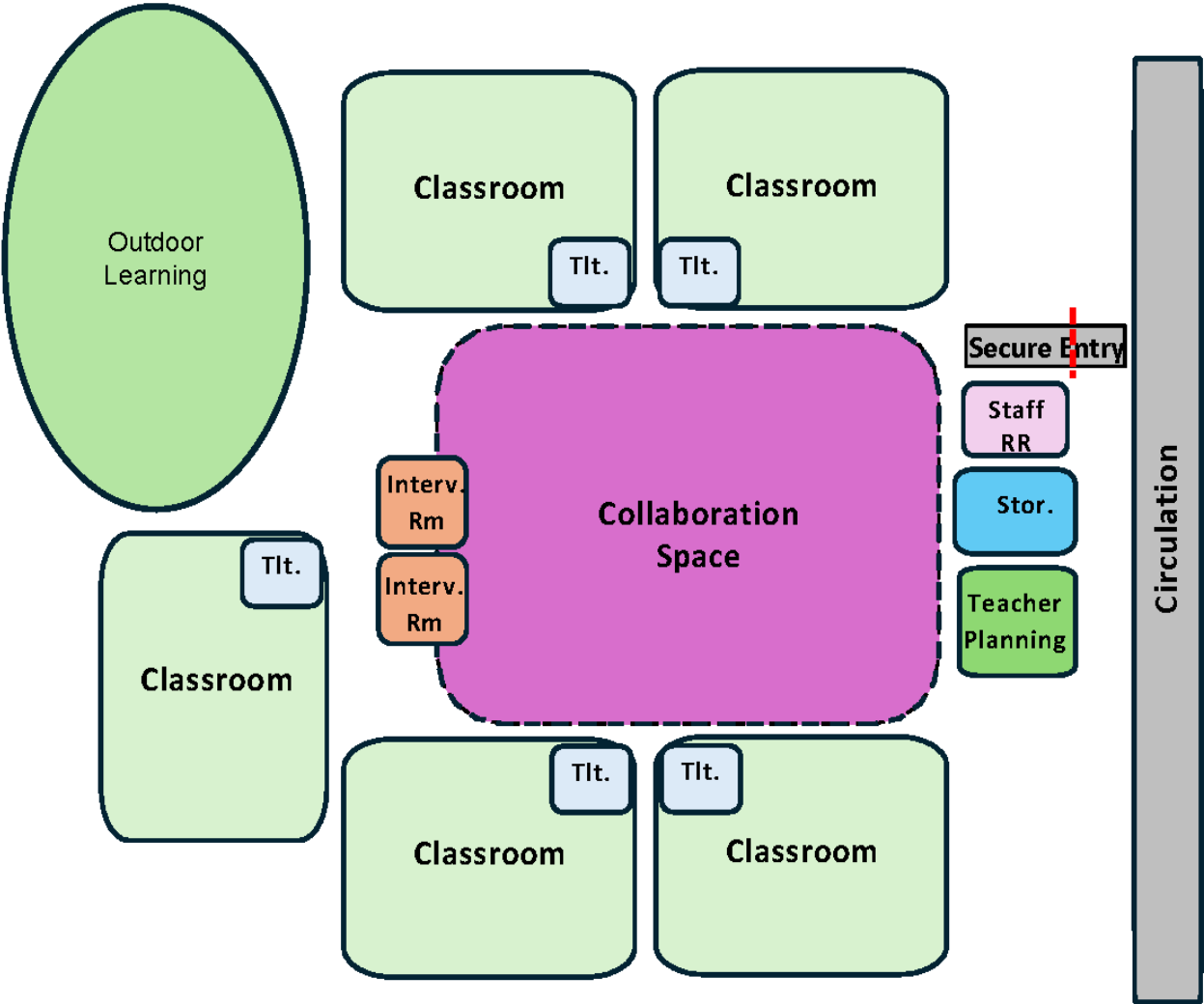
**ELEMENTARY SCHOOL  
ACADEMICS**

ELEMENTARY SCHOOL  
ACADEMICS  
ADJACENCY  
PREK-K

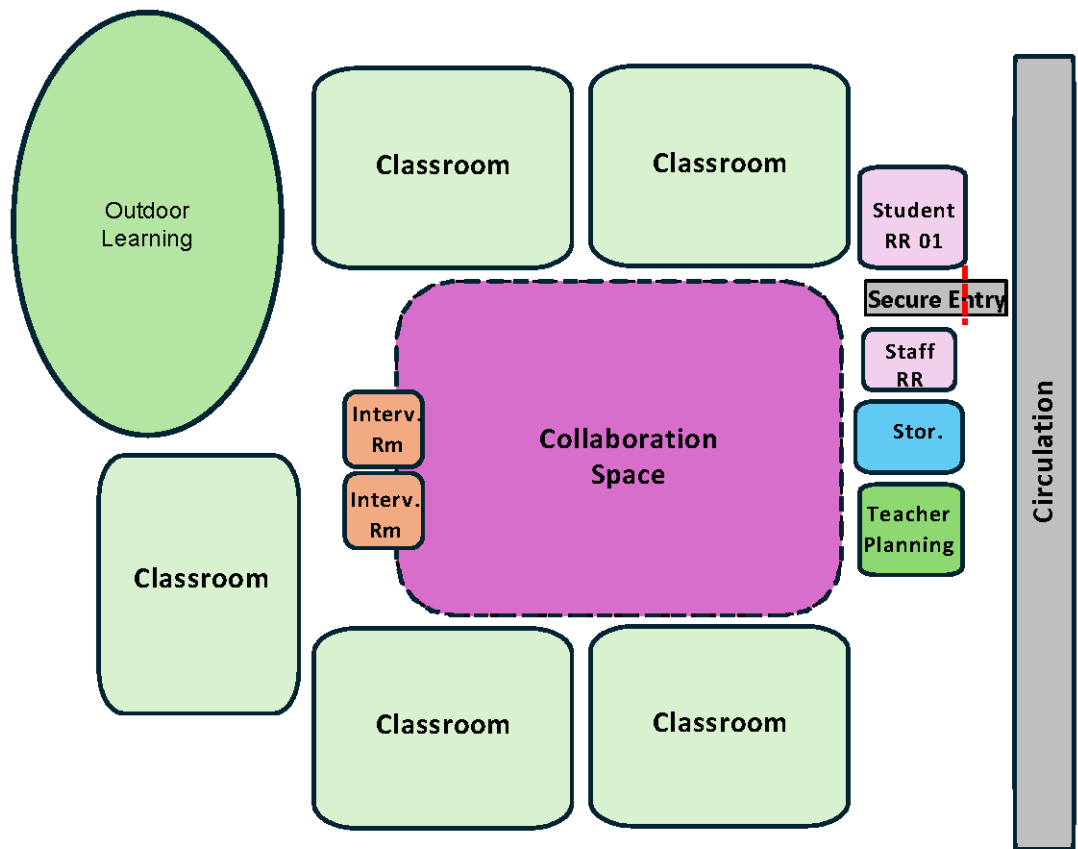




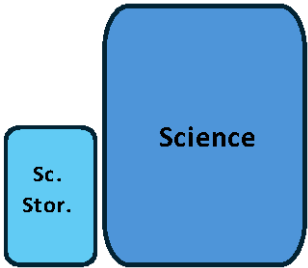
ELEMENTARY SCHOOL  
ACADEMICS  
ADJACENCY  
GRADE 1



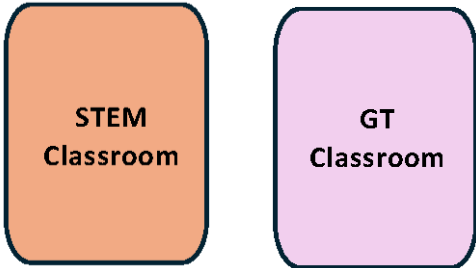
ELEMENTARY SCHOOL  
ACADEMICS  
ADJACENCY  
GRADES 2-5



ELEMENTARY SCHOOL  
ACADEMICS  
ADJACENCY



(2) Science Classrooms  
(1) shared by PreK/K/1st Grades  
(1) shared by 2nd-5th Grades



Centrally located and accessible to all grades

ELEMENTARY SCHOOL  
ACADEMICS  
PROGRAM OF SPACES

| <u>Space</u>                                          | <b>800 Students</b> |                  |                     |
|-------------------------------------------------------|---------------------|------------------|---------------------|
|                                                       | <b><u>Qty</u></b>   | <b><u>SF</u></b> | <b><u>Total</u></b> |
| Pre-K-1 Classrooms<br>(2 Montessori, 1 PreK3 2 PreK4) | 15                  | 925              | 13,875              |
| Pre-K/Kind./1st Grade Restroom                        | 15                  | 60               | 900                 |
| 2nd - 4th Grade Classrooms                            | 15                  | 925              | 13,875              |
| 5th Grade Classroom                                   | 5                   | 1,000            | 5,000               |
| Science Lab                                           | 2                   | 1,250            | 2,500               |
| STEM Classroom                                        | 1                   | 1,000            | 1,000               |
| GT Classroom                                          | 1                   | 1,000            | 1,000               |
| Teacher Planning Rm per grade                         | 6                   | 250              | 1,500               |
| Staff Restrooms                                       | 6                   | 60               | 360                 |
| Student Restrooms                                     | 10                  | 200              | 2,000               |
| Collaboration Areas                                   | 6                   | 1,500            | 9,000               |
| Huddle/Intervention Rooms                             | 12                  | 120              | 1,440               |
| Grade Level Storage                                   | 6                   | 180              | 1,080               |
|                                                       | <b>Subtotal</b>     |                  | <b>53,680</b>       |

# ELEMENTARY SCHOOL ACADEMICS SUMMARY

## ACADEMICS

Classrooms will be organized by grade level to assist students with independent learning along with collaborative education.

### General Notes:

- It is preferred that classroom areas have direct access to outdoor learning spaces. Classroom areas shall also have collaboration spaces, and student restrooms. All classrooms should have easy access to teacher planning, staff restroom and storage.
- Include transparency from classrooms to collaboration areas. Limit amount of transparency to one-third of wall. Provide curtains to be drawn in emergencies.
- Doors to classrooms with glass walls to the hallways to be solid or have shades at the sidelight/door light.
- All glass walls to hallways or collaboration areas to have film that limits visibility to the room, but allows visibility from the classrooms to the hallway. Review heights during design.
- All interior glass walls to have impact resistant film as listed in the front end documents.
- Technology access should be via wireless access points.
- Provide drinking fountains with bottle filling capabilities near all student/group restrooms
- Student group restrooms shall be designed to provide individual gender neutral toilet rooms, with large basin sinks located off hallway for supervision.
- Storage rooms shall have plenty of charging ports/

outlets included for charging computer carts.

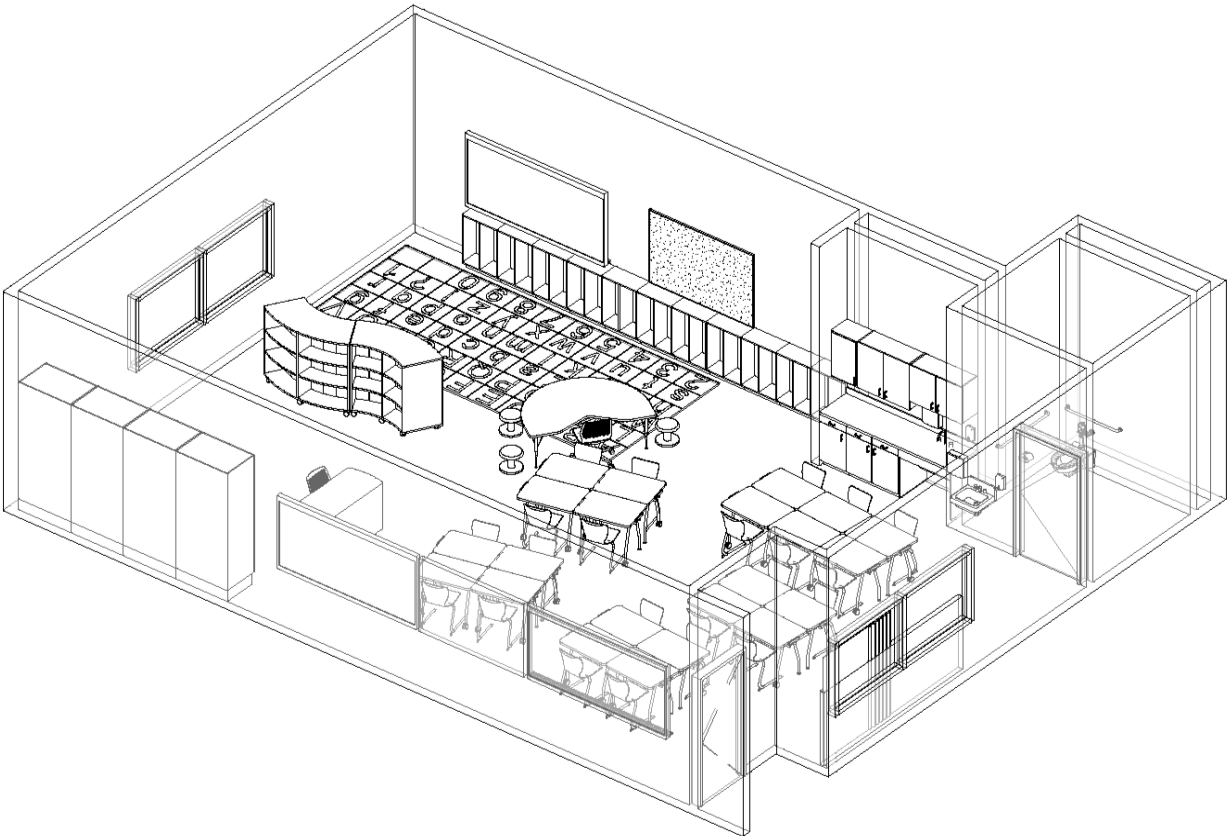
- Teacher's lounges to be spaces for re-charging and teacher overall wellness. Room layouts to consider appropriate furniture and color considerations. Consider inclusion of biophilic elements.
- No chemicals are used in science, therefore plastic laminate cabinets are acceptable.
- It is preferred that Science rooms be located on first floor for ease of access by all students and to allow access to outdoor learning spaces.
- Refer to "Outdoor Facilities" in Front End documents for details on activities at outdoor spaces.
- All furnishings within the classroom shall be flexible, student focused and directly support daily instruction. Diverse seating should be provided such as stand-up and sit-desks as well as wobbly stools, etc.
- Furniture should be size and age appropriate for the students. Classroom chair heights are as follows:
  - Pre-K & Kindergarten - 14"
  - 1st - 5th Grade - 16"
  - Collaboration, Science, and other misc spaces - 16"
- Provide for outdoor learning spaces. Consider diverse settings including outdoor classrooms, play areas, gardens with robust Wi-Fi, water access, electricity and shade depending on use.

### Fixtures/Furniture/Equipment (FFE)

- Refer to Space Requirements for Fixtures, Furniture, and Equipment.

ELEMENTARY SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

PRE-K / KINDERGARTEN /1ST GRADE CLASSROOM



**PRE-K / KINDERGARTEN /1ST GRADE CLASSROOM****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                                   | Qty |
|--------|----------------------------------------|-----|
| 1      | Guided Reading Table                   | 1   |
| 2      | Stools (at Reading Table)              | 5   |
| 3      | Student Collaborative Desks on Casters | 6   |
| 4      | Student Chairs                         | 22  |
| 5      | Mobile Teacher Desk                    | 1   |
| 6      | Teacher Desk Chair                     | 2   |
| 7      | Reading Rug                            | 1   |
| 8      | Mobile Backpack Storage Cubbies        | 22  |
| 9      | Mobile Bookcase                        | 2   |

**General Contractor = In Contract (IC)**

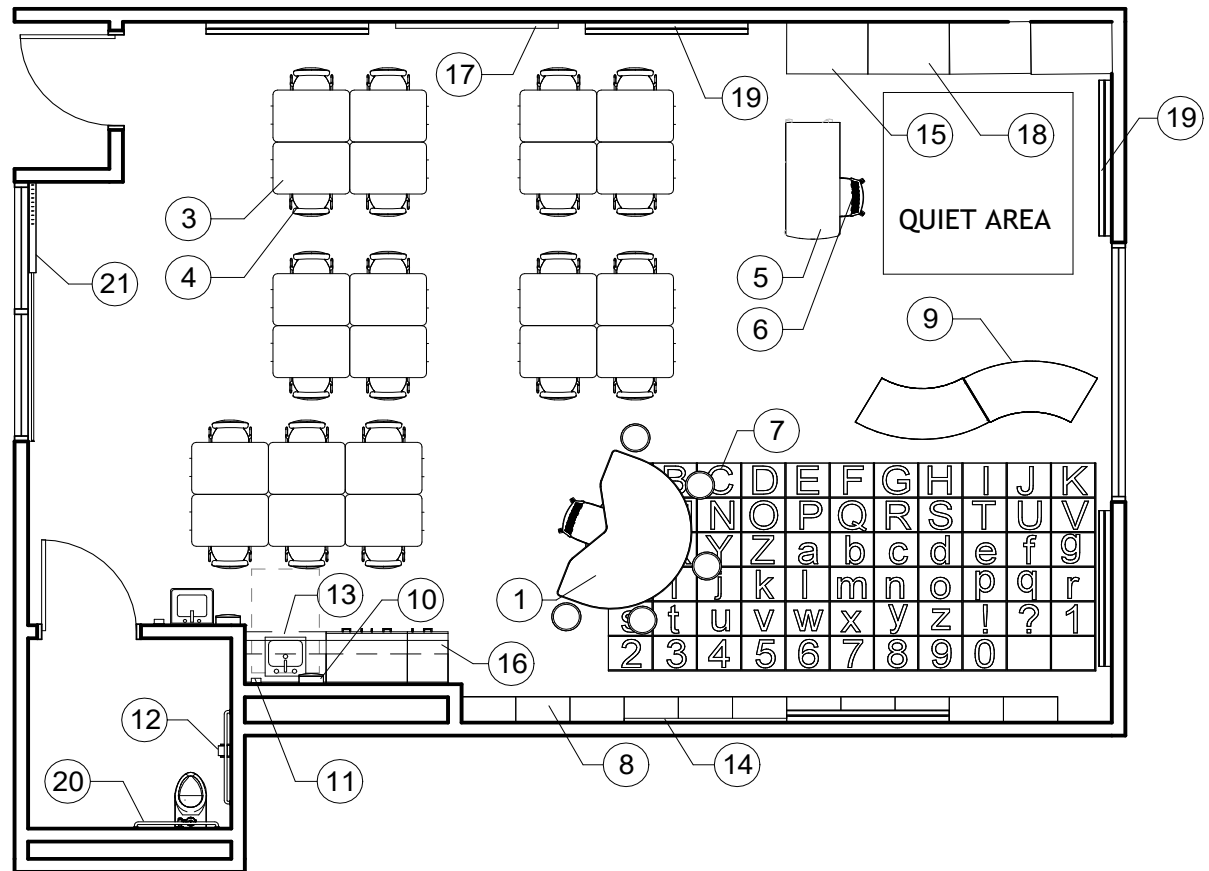
| Item # | Item                                  | Qty  |
|--------|---------------------------------------|------|
| 10     | Paper Towel Dispenser                 | 2    |
| 11     | Soap Dispenser                        | 2    |
| 12     | Toilet Paper Dispenser                | 1    |
| 13     | Sink**                                | 2    |
| 14     | Tackboard (6')                        | 1    |
| 15     | Built-in Teacher Wardrobe Cabinet     | 1    |
| 16     | Built-in Upper & Lower Cabinets       | TBD* |
| 17     | Projection Device/Interactive Monitor | 1    |
| 18     | Built-in Tall Storage Cabinets        | 3    |
| 19     | Markerboard (8')                      | 4    |
| 20     | ADA compliant Access/Grab Bars        | 1    |
| 21     | Curtain for Security                  | 1    |

\*May vary due to room configuration.

\*\*Provide a 2-basin kitchen sink and base cabinet combo at Montessori classrooms.

**NOTE:**

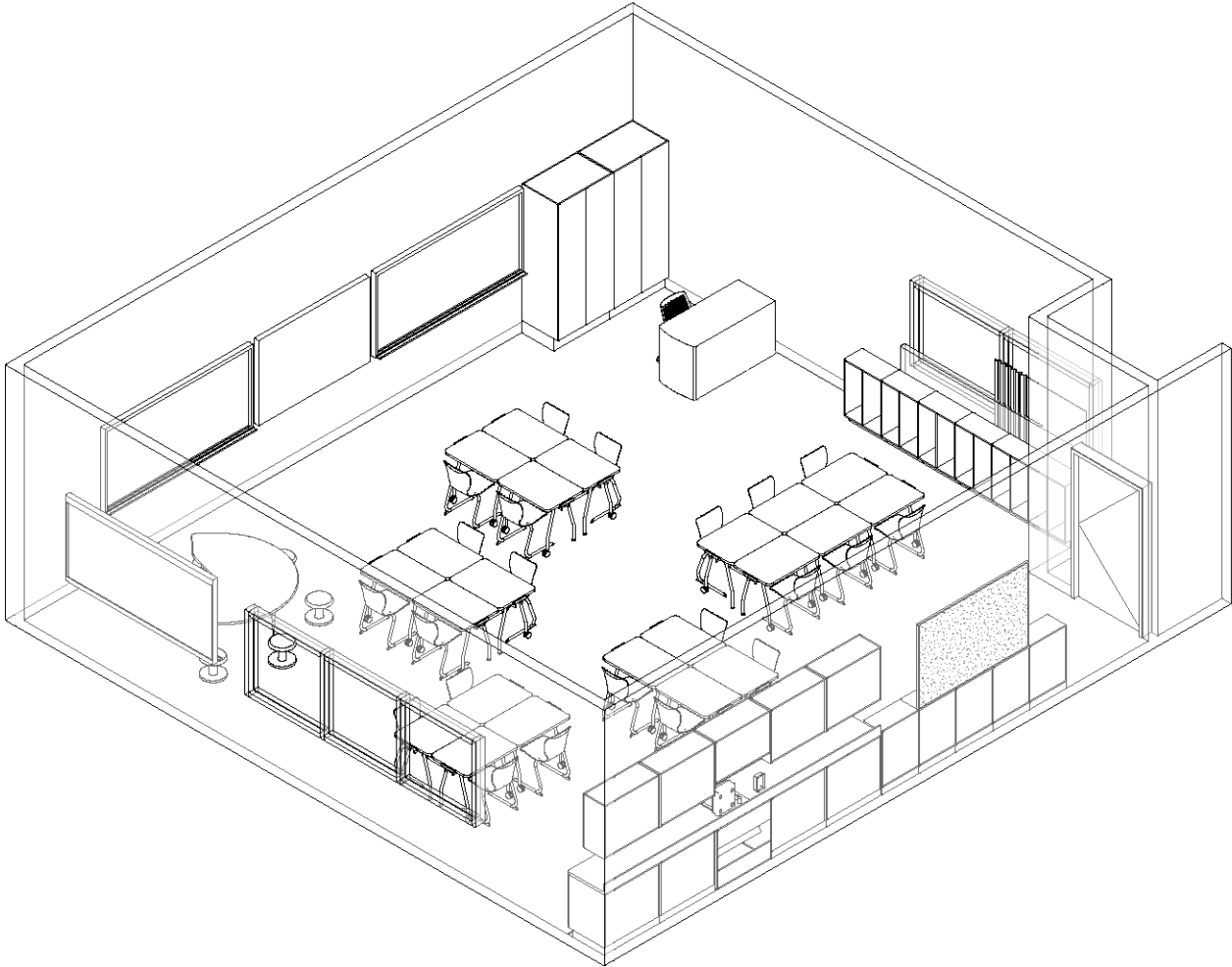
- Provide cabinet locks only at tall storage cabinets and teachers wardrobe.
- Provide blinds or shades at all exterior windows.

**EDUCATIONAL SPECIFICATIONS**



ELEMENTARY SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

2ND - 5TH GRADE CLASSROOMS

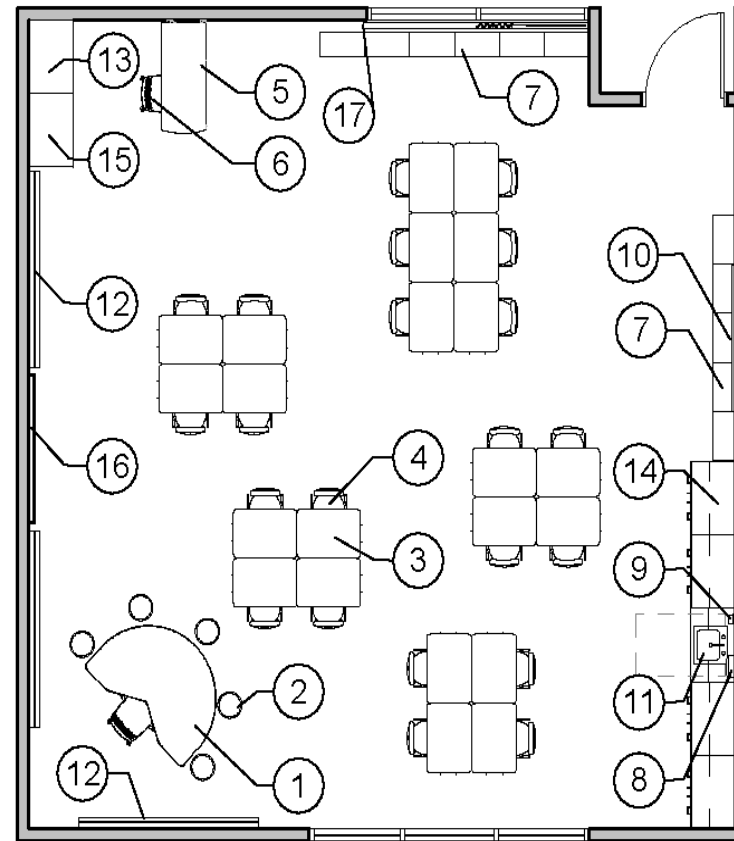


**2ND - 5TH GRADE CLASSROOMS****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                                   | Qty                        |
|--------|----------------------------------------|----------------------------|
| 1      | Guided Reading Table                   | 1                          |
| 2      | Stools (at Reading Table)              | 5                          |
| 3      | Student Collaborative Desks on Casters | 22<br>/25<br>@5th<br>Grade |
| 4      | Student Chairs                         | 22<br>/25<br>@5th<br>Grade |
| 5      | Mobile Teacher Desk                    | 1                          |
| 6      | Teacher Desk Chair                     | 2                          |
| 7      | Mobile Backpack Cubbies                | 22/25                      |

**General Contractor = In Contract (IC)**

| Item # | Item                                  | Qty  |
|--------|---------------------------------------|------|
| 8      | Paper Towel Dispenser                 | 1    |
| 9      | Soap Dispenser                        | 1    |
| 10     | Tackboard (6')                        | 1    |
| 11     | Sink                                  | 2    |
| 12     | Markerboard (8')                      | 3    |
| 13     | Built-in Teacher Wardrobe Cabinet     | 1    |
| 14     | Built-in Upper & Lower Cabinets       | TBD* |
| 15     | Built-in Storage Cabinets             | 1    |
| 16     | Projection Device/Interactive Monitor | 1    |
| 17     | Curtain for Security                  | 1    |



\*May vary due to room configuration.

\*\*Provide a 2-basin kitchen sink and base cabinet combo at Montessori classrooms.

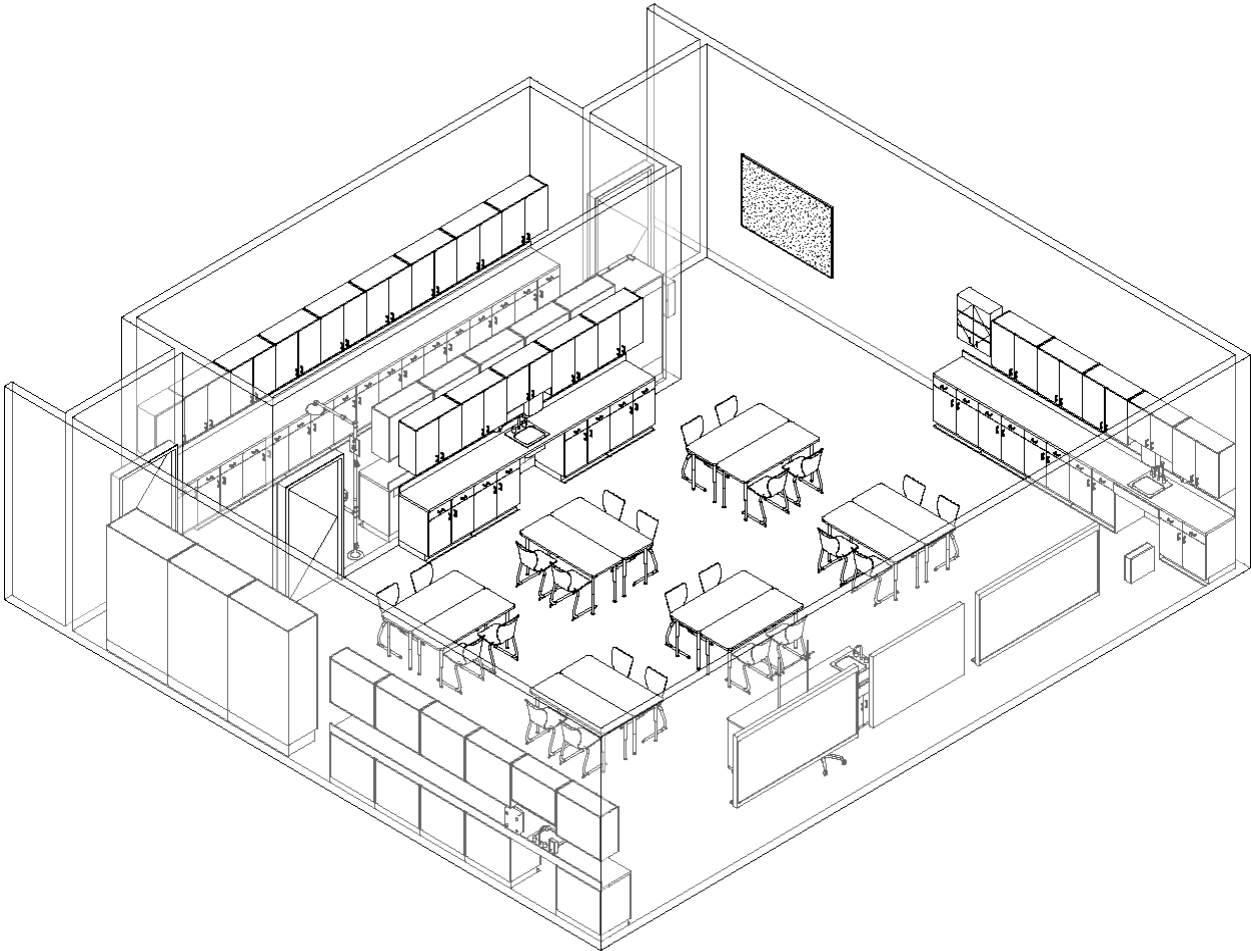
**NOTE:**

- Provide cabinet locks only at tall storage cabinets and teachers wardrobe.
- Provide blinds or shades at all exterior windows.
- 5th Grade Classrooms shall accommodate 25 students.

**EDUCATIONAL SPECIFICATIONS**

ELEMENTARY SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

PREK -1 ST SCIENCE



**PREK -1 ST SCIENCE****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                      | Qty |
|--------|---------------------------|-----|
| 1      | Student Stools/Chairs     | 24  |
| 2      | Movable Student Lab Table | 12  |
| 3      | Teacher Chair/Stool       | 1   |

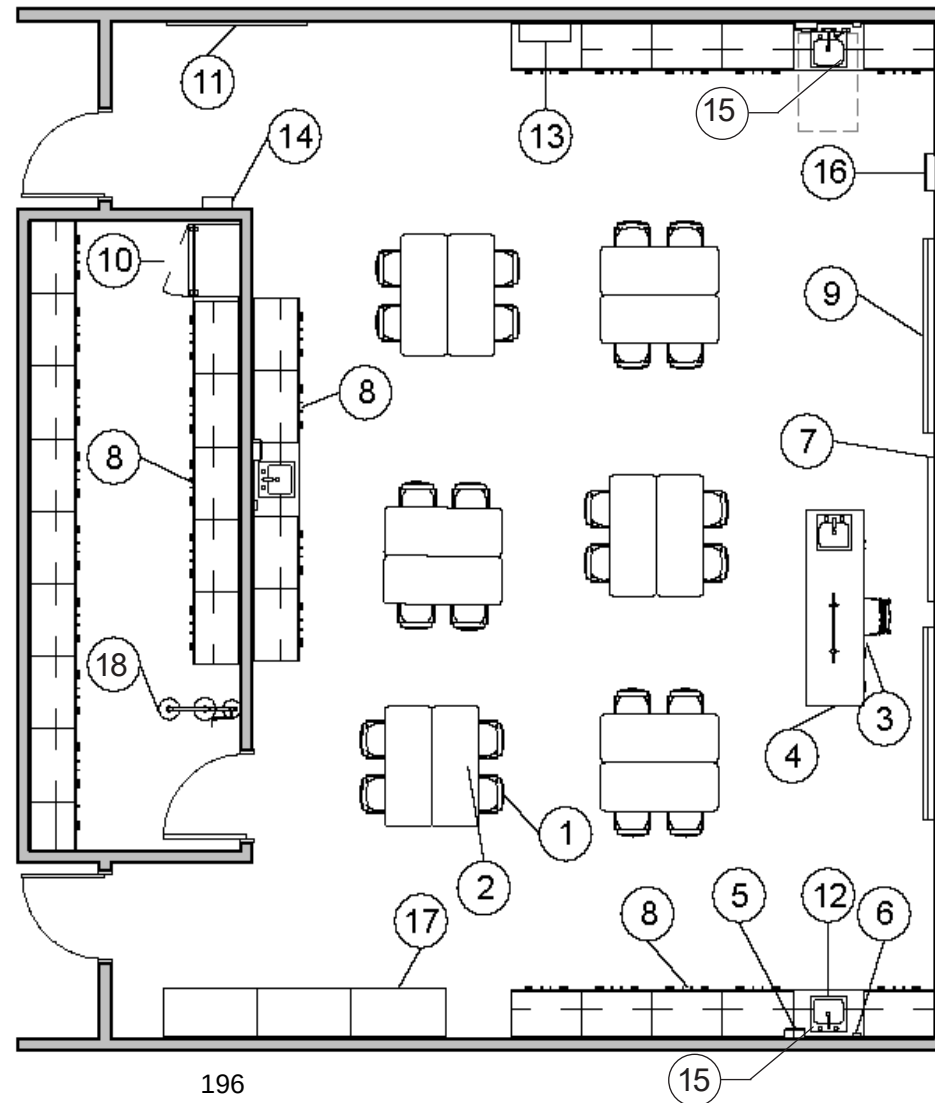
**General Contractor = In Contract (IC)**

| Item # | Item                                                    | Qty  |
|--------|---------------------------------------------------------|------|
| 4      | Teacher Demonstration Table w/sink, power and data      | 1    |
| 5      | Paper Towel Dispenser                                   | 4    |
| 6      | Soap Dispenser                                          | 4    |
| 7      | Projection Device/Interactive Monitor/Audio Enhancement | 1    |
| 8      | Built-in Upper and Lower Cabinets**                     | TBD* |
| 9      | Markerboard (6')                                        | 2    |
| 10     | Refrigerator (Full Size)                                | 1    |
| 11     | Tackboard (6')                                          | 1    |
| 12     | Sinks                                                   | 3    |
| 13     | Goggle Cabinet                                          | 1    |
| 14     | First Aid Kit                                           | 1    |
| 15     | Eye Wash Station (with sink)                            | 1    |
| 16     | Fire Blanket & Extinguisher                             | 1 ea |
| 17     | Built-in Tall Storage Cabinets                          | 3*   |
| 18     | Eyewash w/Shower                                        | 1    |

\*May vary due to room configuration.

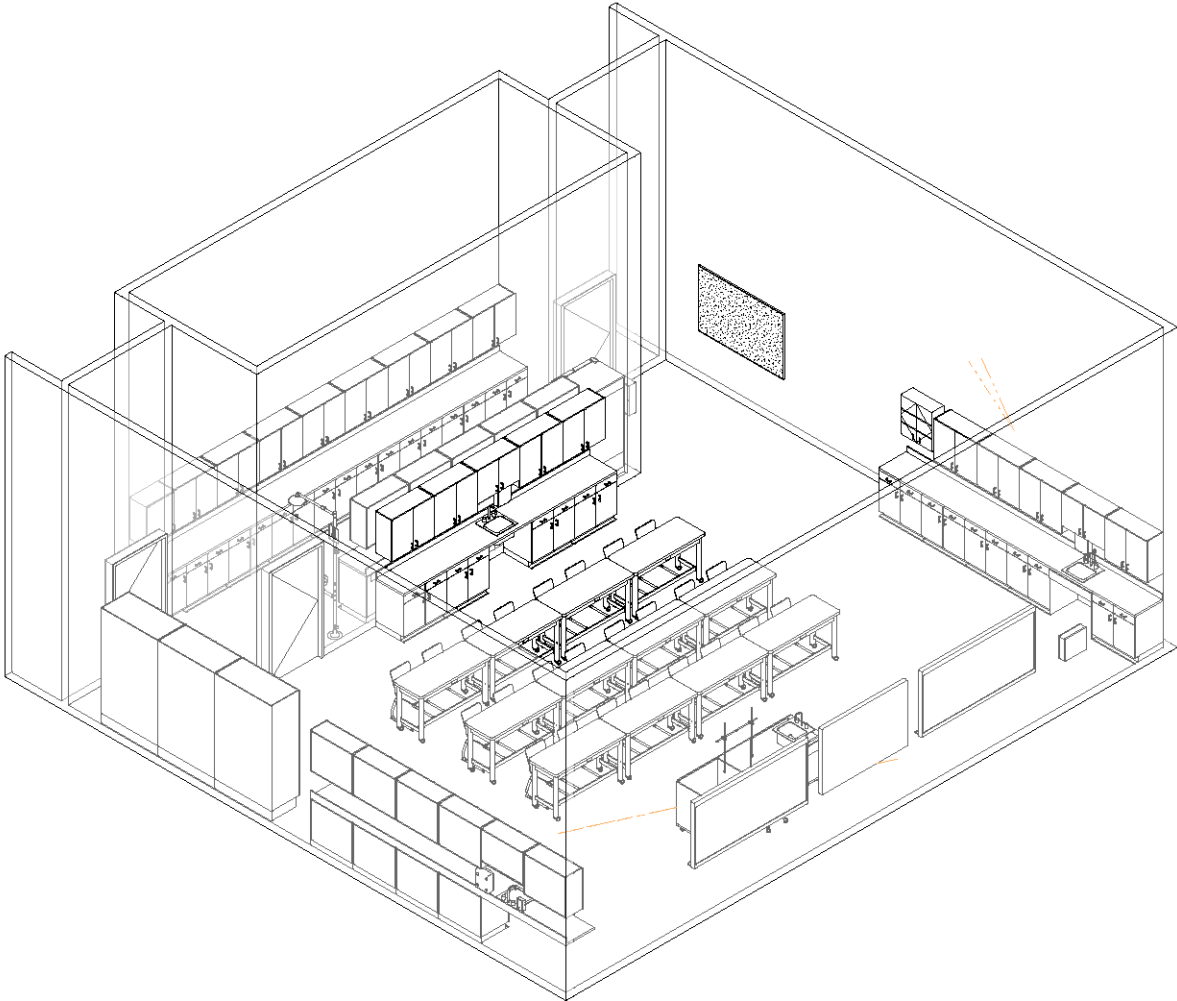
\*\*50% of cabinets should be lockable.

NOTE: Ensure adequate power is provided above lower cabinets and around room.



ELEMENTARY SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

GRADES 2ND -5TH SCIENCE LAB / PREP ROOM



**GRADES 2ND -5TH SCIENCE LAB / PREP ROOM****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                    | Qty |
|--------|-------------------------|-----|
| 1      | Student Stools/Chairs   | 24  |
| 2      | Fixed Student Lab Table | 12  |
| 3      | Teacher Chair/Stool     | 1   |

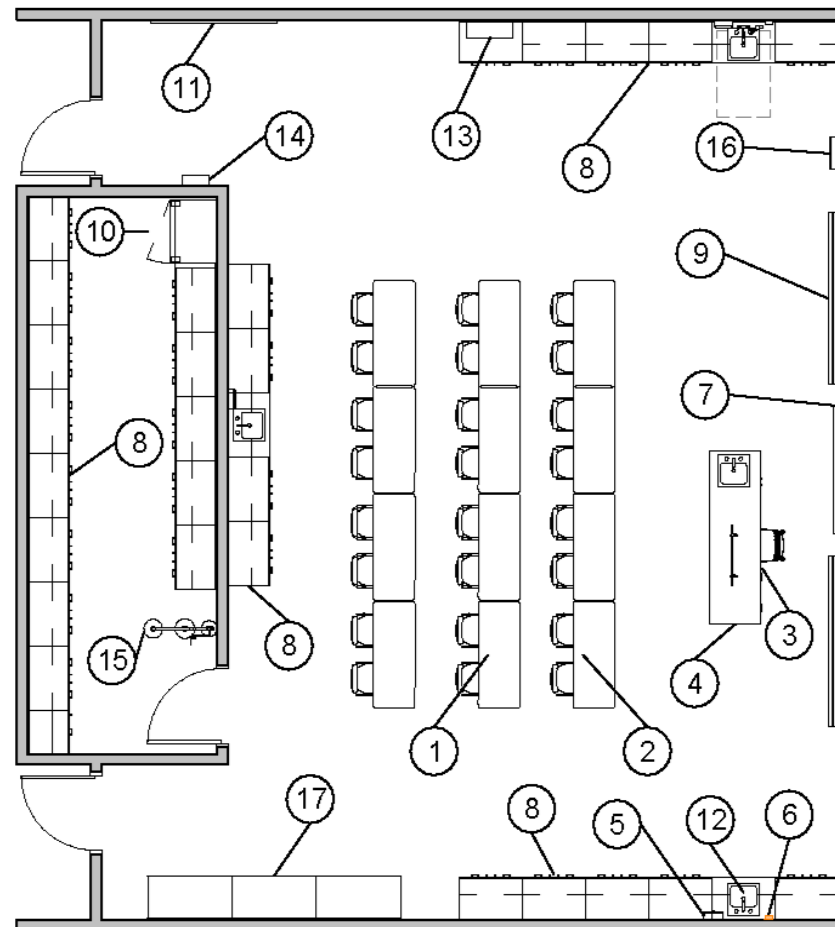
**General Contractor = In Contract (IC)**

| Item # | Item                                                    | Qty  |
|--------|---------------------------------------------------------|------|
| 4      | Teacher Demonstration Table w/sink, power and data      | 1    |
| 5      | Paper Towel Dispenser                                   | 4    |
| 6      | Soap Dispenser                                          | 4    |
| 7      | Projection Device/Interactive Monitor/Audio Enhancement | 1    |
| 8      | Built-in Upper and Lower Cabinets**                     | TBD* |
| 9      | Markerboard (6')                                        | 2    |
| 10     | Refrigerator (Full Size)                                | 1    |
| 11     | Tackboard (6')                                          | 1    |
| 12     | Sinks                                                   | 3    |
| 13     | Goggle Cabinet                                          | 1    |
| 14     | First Aid Kit                                           | 1    |
| 15     | Eye Wash Station w/shower                               | 1    |
| 16     | Fire Blanket & Extinguisher                             | 1 ea |
| 17     | Built-in Tall Storage Cabinets                          | 3*   |

\*May vary due to room configuration.

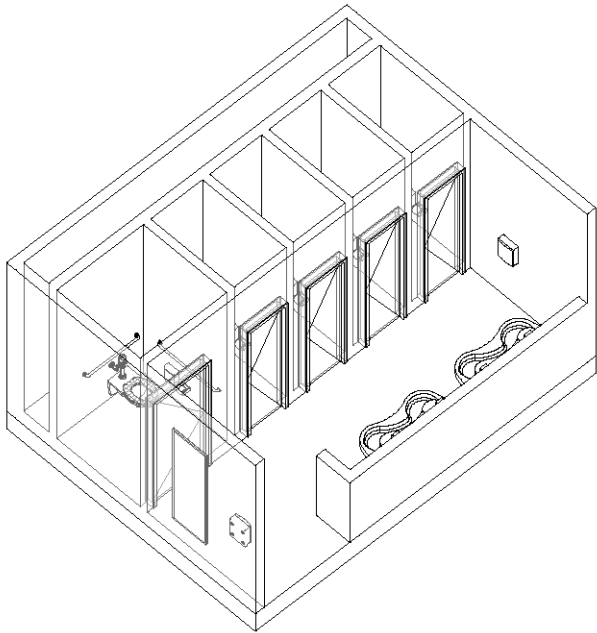
\*\*50% of cabinets should be lockable.

NOTE: Ensure adequate power is provided above lower cabinets and around room.



ELEMENTARY SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

STUDENT RESTROOMS





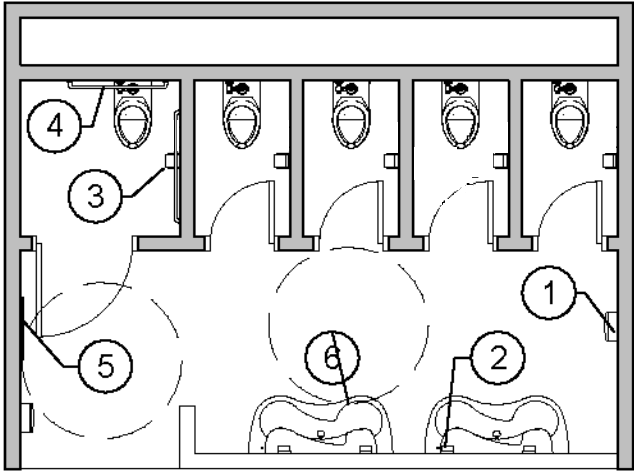
**STUDENT RESTROOMS**

General Contractor = In Contract (IC)

| Item # | Item                                | Qty         |
|--------|-------------------------------------|-------------|
| 1      | Paper Towel Dispenser               | TBD*        |
| 2      | Soap Dispenser                      | TBD*        |
| 3      | Toilet Paper Dispenser              | 1 ea stall* |
| 4      | ADA compliant Accessories/Grab Bars | TBD*        |
| 5      | Mirror                              | TBD*        |
| 6      | Sinks                               | TBD*        |

\*May vary due to room configuration.

NOTE: Provide Water Fountains/Bottle Fillers near all restrooms.



# ELEMENTARY SCHOOL ACADEMICS SPACE REQUIREMENTS

## COLLABORATION SPACES

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item                     | Qty  |
|--------------------------|------|
| Soft Seating / Furniture | TBD* |
| Student Chairs           | TBD* |
| Student Tables           | TBD* |

General Contractor = In Contract (IC)

| Item             | Qty |
|------------------|-----|
| Markerboard (6') | 1   |

NOTE:

- Provide proper acoustical treatment in these spaces.
- Design spaces to have a variety of settings defined by ceiling treatment and visibility.

## STORAGE ROOM

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item           | Qty        |
|----------------|------------|
| Metal Shelving | Line Walls |

## TEACHER/SINGLE USER RESTROOMS

General Contractor = In Contract (IC)

| Item                                | Qty |
|-------------------------------------|-----|
| Paper Towel Dispenser               | 1   |
| Feminine Napkin Disposal            | 1   |
| Soap Dispenser                      | 1   |
| Toilet Paper Dispenser              | 1   |
| ADA compliant Accessories/Grab Bars | 1   |
| Mirror                              | 1   |

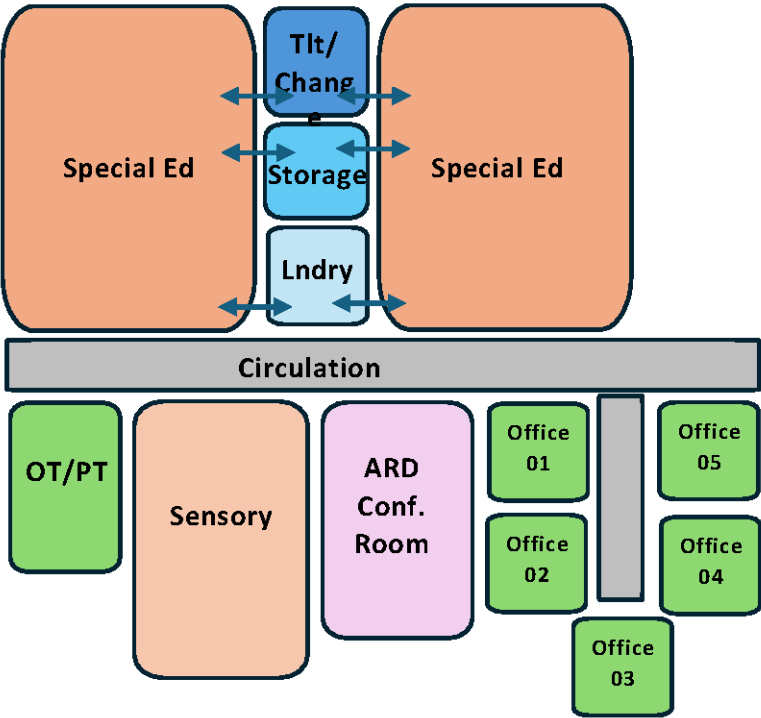
\*May vary due to room configuration.

**ELEMENTARY SCHOOL  
SPECIAL EDUCATION**

ELEMENTARY SCHOOL  
SPECIAL EDUCATION  
ADJACENCY



Resource rooms should be located near academic areas.



ELEMENTARY SCHOOL  
SPECIAL EDUCATION  
PROGRAM OF SPACES

| <u>Space</u>              | <u>Qty</u>      | <u>SF</u> | <u>Total</u> |
|---------------------------|-----------------|-----------|--------------|
| Self Contained Classrooms | 2               | 800       | 1,600        |
| Toilet/Changing (Shared)  | 1               | 120       | 120          |
| Storage (Shared)          | 1               | 100       | 100          |
| Laundry                   | 1               | 100       | 100          |
| Resource                  | 1               | 925       | 925          |
| Sensory                   | 1               | 750       | 750          |
| PT/OT                     | 2               | 180       | 360          |
| Special Ed Offices        | 5               | 120       | 600          |
| ARD Conference Room       | 1               | 300       | 300          |
|                           | <b>Subtotal</b> |           | <b>4,855</b> |

## ELEMENTARY SCHOOL SPECIAL EDUCATION SUMMARY

### **SPECIAL EDUCATION**

Special Education facilities shall provide for students who require specialized learning and/or additional medical assistance, ensuring they are an integral part of the education environment. Special Education classes at the elementary level include all core subjects for students with identified learning needs who require specialized instruction.

#### **General Notes:**

- Provide cameras as required by Texas Education Code Section 29.022.
- Special education classrooms should be centrally located with access to a separate drop-off/pick-up area. Proximity to clinic is preferred, but classrooms should be part of general student population area.
- Provide specialized play equipment for students; all features associated with outdoor play area must met ADA/TAS accessibility standards. Play area should be fenced. All fencing to comply with Section 61.1031 - School Safety Requirement of the Texas Administration Code.
- Classroom desks shall be varied in height with some stand up desks.
- A changing table is required in all SPED restrooms.
- Sensory rooms shall have color changing lights (blue).
- Sensory room may have sound, water, texture, etc. Confirm with CISD Special Education department during design.

- All cabinets in classrooms and kitchens to be lockable.
- All doors should have small glass light for visibility.
- Provide audio in Special Ed restrooms tied to the security cameras to allow the opportunity for audio monitoring of the restroom as soon as it is occupied. The system should initiate audio immediately after a person enters the restroom, exiting the the view from the camera in the classroom.
- Provide Card Reader Access control for managing runners.

#### **Fixtures/Furniture/Equipment (FFE)**

- Refer to Space Requirements for Fixtures, Furniture, and Equipment.

ELEMENTARY SCHOOL  
SPECIAL EDUCATION  
SPACE REQUIREMENTS

SELF CONTAINED CLASSROOM





**SELF CONTAINED CLASSROOM****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                       | Qty |
|--------|----------------------------|-----|
| 1      | Student Table              | 4   |
| 2      | Student Chairs             | 10  |
| 3      | Teacher Desk               | 2   |
| 4      | Teacher Desk Chair         | 2   |
| 5      | Backpack Storage (cubbies) | 10  |

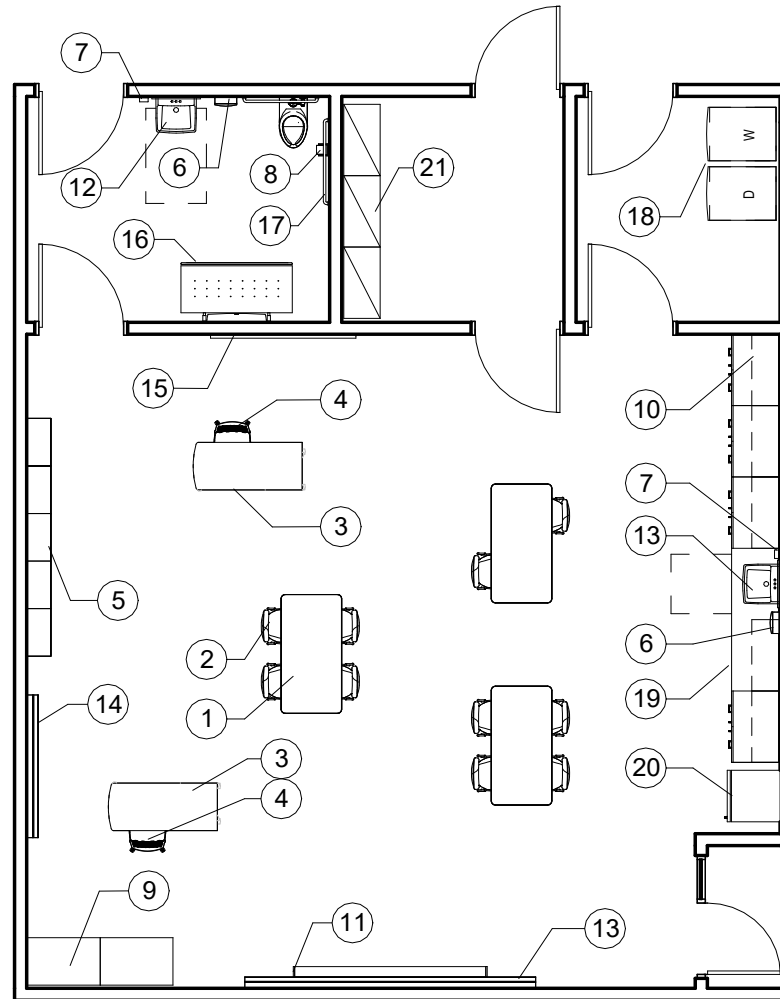
**General Contractor = In Contract (IC)**

| Item # | Item                                | Qty  |
|--------|-------------------------------------|------|
| 6      | Paper Towel Dispenser               | 2    |
| 7      | Soap Dispenser                      | 2    |
| 8      | Toilet Paper Dispenser              | 1    |
| 9      | Built-in Two-Door Wardrobe Cabinets | 2    |
| 10     | Built-in Upper & Lower Cabinets     | TBD* |
| 11     | Projection Device                   | 1    |
| 12     | Sink                                | 2    |
| 13     | Markerboard (12')                   | 1*   |
| 14     | Markerboard (6')                    | 1    |
| 15     | Tackboard (6')                      | 1    |
| 16     | Changing Table - Hydraulic          | 1    |
| 17     | ADA compliant Accessories/Grab Bars | 1    |
| 18     | Washer & Dryer                      | 1 ea |
| 19     | Dishwasher                          | 1    |
| 20     | Refrigerator                        | 1    |
| 21     | Metal Shelving                      | TBD* |

\*May vary due to room configuration.

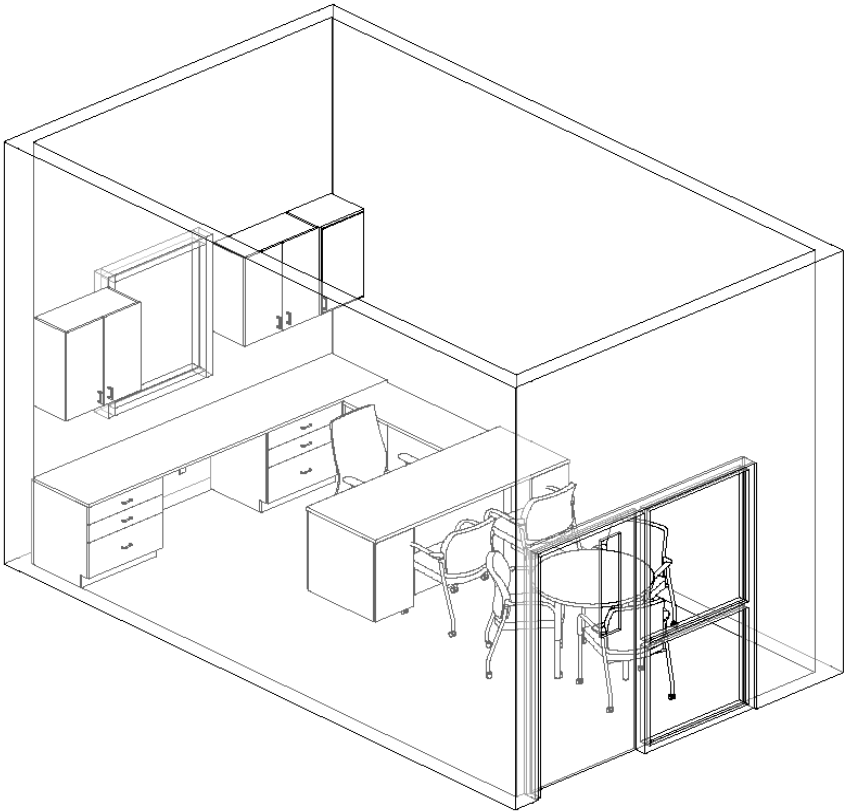
**NOTE:**

- Provide power to hydraulic table
- Provide blinds or shades at all exterior windows.



ELEMENTARY SCHOOL  
SPECIAL EDUCATION  
SPACE REQUIREMENTS

SPEECH / DIAGNOSTICIAN OFFICE



**SPEECH / DIAGNOSTICIAN OFFICE**

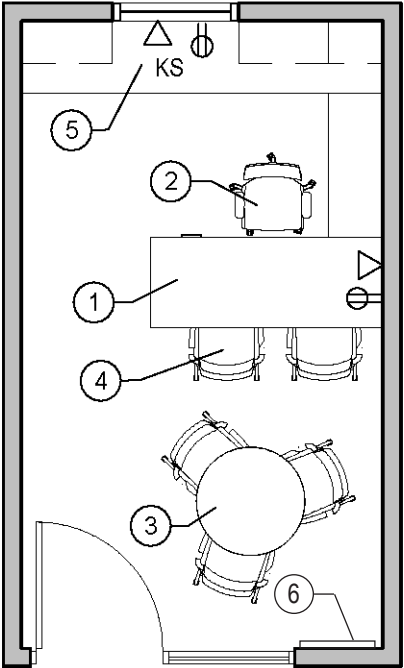
**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item         | Qty |
|--------|--------------|-----|
| 1      | Desk         | 1   |
| 2      | Desk Chair   | 1   |
| 3      | Small Table  | 1   |
| 4      | Guest Chairs | 5   |

**General Contractor = In Contract (IC)**

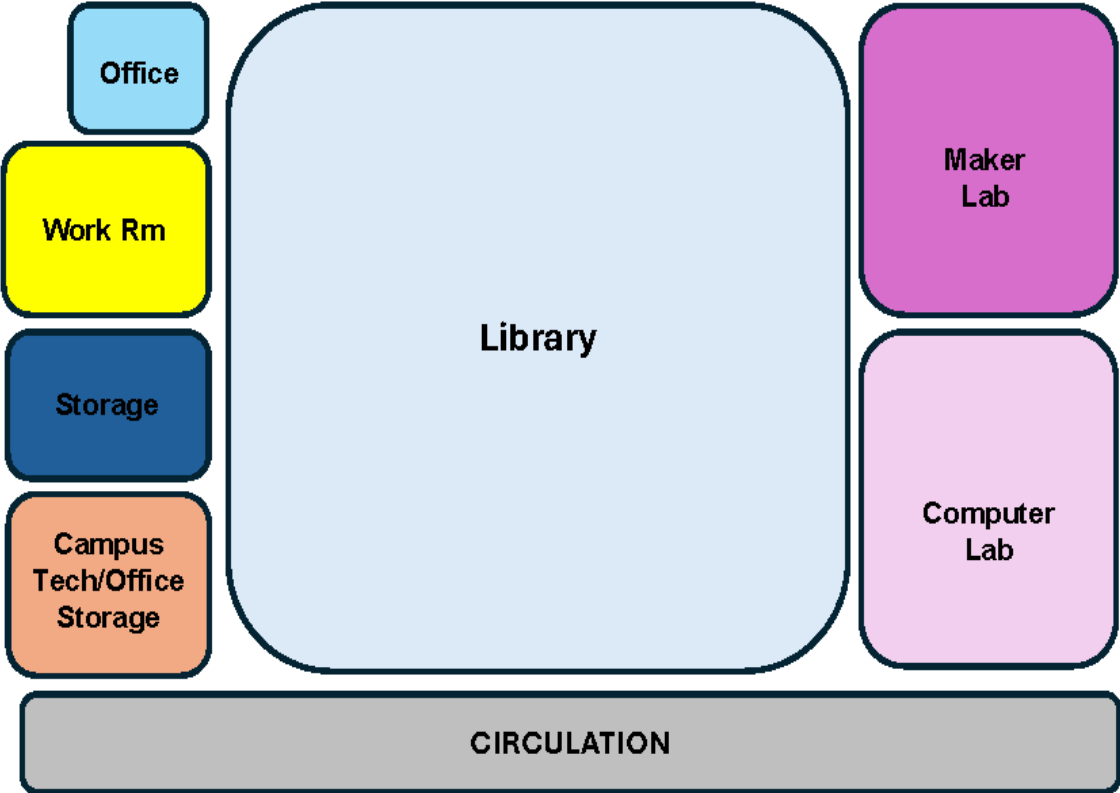
| Item # | Item                                             | Qty |
|--------|--------------------------------------------------|-----|
| 5      | Built-in Upper and Lower Cabinets with Kneespace | 1   |
| 6      | Mirror                                           | 1   |

NOTE:  
- Provide power and data at two desk locations as shown.  
- Provide blinds or shades at all exterior windows.



**ELEMENTARY SCHOOL  
LIBRARY**

ELEMENTARY SCHOOL  
LIBRARY  
ADJACENCY



ELEMENTARY SCHOOL  
LIBRARY  
PROGRAM OF SPACES

| Space                              | Qty      | SF    | Total |
|------------------------------------|----------|-------|-------|
| Library*                           | 1        | 4,000 | 4,000 |
| Workroom                           | 1        | 300   | 300   |
| Office                             | 1        | 150   | 150   |
| Storage                            | 1        | 100   | 100   |
| Campus Technologist Office/Storage | 1        | 300   | 300   |
| Maker Space                        | 1        | 900   | 900   |
| Computer Lab                       | 1        | 1,000 | 1,000 |
|                                    | Subtotal |       | 6,750 |

Library size to be calculated based on school capacity and as dictated by the TEA School Facility Standards. Size calculations:

| Student (Capacity) |                                            |
|--------------------|--------------------------------------------|
| < 100.....         | 1,400 SF                                   |
| 101-500.....       | 1,400 SF + 4 SF/student in excess of 100   |
| 501-2,000.....     | 3,000 SF + 3 SF/student in excess of 500   |
| 2,001+.....        | 7,500 SF + 2 SF/student in excess of 2,000 |

# ELEMENTARY SCHOOL LIBRARY SUMMARY

## LIBRARY

The library will be a space for learning as well a technology hub for the campus. School libraries will accommodate digital resources and provide space for collaborative learning.

### General Notes:

- The library center should support individual research, collaboration, and social aspects.
- Circulation desk should be mobile (on casters) and will allow for observation of the library by the librarian and/or staff.
- Power/data options will need to be provided throughout the library for mobile circulation desk.
- Workroom should have windows open into library for supervision.
- Stack areas should be mobile and no taller than 42" for visibility. These shall be aligned for easy supervision from the circulation desk.
- Fixed bookshelves should be provided along perimeter solid walls (6' tall) and below windows where available.
- All bookshelves should have backs and be durable to prevent sagging.
- Library shall accommodate 11,000 volumes. Confirm number of volumes at design.
- A projection device or interactive monitor should be provided for designated classroom areas within the library.
- The ability to control overhead lighting and block out glare from windows shall be provided.
- Robust wireless access shall be provided to ensure coverage in the library.

- A Makerspace should be provided within the library. This space should be separate but be accessible via folding glass walls or folding markerboard surface walls.
- Power for charging for computer carts shall be provided in A/V storage.
- A designated area for catalog shall be provided (iPads or computers for student/staff/visitor use).
- Provide display space outside library.
- Bookdrop from hallway shall be provided.

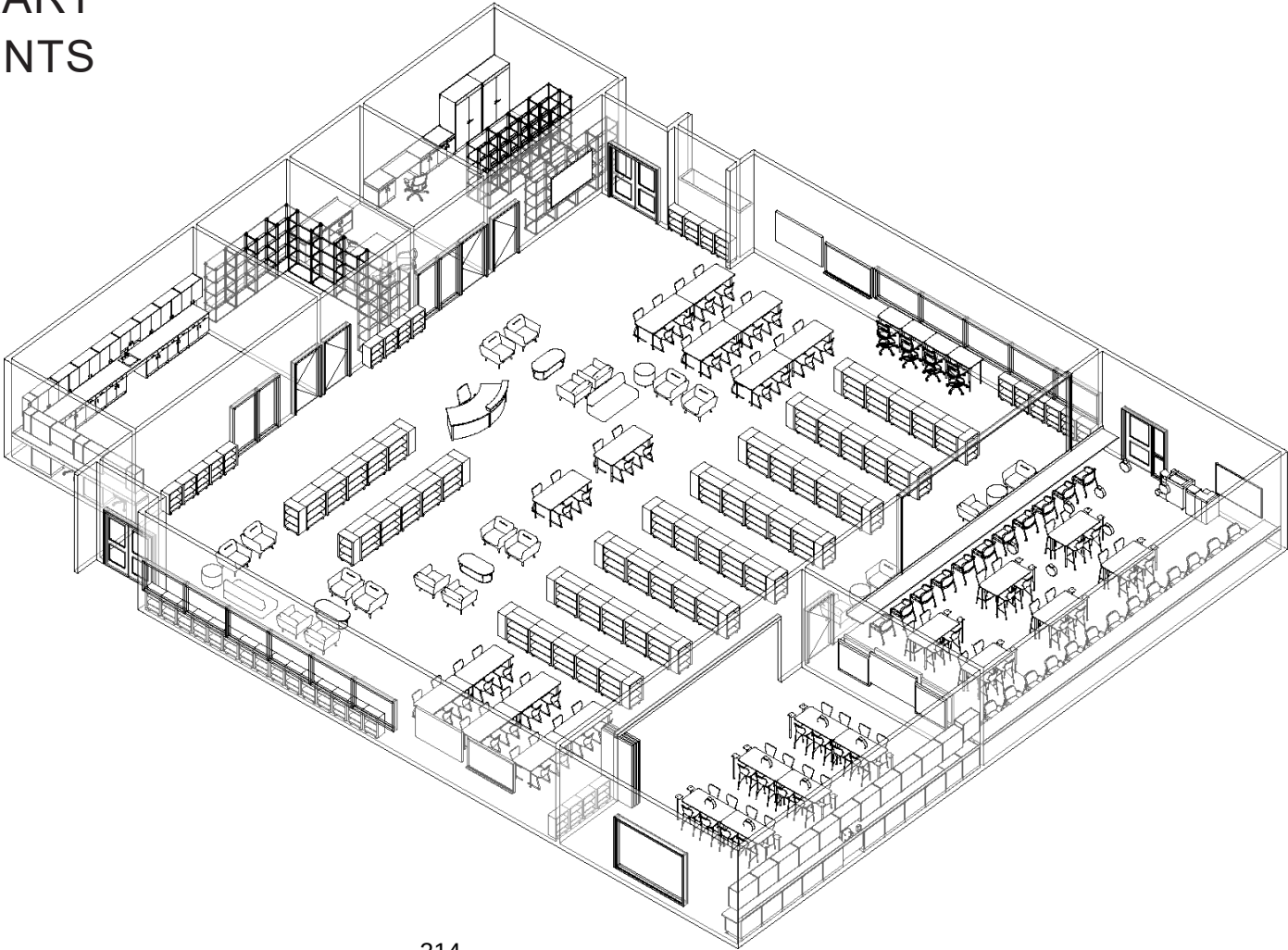
### Fixtures/Furniture/Equipment (FFE)

- Refer to Space Requirements for Fixtures, Furniture, and Equipment.



ELEMENTARY SCHOOL  
LIBRARY  
SPACE REQUIREMENTS

LIBRARY & SUPPORT SPACES



**LIBRARY & SUPPORT SPACES**

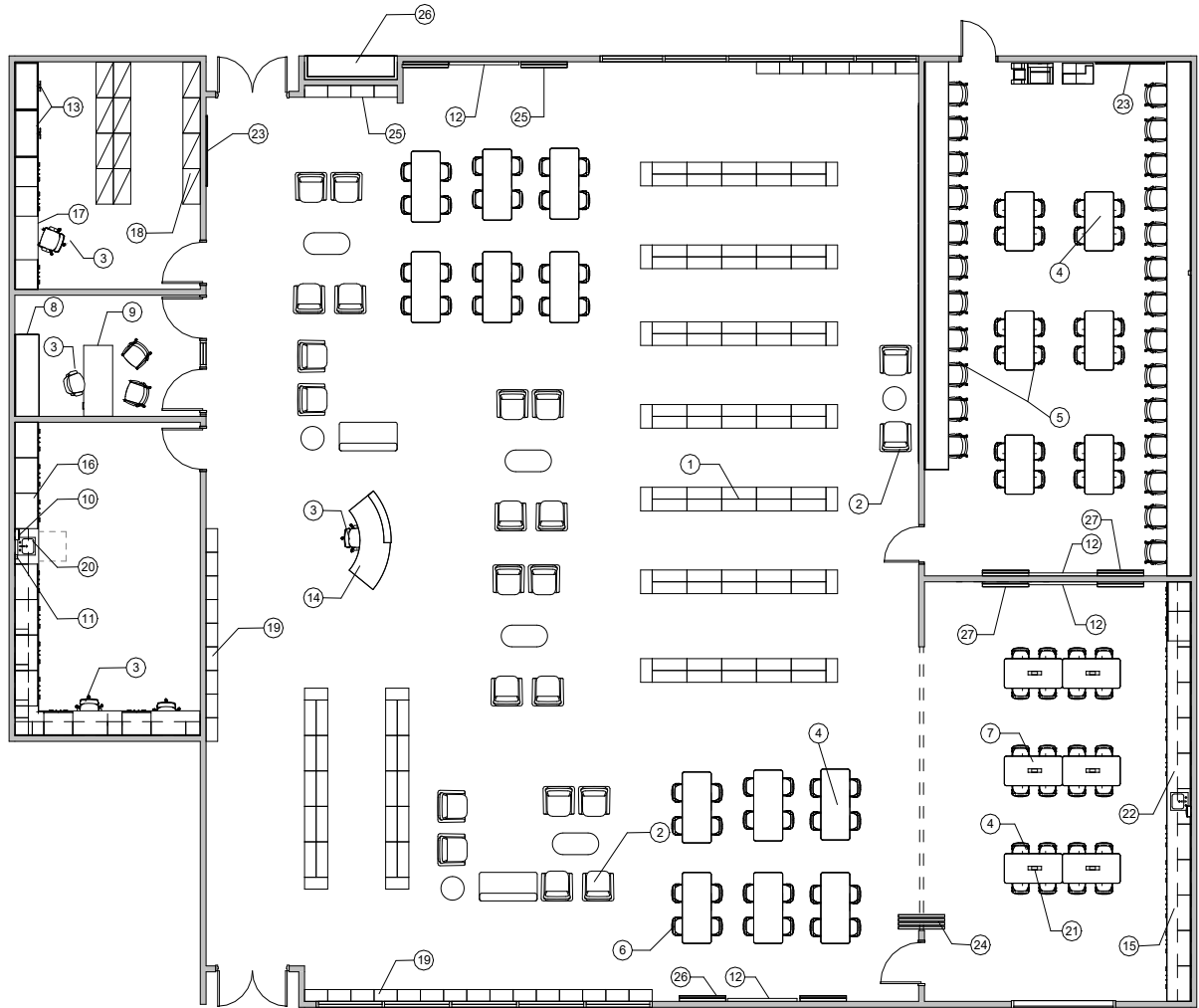
Includes Office, Workroom, Storage, Computer Lab, Maker Lab  
& Technologist Office

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                          | Qty  |
|--------|-------------------------------|------|
| 1      | Bookshelves (moveable)        | TBD* |
| 2      | Soft Seating                  | TBD* |
| 3      | Desk Chairs                   | 5    |
| 4      | Student Tables                | TBD* |
| 5      | Table Chairs                  | TBD* |
| 6      | Student Chairs                | TBD* |
| 7      | Student Tables (Industrial)   | 6    |
| 8      | Credenza & Lateral File units | 1/1  |
| 9      | Desk                          | 1    |

**General Contractor = In Contract (IC)**

| Item # | Item                                                                              | Qty  |
|--------|-----------------------------------------------------------------------------------|------|
| 10     | Paper Towel Dispenser                                                             | 4    |
| 11     | Soap Dispenser                                                                    | 4    |
| 12     | Projection Device/Interactive Monitor                                             | 4    |
| 13     | Full Ht Storage Unit 48wx84hx24dp                                                 | 2    |
| 14     | Mobile Circulation Desk                                                           | 1    |
| 15     | Built-in Upper and Lower Cabinets w/ Tote Trays - Makerspace                      | TBD* |
| 16     | Built-in Upper and Lower Cabinets - Workroom                                      | TBD* |
| 17     | Built-in Upper and Lower Cabinets - Media/AV with knee space and 32" work counter | TBD* |
| 18     | Metal Shelving - Storage                                                          | TBD* |
| 19     | Built-in Bookshelves                                                              | 2    |
| 20     | Sink                                                                              | 2    |
| 21     | Overhead Power Reels                                                              | 6    |
| 22     | Counter Top                                                                       | 1    |
| 23     | 6' Long Tack Surface                                                              | TBD* |
| 24     | Folding Partition Wall —                                                          | 1    |
| 25     | Built in Display Cases                                                            | 2    |
| 26     | Marker Boards                                                                     | 2    |



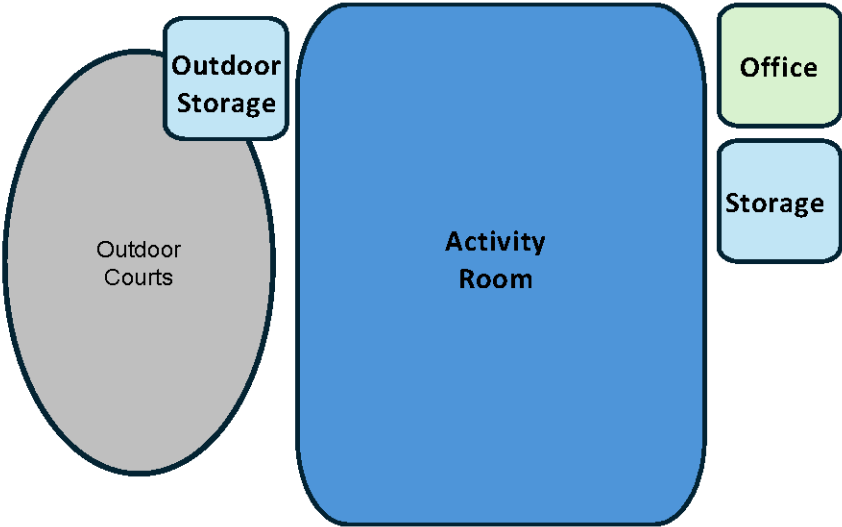
\*May vary due to room configuration.

**NOTE:**

- Provide power/data options in floor in two locations for mobile circulation desk. 215

**ELEMENTARY SCHOOL  
PHYSICAL EDUCATION**

ELEMENTARY SCHOOL  
PHYSICAL EDUCATION  
ADJACENCY



ELEMENTARY SCHOOL  
PHYSICAL EDUCATION  
PROGRAM OF SPACES

| <u>Space</u>          | <u>Qty</u>      | <u>SF</u> | <u>Total</u> |
|-----------------------|-----------------|-----------|--------------|
| Activity Room         | 1               | 4,000     | 4,000        |
| Activity Room Office  | 1               | 200       | 200          |
| Activity Room Storage | 1               | 200       | 200          |
| Outdoor Storage       | 1               | 200       | 200          |
|                       | <b>Subtotal</b> |           | <b>4,600</b> |

## ELEMENTARY SCHOOL PHYSICAL EDUCATION SUMMARY

### **PHYSICAL EDUCATION**

Physical education is directed toward fitness and wellness through activity and theory-based instruction for nutrition and healthy lifestyle choices. The activity room should accommodate the evolving curriculum of physical education.

Physical education programs shall include indoor and outdoor facilities. These areas are utilized after hours for community use therefore access from the outside should be considered.

#### **General Notes:**

- Activity Room:
  - Drinking fountains should be provided directly outside of room.
  - Provide six (6) fiberglass basketball goals
  - Provide sleeves for volleyball.

#### *Outdoor Facilities:*

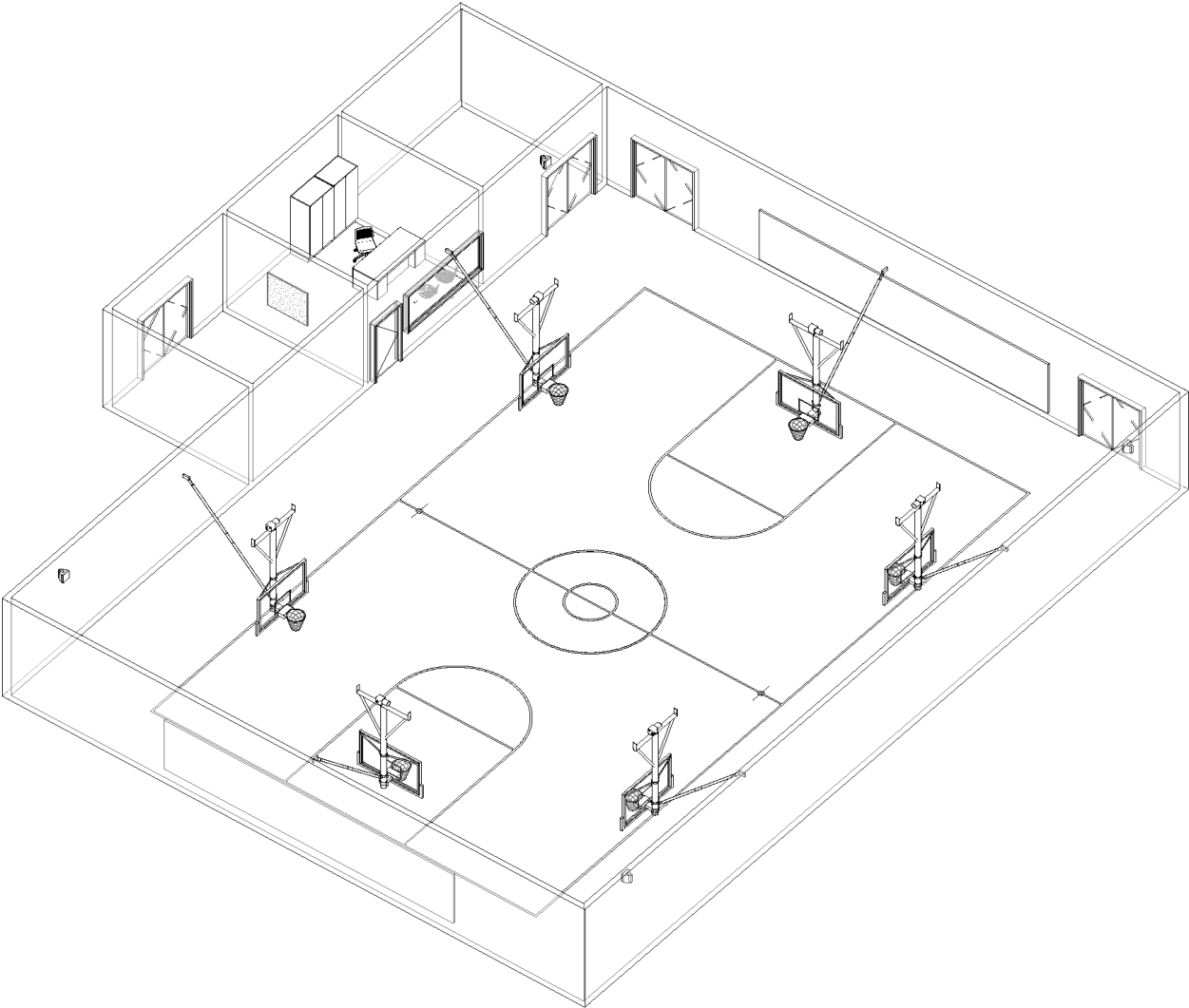
- Provide 2 basketball courts with 4 goals and cross courts to be striped for basketball and volleyball. Courts will need to have sleeves for volleyball nets.
- Electrical outlets are required outside near outdoor play areas for sound systems, etc.
- Outdoor play areas should be adjacent to the activity room with access to restrooms.

#### **Fixtures/Furniture/Equipment (FFE)**

- Refer to Space Requirements for Fixtures, Furniture, and Equipment.

ELEMENTARY SCHOOL  
PHYSICAL EDUCATION  
SPACE REQUIREMENTS

ACTIVITY ROOM



220



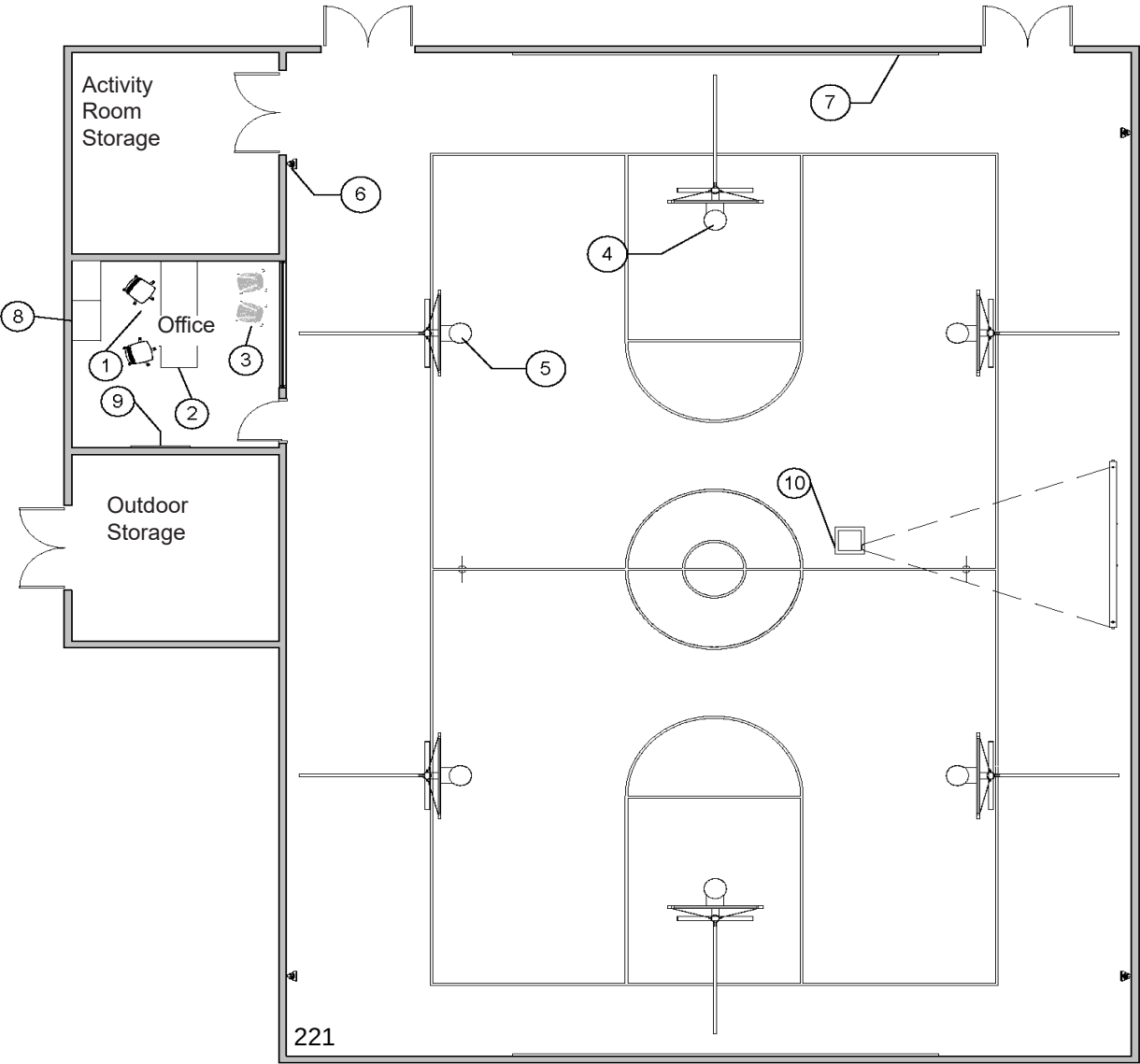
ACTIVITY ROOM

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item           | Qty |
|----------------|-----|
| 1 Desk Chair   | 2   |
| 2 Desk for Two | 1   |
| 3 Guest Chair  | 2   |

General Contractor = In Contract (IC)

| Item # | Item                                                | Qty |
|--------|-----------------------------------------------------|-----|
| 4      | Adjustable Basketball Goals Main Court              | 2   |
| 5      | Adjustable Basketball Goals Cross Courts            | 4   |
| 6      | Audio System/Speakers                               | 1   |
| 7      | Wall Pads                                           | TBD |
| 8      | Built In Storage Cabinets                           | 2   |
| 9      | Tackboard (6')                                      | 1   |
| 10     | Projector on Retractable Lift and Projection Screen | 1   |



ELEMENTARY SCHOOL  
PHYSICAL EDUCATION  
SPACE REQUIREMENTS

OFFICE

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item         | Qty |
|--------------|-----|
| Desk Chair   | 2   |
| Desk for Two | 1   |
| Guest Chair  | 2   |

GYM STORAGE

General Contractor = In Contract (IC)

| Item                  | Qty        |
|-----------------------|------------|
| Metal Storage Shelves | Line Walls |

SINGLE USER RESTROOMS

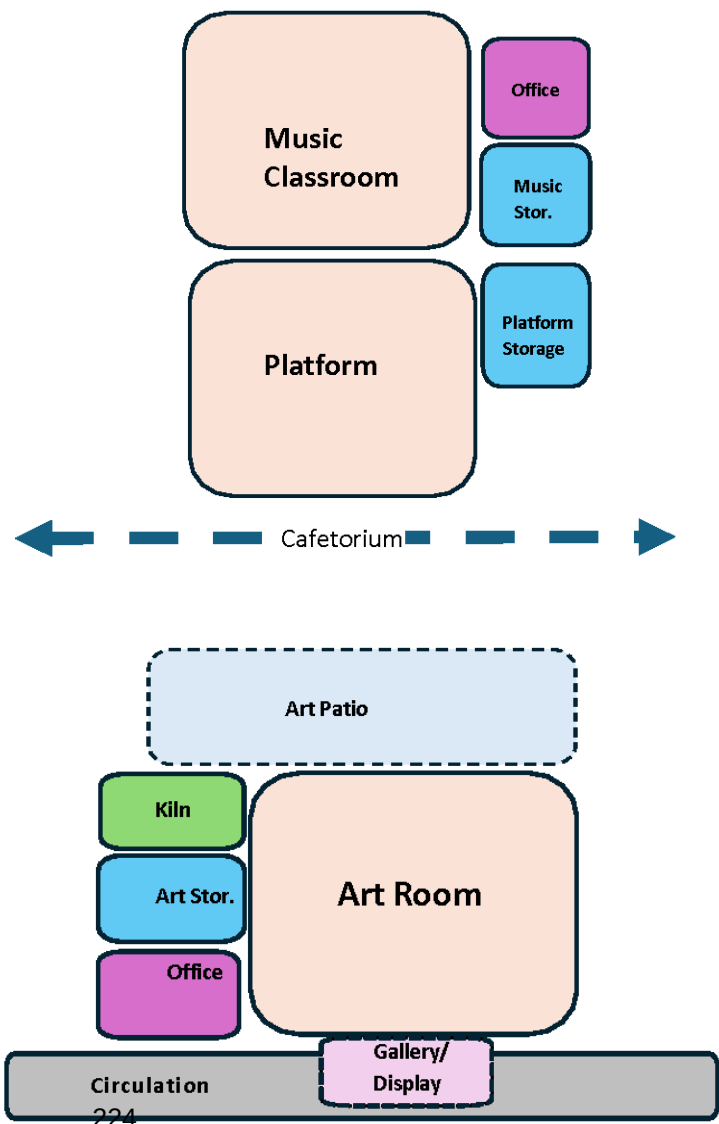
General Contractor = In Contract (IC)

| Item                                | Qty |
|-------------------------------------|-----|
| Paper Towel Dispenser               | 1   |
| Feminine Napkin Disposal            | 1   |
| Soap Dispenser                      | 1   |
| Toilet Paper Dispenser              | 1   |
| ADA compliant Accessories/Grab Bars | 1   |
| Mirror                              | 1   |

\*May vary due to room configuration.6

**ELEMENTARY SCHOOL  
FINE ARTS**

ELEMENTARY SCHOOL  
FINE ARTS  
ADJACENCY



ELEMENTARY SCHOOL  
FINE ARTS  
PROGRAM OF SPACES

| <u>Space</u>                | <u>Qty</u>      | <u>SF</u> | <u>Total</u> |
|-----------------------------|-----------------|-----------|--------------|
| Music                       | 1               | 1,200     | 1,200        |
| Music Office                | 1               | 100       | 100          |
| Music Storage               | 1               | 200       | 200          |
| Art Classroom               | 1               | 1,000     | 1,000        |
| Art Office                  | 1               | 100       | 100          |
| Art Storage (Includes Kiln) | 1               | 200       | 200          |
| Platform/Stage*             | 1               | 1,200     | 1,200        |
| Platform/Stage Storage      | 1               | 200       | 200          |
|                             | <b>Subtotal</b> |           | <b>4,200</b> |

\*Platform/Stage located at Cafeteria.

## ELEMENTARY SCHOOL FINE ARTS SUMMARY

### ART

The art program provides a standards-based curriculum that encourages students to create works of art in 2 & 3 dimensional modes to develop their capacity for innovation, enrichment, creativity and where applicable, to integrate with other content areas. Students explore many fundamental techniques with an emphasis on developing and enhancing skills related to group interaction, self-esteem, reflection, decision making and innovative thinking as a means of self-expression through art.

#### General Notes:

- Art Classroom to be located on 1st floor and should be conveniently located near outdoor space art patio/courtyard.
- Provide power and water at exterior art patio.
- Floor should be resilient flooring.
- North facing natural daylighting and views are desirable features in the art room. The art room should be located adjacent to a fenced in exterior art patio.
- Provide plaster traps at sinks.
- Ensure two deep sinks with gooseneck faucets for cleaning of larger objects and one handicap sink.
- Locate kiln shut-off switch away from kiln so it is accessible in case of an emergency.

### MUSIC

The music room serves as the primary area for music education. This room requires acoustical treatment and sound transmission control between adjacent spaces. Sound isolation may be accomplished with a combination of room placement and increased Sound Transmission Coefficient (STC) ratings. Storage rooms and other non-occupied spaces may be used as buffer spaces.

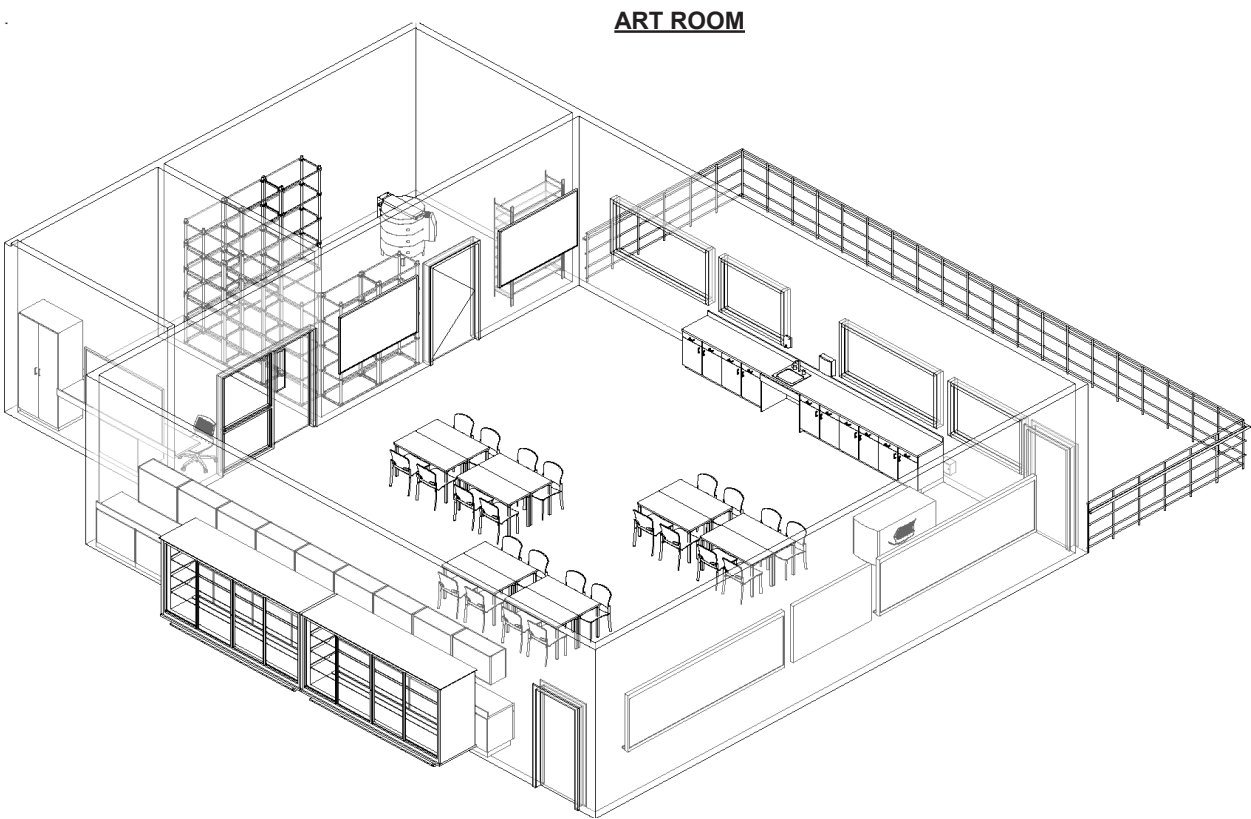
#### General Notes:

- Music classroom shall be located near or adjacent to platform/stage. Rooms to be flexible to accommodate different programs.
- If a level change occurs, classroom to be at the same level as stage with handicap access at hallway.
- Student restrooms and drinking fountains should be located within close proximity to music.
- Ceiling height shall be no less than 15 feet.

#### Fixtures/Furniture/Equipment (FFE)

- Refer to Space Requirements for Fixtures, Furniture, and Equipment.

ELEMENTARY SCHOOL  
FINE ARTS  
SPACE REQUIREMENTS



**ART ROOM****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item           | Qty |
|--------|----------------|-----|
| 1      | Teacher Desk   | 2   |
| 2      | Teacher Chair  | 2   |
| 3      | Student Desks  | 14  |
| 4      | Student Chairs | 30  |
| 5      | Desk Chair     | 2   |

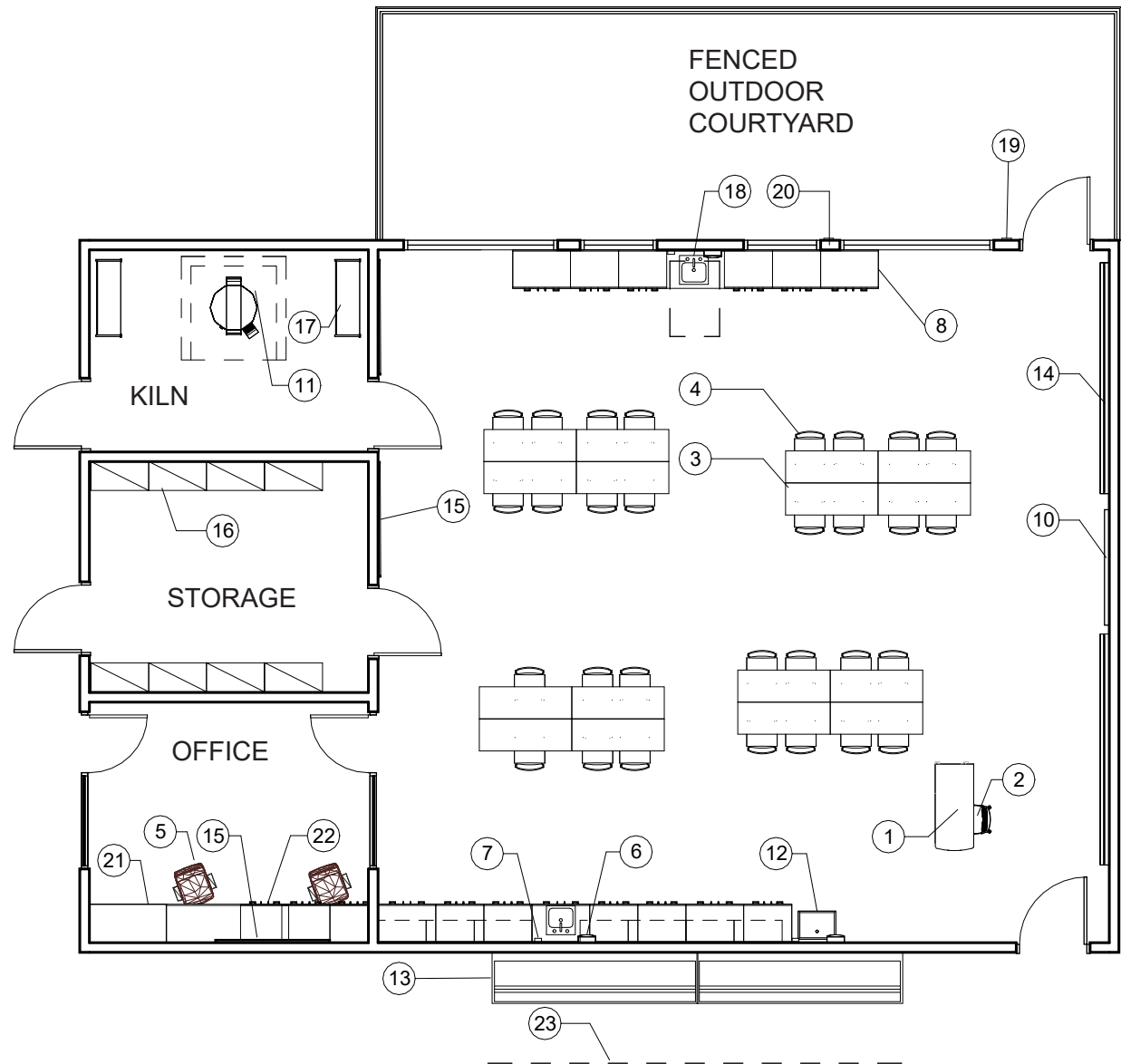
**General Contractor = In Contract (IC)**

| Item # | Item                                                              | Qty  |
|--------|-------------------------------------------------------------------|------|
| 6      | Paper Towel Dispenser                                             | 3    |
| 7      | Soap Dispenser                                                    | 1    |
| 8      | Built-in Lower Cabinets (under window)                            | TBD* |
| 9      | Built-In Upper and Lower Cabinets (lockable)                      | TBD* |
| 10     | Projection Device/Interactive Monitor                             | 1    |
| 11     | Kiln with Vent                                                    | 1    |
| 12     | Deep Sink with Gooseneck Faucet                                   | 2    |
| 13     | Display Cases (Hallway)                                           | TBD* |
| 14     | Markerboard (10')                                                 | 2    |
| 15     | Tackboard (8')                                                    | 2    |
| 16     | Metal Shelving (Storage Room)                                     | TBD* |
| 17     | Drying Cabinet                                                    | 2    |
| 18     | ADA compliant Sink & Knee Space                                   | 1    |
| 19     | Outdoor Quad Power Receptacle                                     | 1    |
| 20     | Hose Bib                                                          | 1    |
| 21     | Tall Storage                                                      | 1    |
| 22     | Counter with 2 Knee Spaces and Base Cabinets/File Unit            | 1    |
| 23     | Provide spot Lighting for Student Display (Dashed Line @ Display) | TBD  |

\*May vary due to room configuration.

**NOTE:**

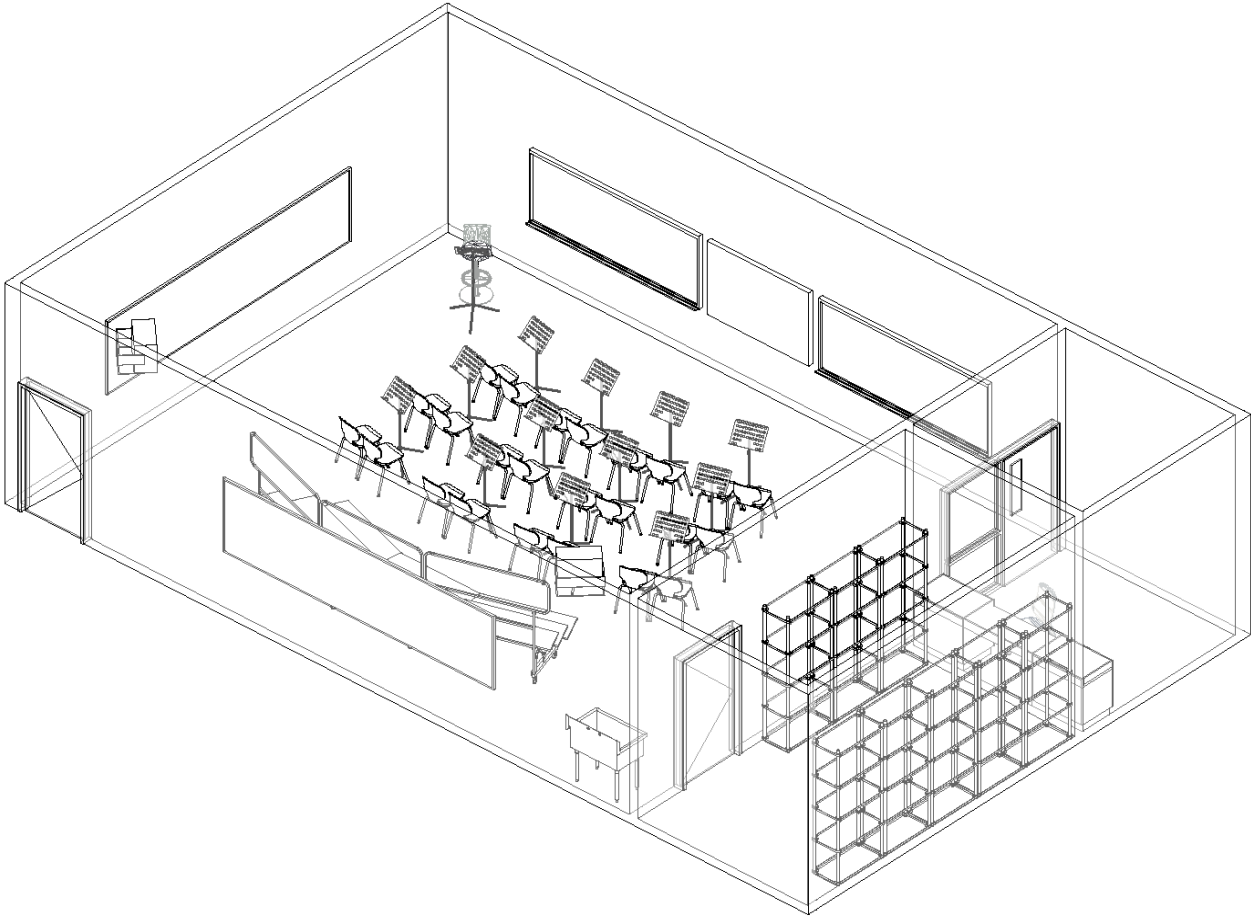
- Provide clay traps at all sinks.
- Ensure some cabinets are vented for drying purposes.

**EDUCATIONAL SPECIFICATIONS**



ELEMENTARY SCHOOL  
FINE ARTS  
SPACE REQUIREMENTS

MUSIC ROOM & INSTRUMENT STORAGE



**MUSIC ROOM & INSTRUMENT STORAGE**

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

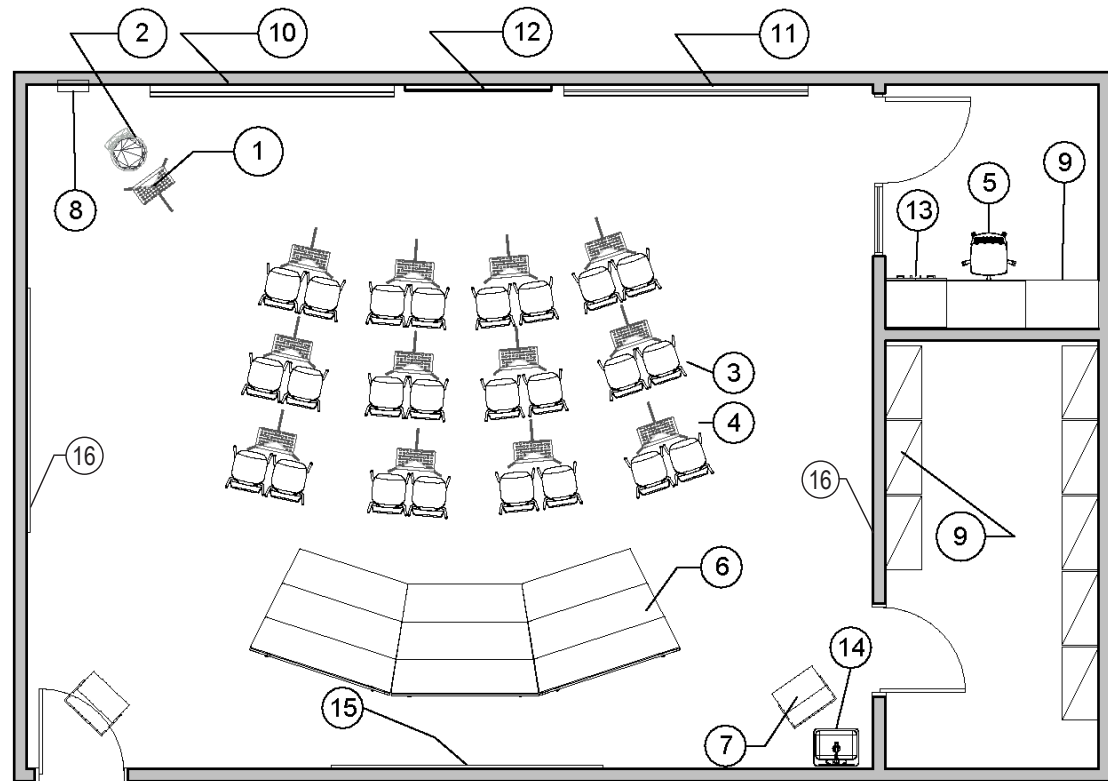
| Item # | Item                | Qty   |
|--------|---------------------|-------|
| 1      | Teacher Podium      | 1     |
| 2      | Teacher Stool/Chair | 1     |
| 3      | Student Chairs      | 24*   |
| 4      | Music Stands        | 12*   |
| 5      | Desk Chair          | 1     |
| 6      | Seated Risers       | 1 set |

**General Contractor = In Contract (IC)**

| Item # | Item                                                                                      | Qty  |
|--------|-------------------------------------------------------------------------------------------|------|
| 7      | Speakers (Direct wired)                                                                   | 2*   |
| 8      | Sound Sytem Controls                                                                      | 1    |
| 9      | Built-in Storage Cabinets                                                                 | TBD* |
| 10     | Markerboard (10')                                                                         | 1    |
| 11     | Markerboard with Staff Lines (10')                                                        | 1    |
| 12     | Projection Device/Interactive Monitor                                                     | 1    |
| 13     | Desk Counter and base cabinet w/file drawers & knee space                                 | 1    |
| 14     | Deep sink for rinsing instruments. Provide tall gooseneck faucet for sufficient clearance | 1    |
| 15     | 12' Tackable Surface                                                                      | 2    |
| 16     | Acoustic wall panels (Line Walls)                                                         | *TBD |

\*May vary due to room configuration.

NOTE: Confirm room provisions depending on use of space.



ELEMENTARY SCHOOL  
FINE ARTS  
SPACE REQUIREMENTS

STAGE/PLATFORM

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item                               | Qty |
|------------------------------------|-----|
| Choral Risers (w/ Rails, Backstop) | 1   |
| Choral Shell                       | 1   |

General Contractor = In Contract (IC)

| Item*                                 | Qty   |
|---------------------------------------|-------|
| Microphones                           | TBD*  |
| Projection Device/Interactive Monitor | TBD*  |
| Audio Sound System                    | 1     |
| Stage Curtains                        | 1 set |
| Microphone Jacks (Front and On Stage) | TBD*  |
| Theater Lights                        | 1     |
| Screen                                | 1     |

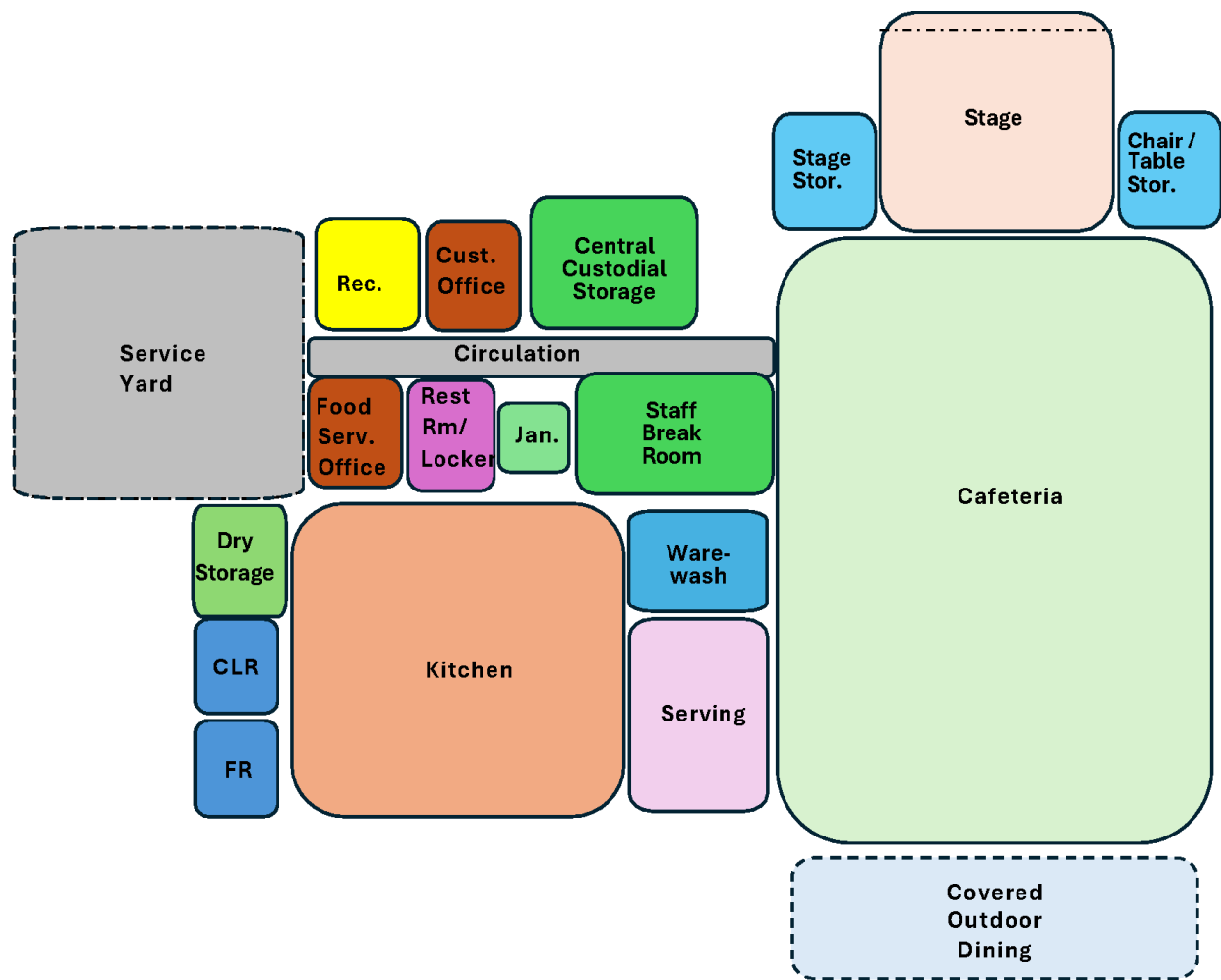
STAGE/PLATFORM STORAGE

General Contractor = In Contract (IC)

| Item*          | Qty  |
|----------------|------|
| Metal Shelving | TBD* |

**ELEMENTARY SCHOOL  
CAFETERIA**

ELEMENTARY SCHOOL  
CAFETERIA/KITCHEN  
ADJACENCY



ELEMENTARY SCHOOL  
CAFETERIA  
PROGRAM OF SPACES

| <u>Space</u>              | <u>Qty</u> | <u>SF</u>       | <u>Total</u> |
|---------------------------|------------|-----------------|--------------|
| Cafeteria/Dining          | 1          | 3,500           | 3,500        |
| Serving/Kitchen/Food Prep | 1          | 2,600           | 2,600        |
| Serving                   | 1          | 800             | 800          |
| Table Storage             | 1          | 250             | 250          |
| Staff Restroom/Lockers    | 1          | 100             | 100          |
| Office                    | 1          | 200             | 200          |
|                           |            | <b>Subtotal</b> | <b>7,450</b> |

## ELEMENTARY SCHOOL CAFETERIA SUMMARY

### CAFETERIA

CISD will endeavor to model life-long nutritional habits by incorporating more produce and healthy food choices into student lunches. Student dining area should be an inviting and warm environment with easy access from main corridor.

#### General Notes:

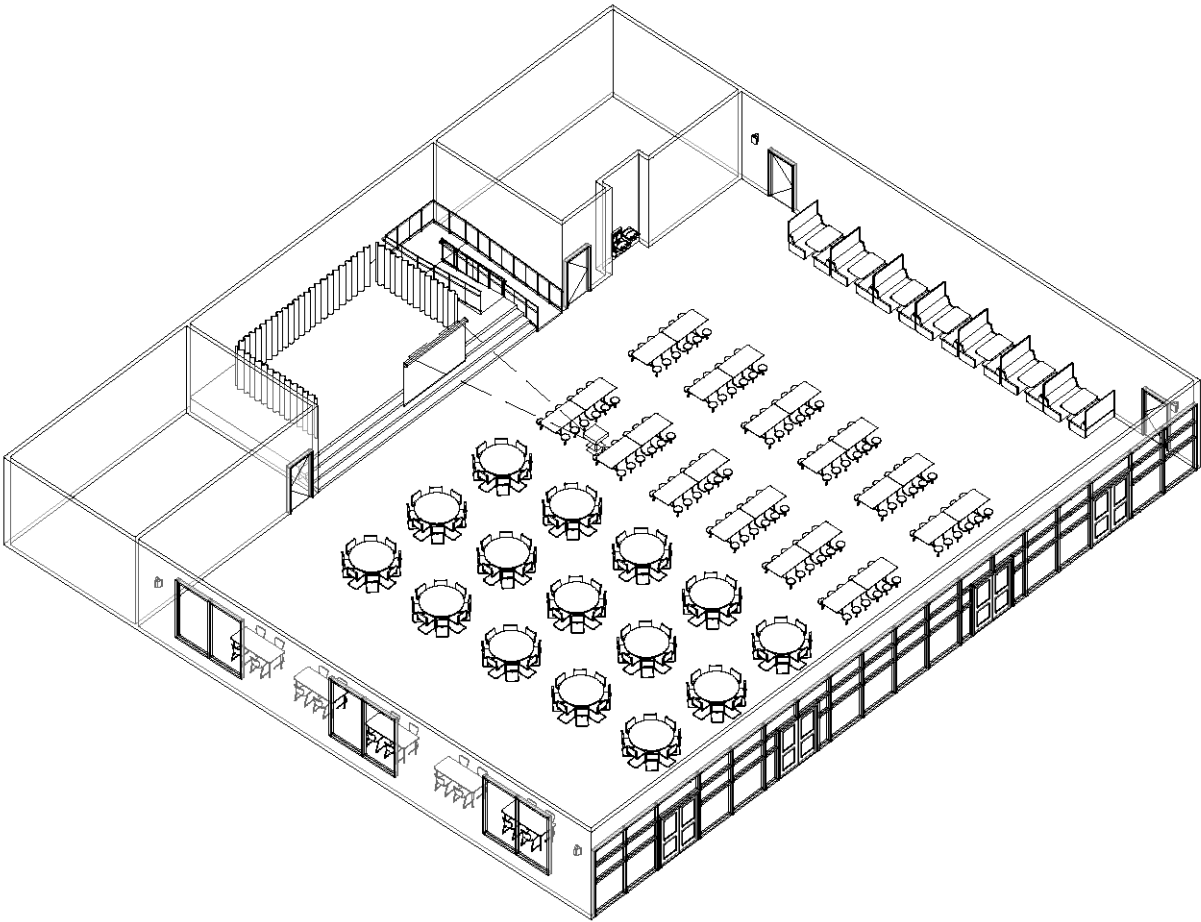
- All components of the Food and Child Nutrition Services (FCNS) program shall comply with requirements set for by the authorities having jurisdiction, Environmental and Health Services Food Protection and Education Department codes and regulations will be implemented.
- All Food Service loading area designs should be coordinated with a Food Service Design consultant and reviewed with CISD Food and Child Nutrition Departments during design process.
- Security cameras are required at rear door, point of sales and kitchen work areas.
- Food service, dining spaces and restrooms are to have separate secure access to accommodate after-hours usage and access by personnel outside of regular school hours as well as separate HVAC system for year round temperature and humidity control.
- Provide shaded outdoor dining area.
- Two serving lines are needed with digital menu boards. One Point of sale centered on both lines
- Provide large openings with plentiful visibility at service lines.
- Provide wall tile at all kitchens and service area walls.
- Provide quarry tile flooring.

- Service entry doors should be equipped with peephole, doorbell, canopy and light.
- Service yard access must be separate from other drop-off areas.
- Service yard to accommodate two trash dumpsters.
- Provide can wash at service yard.
- Kitchen office will accommodate 2 persons and shall include a desk, safe and window to allow view into prep area and rest of kitchen.
- Electrical to all equipment to be floor or wall mounted, not from ceiling.
- Provide 280 sf of Cooler space.
- Provide 280 sf of Freezer space.

#### Fixtures/Furniture/Equipment (FFE)

- Refer to Space Requirements for Fixtures, Furniture, and Equipment.

ELEMENTARY SCHOOL  
CAFETERIA  
SPACE REQUIREMENTS





CAFETERIA

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item # | Item                   | Qty  |
|--------|------------------------|------|
| 1      | Varied seating options | TBD* |

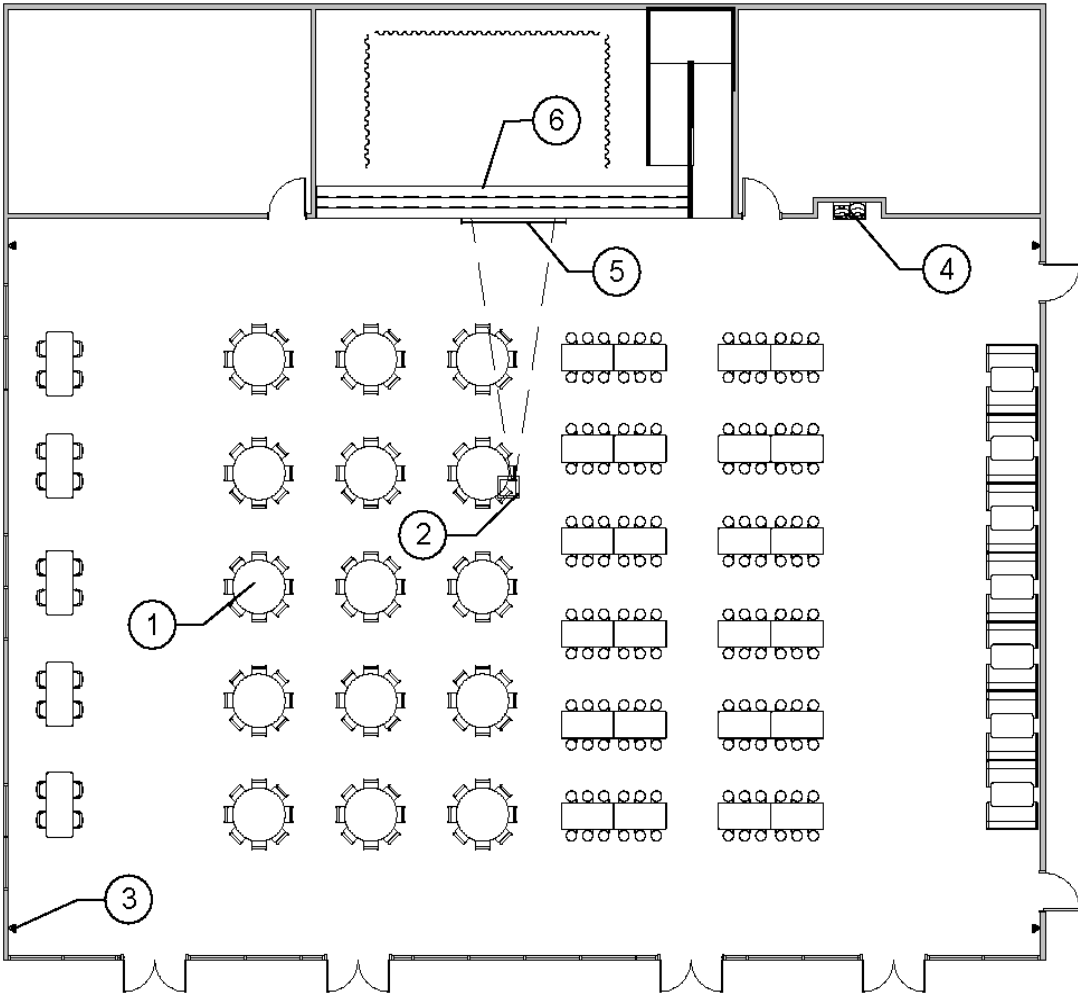
\*Furniture may vary based on configuration

General Contractor = In Contract (IC)

| Item # | Item                            | Qty |
|--------|---------------------------------|-----|
| 2      | Ceiling Mounted Projector       | 1   |
| 3      | Audio System                    | 1   |
| 4      | Drinking Fountains              | 2   |
| 5      | Projection Screen (retractable) | 1   |
| 6      | Hardwood Steps                  | 1   |

NOTE:

- Refer to Fine Arts for Stage components.
- Provide ceiling in cafeteria or acoustical treatment.
- Digital Signage location will be determined by cafeteria layout.



ELEMENTARY SCHOOL  
CAFETERIA  
SPACE REQUIREMENTS

\*All Food Services spaces (i.e. Serving, Kitchen/ Food Prep, Cooler/Freezer, Warewash, Dry Storage) to be designed and coordinated with Food Service Design Consultant and CISD Food Service Department.

CHAIR STORAGE

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item        | Qty  |
|-------------|------|
| Chair Dolly | TBD* |

# ELEMENTARY SCHOOL CAFETERIA SPACE REQUIREMENTS

## KITCHEN OFFICE

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item         | Qty |
|--------------|-----|
| Desk Chair   | 2   |
| Desk         | 2   |
| Guest Chairs | 2   |

General Contractor = In Contract (IC)

| Item                  | Qty |
|-----------------------|-----|
| Safe                  | 1   |
| Window into Prep Area | 1   |

## KITCHEN LOCKER & RESTROOM

General Contractor = In Contract (IC)

| Item                                | Qty  |
|-------------------------------------|------|
| Feminine Napkin Disposal            | 1    |
| Soap Dispenser                      | 1    |
| Toilet Paper Dispenser              | 1    |
| Toilet Paper Dispenser              | 1    |
| ADA compliant Accessories/Grab Bars | 1    |
| Mirror                              | 1    |
| 2-Tier Lockers for Staff            | 4    |
| Hooks                               | TBD* |

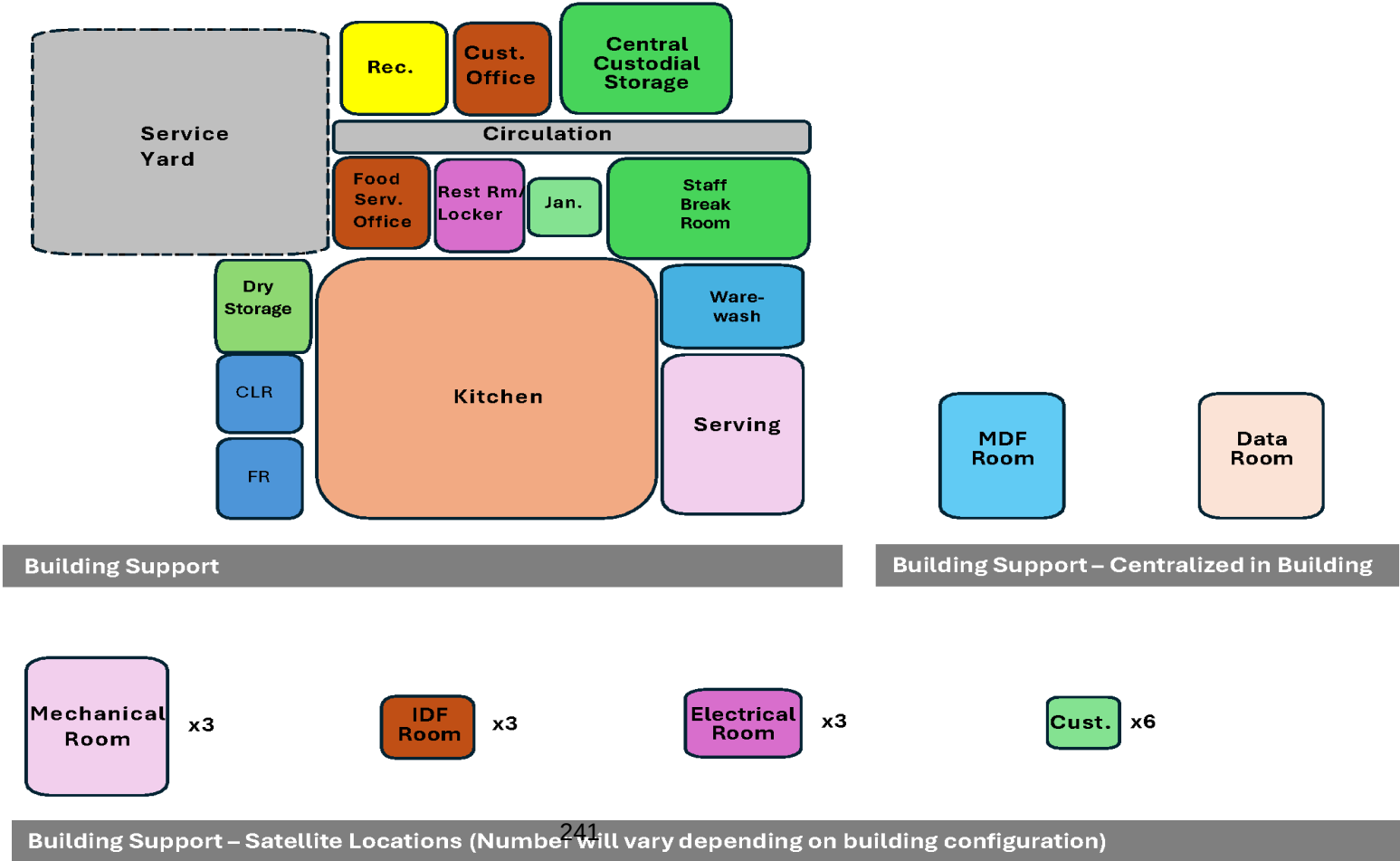
## SINGLE USER / FAMILY RESTROOMS

General Contractor = In Contract (IC)

| Item                                  | Qty |
|---------------------------------------|-----|
| Paper Towel Dispenser                 | 1   |
| Feminine Napkin Dispenser             | 1   |
| Soap Dispenser                        | 1   |
| Toilet Dispenser                      | 1   |
| ADA compliant Accessories/Grab Bars   | 1   |
| Mirror                                | 1   |
| Changing Table (Family Restroom Only) | 1   |

**ELEMENTARY SCHOOL  
BUILDING SUPPORT**

ELEMENTARY SCHOOL  
BUILDING SUPPORT  
ADJACENCY



ELEMENTARY SCHOOL  
BUILDING SUPPORT  
PROGRAM OF SPACES

| <u>Space</u>              | <u>Qty</u>      | <u>SF</u> | <u>Total</u> |
|---------------------------|-----------------|-----------|--------------|
| Custodial Small           | 6               | 50        | 300          |
| MDF                       | 1               | 180       | 180          |
| IDF                       | 3               | 60        | 180          |
| Data Room                 | 1               | 200       | 200          |
| Electrical                | 3               | 100       | 300          |
| Mechanical                | 3               | 650       | 1,950        |
| Central Custodial Storage | 1               | 200       | 200          |
| Central Receiving Area    | 1               | 200       | 200          |
| Head Custodian Office     | 1               | 100       | 100          |
|                           | <b>Subtotal</b> |           | <b>3,610</b> |

## ELEMENTARY SCHOOL BUILDING SUPPORT SUMMARY

### **BUILDING SUPPORT**

Maintenance department and custodial includes the upkeep of the campus as well as cleaning.

#### **General Notes:**

- Loading area to be shared with Food Services.
- Badge readers and cameras to be located at the receiving areas.
- Provide two trash dumpsters in the service yard.
- During design consider placing custodial closets throughout the campus near restrooms.
- Custodial rooms should be provided one per every 15,000-20,000 SF;
- All custodial rooms to be vented and shall include floor mop sink, washable walls, mop holder and electrical outlet.
- Doors to custodial rooms shall be 36" wide and swing out.
- Rooms need to be finished and completely painted.
- Provide square or rectangular custodial rooms only, no odd shaped rooms.
- A main custodial room is needed at 200 SF with metal shelving and outlets for scrubbers etc. This room should be located close to service yard.

### **MDF/IDF Rooms**

- The MDF room shall serve as the Main Distribution Frame room for the entire campus.
- Cooling, heating and humidity control for MDF and IDF rooms shall be independently controlled, and provide service 24-hours a day, 365-days a year.
- These rooms will be located where appropriate within in the campus (not in Administration). Confirm with District Technology Department during design.
- All MDF/IDF rooms shall have access control.
- MDF/IDF rooms shall be square or rectangular in shape.

### **Fixtures/Furniture/Equipment (FFE)**

- Refer to Space Requirements for Fixtures, Furniture, and Equipment.

ELEMENTARY SCHOOL  
BUILDING SUPPORT  
SPACE REQUIREMENTS

MDF/IDF/MECHANICAL/ELECTRICAL ROOMS

All Technology, Electrical and Mechanical Rooms shall be designed by appropriate consultant and shall follow the guidelines set forth by Canutillo ISD.

CUSTODIAL ROOMS

General Contractor = In Contract (IC)

| Item               | Qty |
|--------------------|-----|
| Floor Mop Sink     | 1   |
| Mop Holder         | 1   |
| Floor Drain        | 1   |
| Electrical Outlets | 4   |

MAIN CUSTODIAL ROOM\*

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item                    | Qty |
|-------------------------|-----|
| Desk Chair              | 1   |
| Desk                    | 1   |
| File Cabinet (Lockable) | 1   |

General Contractor = In Contract (IC)

| Item                  | Qty                        |
|-----------------------|----------------------------|
| 2-Tier Lockers        | TBD*                       |
| Metal Shelving        | Line<br>Remaining<br>Walls |
| Outlets for Scrubbers | TBD                        |

\*Ensure data/power and wi-fi are provided.



# Canutillo Independent School District EDUCATIONAL SPECIFICATIONS



Issued: October 22, 2024

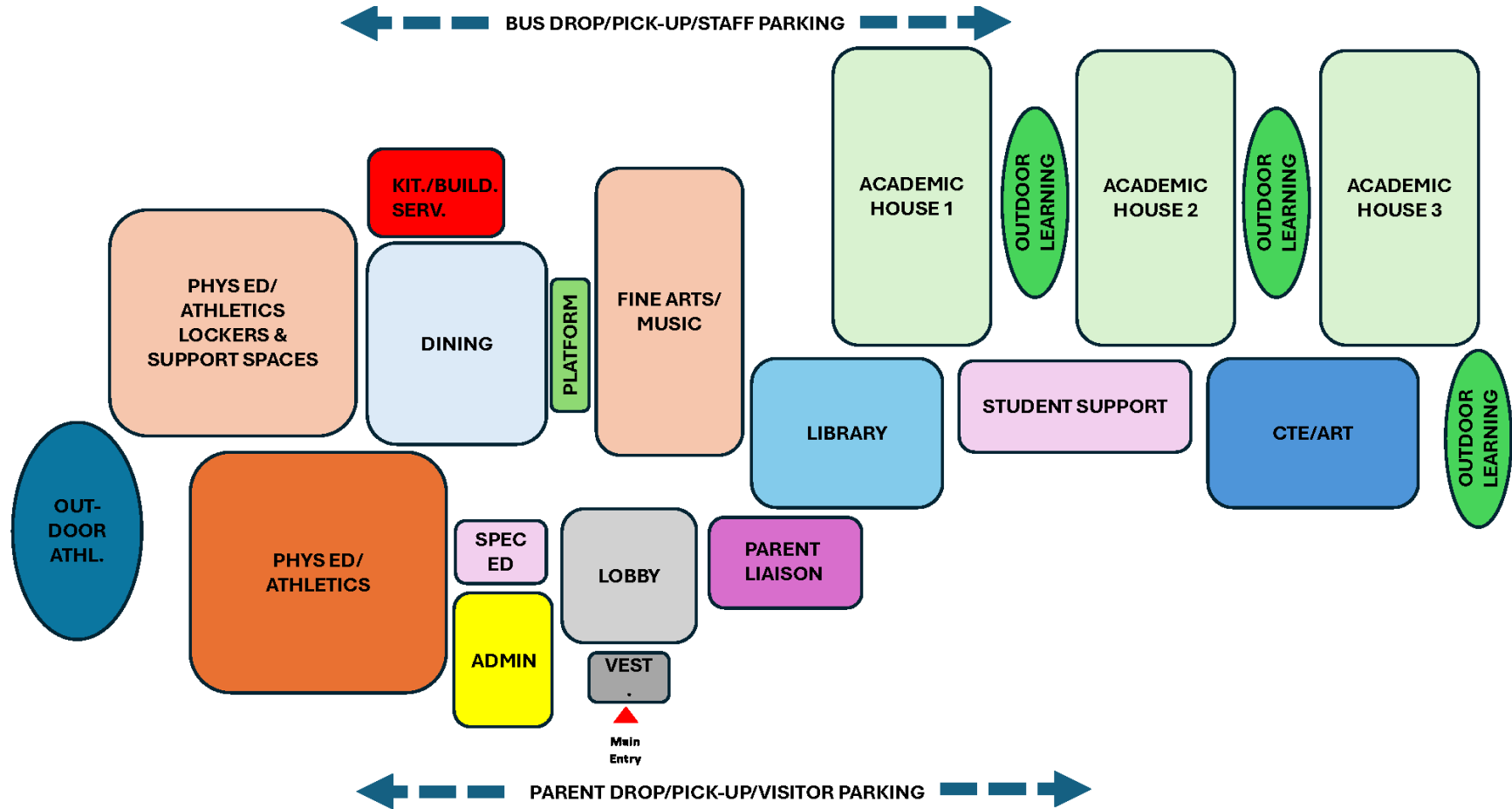
**MIDDLE SCHOOL**  
245



# EDUCATIONAL SPECIFICATIONS

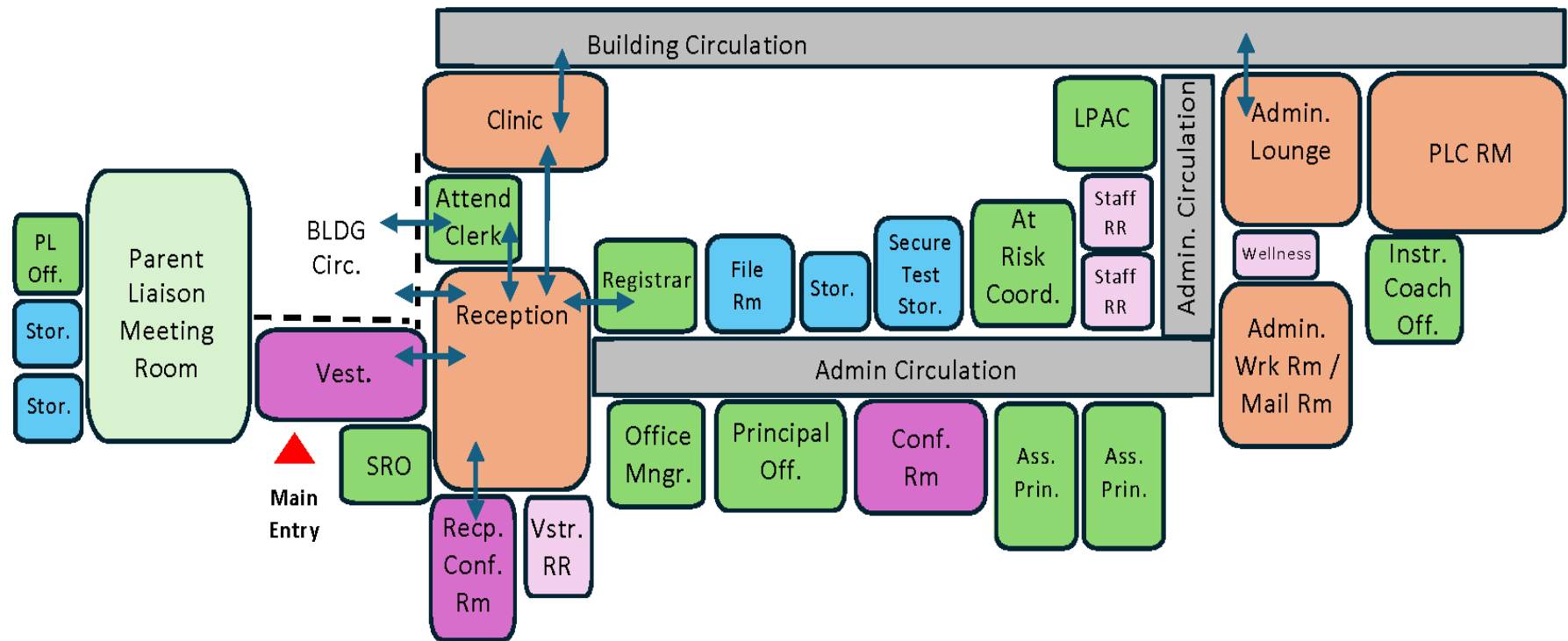
# MIDDLE SCHOOL

MIDDLE SCHOOL  
SITE ADJACENCY

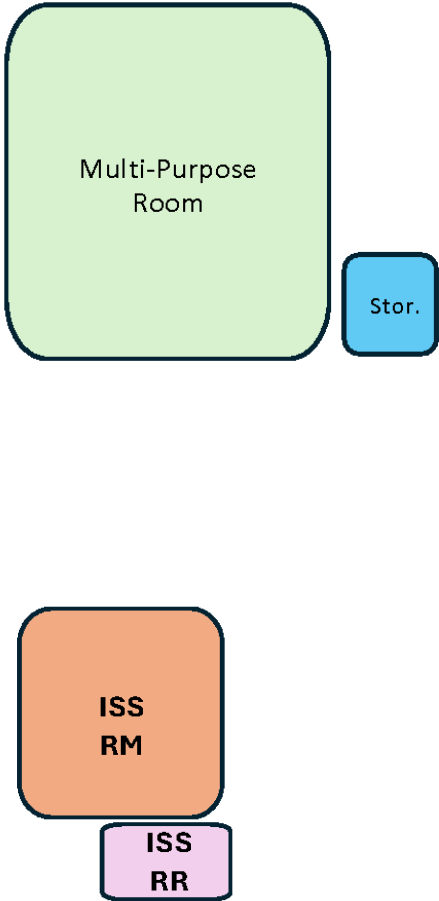


| MIDDLE SCHOOL<br>PROGRAM OF SPACES            |                   |
|-----------------------------------------------|-------------------|
| General Campus Program                        |                   |
| 1,000 Students                                |                   |
| SPACE                                         | SF                |
| Administration                                | 11,355            |
| Academic/CTE                                  | 50,650            |
| Special Education                             | 7,590             |
| Library                                       | 7,650             |
| Physical Education/Athletics                  | 27,100            |
| Fine Arts                                     | 16,920            |
| Cafeteria                                     | 10,930            |
| Building Support                              | 4,250             |
| <b>SUBTOTAL (Net)</b>                         | <b>136,445 SF</b> |
| <i>Circulation, Lobbies &amp; Walls (35%)</i> | <i>47,755 SF</i>  |
| <b>GRAND TOTAL (Gross)</b>                    | <b>184,200SF</b>  |

MIDDLE SCHOOL  
ADMINISTRATION  
ADJACENCY



MIDDLE SCHOOL  
ADMINISTRATION  
ADJACENCY





# MIDDLE SCHOOL ADMINISTRATION PROGRAM OF SPACES

| <b>Space</b>                     | <b>Qty</b> | <b>SF</b> | <b>Total</b> |
|----------------------------------|------------|-----------|--------------|
| Secure Vestibule                 | 1          | 200       | 200          |
| Reception                        | 1          | 600       | 600          |
| Reception Conference Room        | 1          | 200       | 200          |
| Visitor Restroom                 | 1          | 60        | 60           |
| Office Manager                   | 1          | 150       | 150          |
| Principal                        | 1          | 250       | 250          |
| Conference Room                  | 1          | 250       | 250          |
| Assistant Principal*             | 2          | 200       | 400          |
| Instructional Coach              | 1          | 150       | 150          |
| Registrar                        | 1          | 150       | 150          |
| Registrar File Room              | 1          | 100       | 100          |
| Attendance Clerk                 | 1          | 150       | 150          |
| LPAC Office                      | 1          | 150       | 150          |
| At Risk Coordinator              | 1          | 150       | 150          |
| School Resource Officer/Police   | 1          | 120       | 120          |
| File Room - General              | 1          | 150       | 150          |
| Secure Test Storage              | 1          | 250       | 250          |
| Administration Workroom/Mailroom | 1          | 600       | 600          |
| Admin. Lounge                    | 1          | 600       | 600          |
| PLC Room                         | 1          | 400       | 400          |
| Storage Room                     | 1          | 150       | 150          |
| Wellness Room                    | 1          | 80        | 80           |
| Staff Restroom                   | 2          | 60        | 120          |
| <b>Counselors Suite</b>          |            |           |              |
| Group Area                       | 1          | 500       | 500          |
| Counselor's Office               | 3          | 175       | 525          |
| Counselors Storage               | 1          | 100       | 100          |
| <b>Parent Liason</b>             |            |           |              |
| Meeting Room                     | 1          | 600       | 600          |
| Office                           | 1          | 120       | 120          |
| Storage Room                     | 2          | 100       | 200          |
| Teachers' Lounge                 | 251        | 275       | 275          |

MIDDLE SCHOOL  
ADMINISTRATION  
PROGRAM OF SPACES

|                              |   |       |               |
|------------------------------|---|-------|---------------|
| <b>Health Clinic</b>         |   |       |               |
| Clinic                       | 1 | 700   | 700           |
| Nurse's Office               | 1 | 150   | 150           |
| Clinic Restroom              | 2 | 60    | 120           |
| Isolation                    | 1 | 100   | 100           |
| Storage                      | 1 | 100   | 100           |
| <b>Other General Support</b> |   |       |               |
| Multi-Purpose Room           | 1 | 1,800 | 1,800         |
| MP Storage                   | 1 | 100   | 100           |
| ISS Room                     | 1 | 750   | 750           |
| ISS Toilet                   | 1 | 60    | 60            |
| <b>Administration Totals</b> |   |       | <b>11,355</b> |

\*Number may vary depending on student enrollment



## MIDDLE SCHOOL ADMINISTRATION SUMMARY

### ADMINISTRATION SUITE

The administrative suite must be clearly designated as the main entry to the school. After entering through a secure vestibule, parents and visitors will be further screened and greeted in the administration reception area. The administrative offices, counselors and health clinic will be located in this centralized area.

#### General Notes:

##### *Administration*

- The main entry secure vestibule should include a videophone, card reader access, and an automatic lock down device on all exterior doors.
- All visitors must be able to use the videophone to identify themselves and show valid ID to the receptionist.
- A clear line-of-sight should be provided at reception area for visibility of those entering and exiting the main entry.
- The ability to lock down main interior doors from receptionist's desk.
- The Principal's office should be located adjacent to the Conference Room.
- The workroom should be located near the restrooms.
- Door lights or sidelights at all offices for visibility should be standard.
- Provide blinds or shades on all exterior windows and sidelights.
- The Parent Liaison room should be located off main vestibule for ease of access outside the secure student population. Provide card reader from internal door to campus for added security.

##### *Counselors*

- The counselor's offices should be easily accessible to students and parents, and located off a main hallway but not included in the main administration suite.
- Offices should have lighting controls and soft seating.

##### *Health Clinic*

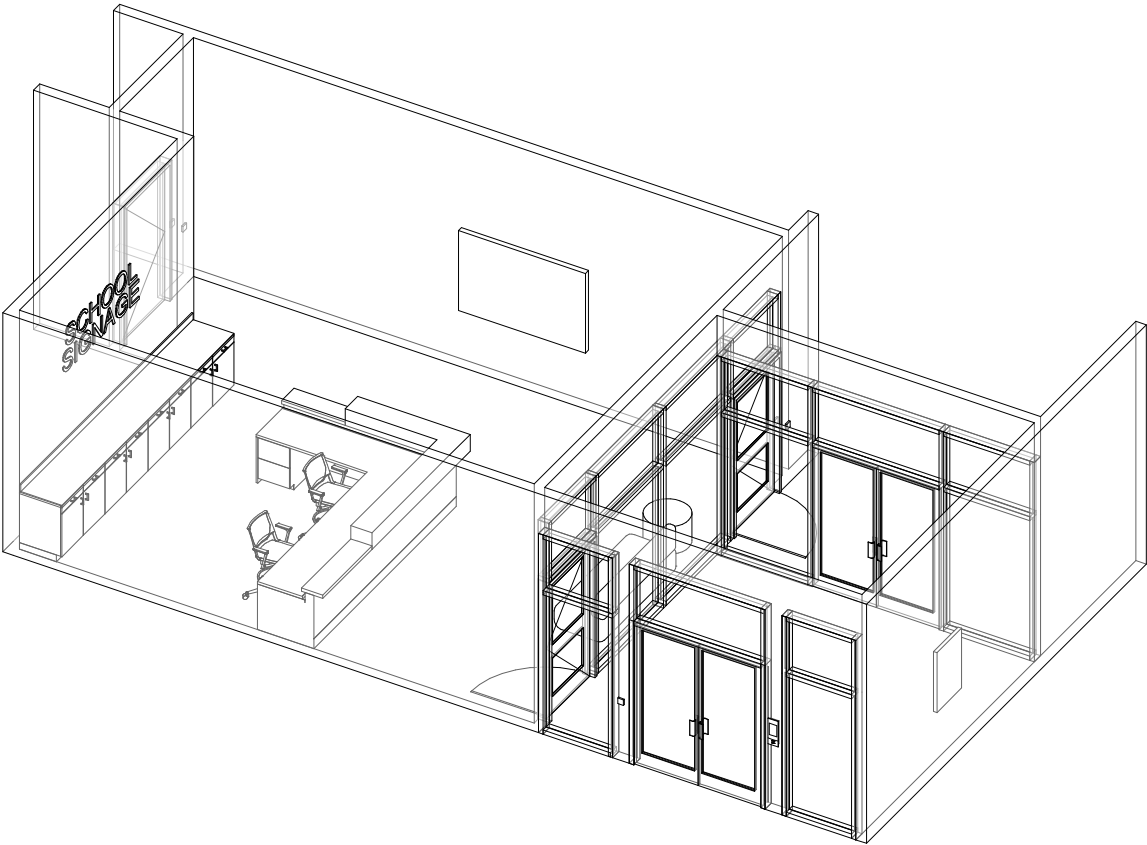
- Clinic should be located adjacent to reception area for ease of parent access when picking up sick child/children.
- All areas within the clinic except the restrooms should contain good visibility.
- Treatment room should have sound proofing provided for audio testing. Provide code at door.
- Lights at cots should be switched to allow for adjustable lighting throughout clinic.
- One outlet in the treatment room, and the refrigerator outlet need to be tied to the emergency generator.
- Ensure eye chart location allows for 10' clear distance.
- Ensure power is provided throughout the clinic on every wall to allow access for different medical equipment.

##### **Fixtures/Furniture/Equipment (FFE)**

- Refer to Space Requirements for Fixtures, Furniture, and Equipment.

MIDDLE SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

SECURE VESTIBULE / RECEPTION



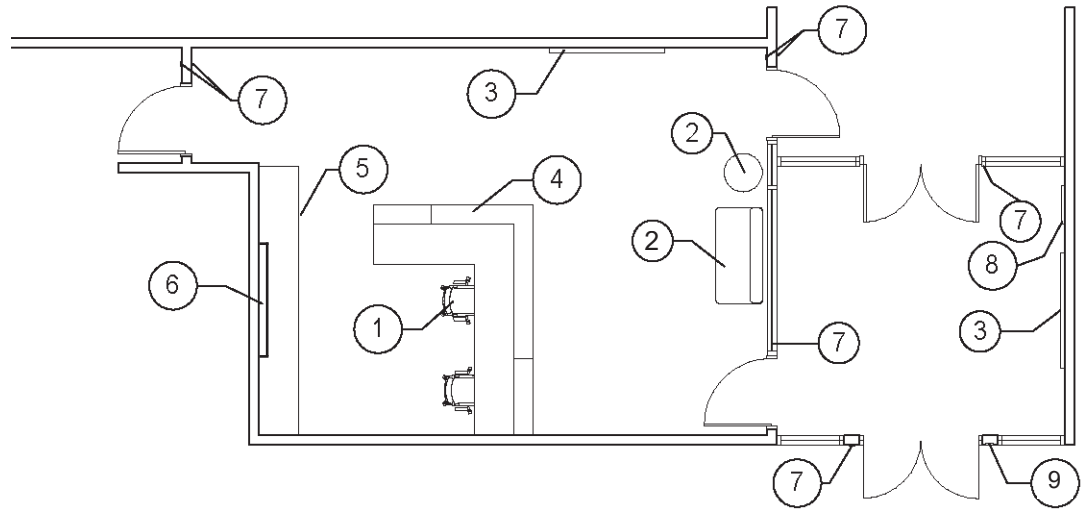
**SECURE VESTIBULE / RECEPTION****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item         | Qty |
|--------|--------------|-----|
| 1      | Desk Chairs  | 2*  |
| 2      | Soft Seating | 2*  |

**General Contractor = In Contract (IC)**

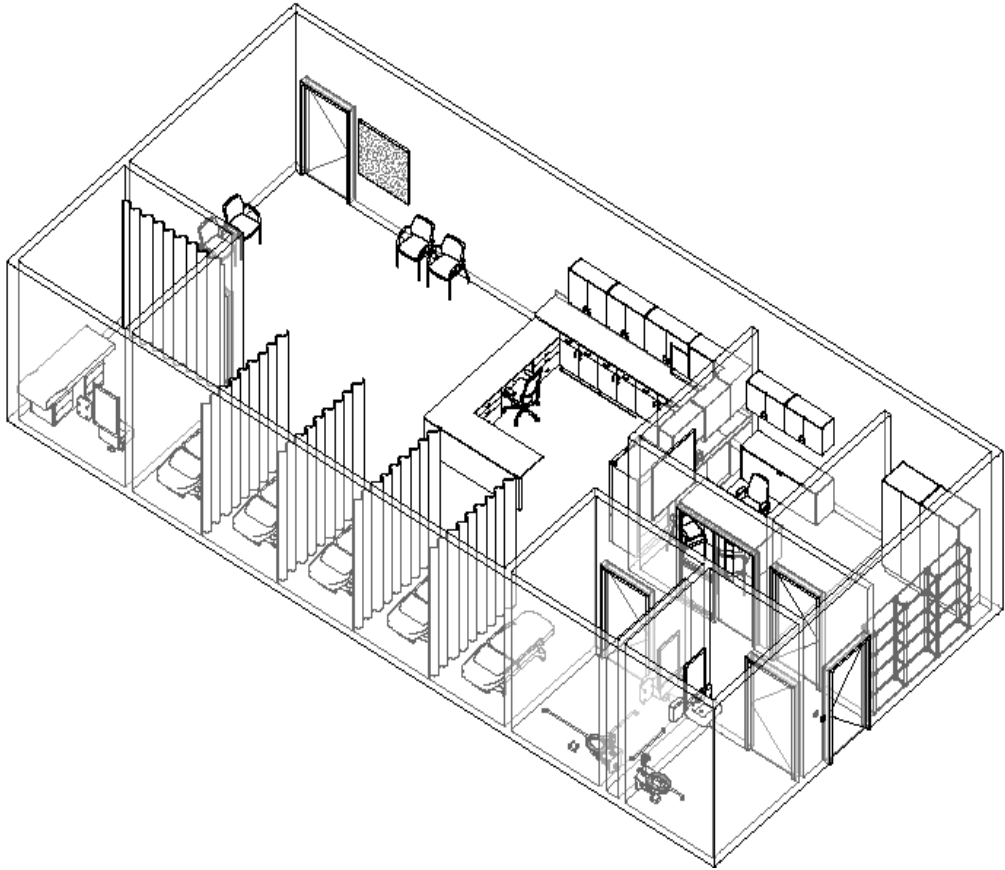
| Item # | Item                                                                | Qty  |
|--------|---------------------------------------------------------------------|------|
| 3      | Projection Device/Interactive Monitor                               | 2    |
| 4      | Built-in Workstation with Transaction Counter and Kneespace for Two | 1    |
| 5      | Built-in Lower Cabinets                                             | TBD* |
| 6      | School Name                                                         | 1    |
| 7      | Card Readers                                                        | TBD* |
| 8      | Dedication Plaque                                                   | 1    |
| 9      | Videophone                                                          | 1    |

\*May vary due to room configuration.



HEALTH CLINIC

MIDDLE SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS



**HEALTH CLINIC**

Treatment Area, Treatment Room, Restrooms, &amp; Storage

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item         | Qty |
|--------|--------------|-----|
| 1      | Cots         | 5   |
| 2      | Desk         | 1   |
| 3      | Desk Chair   | 2   |
| 4      | Eye Chart    | 1   |
| 5      | Guest Chairs | 6   |

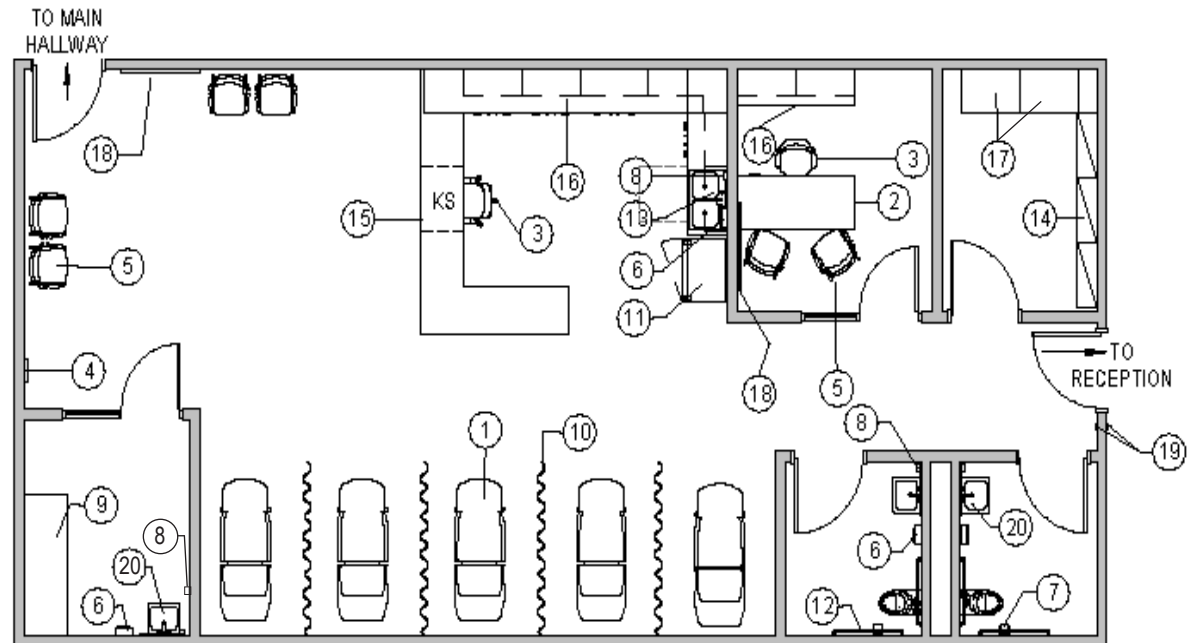
**General Contractor = In Contract (IC)**

| Item # | Item                                  | Qty  |
|--------|---------------------------------------|------|
| 6      | Paper Towel Dispenser                 | 4    |
| 7      | Toilet Paper Dispenser                | 2    |
| 8      | Soap Dispenser                        | 4    |
| 9      | Hydraulic Table (Treatment Room)      | 1    |
| 10     | Cot Curtains                          | 3    |
| 11     | Refrigerator (Full Size; w/Ice Maker) | 1    |
| 12     | ADA compliant Accessories/Grab Bars   | 2    |
| 13     | Double Sink                           | 1    |
| 14     | Metal Shelving (Storage)              | TBD* |
| 15     | Built-in base cabinets and counter    | TBD* |
| 16     | Built-in Upper and Lower Cabinets     | TBD* |
| 17     | Built-in Storage Cabinet - Lockable   | 1    |
| 18     | Tackboard (4')                        | 2    |
| 19     | Card Reader                           | 2    |
| 20     | Hand-washing Sink                     | 3    |

\*May vary due to room configuration.

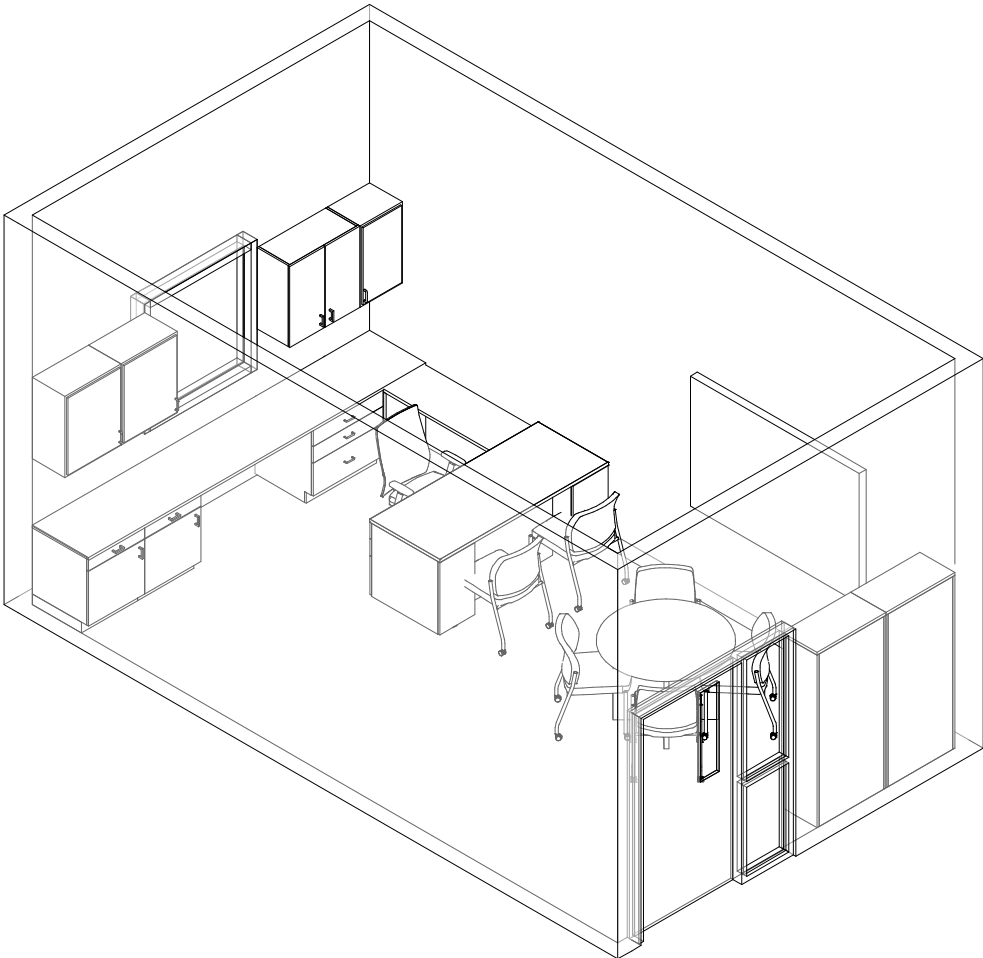
**NOTE:**

- Provide power to hydraulic table.
- Cabinets / Drawers should be lockable.
- Storage room and treatment room to be lockable.
- Provide door light at Treatment Room.
- Provide power and data at all kneespaces.



MIDDLE SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

PRINCIPAL'S OFFICE



**PRINCIPAL'S OFFICE**

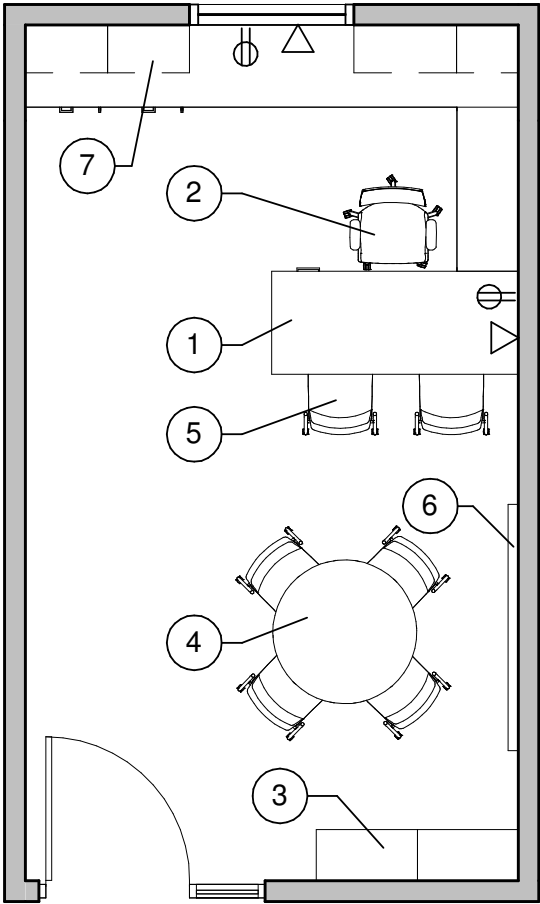
**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item             | Qty |
|--------|------------------|-----|
| 1      | Desk with Return | 1   |
| 2      | Desk Chair       | 1   |
| 3      | Bookshelves      | 2   |
| 4      | Conference Table | 1   |
| 5      | Guest Chairs     | 6   |

**General Contractor = In Contract (IC)**

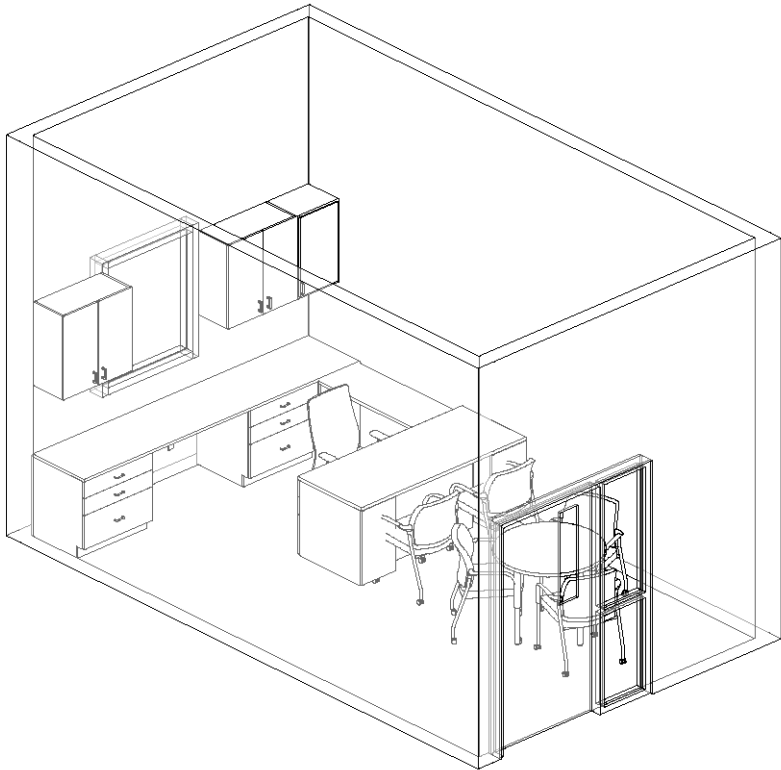
| Item # | Item                                             | Qty |
|--------|--------------------------------------------------|-----|
| 6      | Projection Device/Interactive Monitor            | 1   |
| 7      | Built-in Upper and Lower Cabinets with Kneespace | 1   |

NOTE:  
- Provide power and data at two desk locations as shown.  
- Provide blinds or shades at all exterior windows.



MIDDLE SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

ASSISTANT PRINCIPAL'S OFFICE





**ASSISTANT PRINCIPAL’S OFFICE**

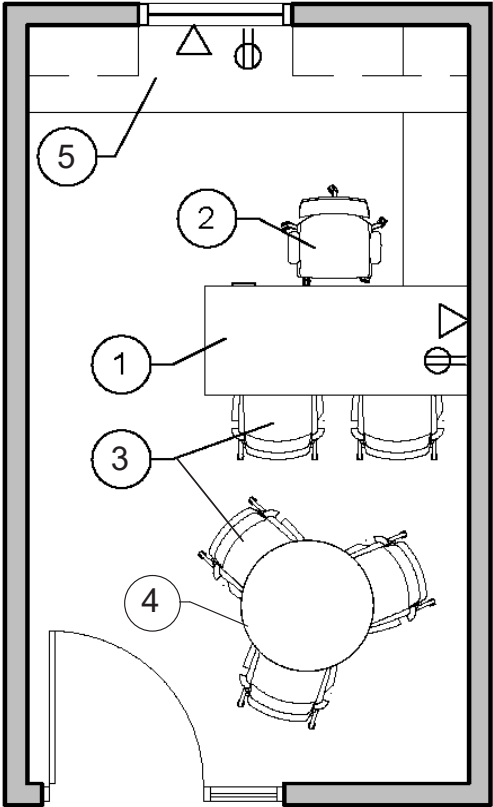
**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item             | Qty |
|--------|------------------|-----|
| 1      | Desk with Return | 1   |
| 2      | Desk Chair       | 1   |
| 3      | Guest Chairs     | 2   |
| 4      | Small Table      | 1   |

**General Contractor = In Contract (IC)**

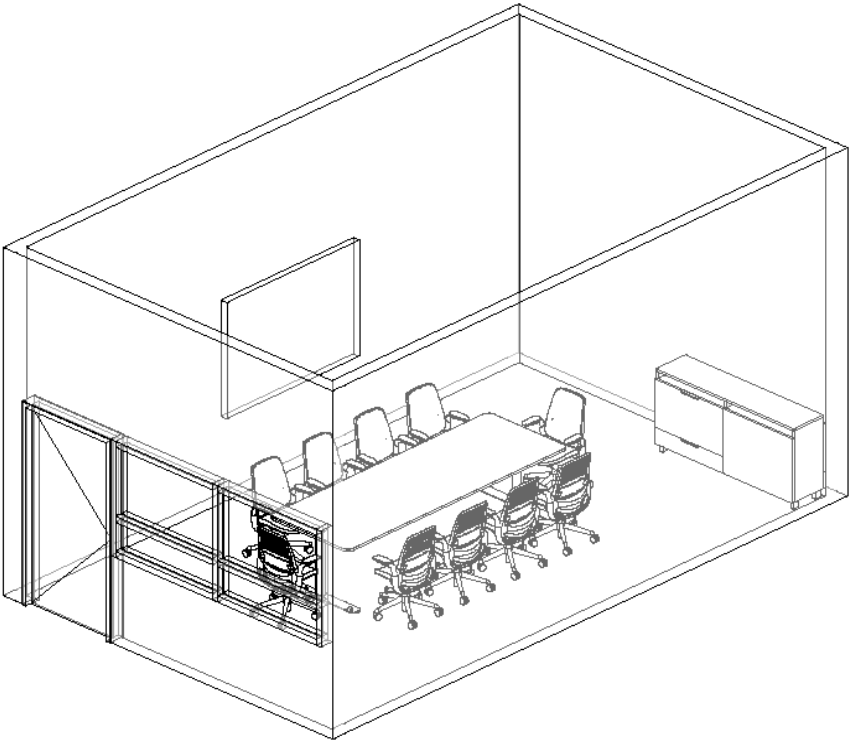
| Item # | Item                                             | Qty |
|--------|--------------------------------------------------|-----|
| 5      | Built-in Upper and Lower Cabinets with Kneespace | 1   |

- NOTE:
- Provide power and data at two desk locations as shown.
  - Provide blinds or shades at all exterior windows.



MIDDLE SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

CONFERENCE ROOM



**CONFERENCE ROOM**

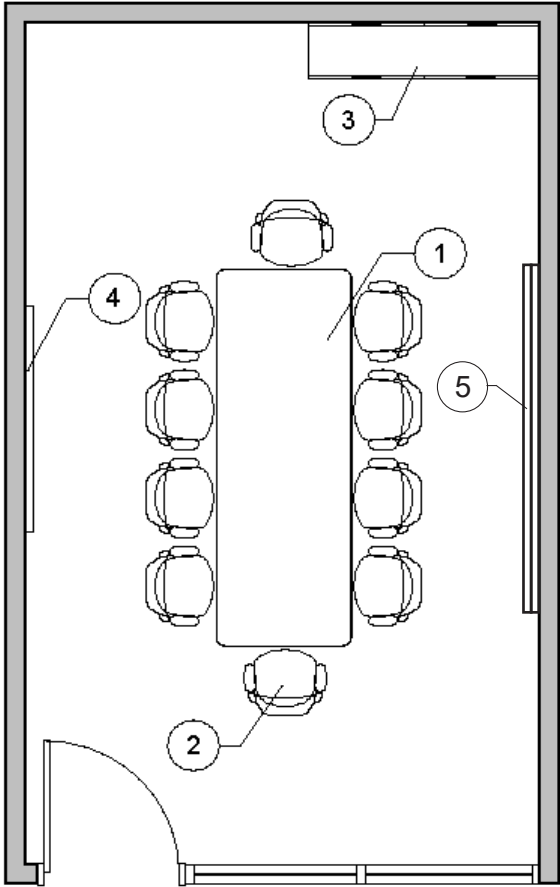
**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item             | Qty    |
|--------|------------------|--------|
| 1      | Conference Table | 1      |
| 2      | Guest Chairs     | 12 min |
| 3      | Credenza         | 1      |

NOTE:  
- Coordinate table location with electrical outlet locations. Floor outlets may be provided at conference rooms.

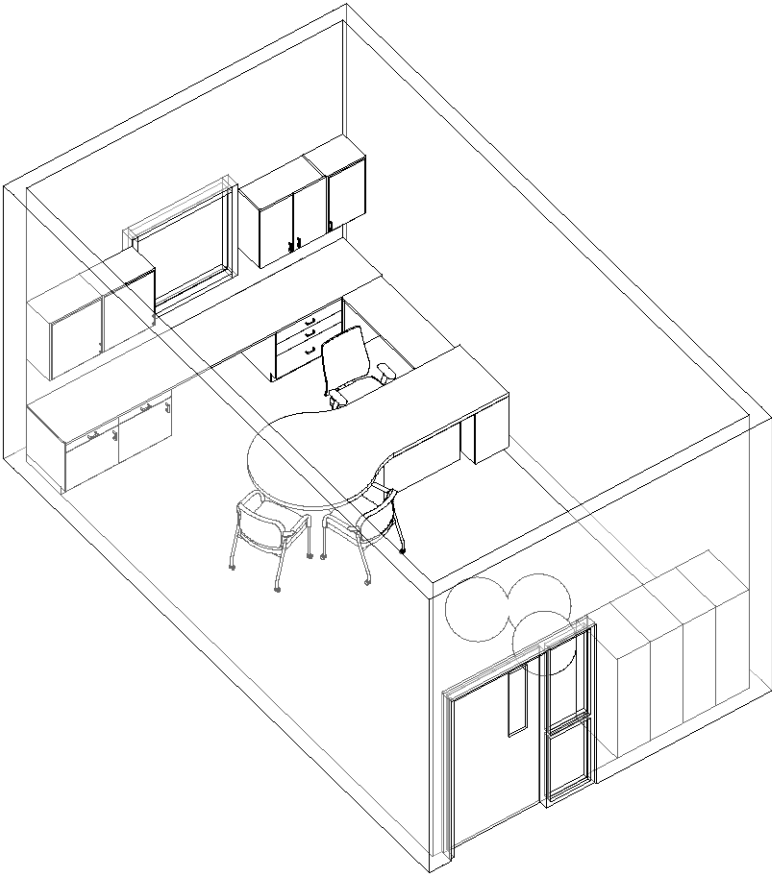
**General Contractor = In Contract (IC)**

| Item # | Item                                  | Qty |
|--------|---------------------------------------|-----|
| 4      | Projection Device/Interactive Monitor | 1   |
| 5      | Markerboard 8'                        | 1   |



MIDDLE SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

COUNSELOR'S OFFICE



COUNSELOR’S OFFICE

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item # | Item                                | Qty  |
|--------|-------------------------------------|------|
| 1      | Desk with Return and Conference End | 1    |
| 2      | Desk Chair                          | 1    |
| 3      | Soft Seating (i.e. Beanbag)         | TBD* |
| 4      | Guest Chairs                        | 2    |
| 5      | File Cabinets                       | 4*   |

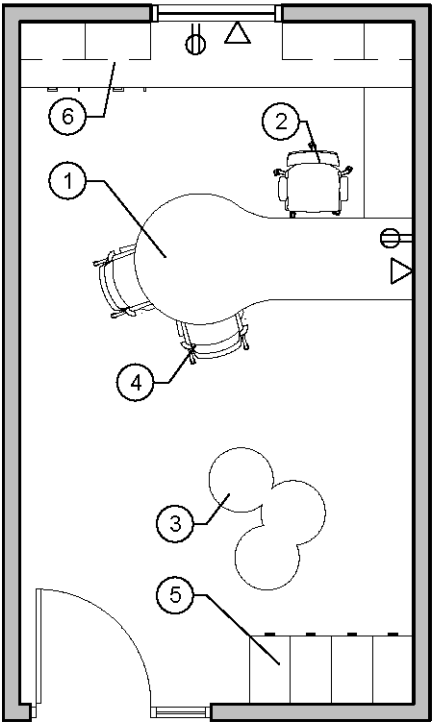
General Contractor = In Contract (IC)

| Item # | Item                                             | Qty |
|--------|--------------------------------------------------|-----|
| 6      | Built-in Upper and Lower Cabinets with Kneespace | 1   |

\*May vary due to room configuration.

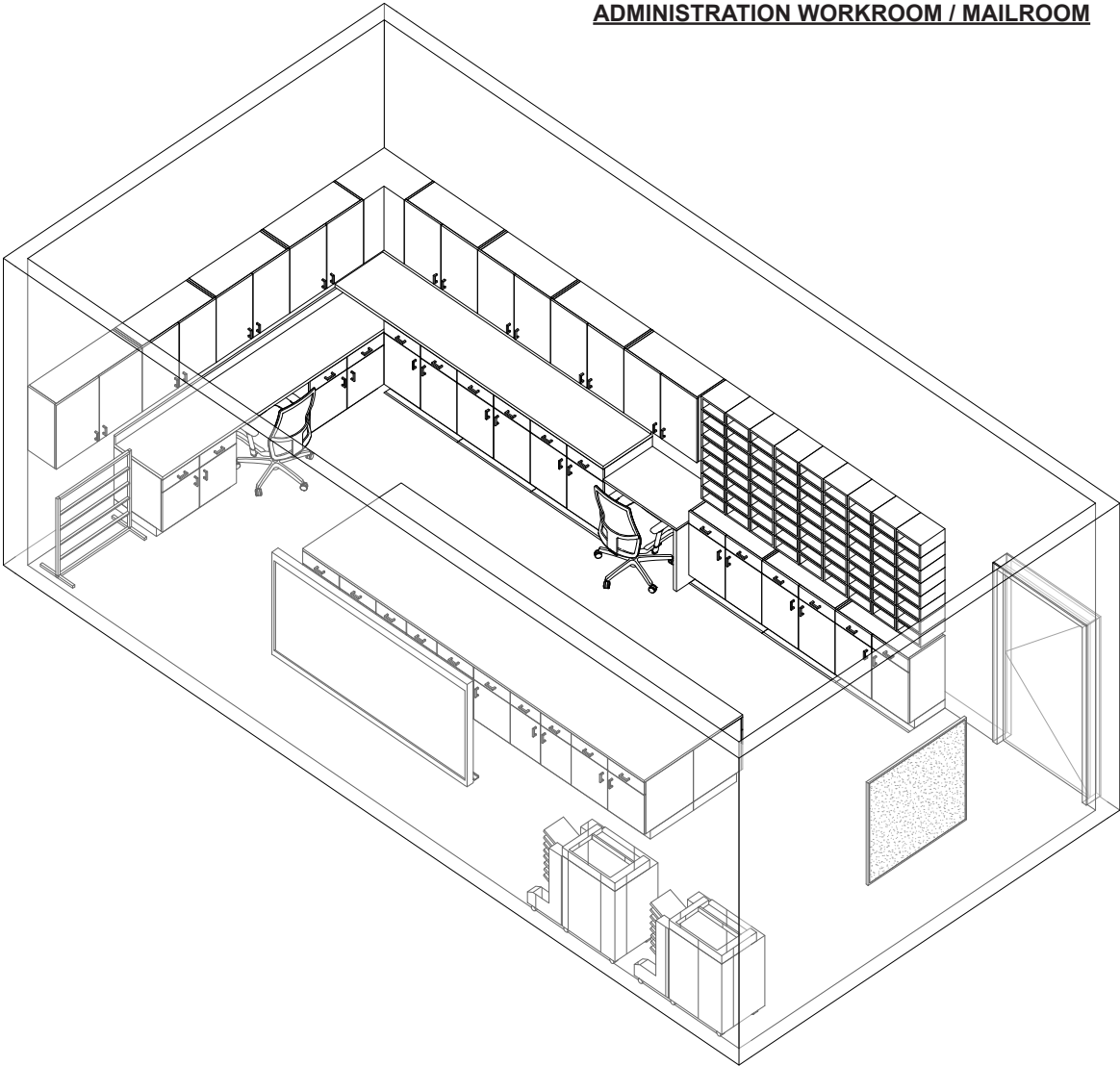
NOTE:

- Provide power and data at two desk locations as shown.
- Provide blinds or shades at all exterior windows.



MIDDLE SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

ADMINISTRATION WORKROOM / MAILROOM



266

**ADMINISTRATION WORKROOM / MAILROOM**

Furniture/Fixtures/Equipment = Not in Contract (NIC)

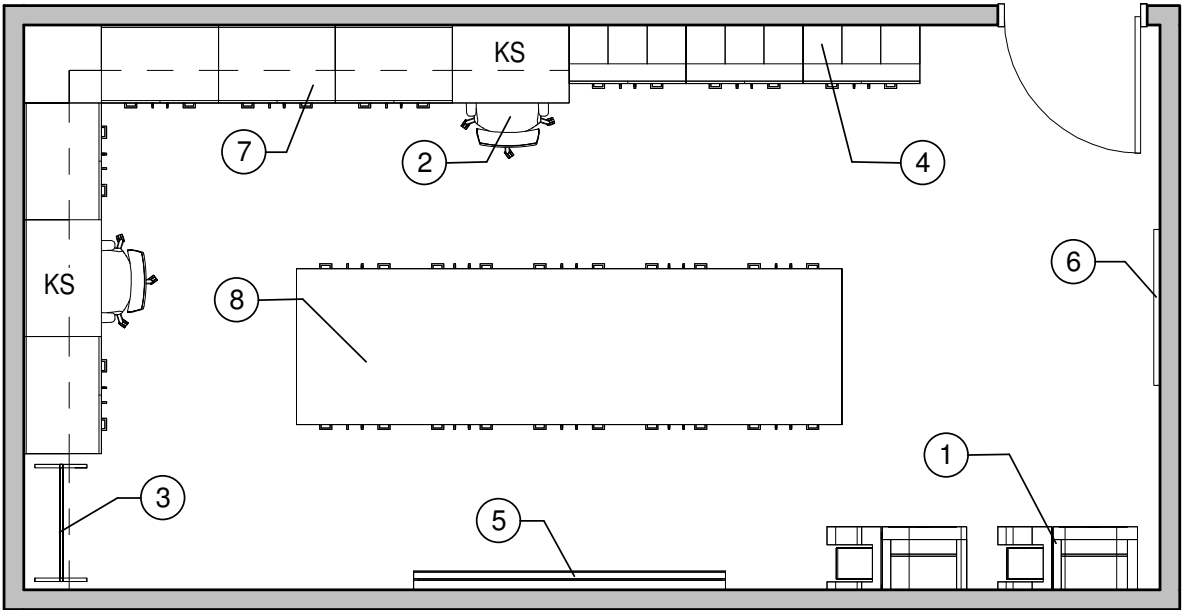
| Item # | Item                    | Qty |
|--------|-------------------------|-----|
| 1      | Large Printer / Copiers | 2*  |
| 2      | Chairs                  | 2   |
| 3      | Roll Paper Dispenser    | 1   |

General Contractor = In Contract (IC)

| Item # | Item                                            | Qty  |
|--------|-------------------------------------------------|------|
| 4      | Staff Mailboxes (3.25"x11")                     | 90** |
| 5      | Markerboard (8')                                | 1    |
| 6      | Tackboard (4')                                  | 1    |
| 7      | Built-in Upper & Lower Cabinets with Kneespaces | TBD* |
| 8      | Built-in Island with Cabinets                   | 1    |

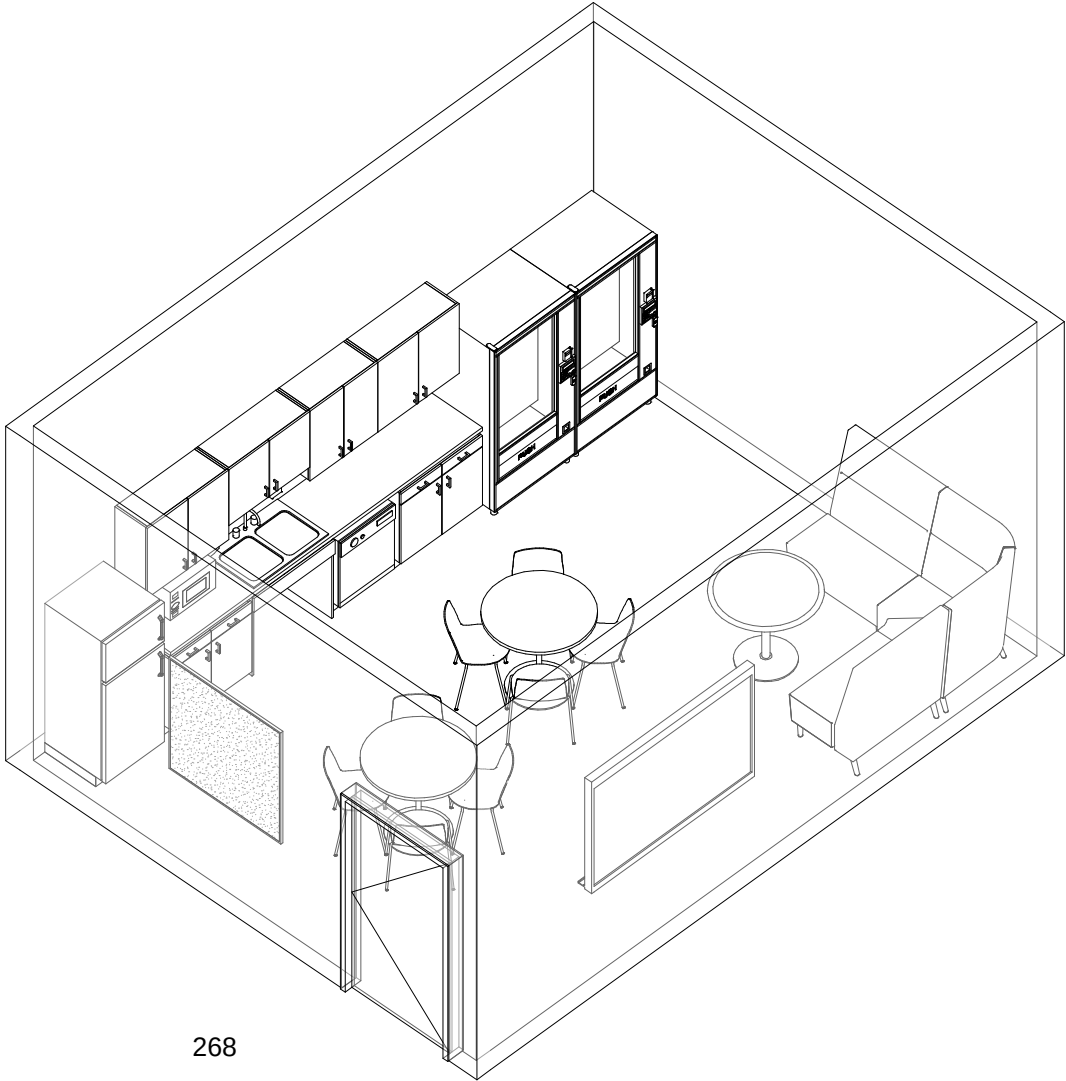
\*May vary due to room configuration.  
\*\*Confirm number of mailboxes during design.

- NOTE:
- Provide power at center island.
  - Provide power and data at copier/printers.
  - Provide power and data at kneespace (KS).



MIDDLE SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

TEACHERS' LOUNGE



268



**TEACHERS' LOUNGE****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item              | Qty |
|--------|-------------------|-----|
| 1      | Chairs            | 8*  |
| 2      | Tables            | 2*  |
| 3      | Soft Seating Area | 1   |

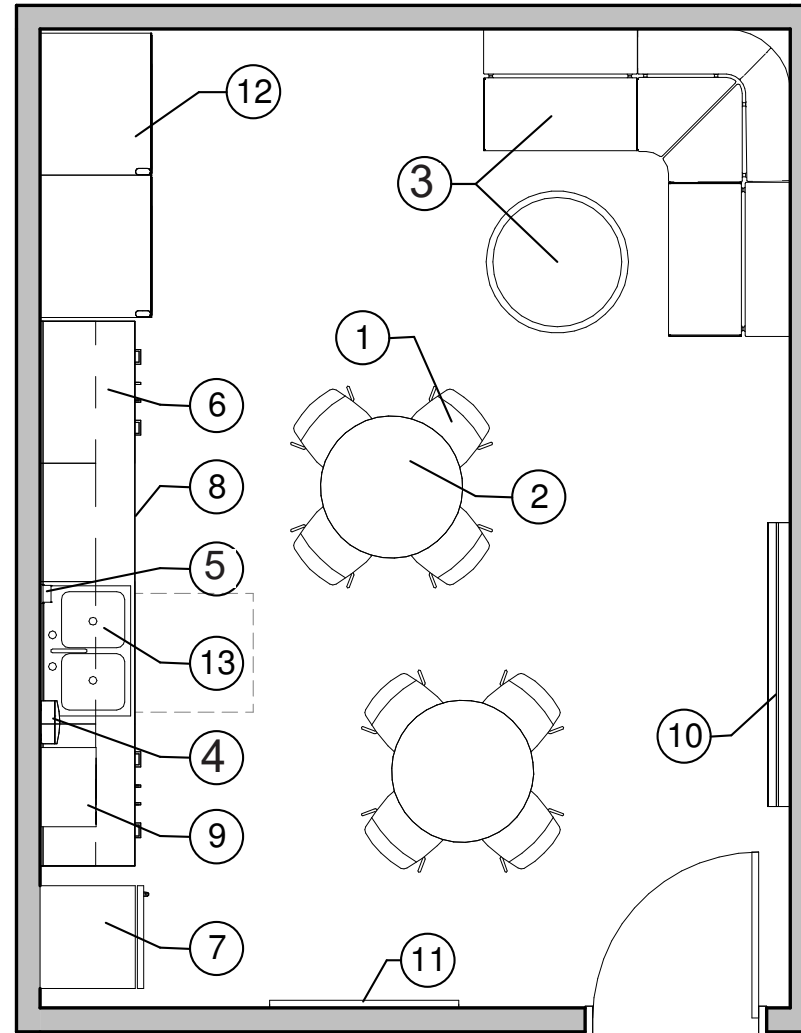
**General Contractor = In Contract (IC)**

| Item # | Item                                         | Qty  |
|--------|----------------------------------------------|------|
| 4      | Paper Towel Dispenser                        | 1    |
| 5      | Soap Dispenser                               | 1    |
| 6      | Built-in Upper and Lower Cabinets (Lockable) | TBD* |
| 7      | Refrigerator with Ice Maker                  | 1    |
| 8      | Dishwasher                                   | 2    |
| 9      | Microwave                                    | 1*   |
| 10     | Markerboard (6')                             | 1    |
| 11     | Tackboard (4')                               | 1    |
| 12     | Vending Machines                             | 2    |
| 13     | Sink                                         | 1    |

\*May vary due to room configuration.

**NOTES:**

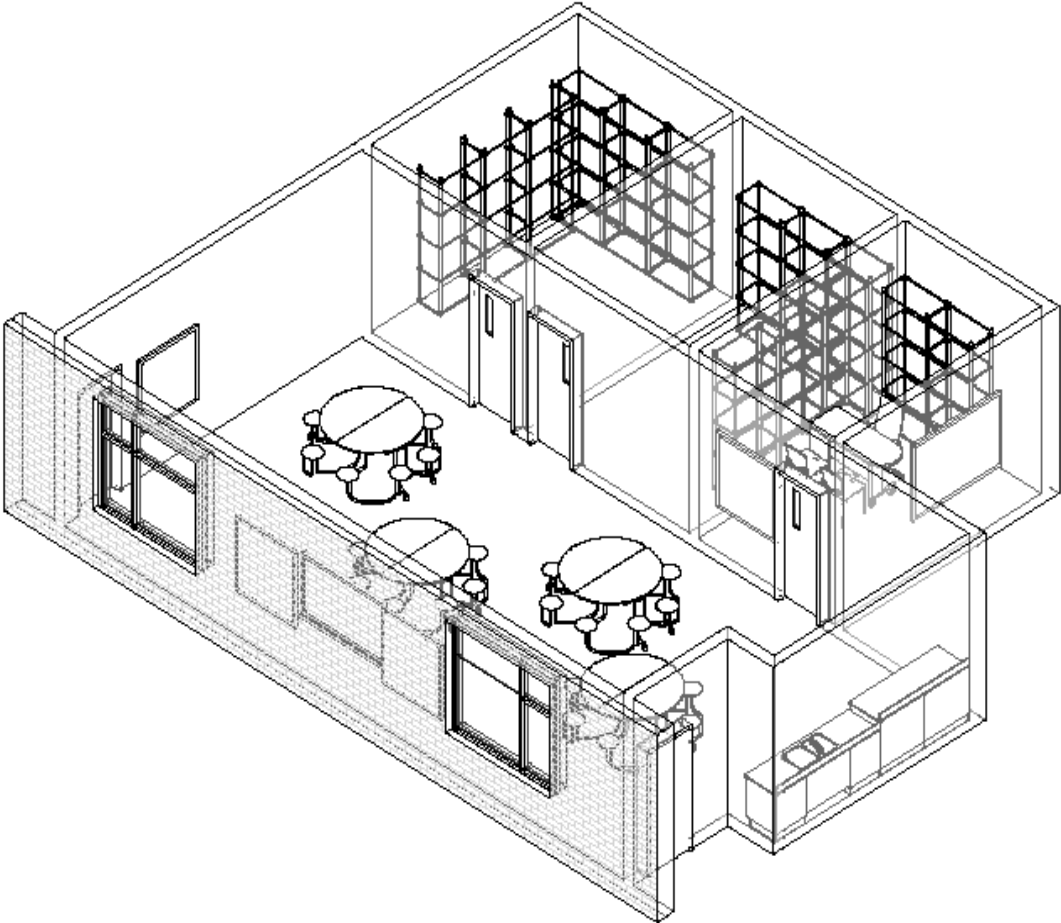
- Provide garbage disposal at sink. Coordinate ADA clearance.
- Provide water to refrigerator/ice machine.
- Provide power to vending machines.



269

MIDDLE SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

PARENT LIAISON ROOM



270

**PARENT LIAISON ROOM****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                 | Qty |
|--------|----------------------|-----|
| 1      | Tables               | 16* |
| 2      | Chairs               | 34* |
| 3      | Desk (Office)        | 1   |
| 4      | Desk Chair (Office)  | 1   |
| 5      | Guest Chair (Office) | 2   |
| 6      | Coffee Maker         | 1   |
| 7      | Computer Tables      | 2   |

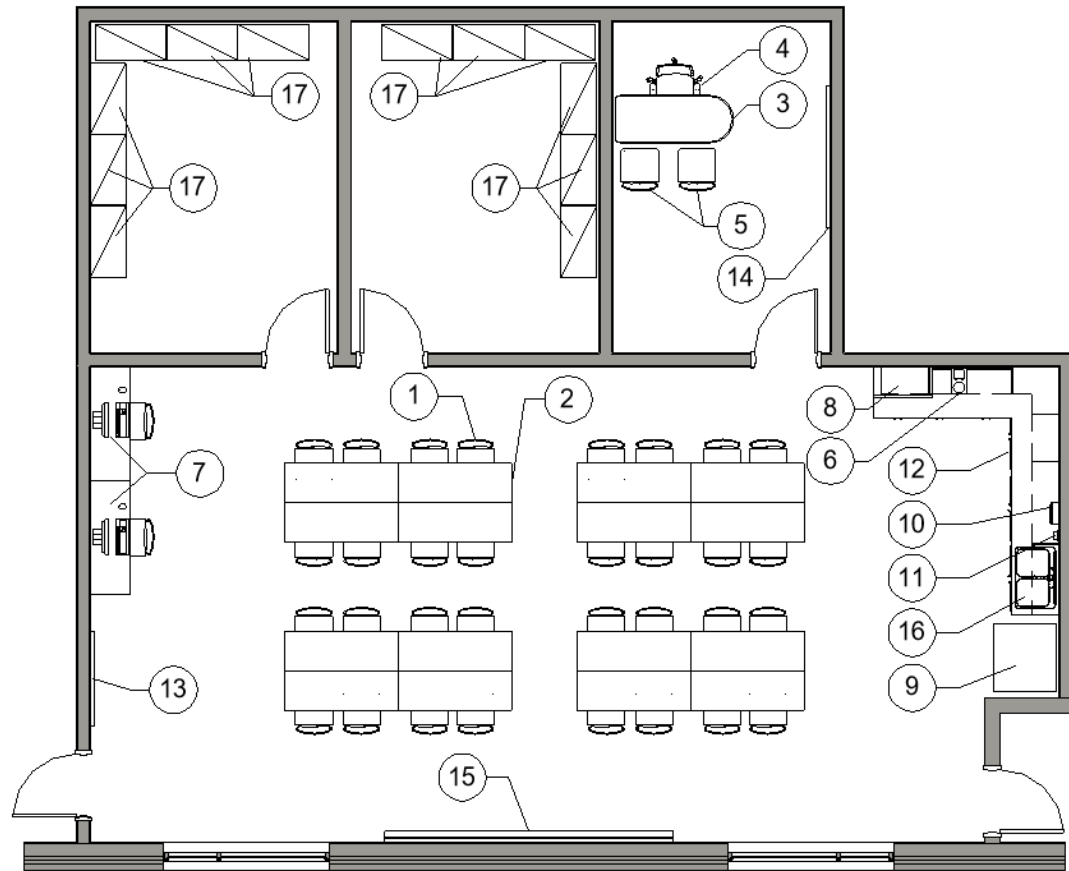
**General Contractor = In Contract (IC)**

| Item                                 | Qty  |
|--------------------------------------|------|
| 8 Microwave                          | 1    |
| 9 Refrigerator w/ Ice Maker          | 1    |
| 10 Paper Towel Dispenser             | 1    |
| 11 Soap Dispenser                    | 1    |
| 12 Built-in Upper and Lower Cabinets | TBD* |
| 13 Tackboard (4')                    | 1    |
| 14 Markerboard (6')                  | 1    |
| 15 Markerboard (12')                 | 1    |
| 16 Sink                              | 1    |
| 17 Metal Shelving                    | TBD* |

\*May vary due to room configuration.

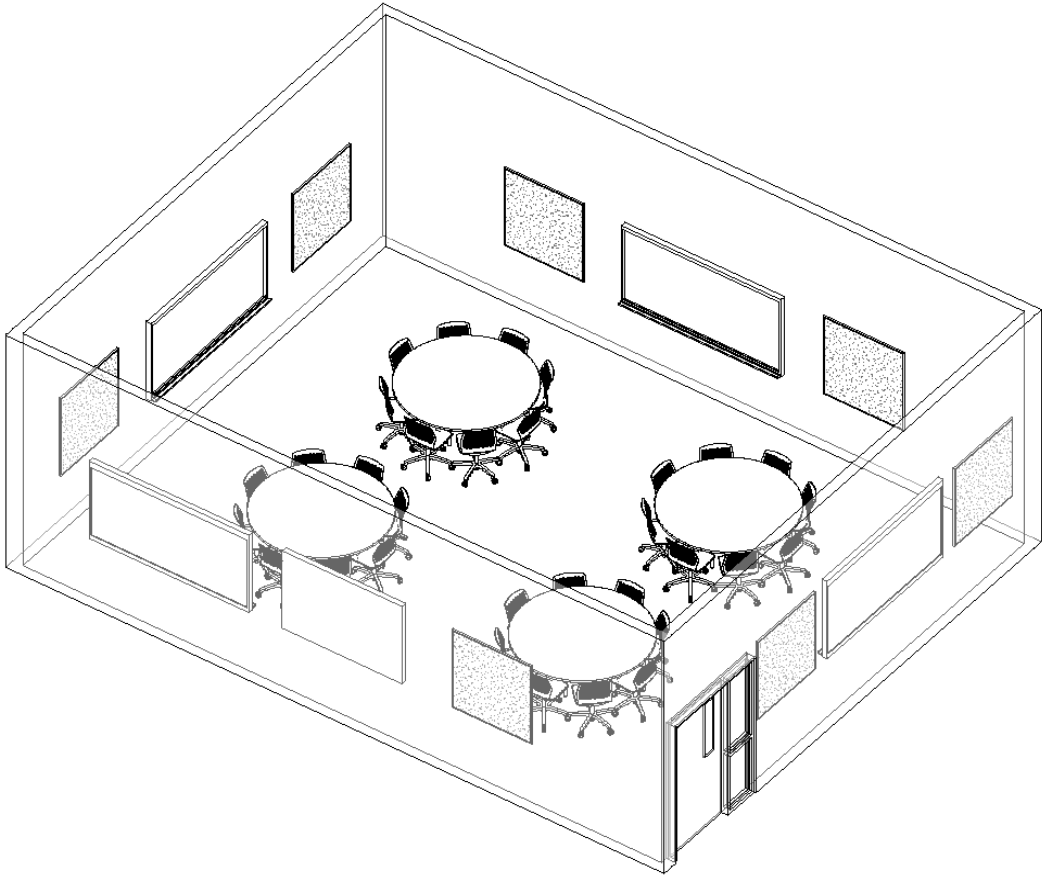
**NOTE:**

- Provide plentiful electrical outlets on all walls (min 3 per wall).



MIDDLE SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

PROFESSIONAL LEARNING CENTER (PLC)



**PROFESSIONAL LEARNING CENTER (PLC)**

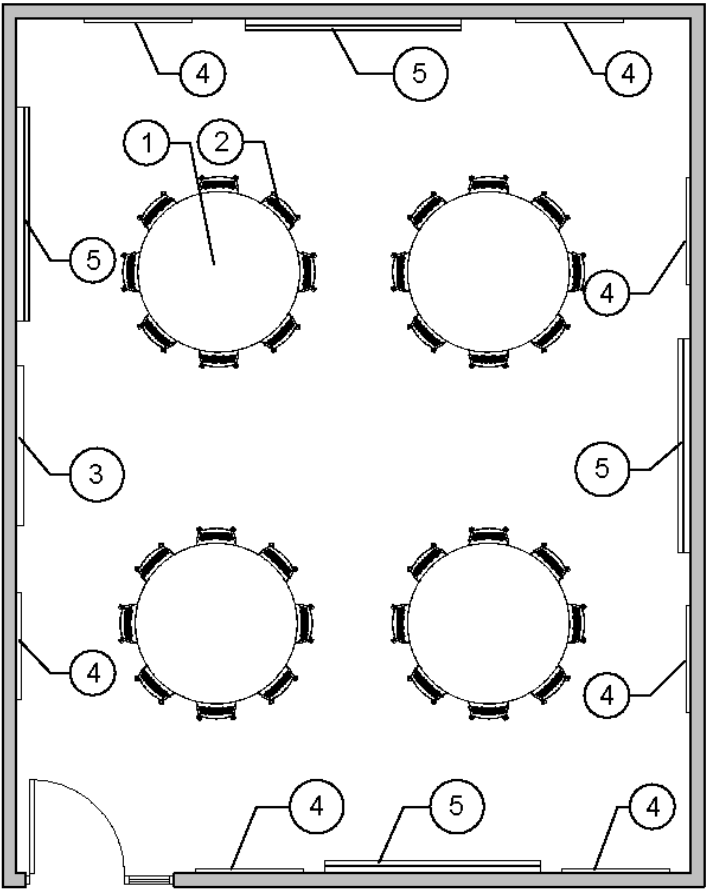
Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item # | Item   | Qty |
|--------|--------|-----|
| 1      | Tables | 4   |
| 2      | Chairs | 24  |

General Contractor = In Contract (IC)

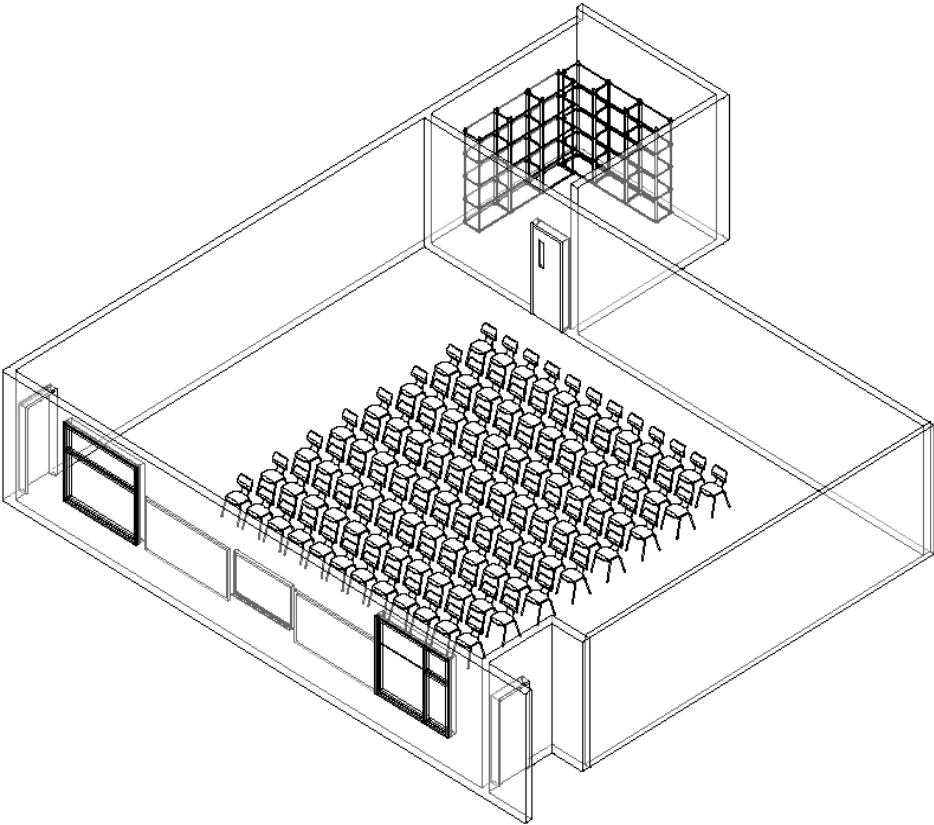
| Item # | Item                                  | Qty |
|--------|---------------------------------------|-----|
| 3      | Projection Device/Interactive Monitor | 1   |
| 4      | Tackboard (4')                        | 7   |
| 5      | Markerboard (8')                      | 4   |

NOTE:  
- Provide plentiful electrical outlets on all walls (min 3 per wall).



MIDDLE SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

MULTI-PURPOSE ROOM



MULTI-PURPOSE ROOM

Furniture/Fixtures/Equipment = Not in Contract (NIC)

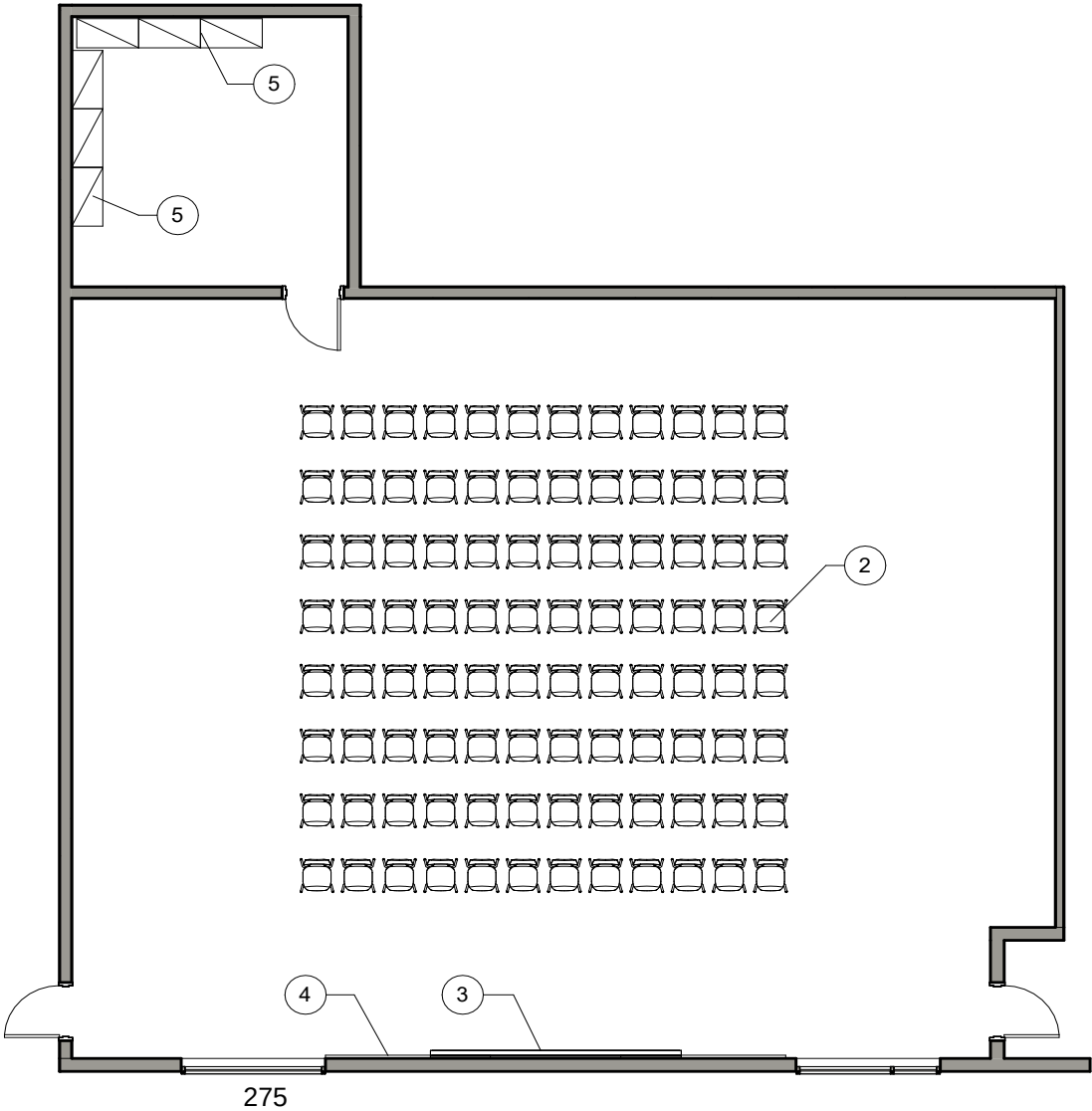
| Item # | Item               | Qty  |
|--------|--------------------|------|
| 1      | Tables (Not Shown) | 12*  |
| 2      | Chairs             | 100* |

General Contractor = In Contract (IC)

| Item                                    | Qty  |
|-----------------------------------------|------|
| 3 Projection Device/Interactive Monitor | 1    |
| 4 Markerboard (12')                     | 2    |
| 5 Metal Shelving                        | TBD* |

\*May vary due to room configuration.

NOTE:  
- Provide plentiful electrical outlets on all walls (min 3 per wall).



# MIDDLE SCHOOL ADMINISTRATION SPACE REQUIREMENTS

## SECRETARY/CLERK/TYPICAL OFFICE

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item             | Qty |
|------------------|-----|
| Desk with Return | 1   |
| Desk Chair       | 1   |
| Guest Chair      | 2   |

General Contractor = In Contract (IC)

| Item                                             | Qty  |
|--------------------------------------------------|------|
| Built-in Upper and Lower Cabinets with Kneespace | TBD* |

## SRO OFFICE

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item             | Qty |
|------------------|-----|
| Desk with Return | 1   |
| Desk Chair       | 1   |
| Guest Chair      | 2   |

General Contractor = In Contract (IC)

| Item                                             | Qty  |
|--------------------------------------------------|------|
| Built-in Upper and Lower Cabinets with Kneespace | TBD* |
| Gun Locker Safe                                  | 1    |

## SUPPLIES / STORAGE

General Contractor = In Contract (IC)

| Item           | Qty  |
|----------------|------|
| Metal Shelving | TBD* |



# MIDDLE SCHOOL ADMINISTRATION SPACE REQUIREMENTS

## WELLNESS ROOM

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item             | Qty |
|------------------|-----|
| Chair            | 1   |
| Small Side Table | 1   |

General Contractor = In Contract (IC)

| Item                   | Qty  |
|------------------------|------|
| Paper Towel Dispenser  | 1    |
| Soap Dispenser         | 1    |
| Built-in Lower Cabinet | TBD* |
| Sink                   | 1    |
|                        |      |

## TESTING STORAGE

General Contractor = In Contract (IC)

| Item           | Qty  |
|----------------|------|
| Card Reader    | 1    |
| Metal Shelving | TBD* |

## SINGLE USER RESTROOMS

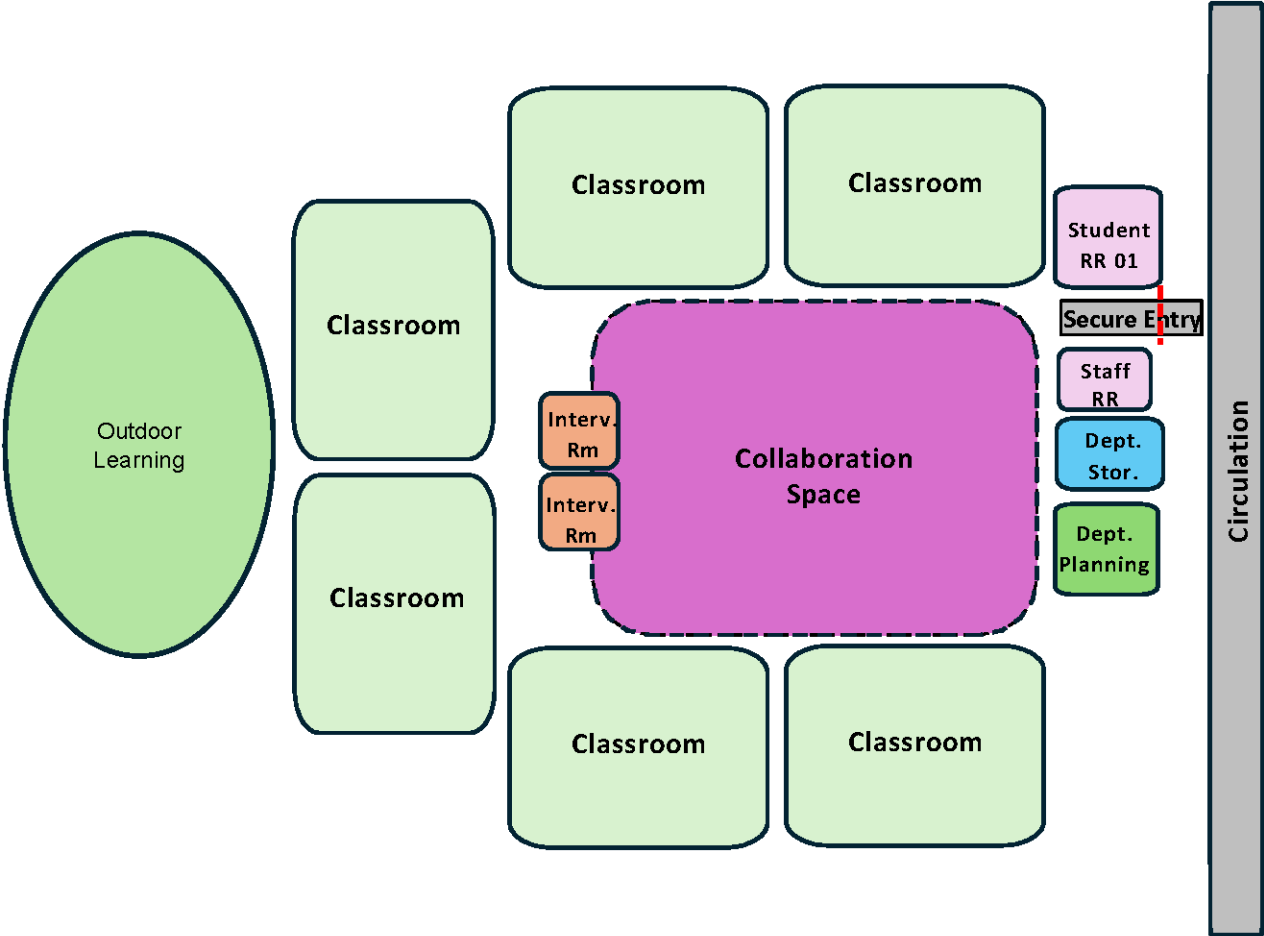
General Contractor = In Contract (IC)

| Item                                | Qty |
|-------------------------------------|-----|
| Paper Towel Dispenser               | 1   |
| Toilet Paper Dispenser              | 1   |
| Soap Dispenser                      | 1   |
| Feminine Napkin Disposal            | 1   |
| ADA compliant Accessories/Grab Bars | 1   |
| Mirror                              | 1   |
| Sink                                | 1   |

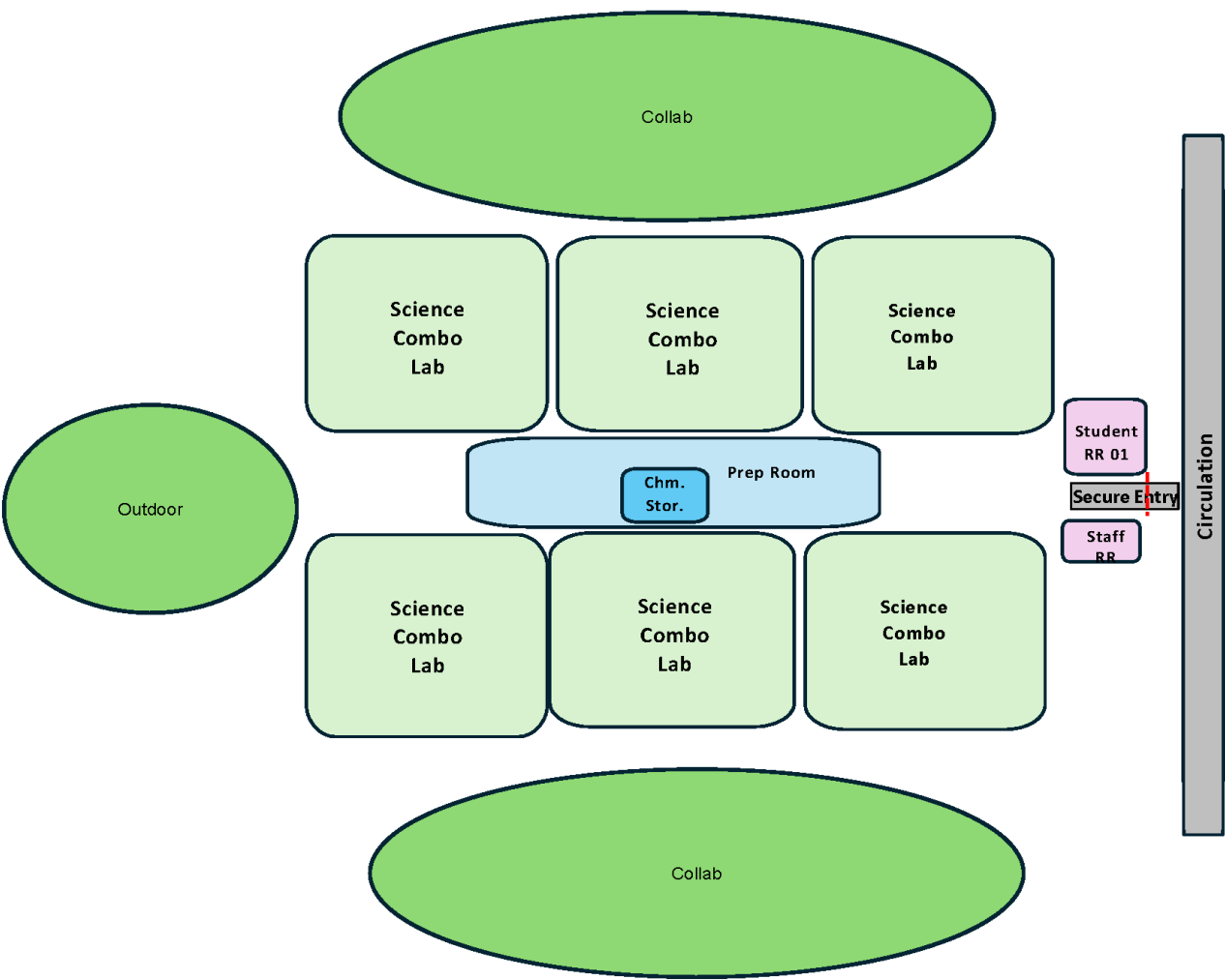
\*May vary due to room configuration.

**MIDDLE SCHOOL  
ACADEMICS**

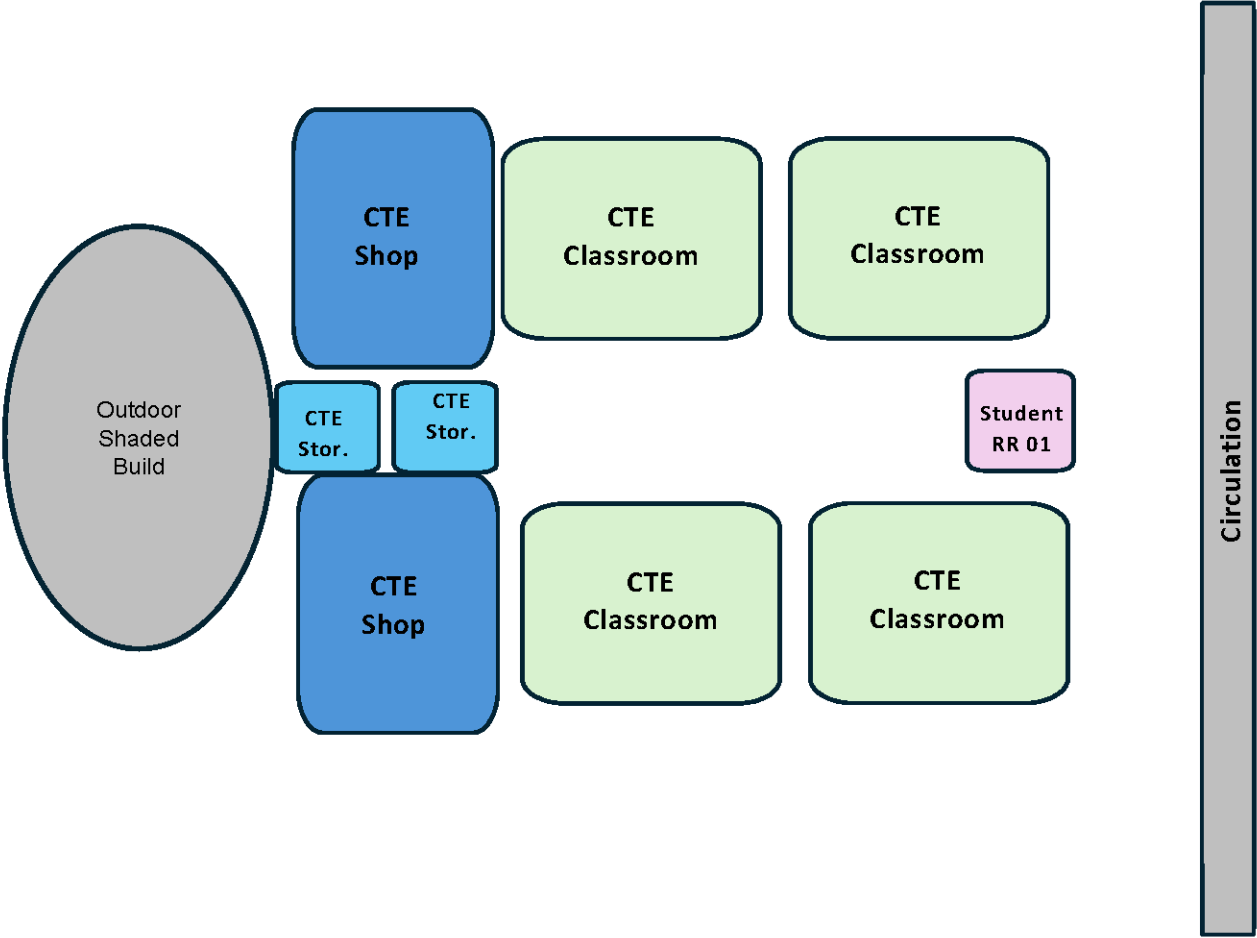
MIDDLE SCHOOL  
ACADEMICS  
ADJACENCY  
GENERAL



MIDDLE SCHOOL  
ACADEMICS  
ADJACENCY  
SCIENCE



MIDDLE SCHOOL  
ACADEMICS  
ADJACENCY  
CTE



MIDDLE SCHOOL  
ACADEMICS  
PROGRAM OF SPACES

| <u>Space</u>                  | <b>840 Students</b> |           |               |
|-------------------------------|---------------------|-----------|---------------|
|                               | <b>Qty</b>          | <b>SF</b> | <b>Total</b>  |
| 6th- 8th Grade Classrooms     | 18                  | 1080      | 19,440        |
| Science Combination Lab       | 6                   | 1,740     | 10,440        |
| Prep Rooms                    | 1                   | 750       | 750           |
| Chemical Storage              | 1                   | 100       | 100           |
| Collaboration spaces          | 4                   | 2,000     | 8,000         |
| Departmental Planning Rooms   | 3                   | 200       | 600           |
| Departmental Planning Storage | 3                   | 200       | 600           |
| Staff Restrooms               | 4                   | 60        | 240           |
| Student Restrooms             | 8                   | 240       | 1,920         |
| Huddle Intervention Rooms     | 8                   | 120       | 960           |
| <b>CTE</b>                    |                     |           |               |
| CTE Classrooms                | 4                   | 1,200     | 4,800         |
| CTE Labs                      | 2                   | 1,000     | 2,000         |
| CTE Storage                   | 4                   | 150       | 600           |
| CTE Office Planning           | 1                   | 200       | 200           |
| <b>Subtotal</b>               |                     |           | <b>50,650</b> |

## MIDDLE SCHOOL ACADEMICS SUMMARY

### ACADEMICS

Classrooms will be organized by grade level in an departmental arrangement with separate science suite. All labs will be grouped together by grade level with a shared prep/storage room.

#### General Notes:

- It is preferred that classroom areas have direct access to outdoor learning spaces. Classroom areas shall also have collaboration spaces, student restrooms, teacher planning room and huddle rooms. All classrooms should have easy access to teacher lounge/workroom, staff restroom, book rooms, and storage.
- During design, discussion should be had in regards to providing folding walls between classrooms to allow for collaboration. These walls should be magnetic markerboard material to provide additional writing space.
- Include transparency from classrooms to collaboration areas. Limit amount of transparency to one half of wall. Provide curtains to be drawn in emergencies.
- Doors to classrooms with glass walls to the hallways to be solid or have shades at the sidelight/door light.
- All glass walls to hallways or collaboration areas to have film that limits visibility to the room, but allows visibility from the classrooms to the hallway. Review heights during design.
- Technology access should be via wireless access points.
- Provide drinking fountains with bottle filling capabilities near all student/group restrooms
- Student group restrooms shall be designed to

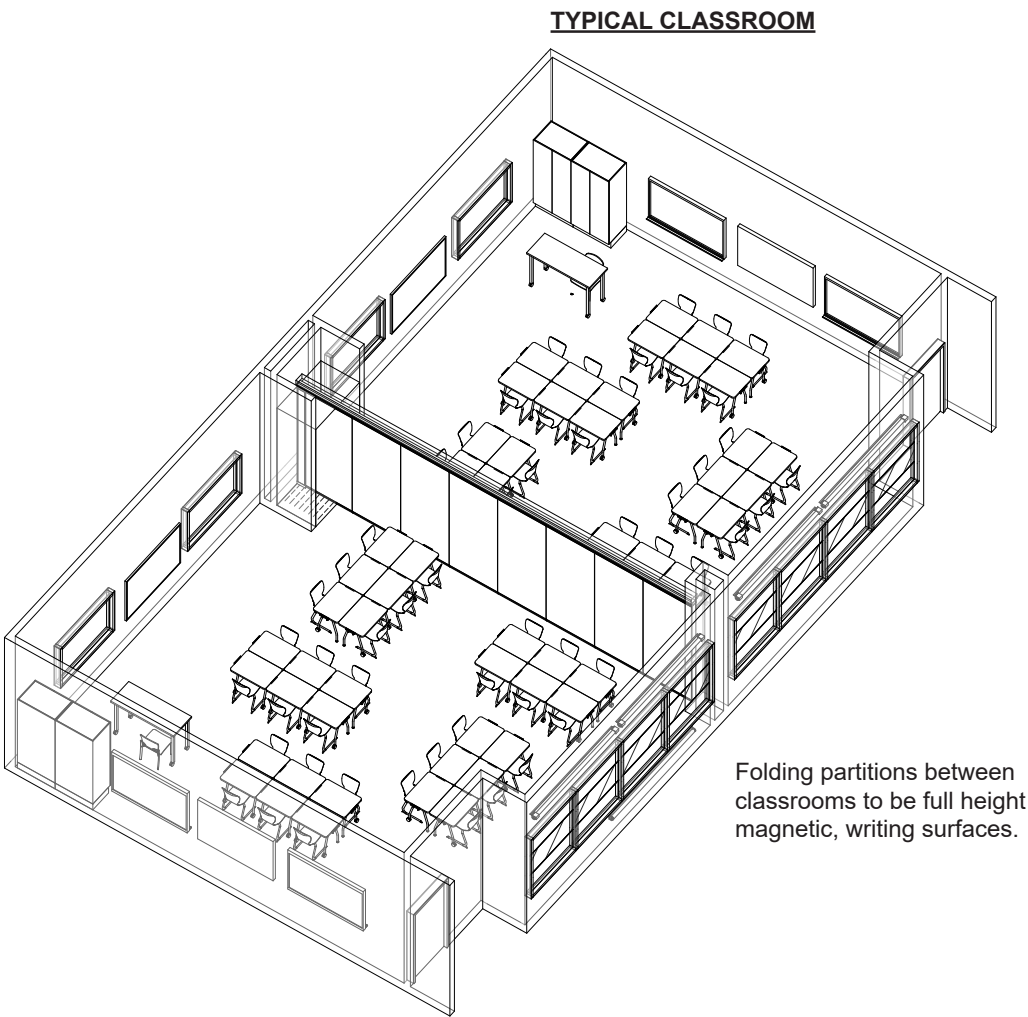
provide individual gender neutral toilet rooms, with large basin sinks located off hallway for supervision.

- Book rooms shall have plenty of charging ports/outlets included for charging computer carts.
- Teacher's lounges throughout to be spaces for re-charging and teacher overall wellness. Room layouts to consider appropriate furniture and color considerations. Consider inclusion of biophilic elements.
- It is preferred that Science rooms be located on first floor for ease of access by all students and to allow access to outdoor learning spaces.
- All furnishings within the classroom shall be flexible, student focused and directly support daily instruction. Diverse seating should be provided such as stand-up and sit-desks as well as wobbly stools, etc.
- Furniture should be size and age appropriate for the students. Classroom chair heights are as follows:
  - 6th-8th Grade - 16"
  - Collaboration, Science, and other misc spaces - 16"
- Provide for outdoor learning spaces. Consider diverse settings including outdoor classrooms, play areas, gardens with robust Wi-Fi, water access, electricity and shade depending on use.

#### Fixtures/Furniture/Equipment (FFE)

- Refer to Space Requirements for Fixtures, Furniture, and Equipment.

MIDDLE SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS





**TYPICAL CLASSROOM****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

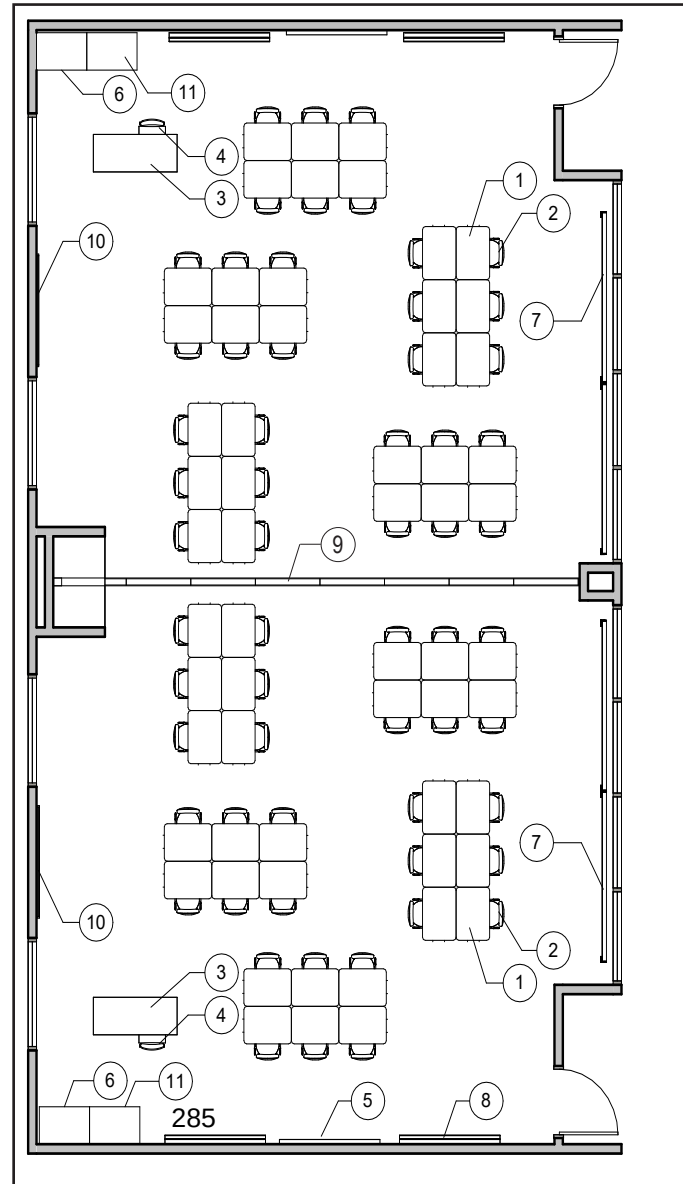
| Item # | Item                                   | Qty |
|--------|----------------------------------------|-----|
| 1      | Student Collaborative Desks on Casters | 30  |
| 2      | Student Chairs                         | 30  |
| 3      | Mobile Teacher Desk                    | 1   |
| 4      | Teacher Desk Chair                     | 1   |
| **     | Mobile Charging Towers                 | **  |

**General Contractor = In Contract (IC)**

| Item # | Item                                  | Qty  |
|--------|---------------------------------------|------|
| 5      | Projection Device/Interactive Monitor | 1    |
| 6      | Built-in Tall Storage Cabinet         | 1    |
| 7      | Curtains for Security                 | TBD* |
| 8      | Markerboard (6')                      | 2    |
| 9      | Folding Partition Wall                | 1    |
| 10     | Tackboard (4')                        | 1    |
| 11     | Teacher Wardrobe Cabinet              | 1    |

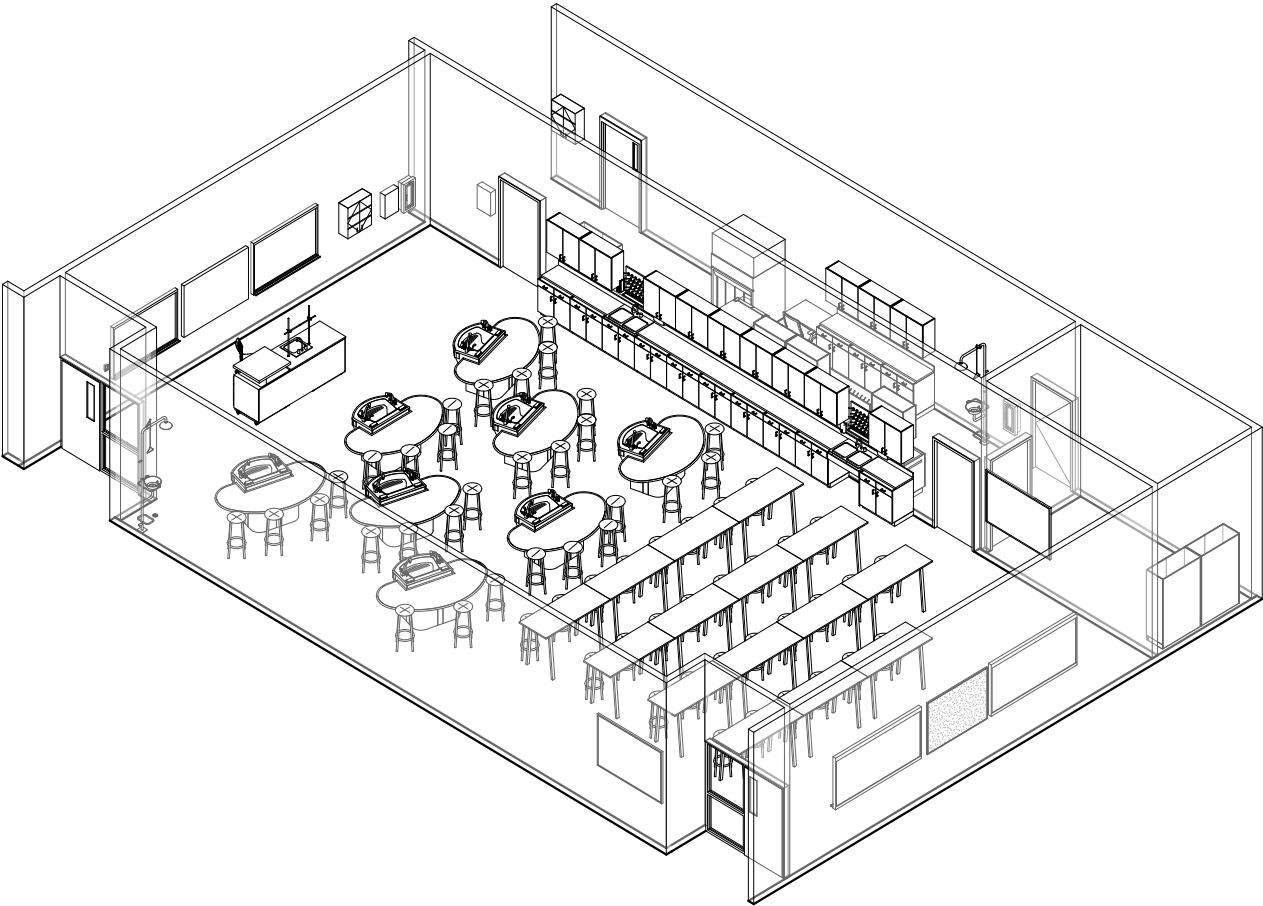
\*May vary due to room configuration.

\*\* Explore providing mobile charging towers in the Classrooms and Collaboration spaces.



SCIENCE LAB/PREP ROOM

MIDDLE SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS



**SCIENCE LAB/PREP ROOM****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                     | Qty |
|--------|--------------------------|-----|
| 1      | Student Stools/Chairs    | 60  |
| 2      | Mobile Student Lab Table | 14  |
| 3      | Teacher Chair/Stool      | 3   |

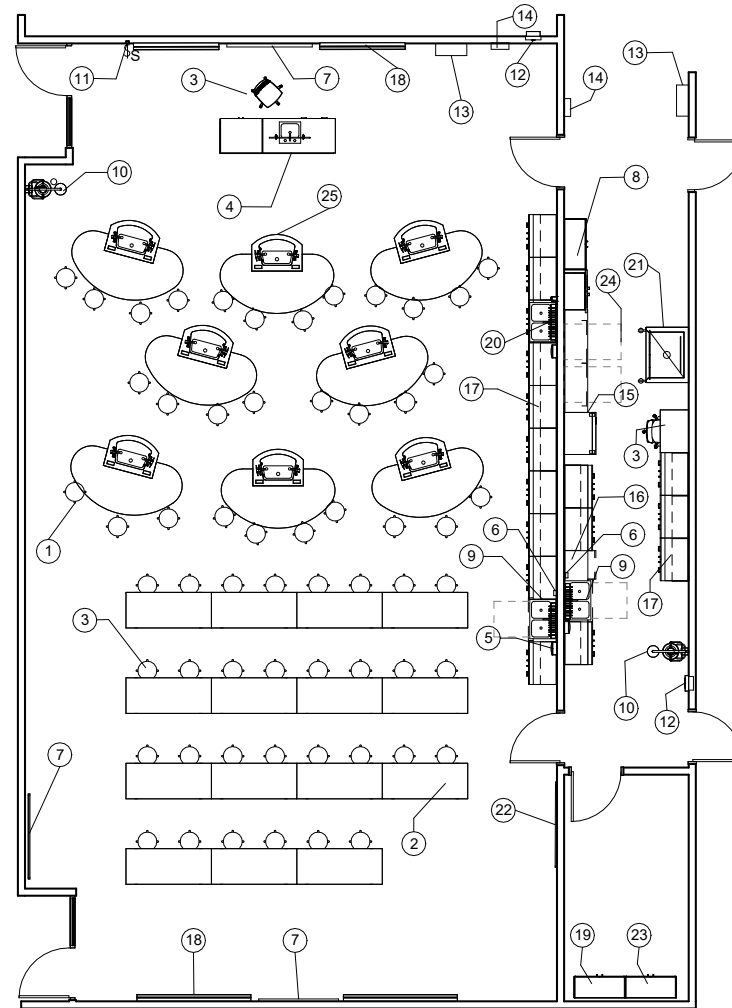
**General Contractor = In Contract (IC)**

| Item # | Item                                          | Qty  |
|--------|-----------------------------------------------|------|
| 4      | Teacher Demonstration Table w/Sink            | 1    |
| 5      | Paper Towel Dispenser                         | 4    |
| 6      | Soap Dispenser                                | 4    |
| 7      | Projection Device/Interactive Monitor         | 1    |
| 8      | Built-in Storage Cabinets                     | 2    |
| 9      | ADA compliant Accessible Sink                 | 3    |
| 10     | Emergency Shower and Eyewash with Floor Drain | 1    |
| 11     | Isimet Shut Down Controls                     | 1    |
| 12     | Fire Extinguisher/Blanket                     | 1 ea |
| 13     | Goggle Cabinet                                | 1    |
| 14     | First Aid Kit                                 | 1    |
| 15     | Refrigerator                                  | 1    |
| 16     | Dishwasher                                    | 1    |
| 17     | Built-in Upper and Lower Cabinets             | TBD* |
| 18     | Markerboard (6')                              | 4    |
| 19     | Acid Storage Cabinet                          | 1    |
| 20     | Drying Racks (above sinks)                    | 3    |
| 21     | Fume Hood                                     | 1    |
| 22     | Tackboard (4')                                | 1    |
| 23     | Flammable Storage Cabinet                     | 1    |
| 24     | Kneespace                                     | TBD* |
| 25     | Lab Tables w/Sink                             | 8    |

\*May vary due to room configuration.

NOTE:

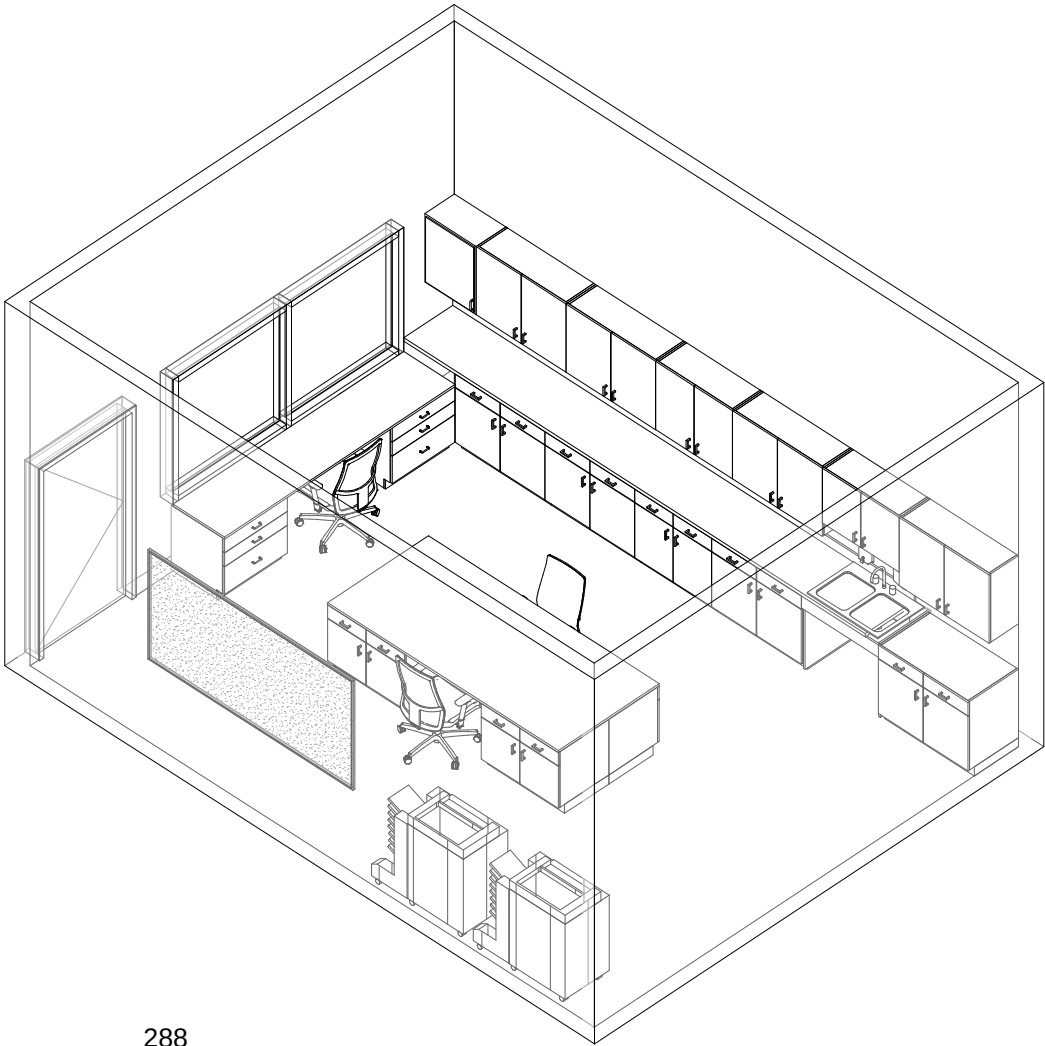
EDUCATIONAL SPECIFICATIONS



- Ensure adequate power is provided above lower at cabinets backsplash.
- Ensure compliance with TEA School Facility Standards for Science Labs.
- Provide power and data at kneespace (KS).

MIDDLE SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

DEPARTMENTAL PLANNING ROOMS



288

**DEPARTMENTAL PLANNING ROOMS**

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                 | Qty |
|--------|----------------------|-----|
| 1      | Large Printer/Copier | 2*  |
| 2      | Chairs               | 6   |
| 3      | Folding Tables       | 6   |

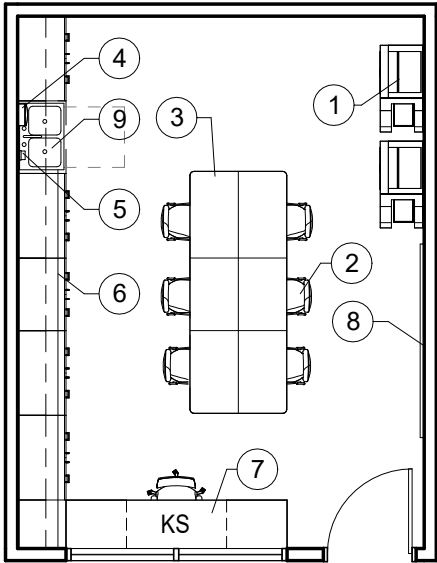
**General Contractor = In Contract (IC)**

| Item # | Item                                       | Qty |
|--------|--------------------------------------------|-----|
| 4      | Paper Towel Dispenser                      | 1   |
| 5      | Soap Dispenser                             | 1   |
| 6      | Built-in Upper and Lower Cabinets          | 1   |
| 7      | Built-in Lower Cabinets with One Kneespace | 1   |
| 8      | Markerboard (8')                           | 1   |
| 9      | Sink                                       | 1   |

\*May vary due to room configuration.

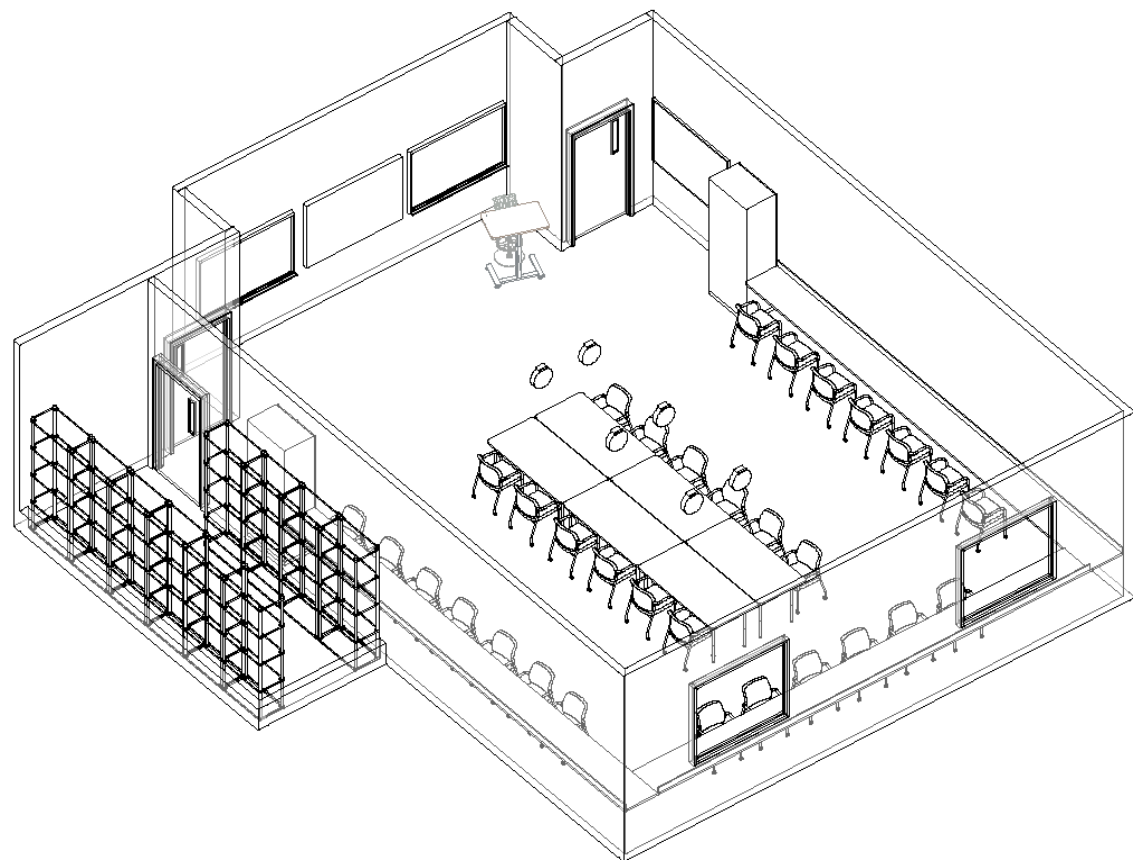
**NOTE:**

- Provide adequate power/data to copier/printer.
- Provide card reader access to this room from hallway.
- Provide power and data at kneespace (KS).



MIDDLE SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

CTE CLASSROOM



**CTE CLASSROOM****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

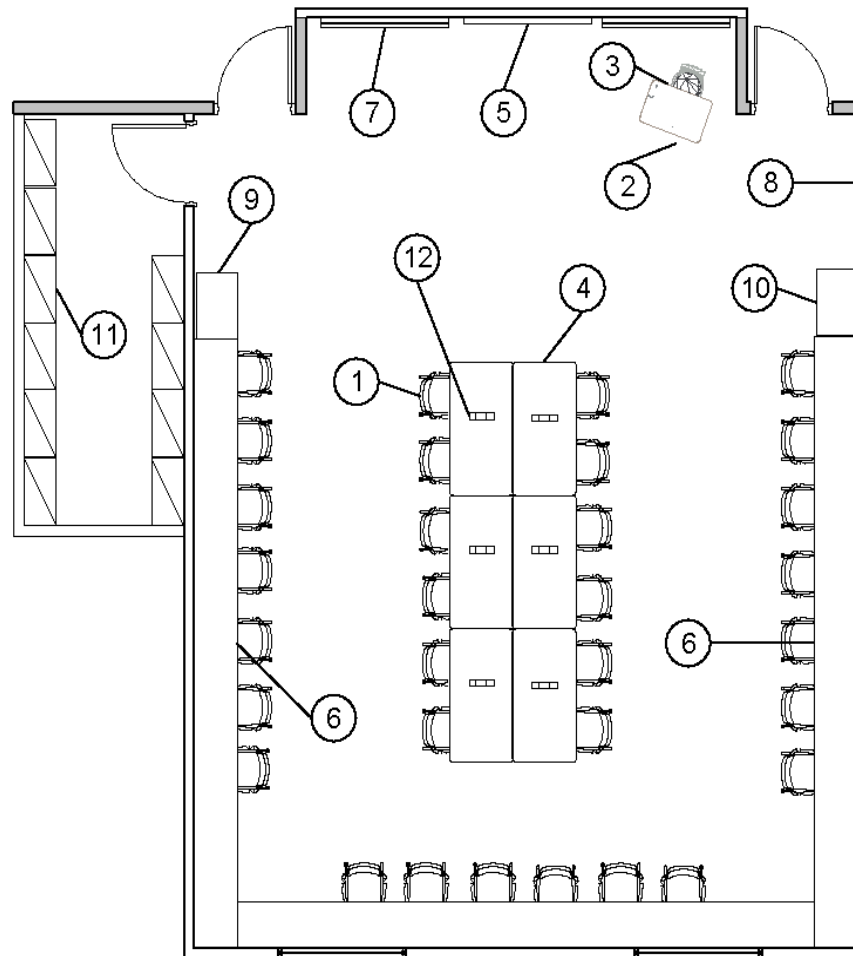
| Item # | Item                   | Qty |
|--------|------------------------|-----|
| 1      | Student Chairs         | 30  |
| 2      | Mobile Teacher Desk    | 1   |
| 3      | Teacher Desk Chair     | 1   |
| 4      | Mobile Student Desks   | 6   |
| **     | Mobile Charging Towers | **  |

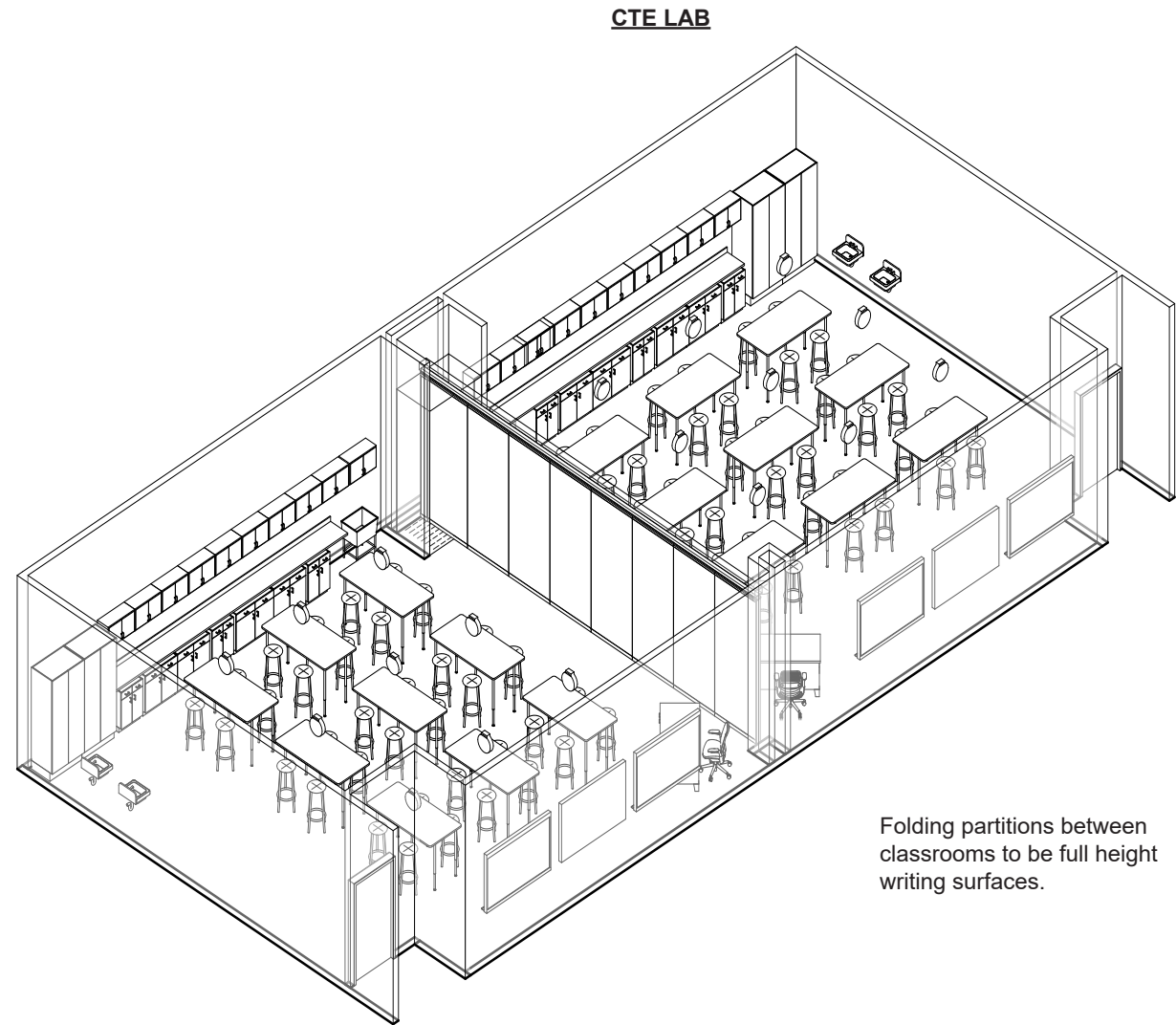
**General Contractor = In Contract (IC)**

| Item # | Item                                  | Qty  |
|--------|---------------------------------------|------|
| 5      | Projection Device/Interactive Monitor | 1    |
| 6      | Built in computer counter             | TBD* |
| 7      | Markerboard (6')                      | 2    |
| 8      | Tackboard (6')                        | 1    |
| 9      | Teacher Wardrobe Cabinet              | 1    |
| 10     | Built-in Tall Storage Cabinet         | 1    |
| 11     | Metal Shelving                        | TBD* |
| 12     | Overhead Power Reel                   | 6    |

\*May vary due to room configuration.

\*\* Explore providing mobile charging towers in the Classrooms and Collaboration spaces.





Folding partitions between classrooms to be full height writing surfaces.



**CTE LAB****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                     | Qty |
|--------|--------------------------|-----|
| 1      | Mobile Industrial Tables | 8   |
| 2      | Industrial Stools        | 30  |
| 3      | Mobile Teacher Desk      | 1   |
| 4      | Teacher Desk Chair       | 1   |
| 5      | Medical Exam Table       | 1   |
| **     | Mobile Charging Towers   | **  |

**General Contractor = In Contract (IC)**

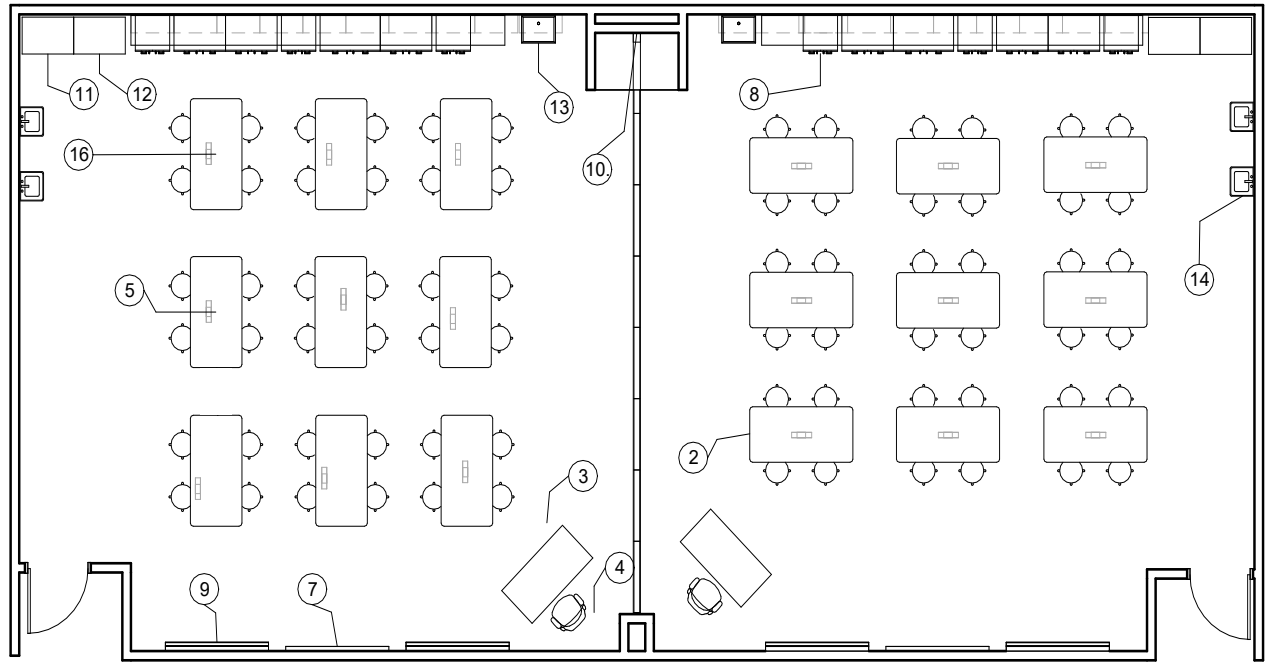
| Item # | Item                                  | Qty  |
|--------|---------------------------------------|------|
| 6      | Projection Device/Interactive Monitor | 1    |
| 7      | Built-in Lower & Upper Cabinets       | TBD* |
| 8      | Markerboard (6')                      | 2    |
| 9      | Folding Partition Wall                | 1    |
| 10     | Teacher Wardrobe Cabinet              | 1    |
| 11     | Built-in Tall Storage Cabinet         | 1    |
| 12     | Industrial Sink                       | 1    |
| 13     | Hand Sink w/ Gooseneck Faucet         | TBD* |
| 14     | Hand Sink Mounted Low                 | 1    |
| 15     | Overhead Power Reel                   | 6    |

\*May vary due to room configuration.

\*\* Explore providing mobile charging towers in the Classrooms/Labs.

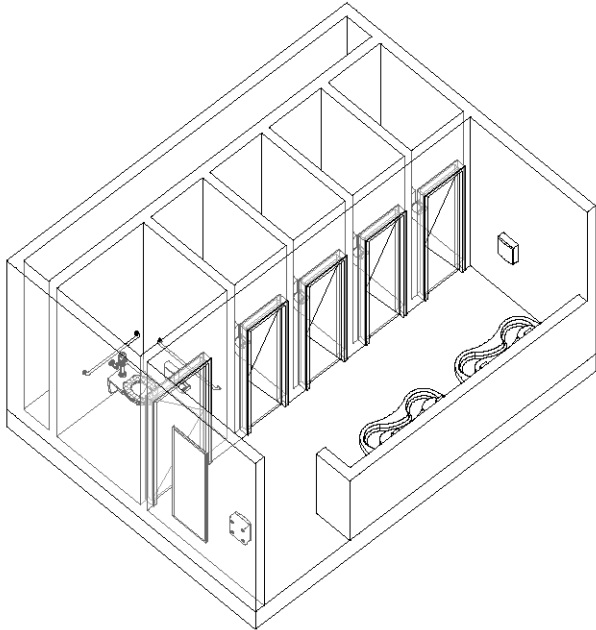
Provide quad outlets on all walls at 8' oc

Review CTE pathway to identify exact provisions.



MIDDLE SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

STUDENT RESTROOMS



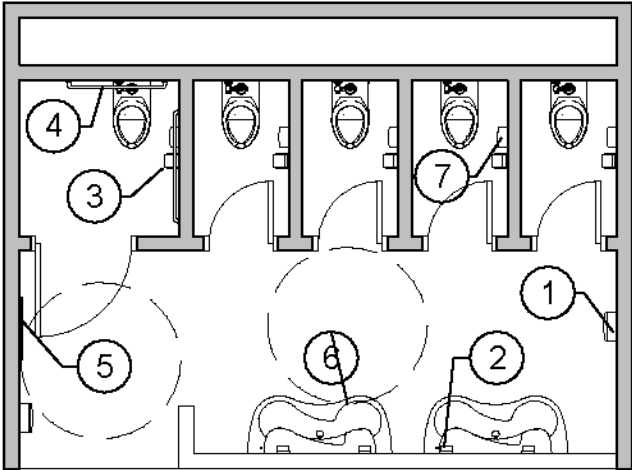
**STUDENT RESTROOMS**

General Contractor = In Contract (IC)

| Item # | Item                                | Qty         |
|--------|-------------------------------------|-------------|
| 1      | Paper Towel Dispenser               | TBD*        |
| 2      | Soap Dispenser                      | TBD*        |
| 3      | Toilet Paper Dispenser              | 1 ea stall* |
| 4      | ADA compliant Accessories/Grab Bars | TBD*        |
| 5      | Mirror                              | TBD*        |
| 6      | Sinks                               | TBD*        |
| 7      | Feminine Napkin Disposal            | TBD*        |

\*May vary due to room configuration.

NOTE: Provide Water Fountains/Bottle Fillers near all restrooms.



MIDDLE SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

**COLLABORATION SPACES**

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item                     | Qty  |
|--------------------------|------|
| Soft Seating / Furniture | TBD* |
| Student Chairs           | TBD* |
| Student Tables           | TBD* |

**General Contractor = In Contract (IC)**

| Item             | Qty |
|------------------|-----|
| Markerboard (6') | 1   |

NOTE:  
- Provide proper acoustical treatment in these spaces.  
- Design spaces to have a variety of settings defined by ceiling treatment and visibility.

**STORAGE ROOMS**

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item           | Qty        |
|----------------|------------|
| Metal Shelving | Line Walls |

**ISS ROOM**

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item                       | Qty   |
|----------------------------|-------|
| Student Desk/Study Carrels | 10-12 |
| Chairs                     | 10-12 |
| Teacher Desk               | 1     |
| Teacher Chair              | 1     |

**General Contractor = In Contract (IC)**

| Item                                  | Qty |
|---------------------------------------|-----|
| Projection Device/Interactive Monitor | 1   |
| Markerboard (6')                      | 1   |

MIDDLE SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

SINGLE USER RESTROOMS

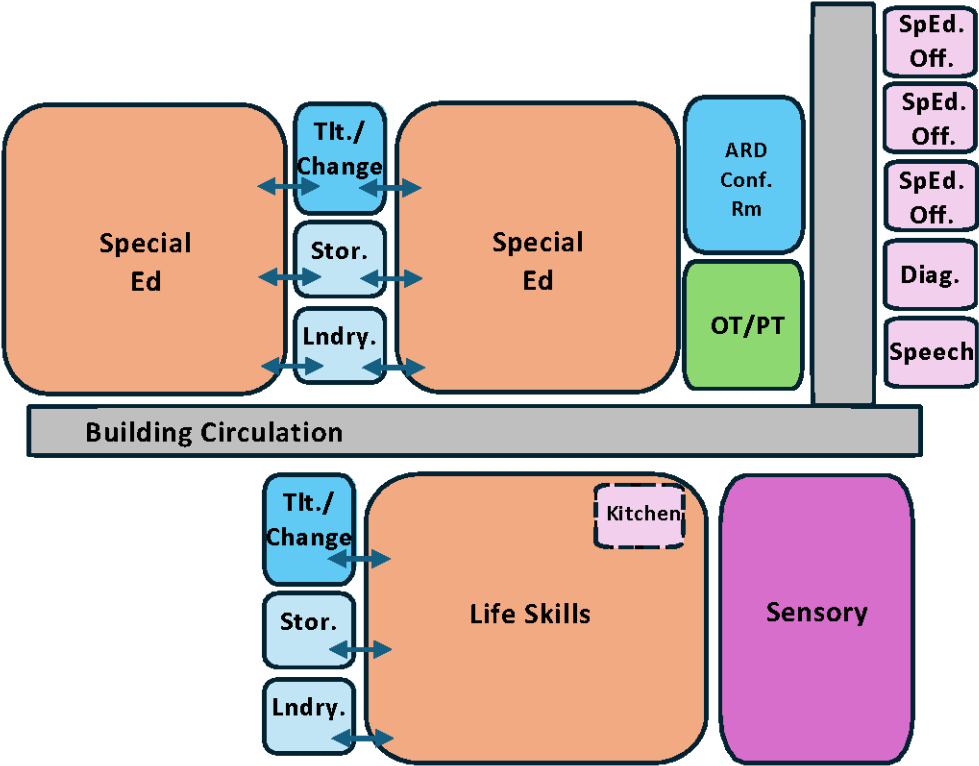
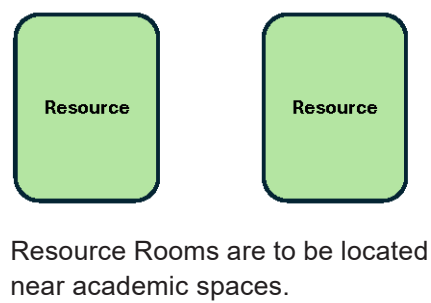
General Contractor = In Contract (IC)

| Item                                | Qty |
|-------------------------------------|-----|
| Feminine Napkin Disposal            | 1   |
| Soap Dispenser                      | 1   |
| Toilet Paper Dispenser              | 1   |
| ADA compliant Accessories/Grab Bars | 1   |
| Mirror                              | 1   |
| Electric Hand Dryer                 | 1   |
| Feminine Napkin Disposal            | 1   |

\*May vary due to room configuration.

**MIDDLE SCHOOL  
SPECIAL EDUCATION**

MIDDLE SCHOOL  
SPECIAL EDUCATION  
ADJACENCY



# MIDDLE SCHOOL SPECIAL EDUCATION PROGRAM OF SPACES

| <u>Space</u>                      | <u>Qty</u>      | <u>SF</u> | <u>Total</u> |
|-----------------------------------|-----------------|-----------|--------------|
| Self Contained Classroom          | 2               | 800       | 1,600        |
| Toilet/Changing                   | 1               | 120       | 120          |
| Storage                           | 1               | 100       | 100          |
| Laundry                           | 1               | 100       | 100          |
| Resource                          | 2               | 1,080     | 2,160        |
| Life Skills Classroom             | 1               | 1,100     | 1,100        |
| Life Skills Tlt./Shr./Changing    | 1               | 120       | 120          |
| Storage                           | 1               | 80        | 80           |
| Laundry                           | 1               | 80        | 80           |
| Sensory Room                      | 1               | 750       | 750          |
| PT/OT                             | 2               | 240       | 480          |
| SPED Offices (Diagnostic, Speech) | 5               | 120       | 600          |
| ARD Conference Room               | 1               | 300       | 300          |
|                                   | <b>Subtotal</b> |           | <b>7,590</b> |



## MIDDLE SCHOOL SPECIAL EDUCATION SUMMARY

### **SPECIAL EDUCATION**

Special Education facilities shall provide for students who require specialized learning and/or additional medical assistance, ensuring they are an integral part of the education environment.

In compliance with state guidelines, each special need education student will have their individual education plan (IEP), which is updated once a year. This involves a student – teacher assessment session.

#### **General Notes:**

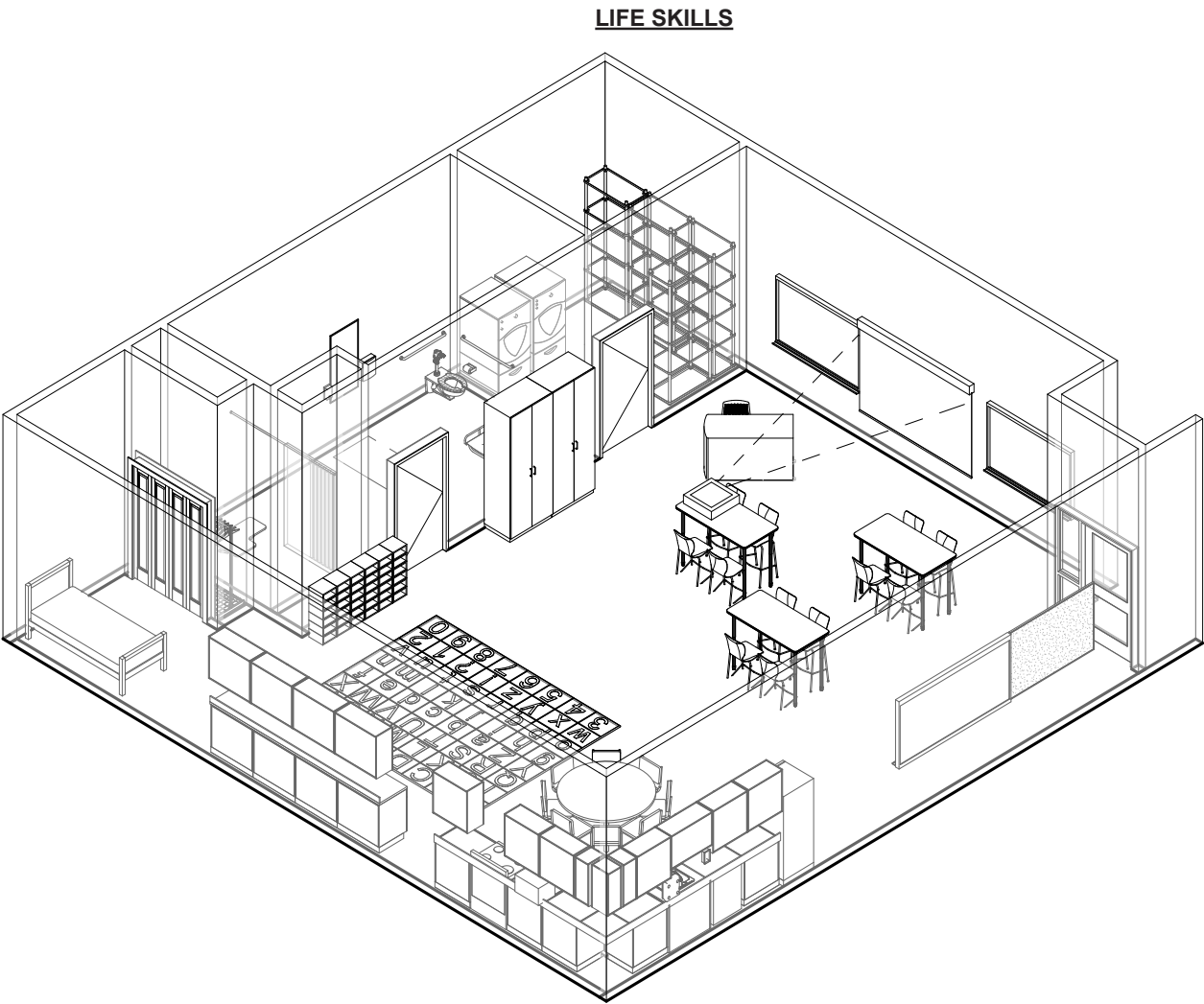
- Provide cameras as required by Texas Education Code Section 29.022.
- Special education classrooms should be centrally located with access to a separate drop-off/pick-up area. Proximity to clinic is preferred, but classrooms should be part of general student population area.
- CTC, DRD/Dyslexia rooms for students that require supplementary instruction but not segregated care, shall be provided near classrooms.
- Classroom desks shall be varied in height with some stand up desks.
- A hydraulic changing table is required in all SPED restrooms.
- Calming and sensory rooms shall have color changing lights (blue) and only one door in and out.
- Sensory room may have sound, water, texture, etc. Confirm with CISD Special Education department during design.

- All cabinets in classrooms and kitchens to be lockable.
- A Hoyer lift to be provided in at least one classroom.
- All doors should have small glass light for visibility.
- In lieu of flat screen panels, provide ceiling mounted projectors in SPED rooms.
- Provide audio in Special Ed restrooms tied to the security cameras to allow the opportunity for audio monitoring of the restroom as soon as it is occupied. The system should initiate audio immediately after a person enters the restroom, exiting the the view from the camera in the classroom.
- Provide Card Reader Access control for managing runners.

#### **Fixtures/Furniture/Equipment (FFE)**

- Refer to Space Requirements for Fixtures, Furniture, and Equipment.

MIDDLE SCHOOL  
SPECIAL EDUCATION  
SPACE REQUIREMENTS

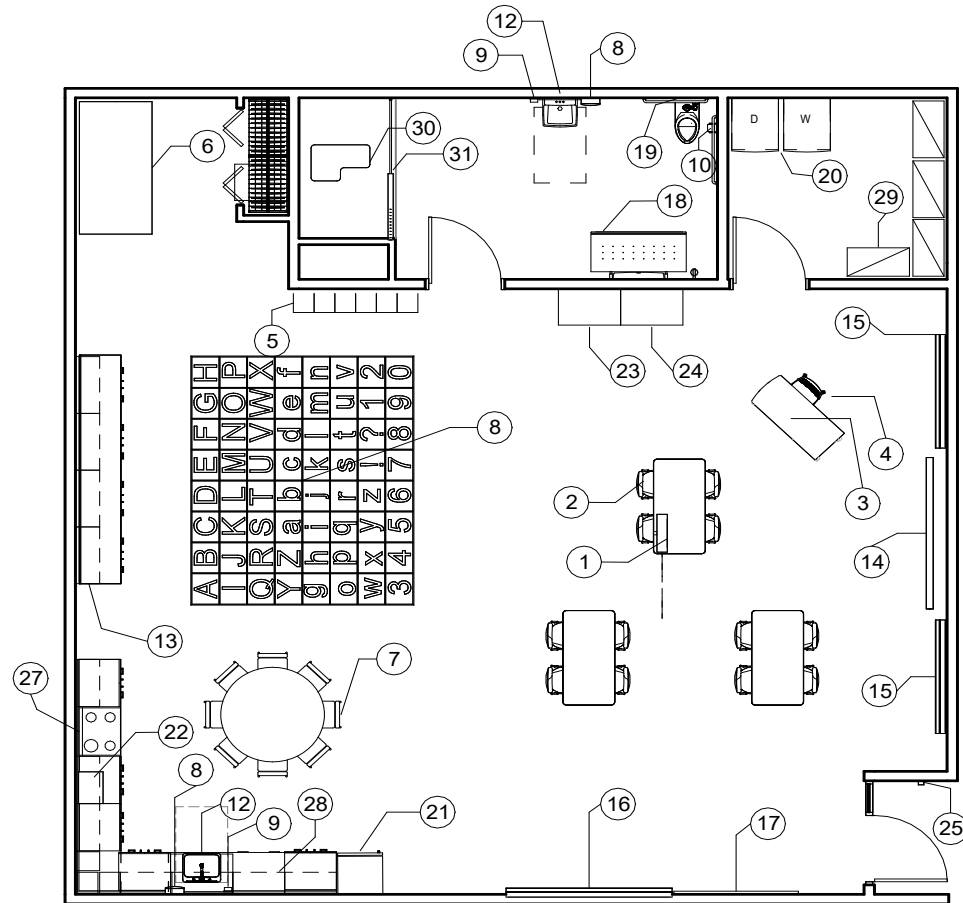


**LIFE SKILLS****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                       | Qty |
|--------|----------------------------|-----|
| 1      | Student Desks/Tables       | 3   |
| 2      | Student Chairs             | 10  |
| 3      | Teacher Desk               | 2   |
| 4      | Teacher Desk Chair         | 3   |
| 5      | Backpack Storage (cubbies) | 10  |
| 6      | Double Bed                 | 1   |
| 7      | Dining Table               | 1   |

**General Contractor = In Contract (IC)**

| Item # | Item                                 | Qty  |
|--------|--------------------------------------|------|
| 8      | Paper Towel Dispenser                | 3    |
| 9      | Soap Dispenser                       | 3    |
| 10     | Toilet Paper Dispenser               | 1    |
| 11     | Projector (Ceiling Mounted)          | 1    |
| 12     | Sink                                 | 3    |
| 13     | Built-in Upper/Lower Cab. (Lockable) | TBD* |
| 14     | Projection Screen (Ceiling Mounted)  | 1    |
| 15     | Markerboard (6')                     | 1    |
| 16     | Markerboard (8')                     | 1    |
| 17     | Tackboard (6')                       | 1    |
| 18     | Changing Table (with power)          | 1    |
| 19     | ADA compliant Access./Grab Bars      | 1    |
| 20     | Washer & Dryer in Laundry            | 1 ea |
| 21     | Refrigerator                         | 1    |
| 22     | Microwave (Shown)                    | 1    |
| 23     | Teacher Wardrobe Cabinet             | 1    |
| 24     | Built-in Tall Storage Cabinet        | 1    |
| 25     | Card Reader Access                   | 2    |
| 26     | Knee Space                           | 1    |
| 27     | Residential Stove                    | 1    |
| 28     | Dishwasher                           | 1    |
| 29     | Metal Shelving                       | TBD* |



|    |                                |   |
|----|--------------------------------|---|
| 30 | ADA compliant Shower Equipment | 1 |
| 31 | Shower Curtain & Rod           | 1 |

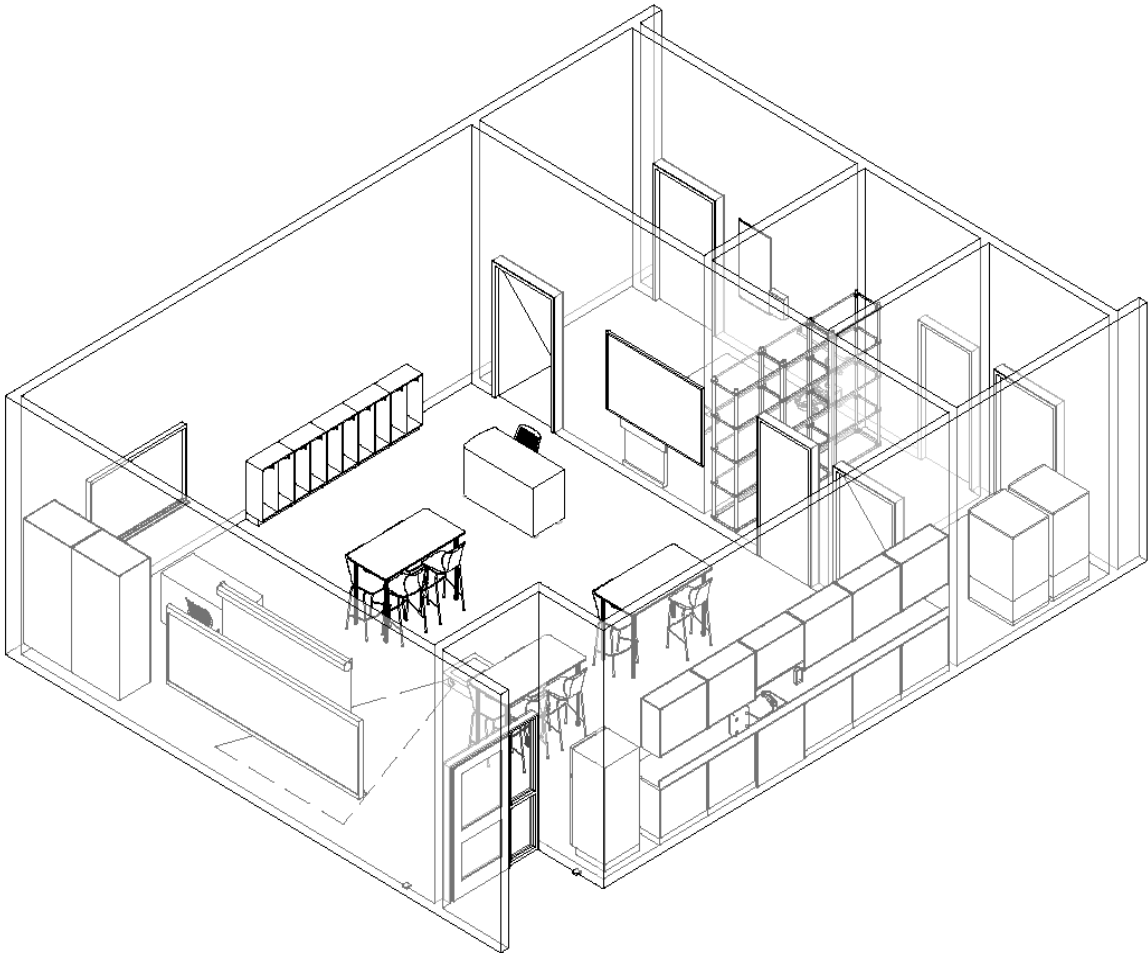
\*May vary due to room configuration.

**NOTE:**

- Provide power near changing table.
- One SPED Classroom should have a mobile lift provided
- Kitchen should match the Fair Housing layouts and dimensions

MIDDLE SCHOOL  
SPECIAL EDUCATION  
SPACE REQUIREMENTS

SELF CONTAINED



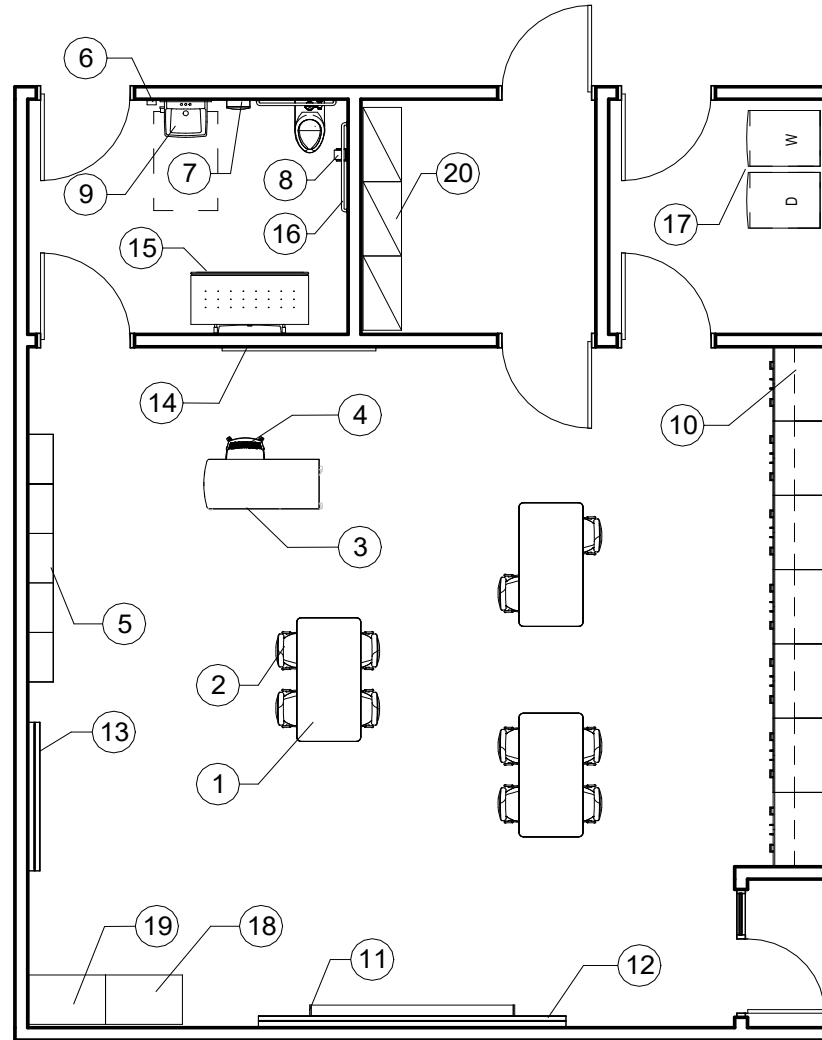
**SELF CONTAINED****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                       | Qty |
|--------|----------------------------|-----|
| 1      | Student Desks/Tables       | 3   |
| 2      | Student Chairs             | 10  |
| 3      | Teacher Desk               | 2   |
| 4      | Teacher Desk Chair         | 2   |
| 5      | Backpack Storage (cubbies) | 10  |

**General Contractor = In Contract (IC)**

| Item # | Item                                 | Qty  |
|--------|--------------------------------------|------|
| 6      | Soap Dispenser                       | 2    |
| 7      | Paper Towel Dispenser                | 2    |
| 8      | Toilet Paper Dispenser               | 1    |
| 9      | Sink                                 | 2    |
| 10     | Built-in Upper/Lower Cab. (Lockable) | TBD* |
| 11     | Projection Device                    | 1    |
| 12     | Markerboard (10')                    | 1    |
| 13     | Markerboard (6')                     | 1    |
| 14     | Tackboard (6')                       | 1    |
| 15     | Changing Table (with power)          | 1    |
| 16     | ADA compliant Accessories/Grab Bars  | 1    |
| 17     | Washer & Dryer in Laundry            | 1 ea |
| 18     | Teacher Wardrobe Cabinet             | 1    |
| 19     | Built-in Tall Storage Cabinet        | 1    |
| 20     | Metal Shelving                       | TBD* |

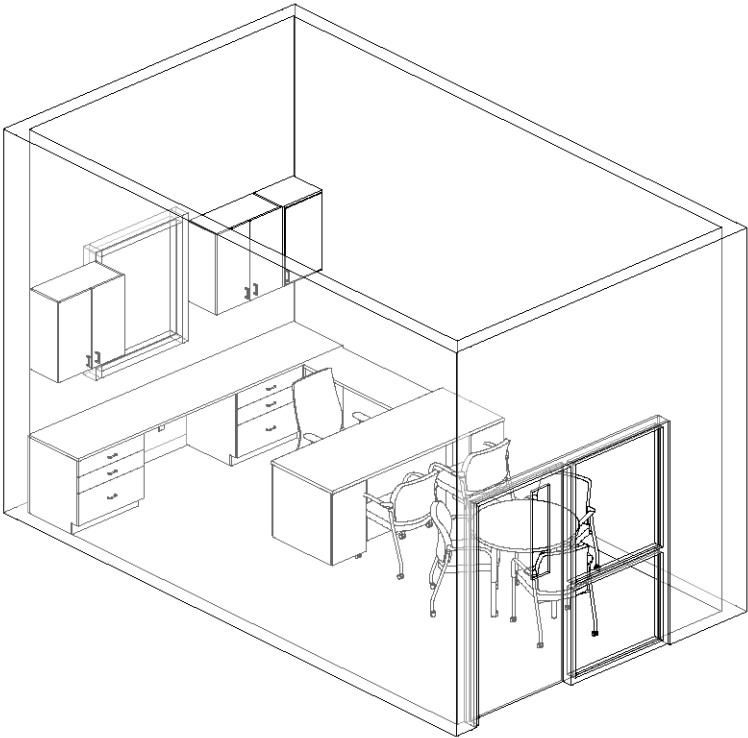
\*May vary due to room configuration.

**NOTE:**

- Provide power near changing table.
- One SPED Classroom should have a mobile lift provided
- Kitchen should match the Fair Housing layouts and dimensions

MIDDLE SCHOOL  
SPECIAL EDUCATION  
SPACE REQUIREMENTS

SPEECH / DIAGNOSTICIAN OFFICE



**SPEECH / DIAGNOSTICIAN OFFICE**

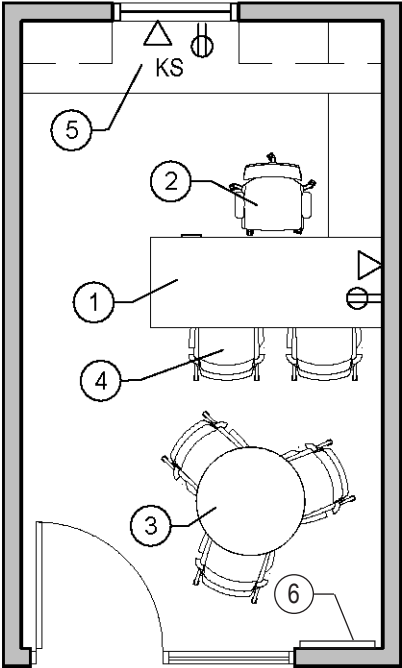
**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item         | Qty |
|--------|--------------|-----|
| 1      | Desk         | 1   |
| 2      | Desk Chair   | 1   |
| 3      | Small Table  | 1   |
| 4      | Guest Chairs | 5   |

**General Contractor = In Contract (IC)**

| Item # | Item                                             | Qty |
|--------|--------------------------------------------------|-----|
| 5      | Built-in Upper and Lower Cabinets with Kneespace | 1   |
| 6      | Mirror                                           | 1   |

NOTE:  
- Provide power and data at two desk locations as shown.  
- Provide blinds or shades at all exterior windows.



**SPED COACH / ITINERANT OFFICE**

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item             | Qty |
|------------------|-----|
| Desk with Return | 1   |
| Desk Chair       | 1   |
| Guest Chair      | 2   |

**ARD CONFERENCE ROOM**

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item             | Qty   |
|------------------|-------|
| Conference Table | 1     |
| Guest Chairs     | 8-10* |

**General Contractor = In Contract (IC)**

| Item                 | Qty |
|----------------------|-----|
| Projection Device/TV | 1   |

**SENSORY ROOM**

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item                                      | Qty  |
|-------------------------------------------|------|
| Soft Seating/Bean Bags                    | TBD* |
| Floor Mats                                | TBD* |
| Sound, Water, Texture, Etc (Sensory Only) | -    |

**General Contractor = In Contract (IC)**

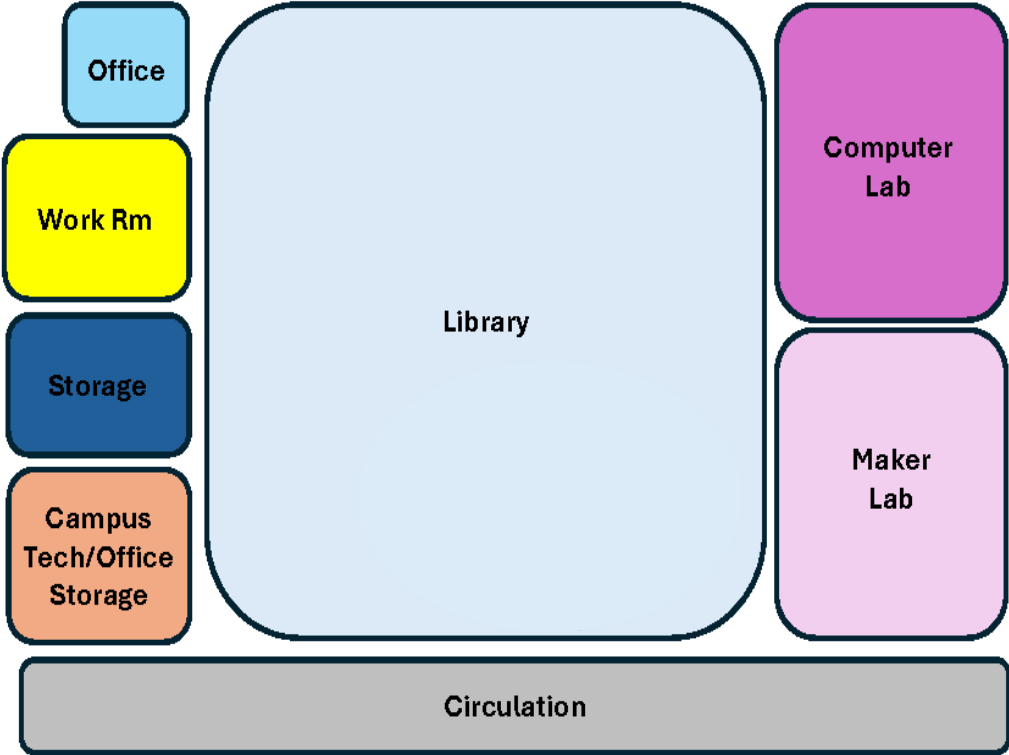
| Item                             | Qty  |
|----------------------------------|------|
| Colored Lighting (Blue)          | TBD* |
| Acoustic High Impact Wall Panels | -    |

\*May vary due to room configuration.



**MIDDLE SCHOOL  
LIBRARY**

MIDDLE SCHOOL  
LIBRARY  
ADJACENCY



MIDDLE SCHOOL  
LIBRARY  
PROGRAM OF SPACES

| <u>Space</u>                    | <u>Qty</u> | <u>SF</u> | <u>Total</u> |
|---------------------------------|------------|-----------|--------------|
| Library*                        | 1          | 4,800     | 4,800        |
| Workroom                        | 1          | 400       | 400          |
| Office                          | 1          | 150       | 150          |
| Campus Tech. Office and Storage | 1          | 300       | 300          |
| Maker Space                     | 1          | 1,000     | 1,000        |
| Computer Lab                    | 1          | 1,000     | 1,000        |
| <b>Subtotal</b>                 |            |           | <b>7,650</b> |

Library size to be calculated based on school capacity and as dictated by the TEA School Facility Standards. Size calculations:

| <u>Student (Capacity)</u>                              |
|--------------------------------------------------------|
| < 100.....1,400 SF                                     |
| 101-500.....1,400 SF + 4 SF/student in excess of 100   |
| 501-2,000.....3,000 SF + 3 SF/student in excess of 500 |
| 2,001+.....7,500 SF + 2 SF/student in excess of 2,000  |

*\*Library size to remain the same for a 700 or 1,050 student capacity campus.*

## MIDDLE SCHOOL LIBRARY SUMMARY

### Library

The Library will be a space for learning as well a technology hub for the campus. School libraries will accommodate digital resources and provide space for collaborative learning.

### General Notes:

- The library should support individual research, collaboration, and social aspects.
- Circulation desk should be mobile (on casters) and will allow for observation of the library by the librarian and/or staff.
- Power/data options will need to be provided throughout the library for mobile circulation desk.
- Workroom should have windows open into library for supervision.
- Stack areas should be mobile and no taller than 42" for visibility. These shall be aligned for easy supervision from the circulation desk.
- Fixed bookshelves should be provided along perimeter solid walls (6' tall) and below windows where available.
- All bookshelves should have backs and be durable to prevent sagging.
- Library should accommodate 15,000-18,000 volumes. Confirm number of volumes at design.
- The ability to control overhead lighting and block out glare from windows shall be provided.
- Robust wireless access shall be provided to

ensure coverage in the library.

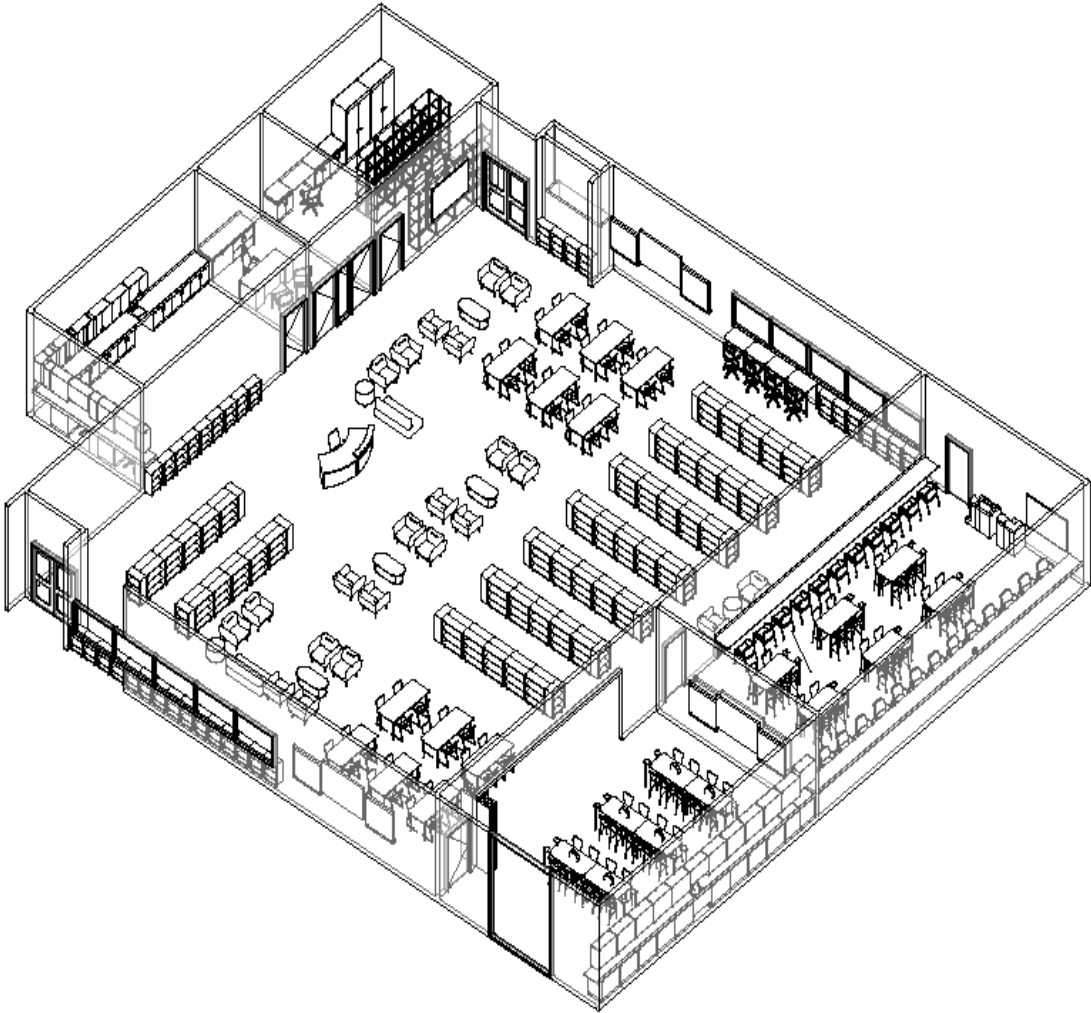
- A Makerspace/STEAM should be separate but be accessible via folding glass walls or folding markerboard surface walls.
- Power for charging for computer carts shall be provided in A/V storage.
- A designated area for catalog shall be provided (iPads or computers for student/staff/visitor use).
- Provide display space outside library.
- Consider a variety of flooring materials to define zones within the library; polished concrete at makerspace, luxury vinyl tile (LVT) and carpet at classroom areas and reading spaces.
- Bookdrop from hallway shall be provided.

### Fixtures/Furniture/Equipment (FFE)

- Refer to Space Requirements for Fixtures, Furniture, and Equipment.

MIDDLE SCHOOL  
LIBRARY  
REQUIREMENTS

LIBRARY & SUPPORT SPACES



CANUTILLO INDEPENDENT SCHOOL DISTRICT  
**LIBRARY & SUPPORT SPACES**

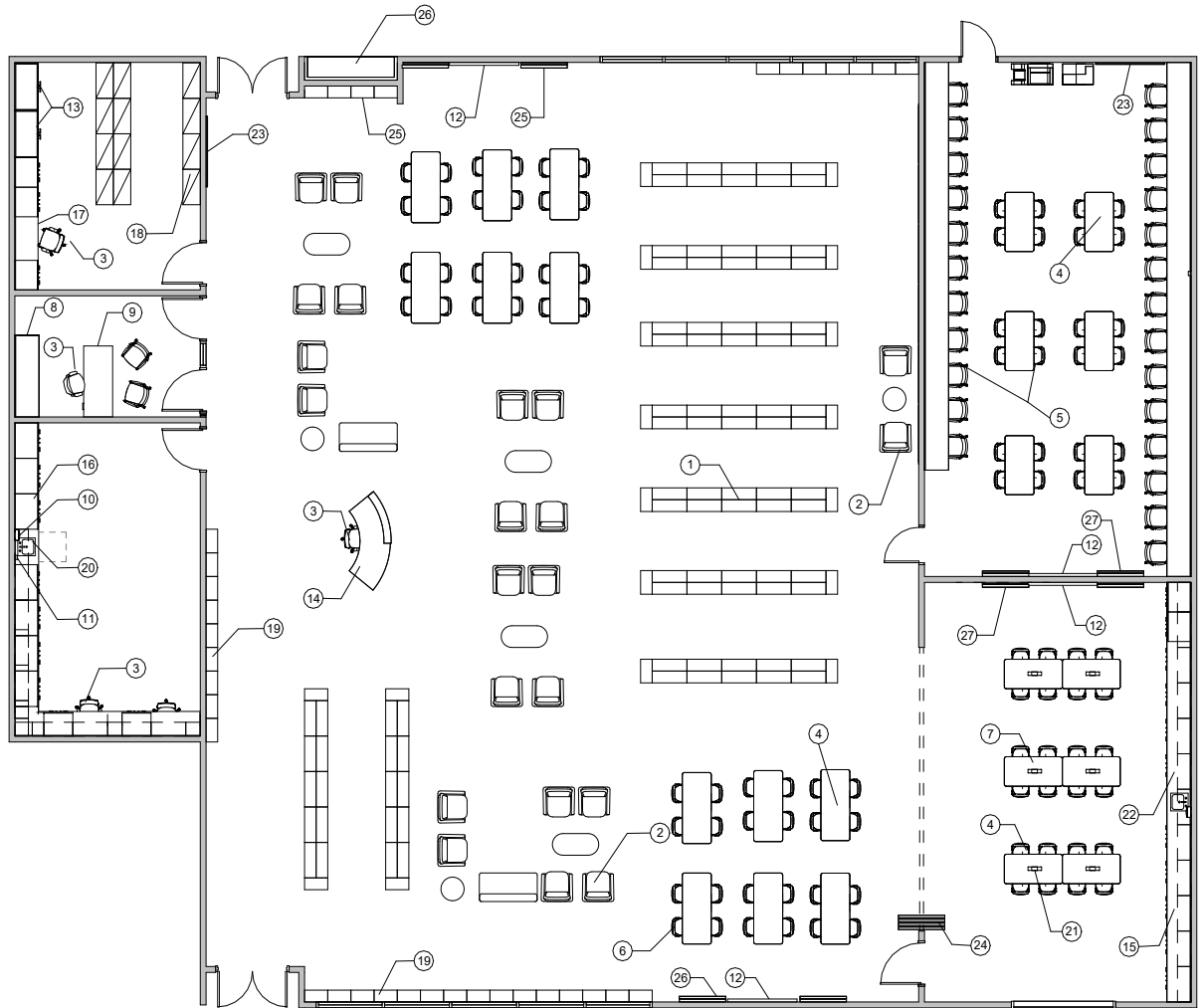
Includes Office, Workroom, Storage, Computer Lab, Maker Lab  
 & Technologist Office

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item # | Item                          | Qty  |
|--------|-------------------------------|------|
| 1      | Bookshelves (moveable)        | TBD* |
| 2      | Soft Seating                  | TBD* |
| 3      | Desk Chairs                   | 5    |
| 4      | Student Tables                | TBD* |
| 5      | Table Chairs                  | TBD* |
| 6      | Student Chairs                | TBD* |
| 7      | Student Tables (Industrial)   | 6    |
| 8      | Credenza & Lateral File units | 1/1  |
| 9      | Desk                          | 1    |

General Contractor = In Contract (IC)

| Item # | Item                                                                                    | Qty  |
|--------|-----------------------------------------------------------------------------------------|------|
| 10     | Paper Towel Dispenser                                                                   | 4    |
| 11     | Soap Dispenser                                                                          | 4    |
| 12     | Projection Device/Interactive Monitor                                                   | 4    |
| 13     | Full Ht Storage Unit 48wx84hx24dp                                                       | 2    |
| 14     | Mobile Circulation Desk                                                                 | 1    |
| 15     | Built-in Upper and Lower Cabinets w/<br>Tote Trays - Makerspace                         | TBD* |
| 16     | Built-in Upper and Lower Cabinets -<br>Workroom                                         | TBD* |
| 17     | Built-in Upper and Lower Cabinets -<br>Media/AV with knee space and 32"<br>work counter | TBD* |
| 18     | Metal Shelving - Storage                                                                | TBD* |
| 19     | Built-in Bookshelves                                                                    | 2    |
| 20     | Sink                                                                                    | 2    |
| 21     | Overhead Power Reels                                                                    | 6    |
| 22     | Counter Top                                                                             | 1    |
| 23     | 6' Long Tack Surface                                                                    | TBD* |
| 24     | Folding Partition Wall —                                                                | 1    |
| 25     | Built in Display Cases                                                                  | 2    |
| 26     | Marker Boards                                                                           | 2    |



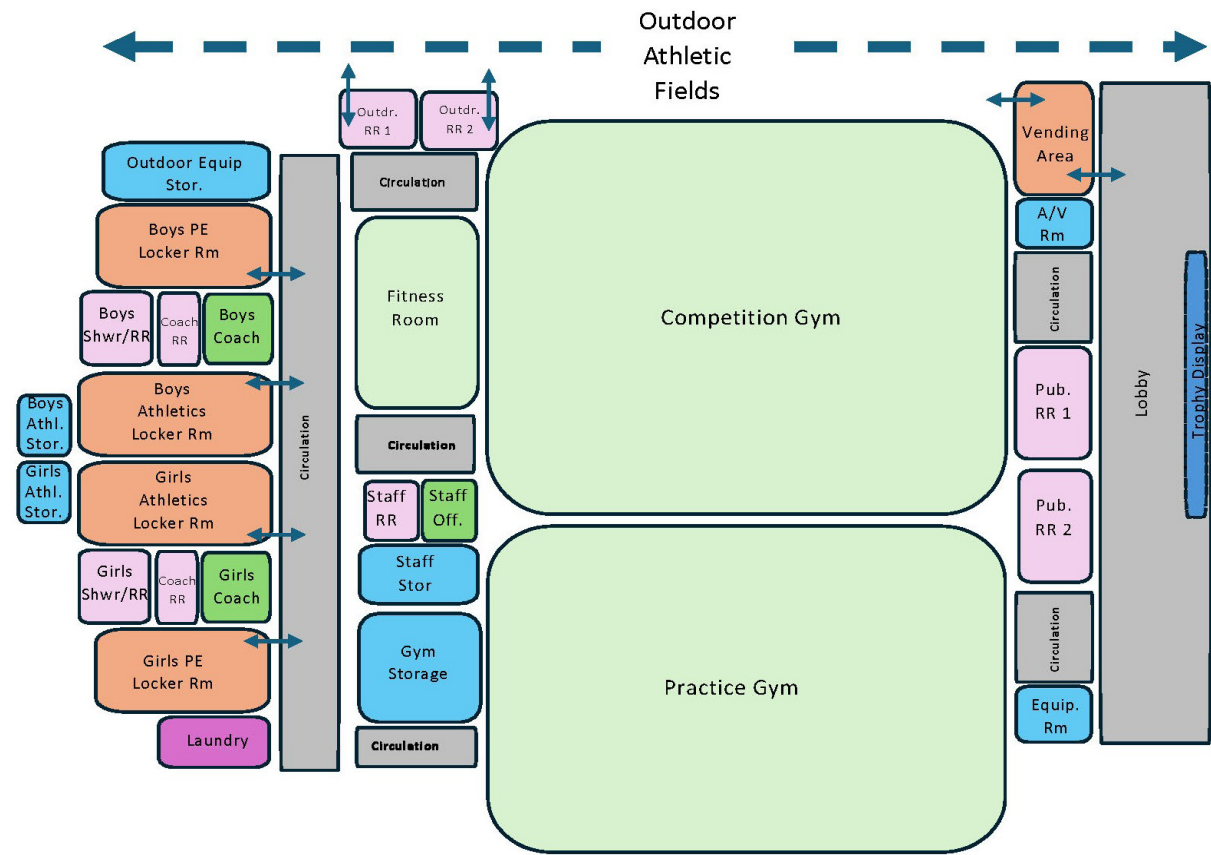
\*May vary due to room configuration.

NOTE:

- Provide power/data options in floor in two locations for  
 mobile circulation desk. 314

**MIDDLE SCHOOL  
PHYSICAL EDUCATION/  
ATHLETICS**

MIDDLE SCHOOL  
PHYSICAL EDUCATION/  
ATHLETICS  
ADJACENCIES





MIDDLE SCHOOL  
PHYSICAL EDUCATION/  
ATHLETICS  
PROGRAM OF SPACES

| <u>Space</u>                | <u>Qty</u> | <u>SF</u> | <u>Total</u>  |
|-----------------------------|------------|-----------|---------------|
| Gymnasium                   | 1          | 10,500    | 10,500        |
| Auxiliary Gymnasium         | 1          | 9,000     | 9,000         |
| Concession/Vending          | 1          | 250       | 250           |
| Gym Storage                 | 2          | 200       | 400           |
| Outdoor Equip. Storage      | 1          | 300       | 300           |
| Indoor Equipment Storage    | 1          | 200       | 200           |
| Boys Athletic Locker Room   | 1          | 600       | 600           |
| Boys PE Locker Room         | 1          | 500       | 500           |
| Boys Athletic Storage       | 1          | 200       | 200           |
| Boys Shower/Toilets         | 1          | 400       | 400           |
| Boys Coaches Office         | 1          | 200       | 200           |
| Boys Coaches Shower/Toilets | 1          | 150       | 150           |
| Girls Athletic Locker Room  | 1          | 600       | 600           |
| Girls PE Locker Room        | 1          | 500       | 500           |
| Girls Athletic Storage      | 1          | 200       | 200           |
| Girls Shower/Toilets        | 1          | 400       | 400           |
| Girls Coaches Office        | 1          | 200       | 200           |
| Boys Coaches Shower/Toilets | 1          | 150       | 150           |
| Fitness Room                | 1          | 1,200     | 1,200         |
| Laundry                     | 1          | 200       | 200           |
| PE Staff Office             | 1          | 150       | 150           |
| PE Staff Restroom           | 1          | 80        | 80            |
| Public Restroom             | 2          | 180       | 360           |
| Outdoor Field Restrooms     | 2          | 180       | 360           |
| <b>Subtotal</b>             |            |           | <b>27,100</b> |

# MIDDLE SCHOOL PHYSICAL EDUCATION/ ATHLETICS SUMMARY

## PHYSICAL EDUCATION & ATHLETICS

Physical education and athletics is directed toward fitness and wellness through activity as well as competition sports.

Physical education and athletics programs shall include indoor and outdoor facilities. The competition gymnasium should be designed to accommodate sporting events as well as the evolving curriculum of physical education.

### General Notes:

- Vending area, drinking fountains and student/public restrooms should be provided directly outside of main gymnasium.
- Vented lockers should be provided in locker rooms.
- Volleyball floor sleeves need to be provided in both gyms for main court as well as three cross courts.
- Break-away basketball rims shall be provided at backstops.
- All backstops are to be glass.
- Provide main court and cross courts in both gyms.
- Competition Gym to have 900 bleacher seating capacity.

### *Outdoor Facilities*

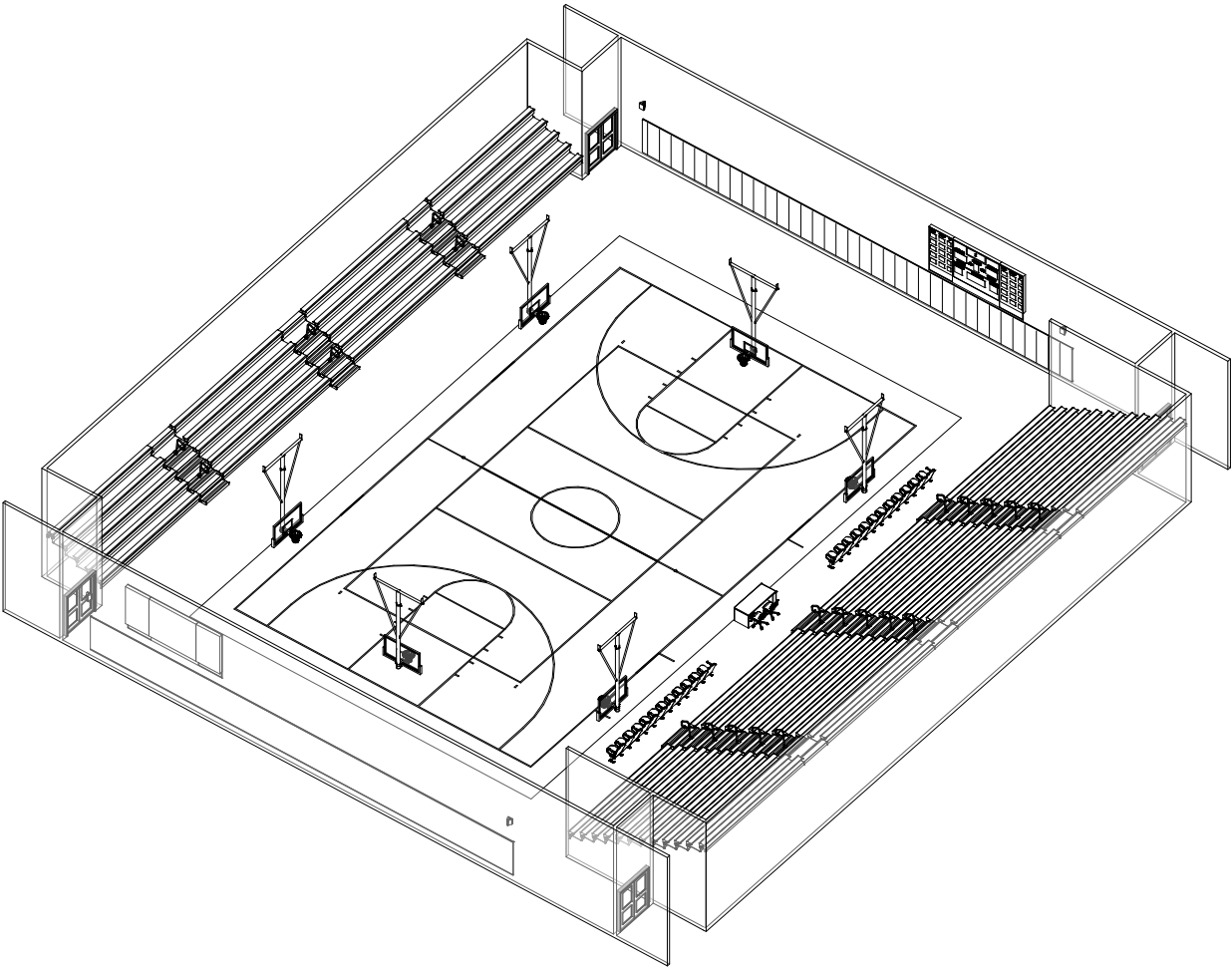
- Provide an 8-lane track for competitions at middle school level.
- Provide natural grass turf football field, scoreboards, goal posts, & bleachers (500 seats). Fence in area below bleachers.
- Provide track and field events to include long jump, high jump, shot put and discus.
- Provide outside courts for basketball. Hard courts to be multi-function therefore sleeves for volleyball and tennis should be included.
- Provide access from outdoor facilities to indoor Vending Area or provide additional covered outdoor Vending Area.
- Baseball & Softball Fields, dugouts, batting cages, 100 seats for each field.
- Provide outdoor equipment storage.

### **Fixtures/Furniture/Equipment (FFE)**

- Refer to Space Requirements for Fixtures, Furniture, and Equipment.

MIDDLE SCHOOL  
PHYSICAL EDUCATION/  
ATHLETICS  
SPACE REQUIREMENTS

GYMNASIUM



**GYMNASIUM**

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item         | Qty |
|--------|--------------|-----|
| 1      | Scorer Table | 1   |
| 2      | Chair        | 2   |
| 3      | Team Benches | 2   |

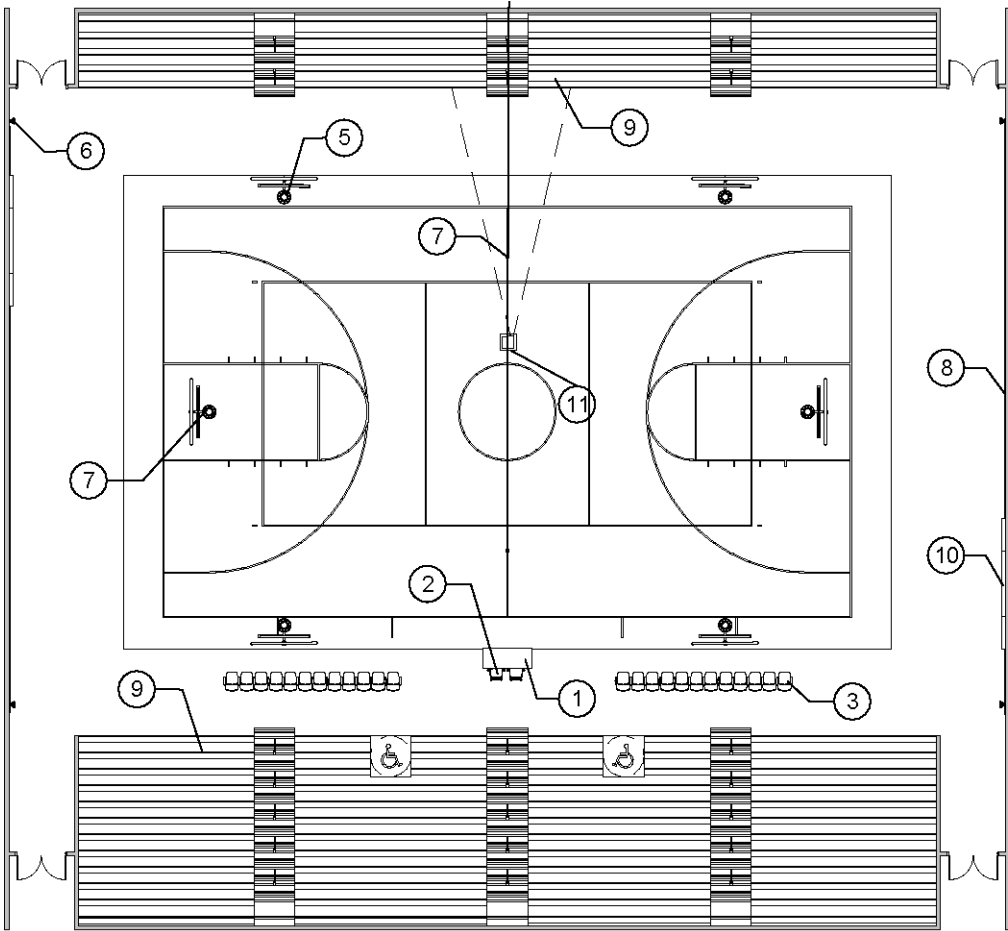
**General Contractor = In Contract (IC)**

| Item # | Item                                                | Qty       |
|--------|-----------------------------------------------------|-----------|
| 4      | Adjustable Basketball Goals Main Court              | 2         |
| 5      | Adjustable Basketball Goals Cross Courts            | 4         |
| 6      | Audio System/Speakers*                              | 1         |
| 7      | Volleyball Floor Sleeves                            | 3 sets    |
| 8      | Wall Pads (full wall - end walls)                   | 2 sets    |
| 9      | Retractable Bleachers (600 home / 300 visitor)      | 900 seats |
| 10     | Scoreboards                                         | 2         |
| 11     | Projector on Retractable Lift and Projection Screen | 1         |

\*May be hung at center of court from structure

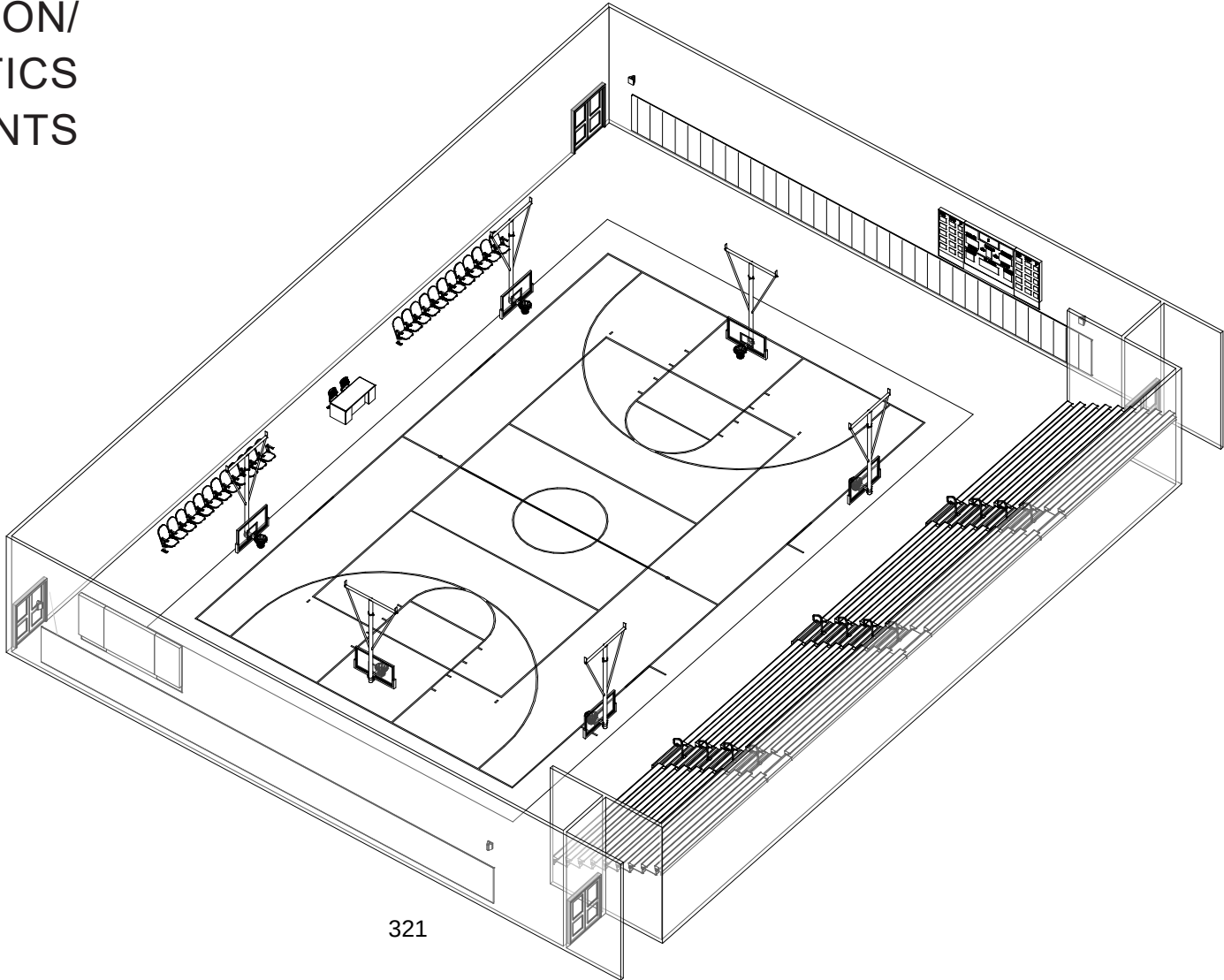
**NOTE:**

- Provide power and data at scoreboards and scorers table.
- Provide volleyball sleeves for one full court and 2 cross courts.



MIDDLE SCHOOL  
PHYSICAL EDUCATION/  
ATHLETICS  
SPACE REQUIREMENTS

AUXILIARY GYMNASIUM



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**AUXILIARY GYMNASIUM**

Furniture/Fixtures/Equipment = Not in Contract (NIC)

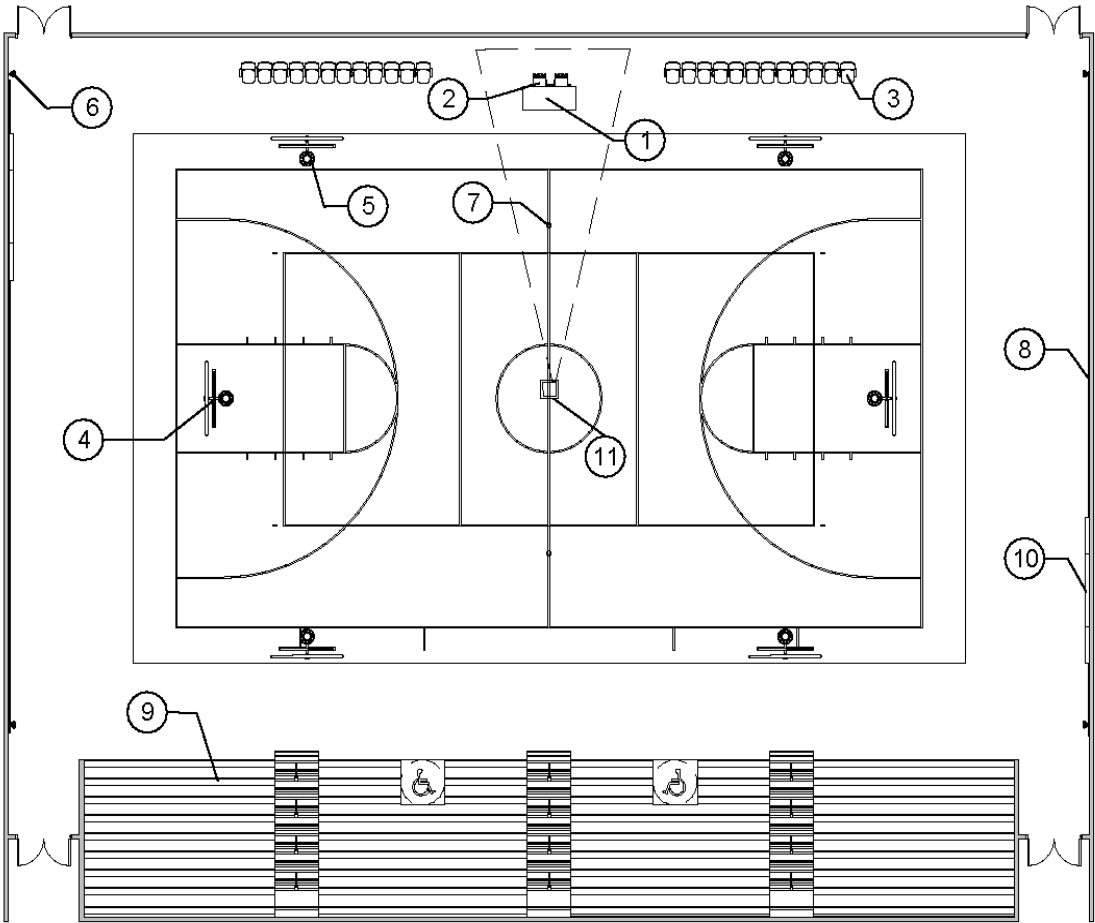
| Item # | Item         | Qty |
|--------|--------------|-----|
| 1      | Scorer Table | 1   |
| 2      | Chair        | 2   |
| 3      | Team Benches | 2   |

General Contractor = In Contract (IC)

| Item # | Item                                                | Qty       |
|--------|-----------------------------------------------------|-----------|
| 4      | Adjustable Basketball Goals Main Court              | 2         |
| 5      | Adjustable Basketball Goals Cross Courts            | 4         |
| 6      | Audio System/Speakers*                              | 1         |
| 7      | Volleyball Floor Sleeves                            | 3 sets    |
| 8      | Wall Pads (full wall - end walls)                   | 2 sets    |
| 9      | Retractable Bleachers                               | 400 seats |
| 10     | Scoreboards                                         | 2         |
| 11     | Projector on Retractable Lift and Projection Screen | 1         |

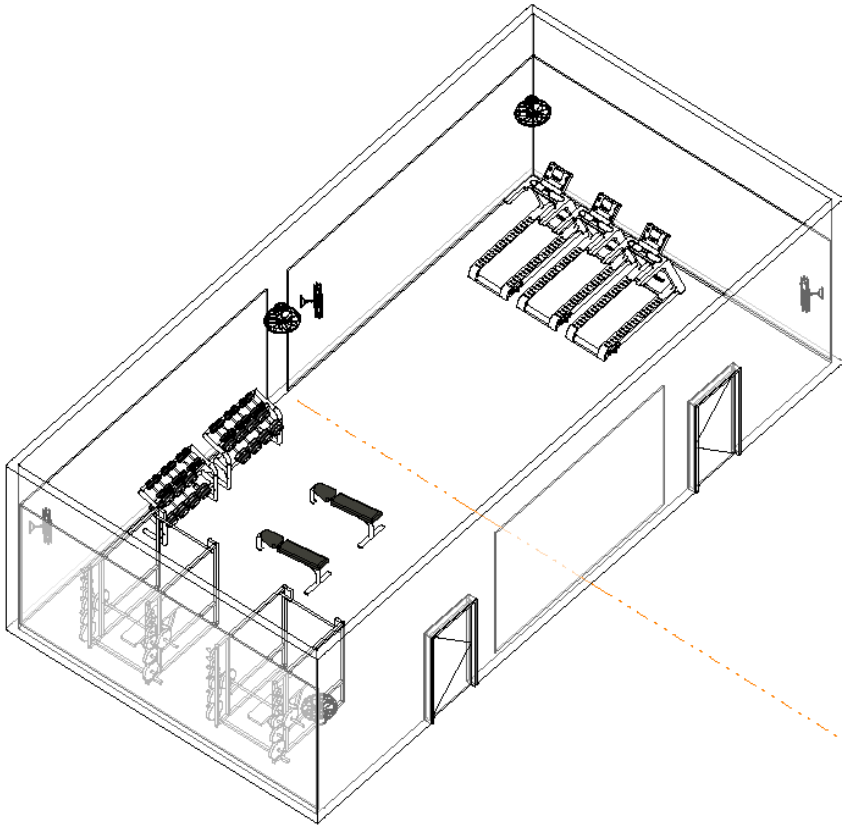
\*May be hung at center of court from structure.

NOTE - Provide power and data at scoreboards and scorers table.



MIDDLE SCHOOL  
PHYSICAL EDUCATION/  
ATHLETICS  
SPACE REQUIREMENTS

FITNESS ROOM



**FITNESS ROOM**

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item # | Item                        | Qty  |
|--------|-----------------------------|------|
| 1      | Misc Fitness Room Equipment | TBD* |

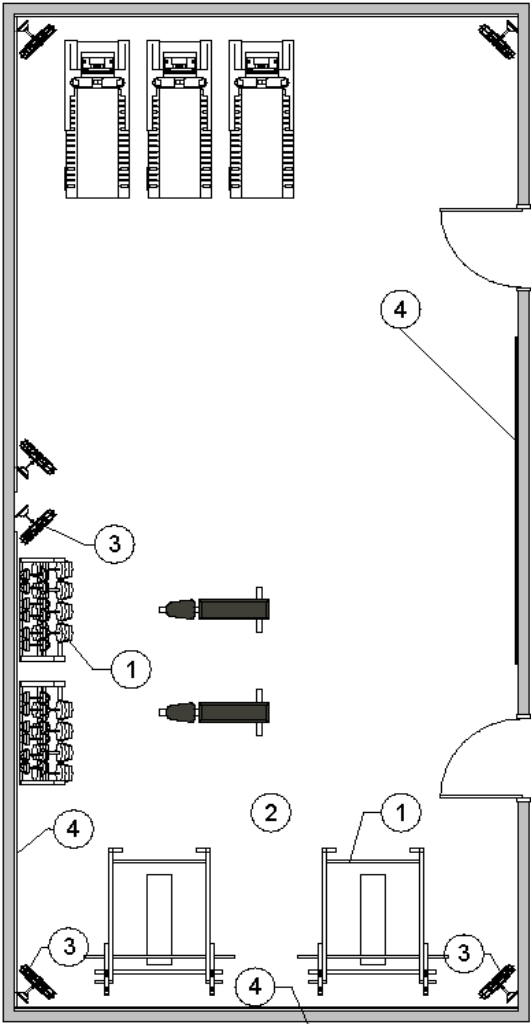
General Contractor = In Contract (IC)

| Item # | Item                           | Qty |
|--------|--------------------------------|-----|
| 2      | Rubber Flooring (1" thick)     | 1   |
| 3      | Oscillating Fans               | 3   |
| 4      | Full Height / Full Wall Mirror | 1   |

\*May vary due to room configuration.

NOTE:

- Equipment shown is for example only; weight room equipment shall be determined and provided by CISD.
- Provide 1" thick rubber flooring throughout Fitness Room





# MIDDLE SCHOOL PHYSICAL EDUCATION/ ATHLETICS SPACE REQUIREMENTS

## LOCKER ROOMS, RESTROOMS & SHOWERS

### Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item           | Qty        |
|----------------|------------|
| Shower Curtain | 1 ea stall |

### General Contractor = In Contract (IC)

| Item                                          | Qty        |
|-----------------------------------------------|------------|
| Paper Towel Dispenser                         | TBD*       |
| <i>Soap Dispenser</i>                         | TBD"       |
| Toilet Paper Dispenser                        | 1 ea stall |
| Lockers - <i>Refer to Locker Counts Below</i> | -          |
| Benches (secured to floor)                    | TBD*       |
| Handicap Accessible Bench                     | 1*         |
| Sink                                          | TBD*       |
| Feminine Napkin Disposal (Girls Only)         | TBD*       |
| Urinals (Boys Only)                           | TBD*       |
| Individual Shower Stalls                      | TBD*       |
| Handicap Accessible Shower with Bench         | 1*         |
| Handicap Accessories/Grab Bars                | 2 min      |
| Electric Hand Dryers                          | TBD**      |

### NOTE:

- Final quantities of showers, toilet stalls/urinals will depend on space configuration.
- Provide plentiful electrical outlets throughout locker rooms.

## LOCKER COUNTS - Combined Total 920 Lockers

Confirm all final locker counts for student capacity

### Gym Locker Room - *Boys*

- 150 Lockers - 12"Wx12"x12"D

### Gym Locker Room - *Girls*

- 150 Lockers - 12"Wx12"x12"D

### Main Locker Room - *Boys*

- 60 Lockers - 26"Wx60"x24"D
- 250 - 18"Wx18"x12"D

### Main Locker Room - *Girls*

- 40 Double tier Lockers - 12"Wx30"x12"D
- 250 - 18"Wx18"x12"D

# MIDDLE SCHOOL PHYSICAL EDUCATION/ ATHLETICS SPACE REQUIREMENTS

## COACHES OFFICE WITH RESTROOM & SHOWER

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item           | Qty |
|----------------|-----|
| Desk Chair     | 12* |
| Shower Curtain | 2   |

*Coaches - 6 male/6 female*

General Contractor = In Contract (IC)

| Item                                                                           | Qty      |
|--------------------------------------------------------------------------------|----------|
| Paper Towel Dispenser                                                          | 2        |
| Soap Dispenser                                                                 | 2        |
| Toilet Paper Dispenser                                                         | 2        |
| Built-in Workstations with Kneespace,<br>Upper and Lower Cabinets, and Drawers | TBD*     |
| 2-Tier Lockers                                                                 | 12 Total |
| Standing Shower with Bench                                                     | 2        |
| Sink                                                                           | 2        |
| Window into Locker Room                                                        | 2        |

## STORAGE

General Contractor = In Contract (IC)

| Item                  | Qty        |
|-----------------------|------------|
| Metal Storage Shelves | Line Walls |

\*May vary due to room configuration.

## LAUNDRY

General Contractor = In Contract (IC)

| Item                               | Qty |
|------------------------------------|-----|
| Commercial Washer                  | 1   |
| Commercial Dryer                   | 1   |
| Provide adequate power and exhaust | -   |

MIDDLE SCHOOL  
PHYSICAL EDUCATION/  
ATHLETICS  
SPACE REQUIREMENTS

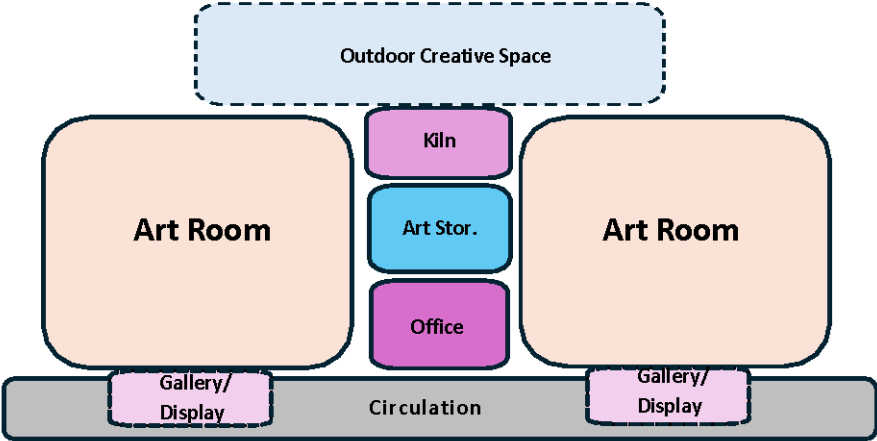
**PUBLIC RESTROOMS**

**General Contractor = In Contract (IC)**

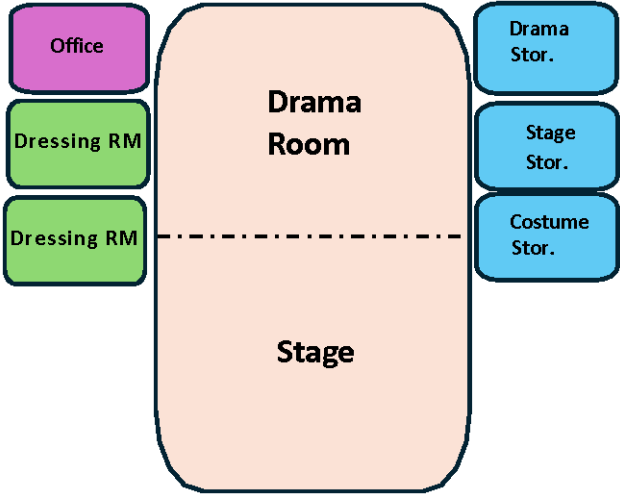
| Item                                  | Qty        |
|---------------------------------------|------------|
| Soap Dispenser                        | TBD**      |
| Toilet Paper Dispenser                | 1 ea stall |
| Handicap Accessories/Grab Bars        | 2**        |
| Mirror                                | TBD**      |
| Sink                                  | TBD*       |
| Electric Hand Dryer                   | TBD**      |
| Feminine Napkin Disposal (Girls Only) | TBD*       |

\*\*Quantities will vary due to restroom configuration

MIDDLE SCHOOL  
FINE ARTS  
ADJACENCY

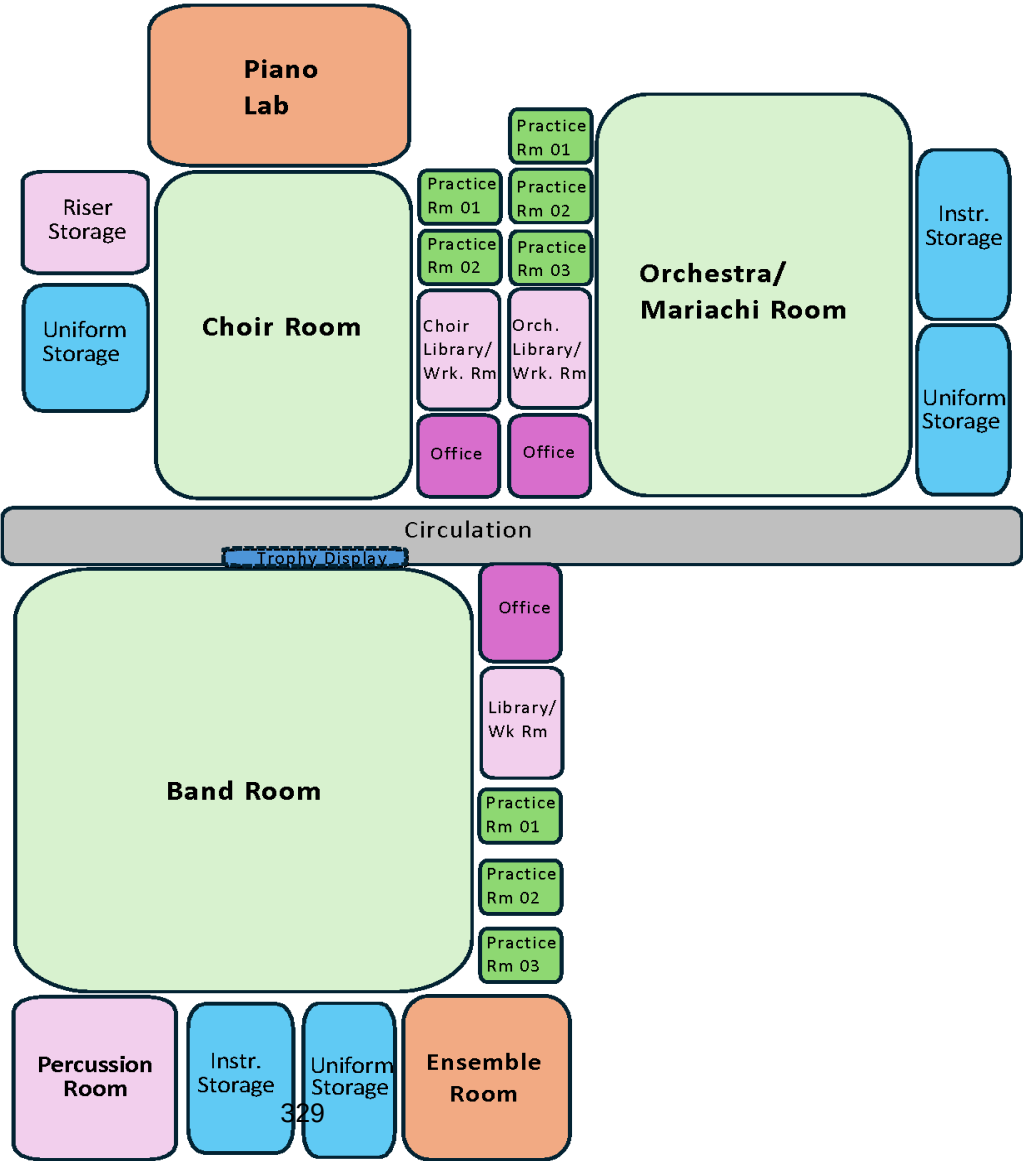


ART



DRAMA

MIDDLE SCHOOL  
FINE ARTS  
ADJACENCY



# MIDDLE SCHOOL FINE ARTS PROGRAM OF SPACES

| <b>Space</b>                              | <b>Qty</b> | <b>SF</b> | <b>Total</b> |
|-------------------------------------------|------------|-----------|--------------|
| Choir Room                                | 1          | 1,500     | 1,500        |
| Choir Office                              | 1          | 120       | 120          |
| Library/Workroom                          | 1          | 180       | 180          |
| Uniform Room                              | 1          | 180       | 180          |
| Riser Storage                             | 1          | 180       | 180          |
| Practice Rooms                            | 2          | 80        | 160          |
| Piano                                     | 1          | 900       | 900          |
| Band Hall                                 | 1          | 2,500     | 2,500        |
| Band Instrument Storage                   | 1          | 450       | 450          |
| Band Office                               | 1          | 180       | 180          |
| Library/Workroom                          | 1          | 180       | 180          |
| Band Practice Rooms                       | 3          | 80        | 240          |
| Ensemble Room                             | 1          | 600       | 600          |
| Percussion Room                           | 1          | 600       | 600          |
| Uniform Storage                           | 1          | 180       | 180          |
| Orchestra Hall (Mariachi to share)        | 1          | 1,500     | 1,500        |
| Orchestra Office                          | 1          | 120       | 120          |
| Library/Workroom                          | 1          | 180       | 180          |
| Practice Rooms                            | 3          | 80        | 240          |
| Uniform Storage                           | 1          | 180       | 180          |
| Instrument Storage                        | 1          | 450       | 450          |
| Drama Classroom                           | 1          | 1,000     | 1,000        |
| Drama Storage                             | 1          | 180       | 180          |
| Costume Storage                           | 1          | 180       | 180          |
| Drama Office                              | 1          | 120       | 120          |
| Dressing Rooms                            | 2          | 180       | 360          |
| Stage/Platform                            | 1          | 1,200     | 1,200        |
| Art Classroom                             | 2          | 1,300     | 2,600        |
| Art Office                                | 1          | 180       | 180          |
| Art Storage                               | 1          | 180       | 180          |
| Kiln                                      | 1          | 100       | 100          |
| Art/Gallery Space in areas of circulation |            |           |              |

330

**Subtotal 16,920**

## MIDDLE SCHOOL FINE ARTS SUMMARY

### VISUAL ARTS

The art program provides a standards-based curriculum that encourages students to create works of art in 2 & 3 dimensional modes to develop their capacity for innovation, enrichment, creativity and where applicable, to integrate with other content areas. Students explore many fundamental techniques with an emphasis on developing and enhancing skills related to group interaction, self-esteem, reflection, decision making and innovative thinking as a means of self-expression through art.

#### General Notes:

- Art Classrooms to be located on 1st floor and should be conveniently located near outdoor space art patio/courtyard.
- Provide power and water at exterior art patio.
- Floor should be resilient flooring.
- North facing natural daylighting and views are desirable features in the art room.
- Provide plaster traps at sinks.
- Ensure two deep sinks with gooseneck faucets for cleaning of larger objects and one handicap sink.
- Locate kiln shut-off switch away from kiln so it is accessible case of an emergency.

### FINE ARTS

The fine arts spaces require acoustical treatment and sound transmission control between adjacent spaces. Sound isolation may be accomplished with a combination of room placement and increased Sound Transmission Coefficient (STC) ratings. An acoustician shall be engaged in the design of Fine Arts for acoustical concerns. Storage rooms and other non-occupied spaces may be used as buffer spaces.

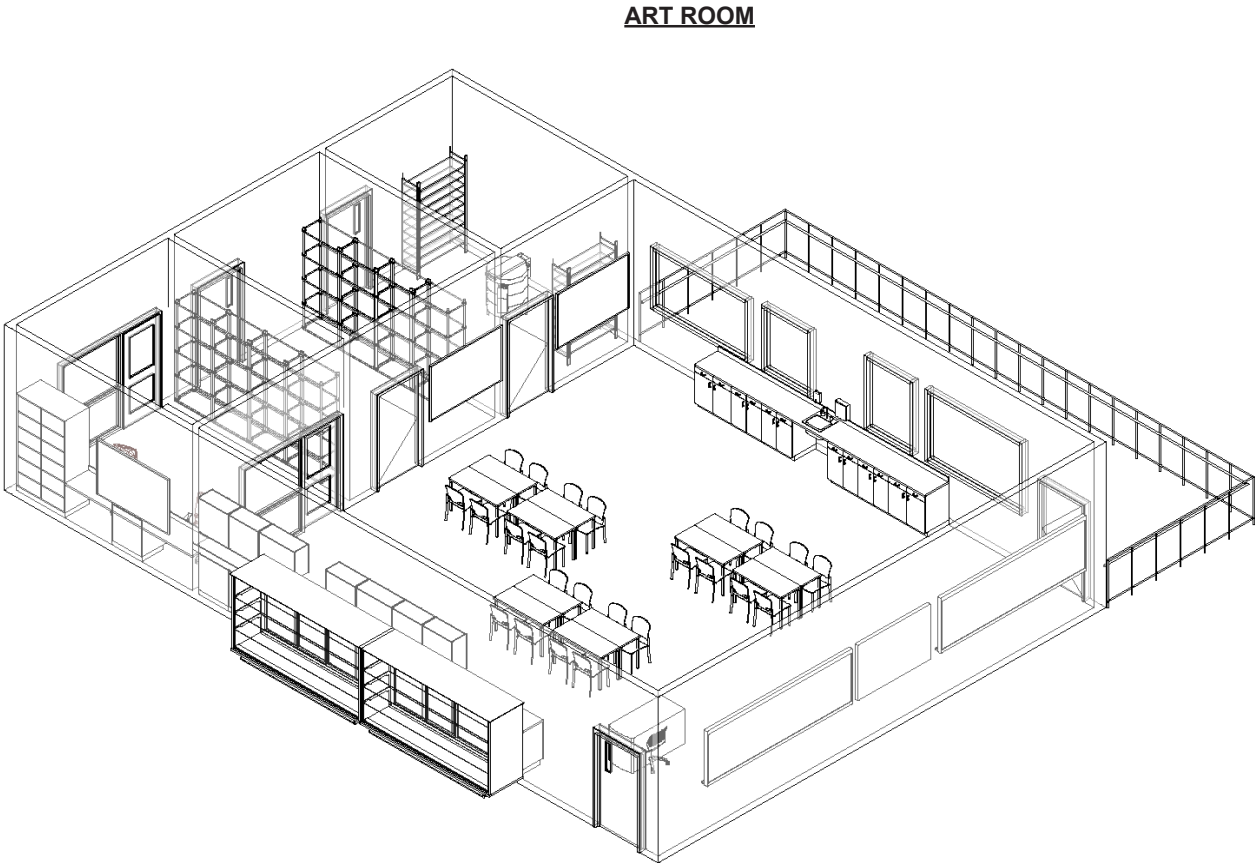
#### General Notes:

- It is preferred that fine arts spaces are located near to or adjacent to platform/stage.
- All fine arts program spaces should be grouped together.
- Large fine arts classrooms to be flexible to allow for diverse program offerings.
- All doors should be 48" with full hinges at entry, instrument storage, Ensemble, & Percussion.
- All instrument storage shall be Wenger brand or equal.
- It is preferred that practice rooms be full Wenger brand units or equal, however, if not feasible due to cost, at a minimum, utilize full glass Wenger doors.
- Ceiling height shall vary but should be no less than 18 feet.
- Student restrooms and drinking fountains should be provided within close proximity to all fine arts spaces.

#### Fixtures/Furniture/Equipment (FFE)

- Refer to Space Requirements for Fixtures,

MIDDLE SCHOOL  
FINE ARTS  
SPACE REQUIREMENTS





**ART ROOM****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item           | Qty |
|--------|----------------|-----|
| 1      | Teacher Desk   | 2   |
| 2      | Teacher Chair  | 2   |
| 3      | Student Desks  | 14  |
| 4      | Student Chairs | 30  |
| 5      | Desk Chair     | 2   |

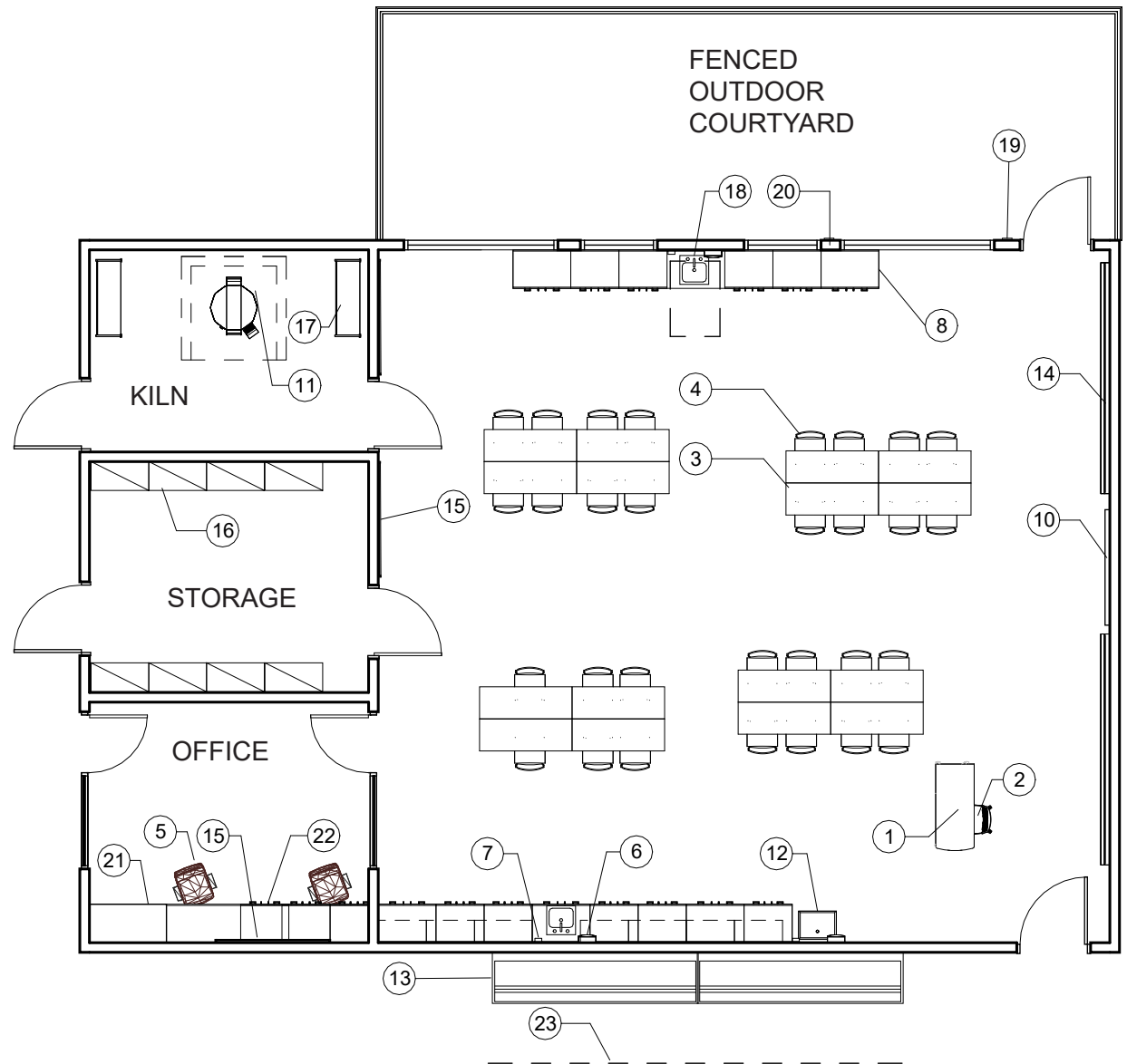
**General Contractor = In Contract (IC)**

| Item # | Item                                                              | Qty  |
|--------|-------------------------------------------------------------------|------|
| 6      | Paper Towel Dispenser                                             | 3    |
| 7      | Soap Dispenser                                                    | 1    |
| 8      | Built-in Lower Cabinets (under window)                            | TBD* |
| 9      | Built-In Upper and Lower Cabinets (lockable)                      | TBD* |
| 10     | Projection Device/Interactive Monitor                             | 1    |
| 11     | Kiln with Vent                                                    | 1    |
| 12     | Deep Sink with Gooseneck Faucet                                   | 2    |
| 13     | Display Cases (Hallway)                                           | TBD* |
| 14     | Markerboard (10')                                                 | 2    |
| 15     | Tackboard (8')                                                    | 2    |
| 16     | Metal Shelving (Storage Room)                                     | TBD* |
| 17     | Drying Cabinet                                                    | 2    |
| 18     | ADA compliant Sink & Knee Space                                   | 1    |
| 19     | Outdoor Quad Power Receptacle                                     | 1    |
| 20     | Hose Bib                                                          | 1    |
| 21     | Tall Storage                                                      | 1    |
| 22     | Counter with 2 Knee Spaces and Base Cabinets/File Unit            | 1    |
| 23     | Provide spot Lighting for Student Display (Dashed Line @ Display) | TBD  |

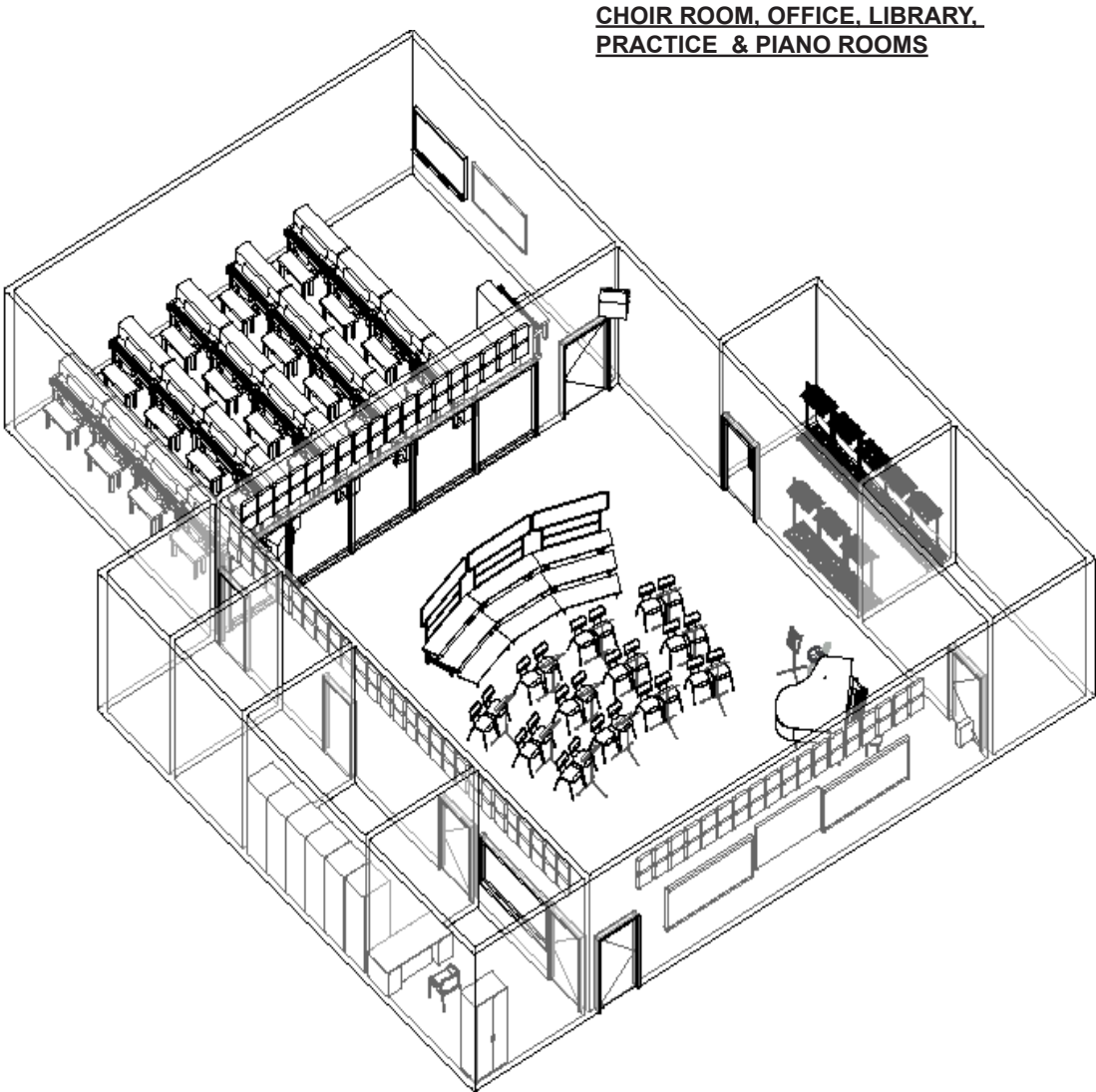
\*May vary due to room configuration.

**NOTE:**

- Provide clay traps at all sinks.
- Ensure some cabinets are vented for drying purposes.

**EDUCATIONAL SPECIFICATIONS**

MIDDLE SCHOOL  
FINE ARTS  
SPACE REQUIREMENTS

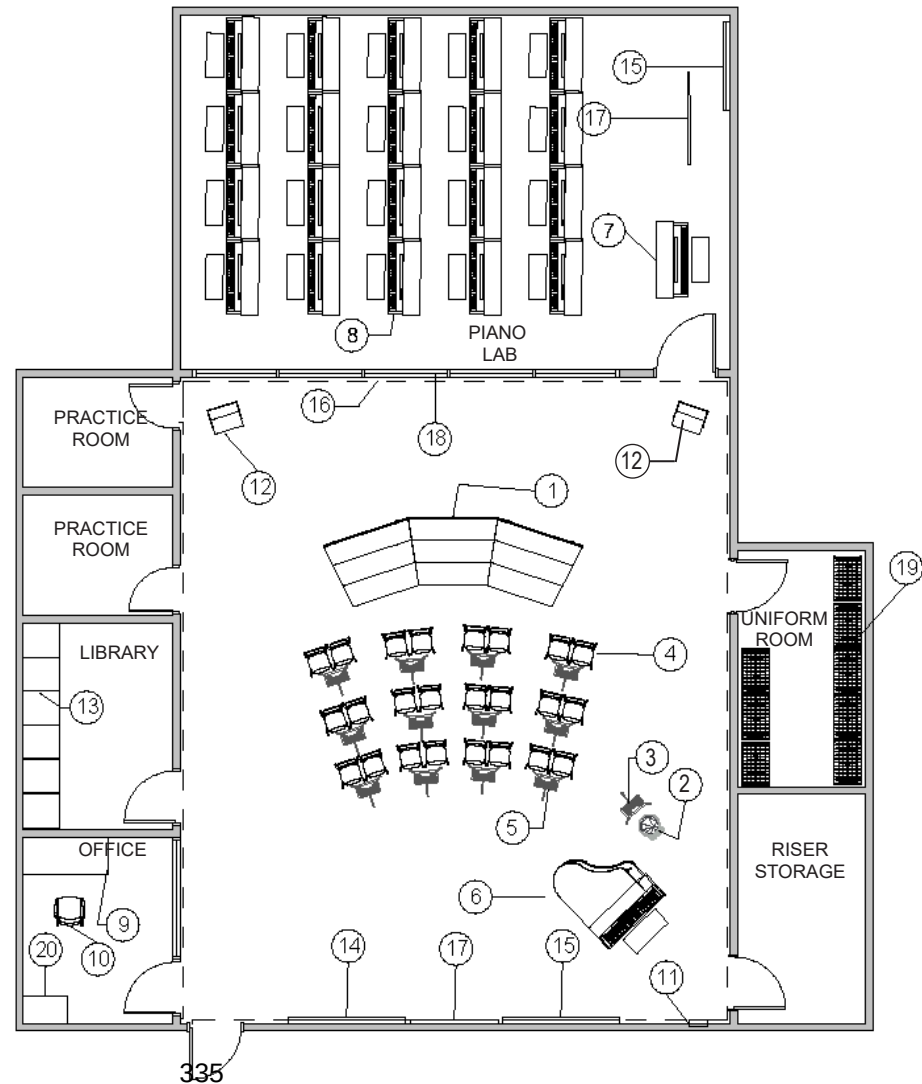


**CHOIR ROOM, OFFICE, LIBRARY, PRACTICE & PIANO ROOMS****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                               | Qty    |
|--------|------------------------------------|--------|
| 1      | Collapsible Risers                 | 1 set  |
| 2      | Teacher High Top Chair             | 1      |
| 3      | Teacher Podium                     | 1      |
| 4      | Student Chairs                     | 24-30* |
| 5      | Music Stands                       | 12-15* |
| 6      | Grand Piano (with bench)           | 1      |
| 7      | Piano (with bench)                 | 1      |
| 8      | Electronic Student Piano with seat | 20     |
| 9      | Desk (Office)                      | 1      |
| 10     | Desk Chair (Office)                | 1      |

**General Contractor = In Contract (IC)**

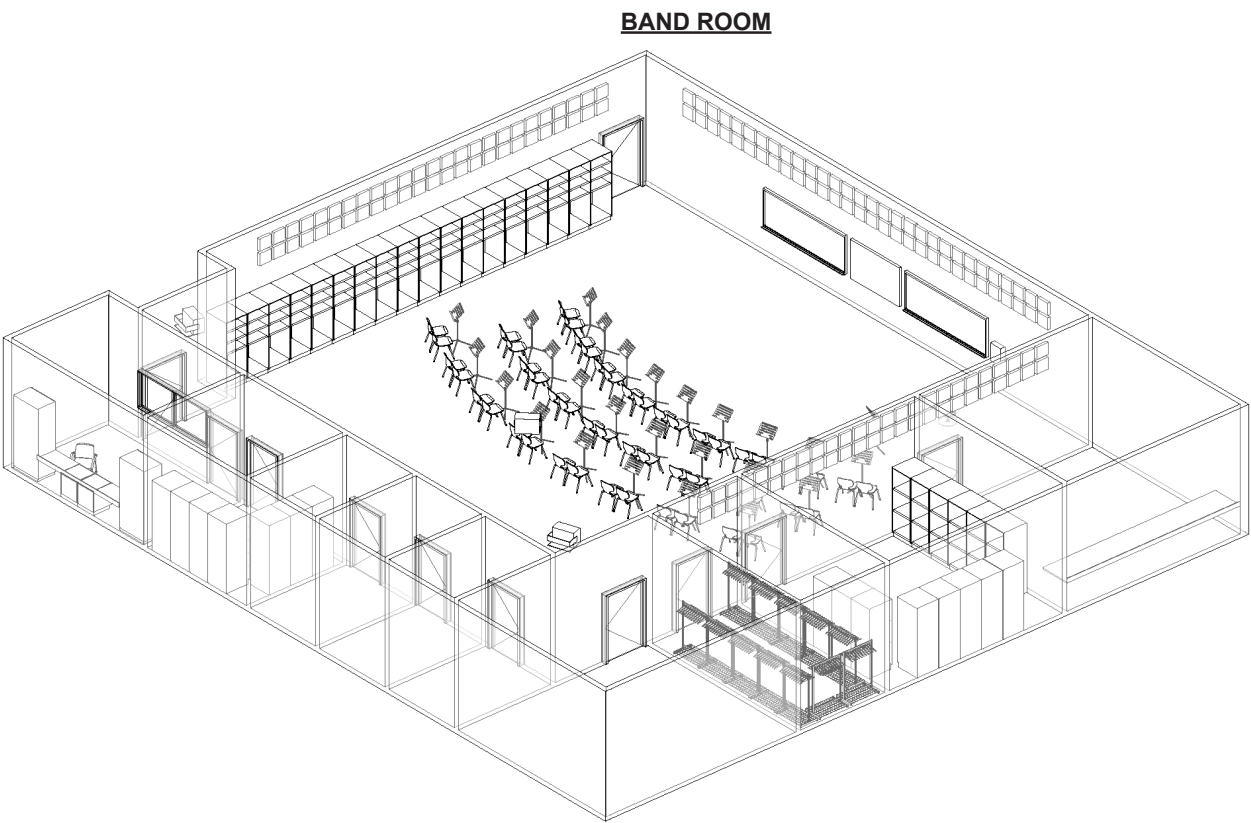
| Item # | Item                                  | Qty  |
|--------|---------------------------------------|------|
| 11     | Sound System Control Panel            | 1    |
| 12     | Speakers                              | 2*   |
| 13     | Music Storage Cabinets (Library)      | TBD* |
| 14     | Markerboard (10')                     | 2    |
| 15     | Markerboard with Staff Lines (10')    | 1    |
| 16     | Acoustical Panels (Line Walls)        | TBD* |
| 17     | Projection Device/Interactive Monitor | 2    |
| 18     | Windows                               | 1    |
| 19     | Uniform Storage                       | TBD* |
| 20     | Storage Cabinet                       | 1    |



\*May vary due to room configuration.

EDUCATIONAL SPECIFICATIONS

MIDDLE SCHOOL  
FINE ARTS  
SPACE REQUIREMENTS



**BAND ROOM, OFFICE, LIBRARY, PRACTICE, ENSEMBLE & INSTRUMENT STORAGE****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                   | Qty    |
|--------|------------------------|--------|
| 1      | Teacher High Top Chair | 1      |
| 2      | Teacher Podium         | 1      |
| 3      | Student Chairs         | 30-40* |
| 4      | Music Stands           | 15-20* |
| 5      | Desk Chair (Office)    | 2      |

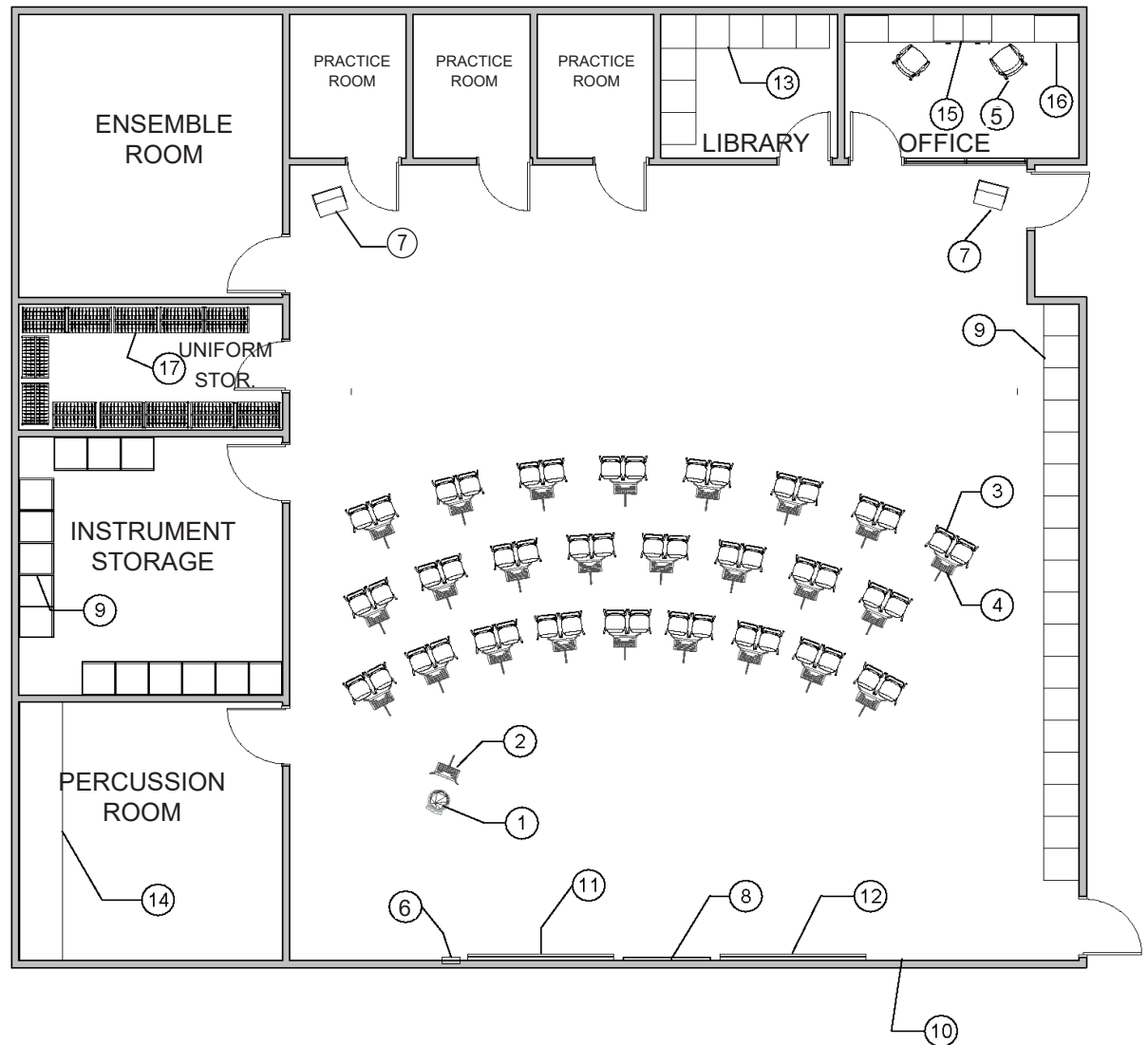
**General Contractor = In Contract (IC)**

| Item # | Item                                           | Qty  |
|--------|------------------------------------------------|------|
| 6      | Sound System Control Panel                     | 2    |
| 7      | Speakers                                       | 2*   |
| 8      | Projection Device/Interactive Monitor          | 1    |
| 9      | Wenger Instrument Storage Cabinets             | TBD* |
| 10     | Acoustical Panels                              | TBD* |
| 11     | Markerboard with Staff Lines (10')             | 1    |
| 12     | Markerboard (10')                              | 2    |
| 13     | Music Storage Cabinets (Library)               | TBD* |
| 14     | 36" deep Shelf                                 | 1    |
| 15     | Counter with 2 Base Cabinets and 2 Knee Spaces | 1    |
| 16     | Storage Cabinet                                | 2    |
| 17     | Uniform Cabinet                                | TBD* |

\*May vary due to room configuration.

NOTE: Provide storage based on instrument list on the following page.

EDUCATIONAL SPECIFICATIONS



MIDDLE SCHOOL  
FINE ARTS  
SPACE REQUIREMENTS

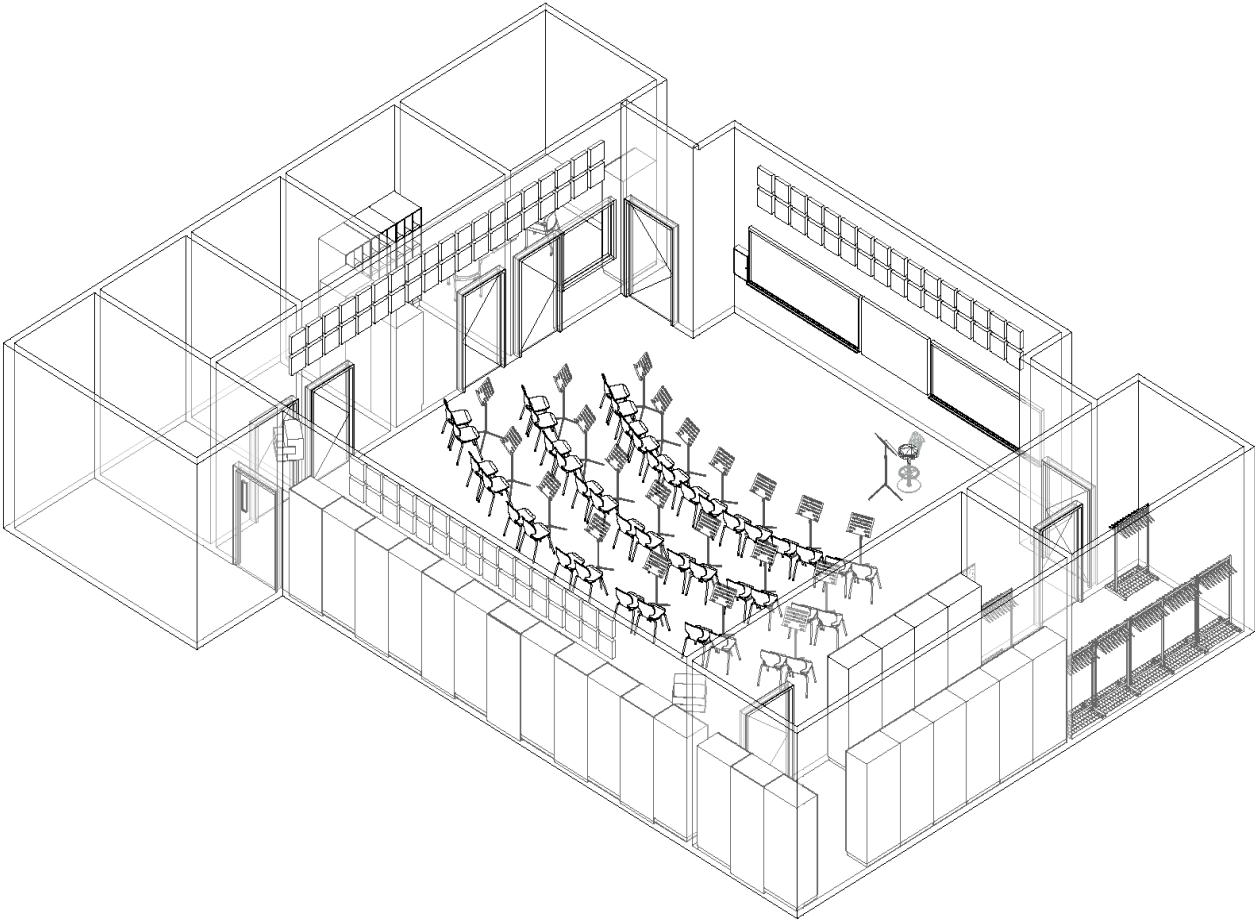
INSTRUMENT LIST FOR STORAGE

| INSTRUMENT         | QUANTITY |
|--------------------|----------|
| Flute              | 18       |
| Clarinet           | 40       |
| Oboe               | 5        |
| Bassoon            | 5        |
| Alto Saxophone     | 13       |
| Tenor Saxophone    | 5        |
| Horn               | 14       |
| Trumpet            | 23       |
| Trombone           | 20       |
| Euphonium/Baritone | 11       |
| Tuba               | 13       |
| Percussion         | 13       |
| TOTAL              | 180      |

Confirm quantities with Fine Arts Director during design.

MIDDLE SCHOOL  
FINE ARTS  
SPACE REQUIREMENTS

ORCHESTRA/MARIACHI ROOM

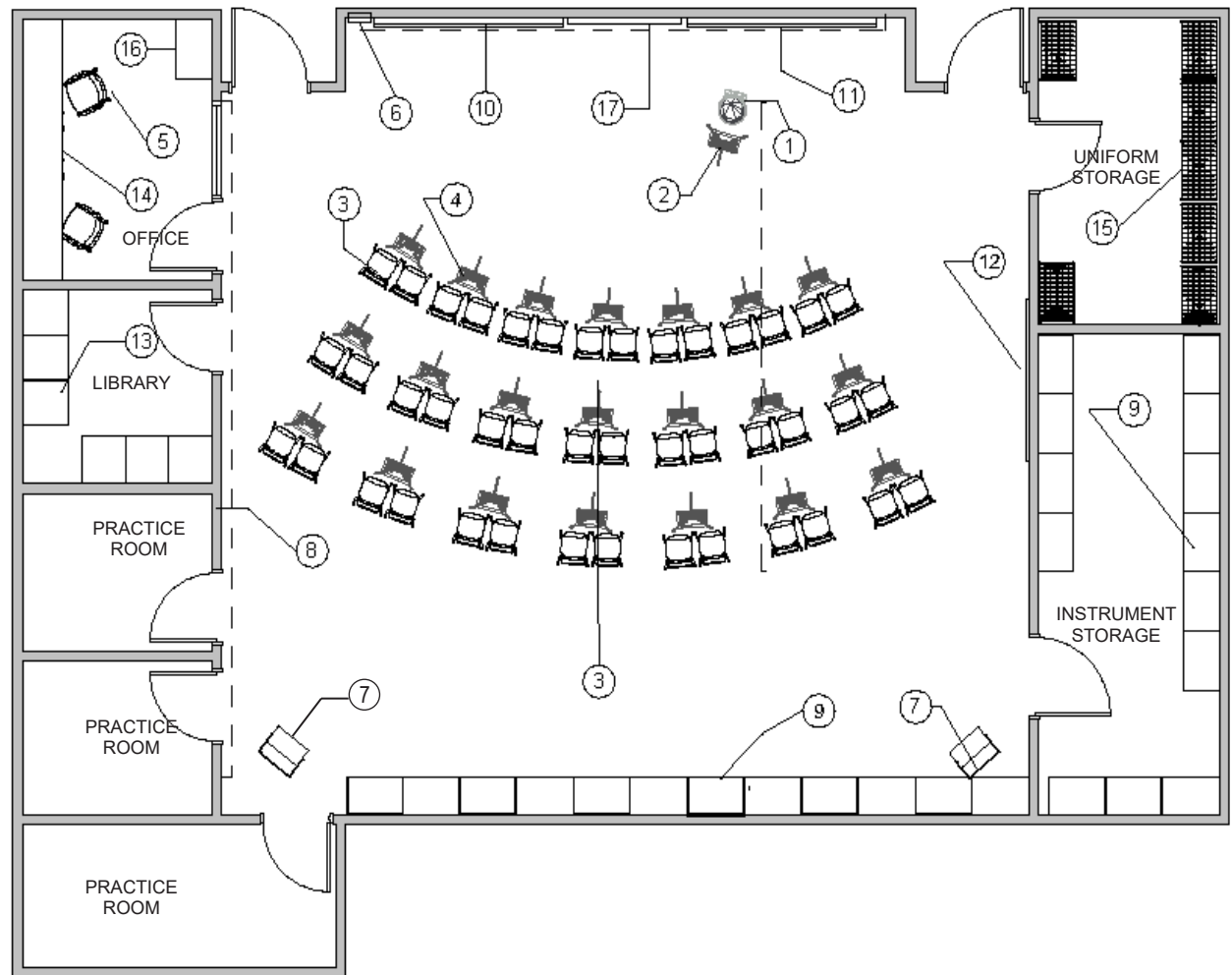


**ORCHESTRA/MARIACHI ROOM****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                   | Qty    |
|--------|------------------------|--------|
| 1      | Teacher High Top Chair | 1      |
| 2      | Teacher Podium         | 1      |
| 3      | Student Chairs         | 30-40* |
| 4      | Music Stands           | 15-20* |
| 5      | Desk Chair             | 2      |

**General Contractor = In Contract (IC)**

| Item # | Item                                           | Qty  |
|--------|------------------------------------------------|------|
| 6      | Sound Control Panel                            | 1    |
| 7      | Speakers                                       | 2    |
| 8      | Acoustical Panels Line Walls                   | TBD* |
| 9      | Wenger Instrument Storage Cabinets             | TBD* |
| 10     | Markerboard (10')                              | 1    |
| 11     | Markerboard with staff lines (10')             |      |
| 12     | Tackboard (8')                                 | 1    |
| 13     | Music Storage Cabinets (Library)               | TBD* |
| 14     | Counter with 2 base cabinets and 2 knee spaces | 1    |
| 15     | Uniform Storage                                | TBD* |
| 16     | Storage Cabinets                               | 1    |
| 17     | Projection Device/Interactive Monitor          | 1    |

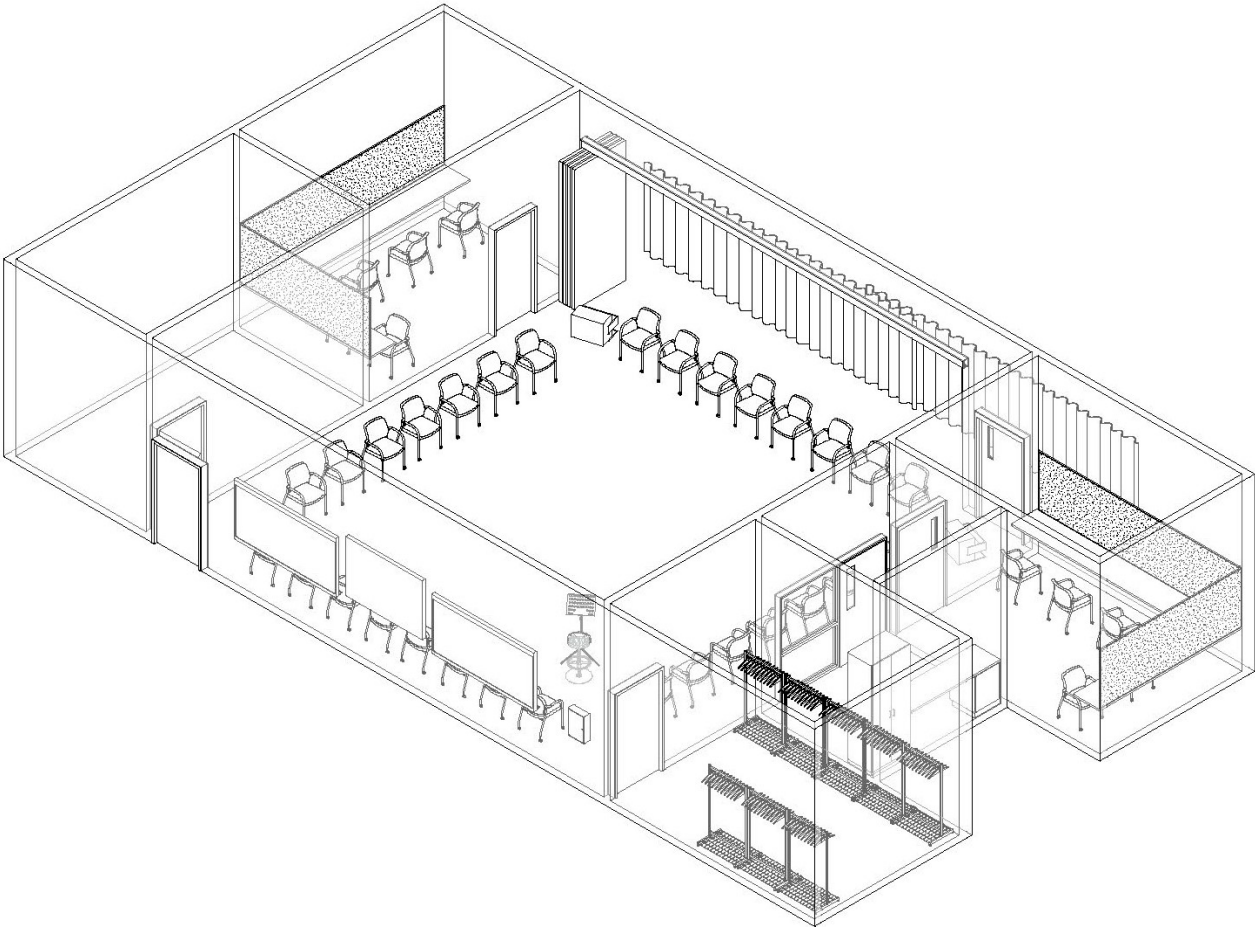


\*May vary due to room configuration.



MIDDLE SCHOOL  
FINE ARTS  
SPACE REQUIREMENTS

DRAMA CLASSROOM



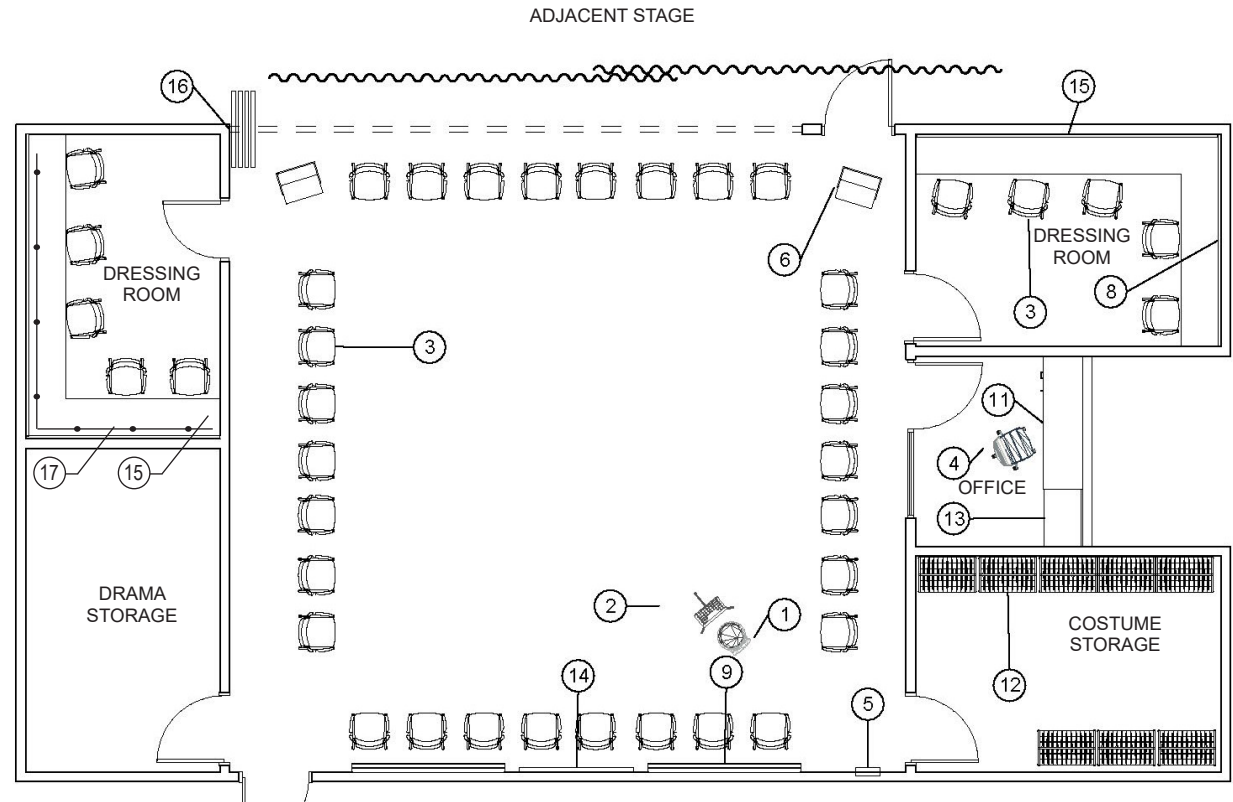
**DRAMA CLASSROOM****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                   | Qty |
|--------|------------------------|-----|
| 1      | Teacher High Top Chair | 1   |
| 2      | Teacher Podium         | 1   |
| 3      | Student Chairs         | 40  |
| 4      | Desk Chair             | 2   |

**General Contractor = In Contract (IC)**

| Item # | Item                                         | Qty  |
|--------|----------------------------------------------|------|
| 5      | Sound Control Panel                          | 1    |
| 6      | Speakers                                     | 2    |
| 7      | Acoustical Panels (All walls)                | TBD* |
| 8      | Wall surface mirrors                         | TBD* |
| 9      | Markerboard (10')                            | 2    |
| 10     | Tackboard (8')                               | 1    |
| 11     | Counter with base file cabinet 1 knee spaces | 1    |
| 12     | Uniform Storage                              | TBD* |
| 13     | Storage Cabinet                              | 1    |
| 14     | Projection Device/Interactive Monitor        | 1    |
| 15     | Counter                                      | TBD* |
| 16     | Folding Partition                            | 1    |
| 17     | Makeup Lights                                | TBD* |

\*May vary due to room configuration.



MIDDLE SCHOOL  
FINE ARTS  
SPACE REQUIREMENTS

STAGE/PLATFORM STORAGE

General Contractor = In Contract (IC)

| Item*          | Qty  |
|----------------|------|
| Metal Shelving | TBD* |

STAGE/PLATFORM (Cafeteria)

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item        | Qty  |
|-------------|------|
| Microphones | TBD* |

General Contractor = In Contract (IC)

| Item*                                 | Qty   |
|---------------------------------------|-------|
| Projection Device/Interactive Monitor | TBD*  |
| Audio Sound System                    | 1     |
| Stage Curtains                        | 1 set |
| Microphone Jacks (Front and On Stage) | TBD*  |
| Theater Lights                        | 1     |
| Screen                                | 1     |

NOTE - Can be tiered or flat seating.

\*May vary based on room configuration.

MIDDLE SCHOOL  
CAFETERIA  
PROGRAM OF SPACES

| <u>Space</u>           | <u>Qty</u>      | <u>SF</u> | <u>Total</u>  |
|------------------------|-----------------|-----------|---------------|
| Cafeteria/Dining       | 1               | 5,700     | 5,700         |
| Table Storage          | 1               | 250       | 250           |
| Kitchen                | 1               | 3,500     | 3,500         |
| Serving                | 1               | 1,000     | 1,000         |
| Staff Breakroom        | 1               | 180       | 180           |
| Staff Restroom/Lockers | 1               | 100       | 100           |
| Office                 | 1               | 200       | 200           |
|                        | <b>Subtotal</b> |           | <b>10,930</b> |

## MIDDLE SCHOOL CAFETERIA SUMMARY

### CAFETERIA

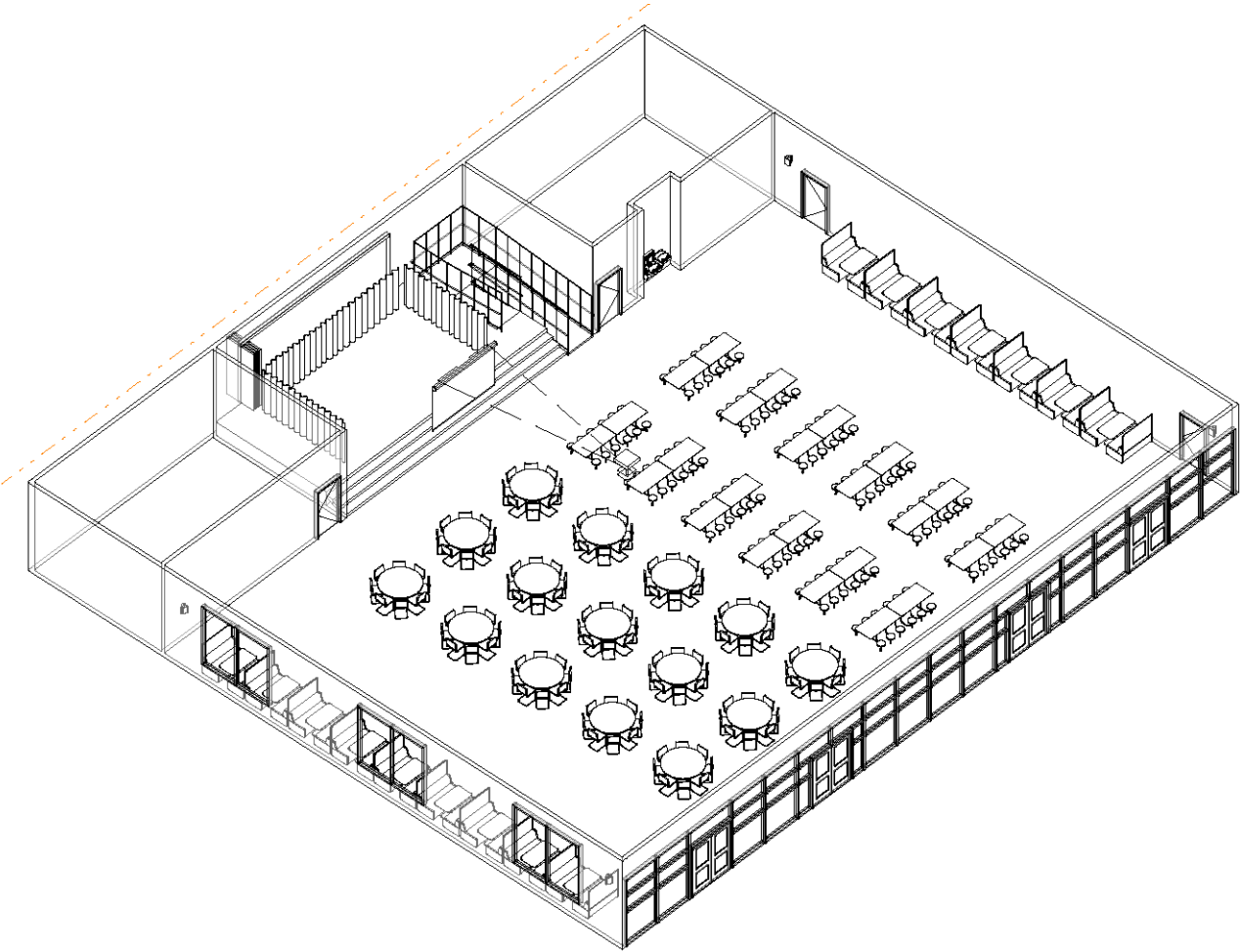
CISD will endeavor to model life-long nutritional habits by incorporating more produce and healthy food choices into student lunches. Student dining area should be an inviting and warm environment with easy access from main corridor.

- Provide movable line rails for managing student flow into the serving lines.
- Provide large openings with plentiful visibility at service lines.
- Provide 350 sf of Cooler space.
- Provide 350 sf of Freezer space.

### General Notes:

- All components of the Food and Child Nutrition Services (FCNS) program shall comply with requirements set for by the authorities having jurisdiction, Environmental and Health Services Food Protection and Education Department codes and regulations will be implemented.
- All Food Service loading area designs should be coordinated with a Food Service Design consultant and reviewed with CISD Food and Child Nutrition Departments during design process.
- Security cameras are required at rear door, point of sales and kitchen work areas.
- Food service, dining spaces and restrooms are to have separate secure access to accommodate after-hours usage and access by personnel outside of regular school hours as well as separate HVAC system for year round temperature and humidity control.
- Provide shaded outdoor dining area.
- Two serving lines are needed with digital menu boards.
- Provide 2 POS (points of sale) adjacent and centered in the serving area with 2 entries spread apart.

MIDDLE SCHOOL  
CAFETERIA  
SPACE REQUIREMENTS



CAFETERIA

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item # | Item                   | Qty  |
|--------|------------------------|------|
| 1      | Varied seating options | TBD* |

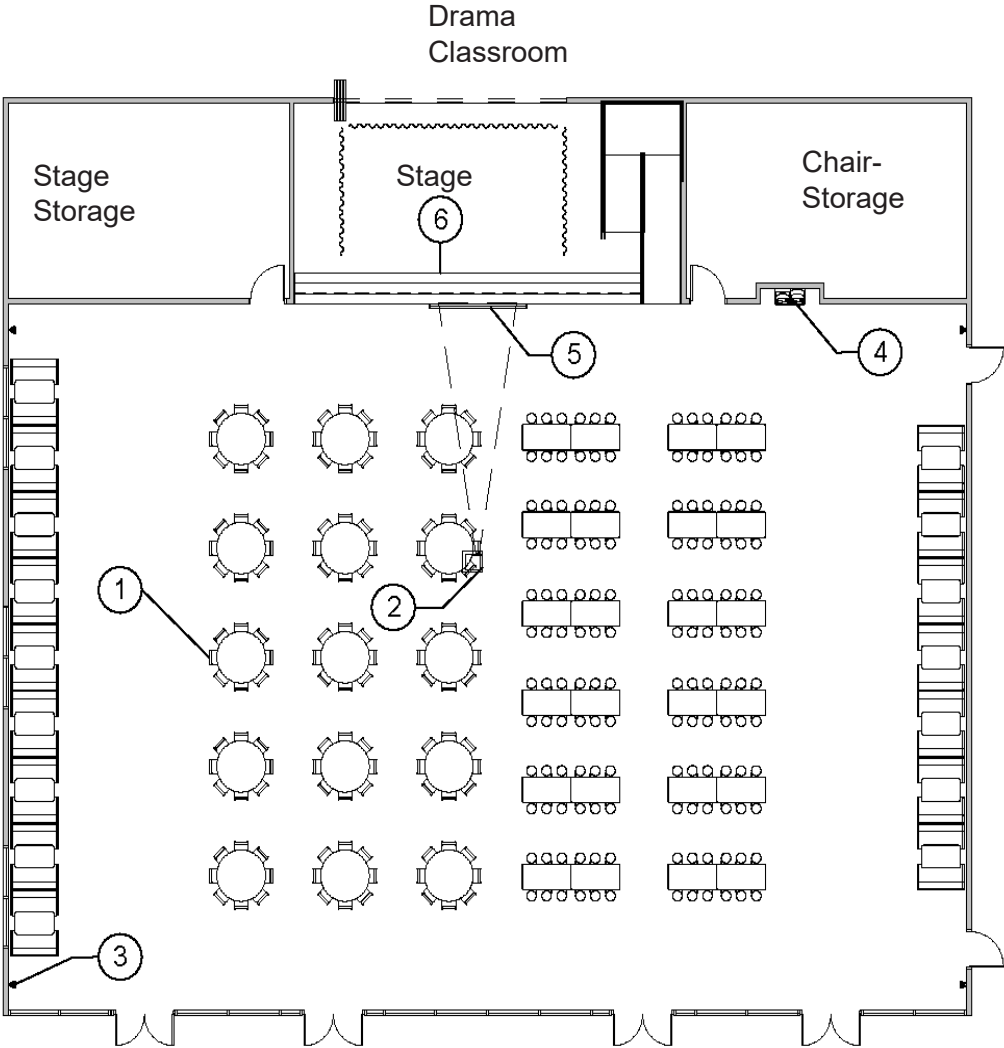
\*Furniture may vary based on configuration

General Contractor = In Contract (IC)

| Item # | Item                            | Qty |
|--------|---------------------------------|-----|
| 2      | Ceiling Mounted Projector       | 1   |
| 3      | Audio System                    | 1   |
| 4      | Drinking Fountains              | 2   |
| 5      | Projection Screen (retractable) | 1   |
| 6      | Hardwood Steps                  | 1   |

NOTE:

- Refer to Fine Arts for Stage components.
- Provide ceiling in cafeteria or acoustical treatment.
- Digital Signage location will be determined by cafeteria layout.



MIDDLE SCHOOL  
CAFETERIA  
SPACE REQUIREMENTS

\*All Food Services spaces (i.e. Serving, Kitchen/ Food Prep, Cooler/Freezer, Warewash, Dry Storage, Snack Bar) to be designed and coordinated with Food Service Design Consultant and CISD Food Service Department.

**CAFETERIA/CHAIR STORAGE**

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item           | Qty  |
|----------------|------|
| Chair Dolly    | TBD* |
| Metal Shelving | TBD* |

**KITCHEN OFFICE**

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item       | Qty |
|------------|-----|
| Desk Chair | 2   |
| Desk       | 2   |

**General Contractor = In Contract (IC)**

| Item                  | Qty |
|-----------------------|-----|
| Safe                  | 1   |
| Window into Prep Area | 1   |



MIDDLE SCHOOL  
CAFETERIA  
SPACE REQUIREMENTS

KITCHEN LOCKER & RESTROOM

General Contractor = In Contract (IC)

| Item                           | Qty  |
|--------------------------------|------|
| Feminine Napkin Disposal       | 1    |
| Soap Dispenser                 | 1    |
| Toilet Paper Dispenser         | 1    |
| Handicap Accessories/Grab Bars | 1    |
| Mirror                         | 1    |
| 2-Tier Lockers for Staff       | 5    |
| Hooks                          | TBD* |
| Electric Hand Dryer            | 1    |

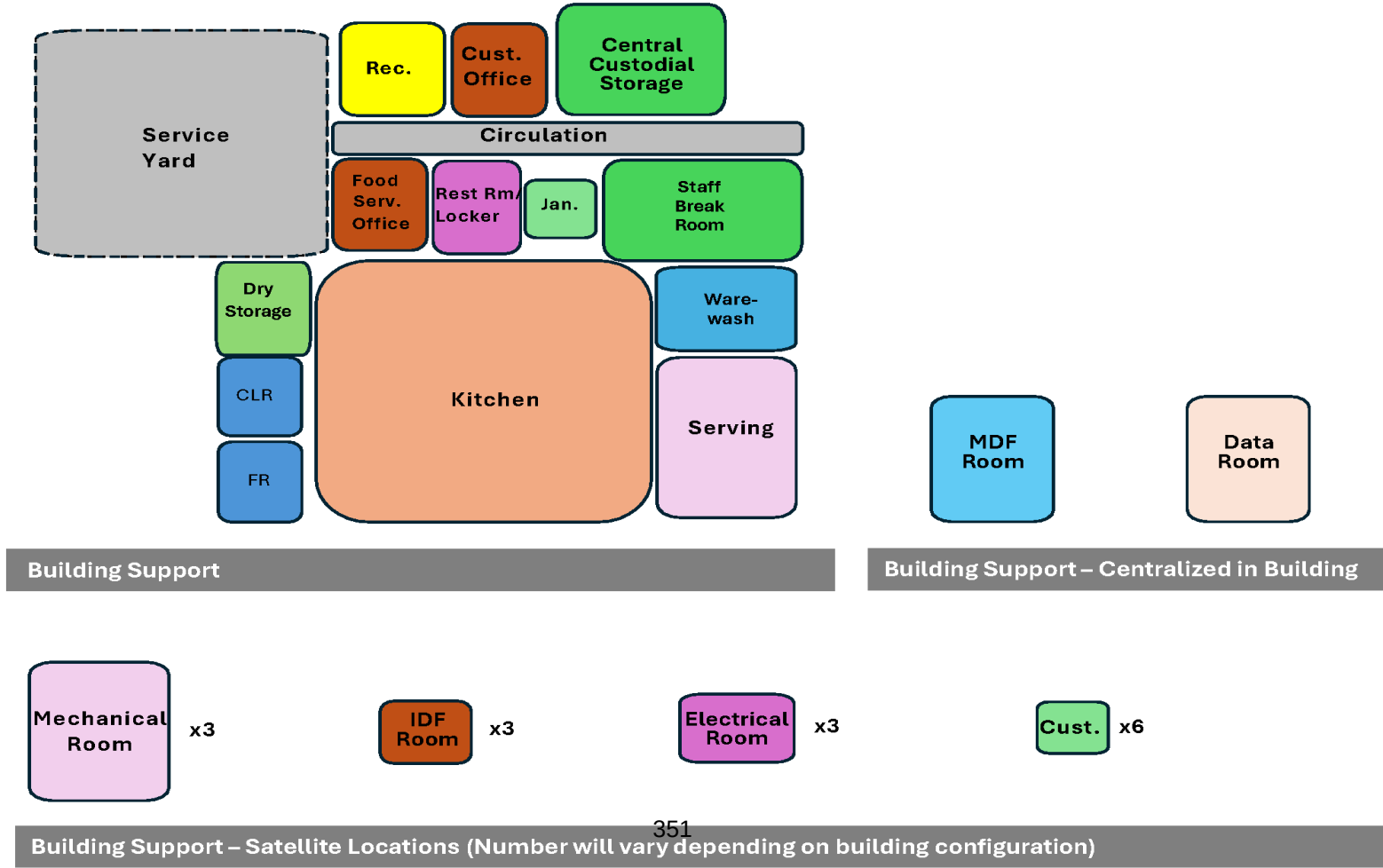
SINGLE USER / FAMILY RESTROOMS

General Contractor = In Contract (IC)

| Item                                  | Qty |
|---------------------------------------|-----|
| Feminine Napkin Disposal              | 1   |
| Soap Dispenser                        | 1   |
| Toilet Paper Dispenser                | 1   |
| Handicap Accessories/Grab Bars        | 1   |
| Mirror                                | 1   |
| Changing Table (Family Restroom Only) | 1   |
| Electric Hand Dyer                    | 1   |
| Feminine Napkin Disposal              | 1   |

**MIDDLE SCHOOL  
BUILDING SUPPORT**

MIDDLE SCHOOL  
BUILDING SUPPORT  
ADJACENCY



MIDDLE SCHOOL  
BUILDING SUPPORT  
PROGRAM OF SPACES

| <u>Space</u>              | <u>Qty</u> | <u>SF</u>       | <u>Total</u> |
|---------------------------|------------|-----------------|--------------|
| Custodial Small           | 6          | 50              | 300          |
| MDF                       | 1          | 180             | 180          |
| Data Room                 | 1          | 200             | 200          |
| Mechanical                | 3          | 800             | 2,400        |
| Electrical Room           | 3          | 120             | 360          |
| IDF                       | 3          | 70              | 210          |
| Central Custodial Storage | 1          | 200             | 200          |
| Central Receiving         | 1          | 300             | 300          |
| Head Custodian Office     | 1          | 100             | 100          |
|                           |            |                 |              |
|                           |            | <b>Subtotal</b> | <b>4,250</b> |

## MIDDLE SCHOOL BUILDING SUPPORT SUMMARY

### **BUILDING SUPPORT**

Maintenance department and custodial includes the upkeep of the campus as well as cleaning.

#### **General Notes:**

- Loading area to be shared with Food Services.
- Badge readers and cameras to be located at the receiving areas.
- Provide space for 2 trash dumpsters in the service yard.
- During design consider placing custodial closets throughout the campus near restrooms.
- Custodial rooms should be provided one per every 15,000-20,000 SF; Minimum room size to be 50 SF
- All custodial rooms to be vented and shall include floor mop sink, washable walls, mop holder and electrical outlet.
- Doors to custodial rooms shall be 36" wide and swing out.
- Rooms need to be finished and completely painted.
- Provide square or rectangular custodial rooms only, no odd shaped rooms.
- A main custodial room is needed at 200 SF with metal shelving and four outlets for scrubbers etc. This room should be located close to service yard.
- Ensure all custodial rooms are vented.

### **MDF/IDF Rooms**

- The MDF room shall serve as the Main Distribution Frame room for the entire campus.
- Cooling, heating and humidity control for MDF and IDF rooms shall be independently controlled, and provide service 24-hours a day, 365-days a year.
- These rooms will be located where appropriate within in the campus (not in Administration). Confirm with District Technology Department during design.
- All MDF/IDF rooms shall have access control.
- MDF/IDF rooms shall be square or rectangular in shape.

### **Fixtures/Furniture/Equipment (FFE)**

- Refer to Space Requirements for Fixtures, Furniture, and Equipment..

MIDDLE SCHOOL  
BUILDING SUPPORT  
SPACE REQUIREMENTS

**MDF / IDF / MECHANICAL / ELECTRICAL ROOMS**

All Technology, Electrical and Mechanical Rooms shall be designed by appropriate consultant and shall follow the guidelines set forth by Manor ISD.

**CUSTODIAL ROOMS**

**General Contractor = In Contract (IC)**

| Item               | Qty |
|--------------------|-----|
| Floor Mop Sink     | 1   |
| Mop Holder         | 1   |
| Floor Drain        | 1   |
| Electrical Outlets | 4   |

**MAIN CUSTODIAL OFFICE\***

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item                    | Qty |
|-------------------------|-----|
| Desk Chair              | 2   |
| File Cabinet (Lockable) | 1   |
| Safe                    | 1   |

**General Contractor = In Contract (IC)**

| Item                  | Qty                        |
|-----------------------|----------------------------|
| Built-in Workstations | 2                          |
| 2-Tier Lockers        | TBD*                       |
| Metal Shelving        | Line<br>Remaining<br>Walls |

<sup>354</sup>  
\*Ensure data/power and wi-fi are provided.

# Canutillo Independent School District **EDUCATIONAL SPECIFICATIONS**



**Early College High School**  
355

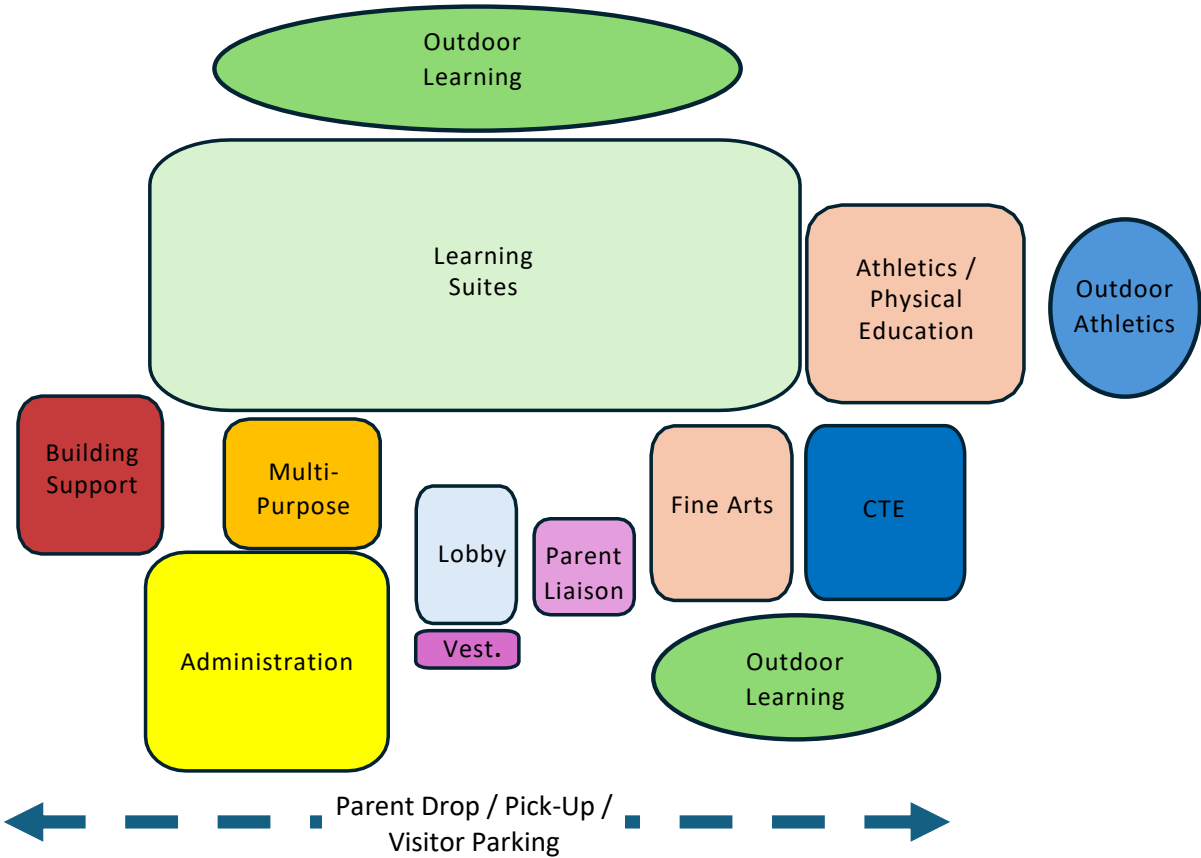
Issued: October 22, 2024







EARLY COLLEGE  
HIGH SCHOOL  
SITE ADJACENCY

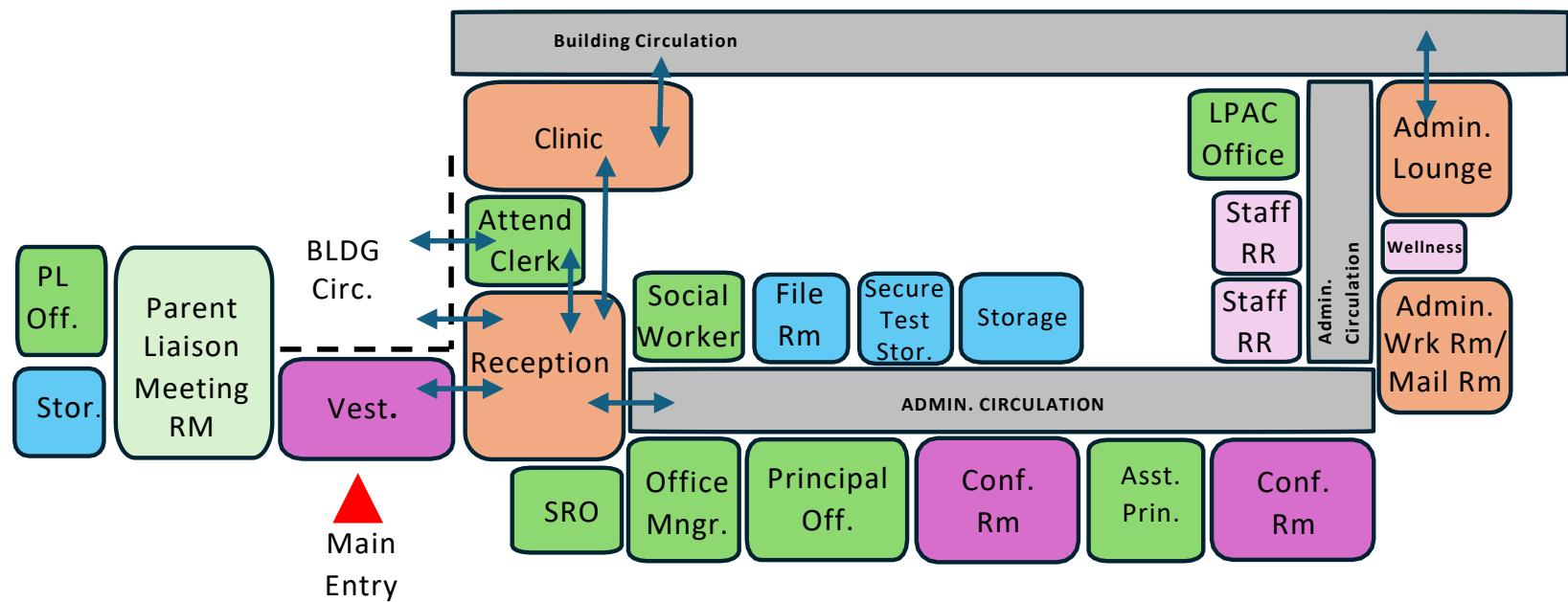


EARLY COLLEGE  
HIGH SCHOOL  
PROGRAM OF SPACES

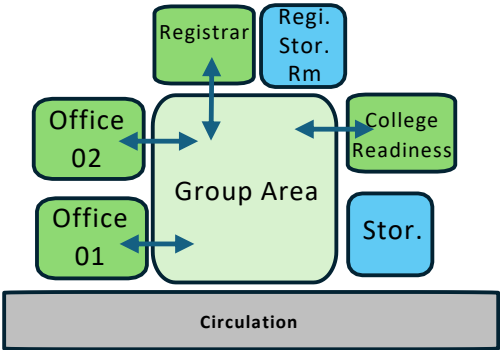
| General Campus Program                        |                  |
|-----------------------------------------------|------------------|
| 750 Students                                  |                  |
| SPACE                                         | SF               |
| Administration                                | 7,090            |
| Academic                                      | 33,370           |
| CTE                                           | 2,550            |
| Athletics / Physical Education                | 3,300            |
| Fine Arts                                     | 1,780            |
| Building Support                              | 1,860            |
| <b>SUBTOTAL (Net)</b>                         | <b>49,950 SF</b> |
| <i>Circulation, Lobbies &amp; Walls (35%)</i> | <i>17,483 SF</i> |
| <b>GRAND TOTAL (Gross)</b>                    | <b>67,433 SF</b> |

# **EARLY COLLEGE HIGH SCHOOL ADMINISTRATION**

EARLY COLLEGE  
HIGH SCHOOL  
ADMINISTRATION  
ADJACENCY



EARLY COLLEGE  
HIGH SCHOOL  
ADMINISTRATION  
ADJACENCY



# EARLY COLLEGE HIGH SCHOOL ADMINISTRATION PROGRAM OF SPACES

| <u>Space</u>                     | <u>Qty</u> | <u>SF</u>     | <u>Total</u> |
|----------------------------------|------------|---------------|--------------|
| <b>Administration</b>            |            |               |              |
| Secure Entry Vestibule           | 1          | 150           | 150          |
| Reception/Waiting Area           | 1          | 250           | 250          |
| Office Manager                   | 1          | 150           | 150          |
| Principal                        | 1          | 250           | 250          |
| Conference Room                  | 2          | 250           | 500          |
| Assistant Principal              | 1          | 180           | 180          |
| Attendance Clerk                 | 1          | 120           | 120          |
| LPAC Office                      | 1          | 120           | 120          |
| File Room - General              | 1          | 100           | 100          |
| Secure Testing Storage           | 1          | 100           | 100          |
| Administration Workroom/Mailroom | 1          | 300           | 300          |
| Admin Lounge                     | 1          | 300           | 300          |
| Storage Room                     | 1          | 150           | 150          |
| Staff Restrooms                  | 2          | 60            | 120          |
| Wellness Room                    | 1          | 80            | 80           |
| SRO                              | 1          | 120           | 120          |
| <b>Counselors Suite</b>          |            |               |              |
| Group Area                       | 1          | 300           | 300          |
| Counselor's Office               | 2          | 150           | 300          |
| Counselor's Storage              | 1          | 100           | 100          |
| Registrar                        | 1          | 120           | 120          |
| File Room - Registrar            | 1          | 100           | 100          |
| College Readiness Coordinator    | 1          | 120           | 120          |
| <b>Parent Liaison</b>            |            |               |              |
| Meeting Room                     | 1          | 400           | 400          |
| Office                           | 1          | 120           | 120          |
| <b>Other General Support</b>     |            |               |              |
| Multi-Purpose Room               | 1          | 1,400         | 1,400        |
| <b>Subtotal</b>                  |            | <b>6,1070</b> |              |

EARLY COLLEGE  
HIGH SCHOOL  
ADMINISTRATION  
PROGRAM OF SPACES

| <u>Space</u>                | <u>Qty</u> | <u>SF</u> | <u>Total</u> |
|-----------------------------|------------|-----------|--------------|
| <b>Health Clinic</b>        |            |           |              |
| Clinic                      | 1          | 500       | 500          |
| Nurse's Office              | 1          | 100       | 100          |
| Clinic RR                   | 2          | 60        | 120          |
| Storage                     | 1          | 100       | 100          |
| Isolation                   | 1          | 100       | 100          |
| <b>Subtotal</b>             |            |           | <b>920</b>   |
| <b>Administration Total</b> |            |           | <b>7,090</b> |

— \* Number may vary depending on student enrollment

# EARLY COLLEGE HIGH SCHOOL ADMINISTRATION SUMMARY

## ADMINISTRATION SUITE

The administrative suite must be clearly designated as the main entry to the school. After entering through a secure vestibule, parents and visitors will be further screened and greeted in the administration reception area. The administrative offices, counselors and health clinic will be located in this centralized area.

### General Notes:

#### *Administration*

- The main entry secure vestibule should include a videophone, card reader access, and an automatic lock down device on all exterior doors.
- All visitors must be able to use the videophone to identify themselves and show valid ID to the receptionist..
- A clear line-of-sight should be provided at reception area for visibility of those entering and exiting the main entry.
- The ability to lock down main interior doors from receptionist's desk.
- The Principal's office should be located adjacent to the Conference Room.
- The workroom should be located near the restrooms.
- Door lights or sidelights at all offices for visibility should be standard.
- Provide blinds or shades on all exterior windows and sidelights.
- The Parent Liaison room should be located off main vestibule for ease of access outside the secure student population. Provide card reader from internal door to campus for added security.

#### *Counselors*

- The counselor's offices should be easily accessible to students and parents, and located off a main hallway but not included in the main administration suite.
- Offices should have lighting controls and soft seating.

#### *Health Clinic*

- Clinic should be located adjacent to reception area for ease of parent access when picking up sick child/children.
- All areas within the clinic except the restrooms should contain good visibility.
- Treatment room should have sound proofing provided for audio testing. Provide code at door.
- Lights at cots should be switched to allow for adjustable lighting throughout clinic.
- One outlet in the treatment room, and the refrigerator outlet need to be tied to the emergency generator.
- Ensure eye chart location allows for 10' clear distance.
- Ensure power is provided throughout the clinic on every wall to allow access for different medical equipment.

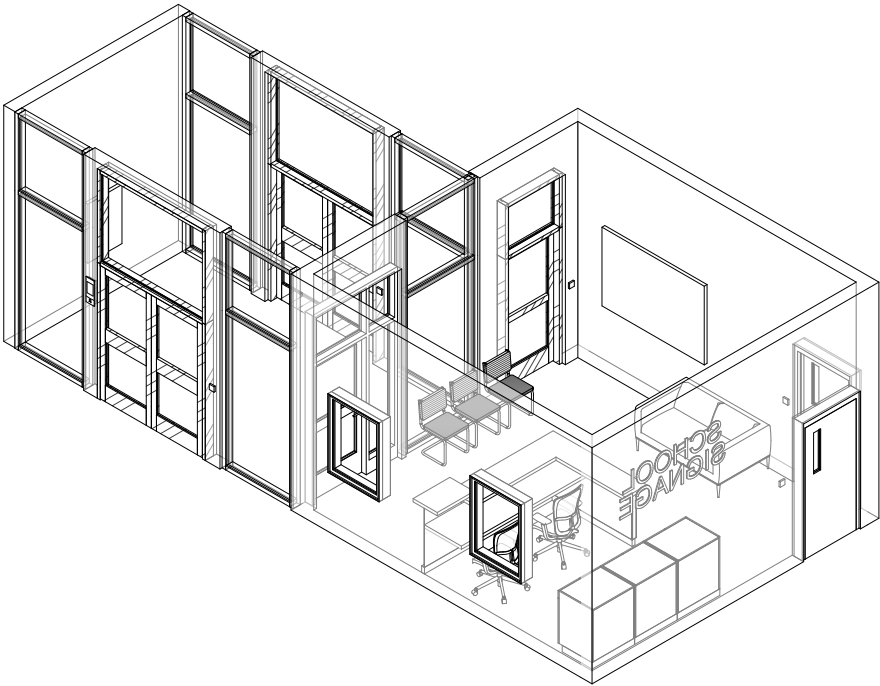
#### **Fixtures/Furniture/Equipment (FFE)**

- Refer to Space Requirements for Fixtures, Furniture, and Equipment.



EARLY COLLEGE  
HIGH SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

SECURE VESTIBULE/RECEPTION



**SECURE VESTIBULE/RECEPTION**

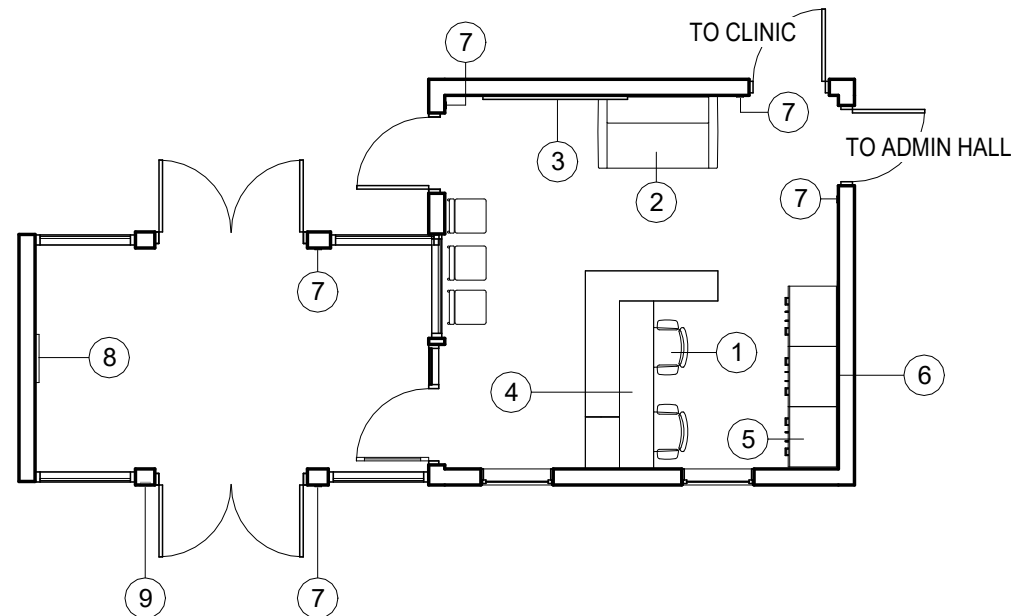
Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item # | Item         | Qty |
|--------|--------------|-----|
| 1      | Desk Chairs  | 2*  |
| 2      | Soft Seating | 1*  |

General Contractor = In Contract (IC)

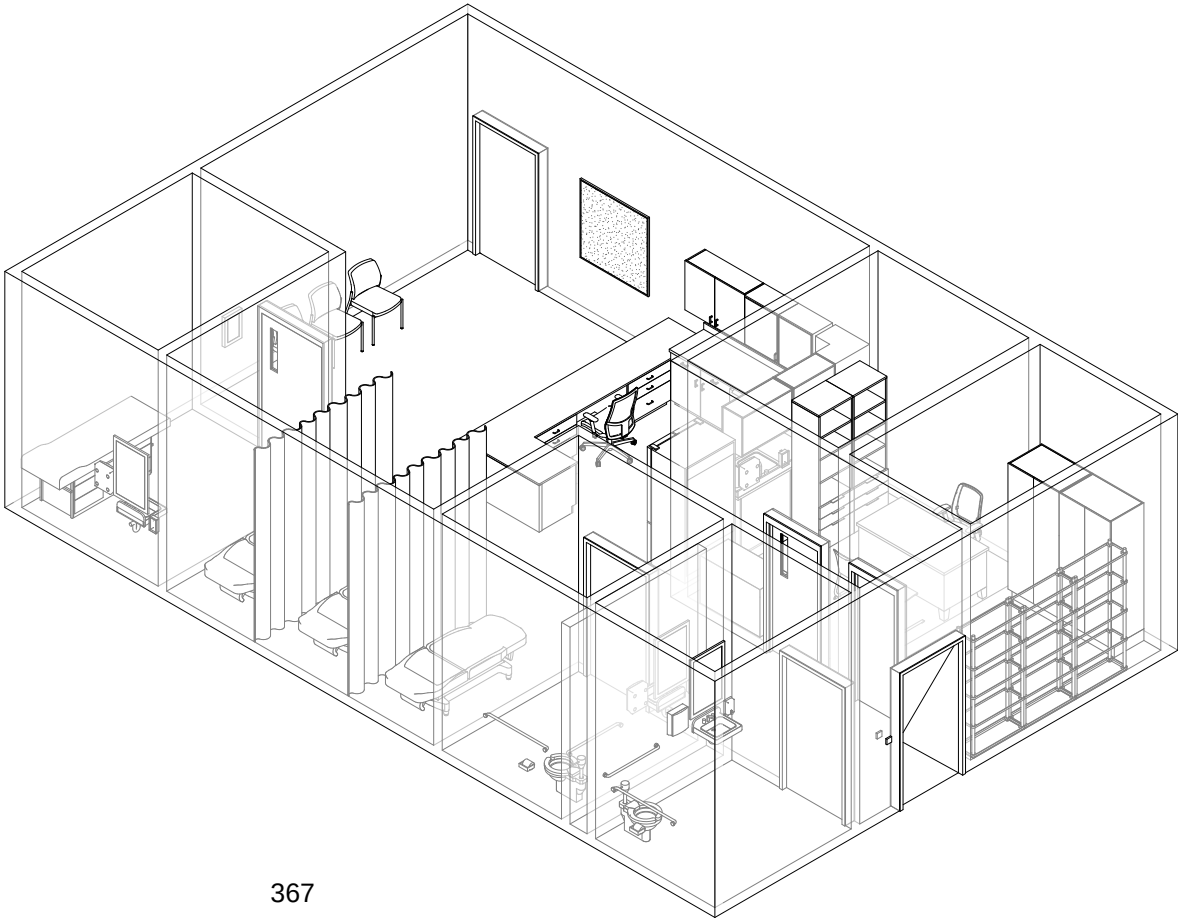
| Item # | Item                                                                | Qty  |
|--------|---------------------------------------------------------------------|------|
| 3      | Projection Device/Interactive Monitor                               | 2    |
| 4      | Built-in Workstation with Transaction Counter and Kneespace for Two | 1    |
| 5      | Built-in Lower Cabinets                                             | TBD* |
| 6      | School Name                                                         | 1    |
| 7      | Card Readers                                                        | TBD* |
| 8      | Dedication Plaque                                                   | 1    |
| 9      | Videophone                                                          | 1    |

\*May vary due to room configuration.



EARLY COLLEGE  
HIGH SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

HEALTH CLINIC



367

**HEALTH CLINIC SUITE**

Treatment Area, Treatment Room, Restrooms, &amp; Storage

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item         | Qty |
|--------|--------------|-----|
| 1      | Cots         | 3   |
| 2      | Desk         | 1   |
| 3      | Desk Chair   | 2   |
| 4      | Eye Chart    | 1   |
| 5      | Guest Chairs | 5   |

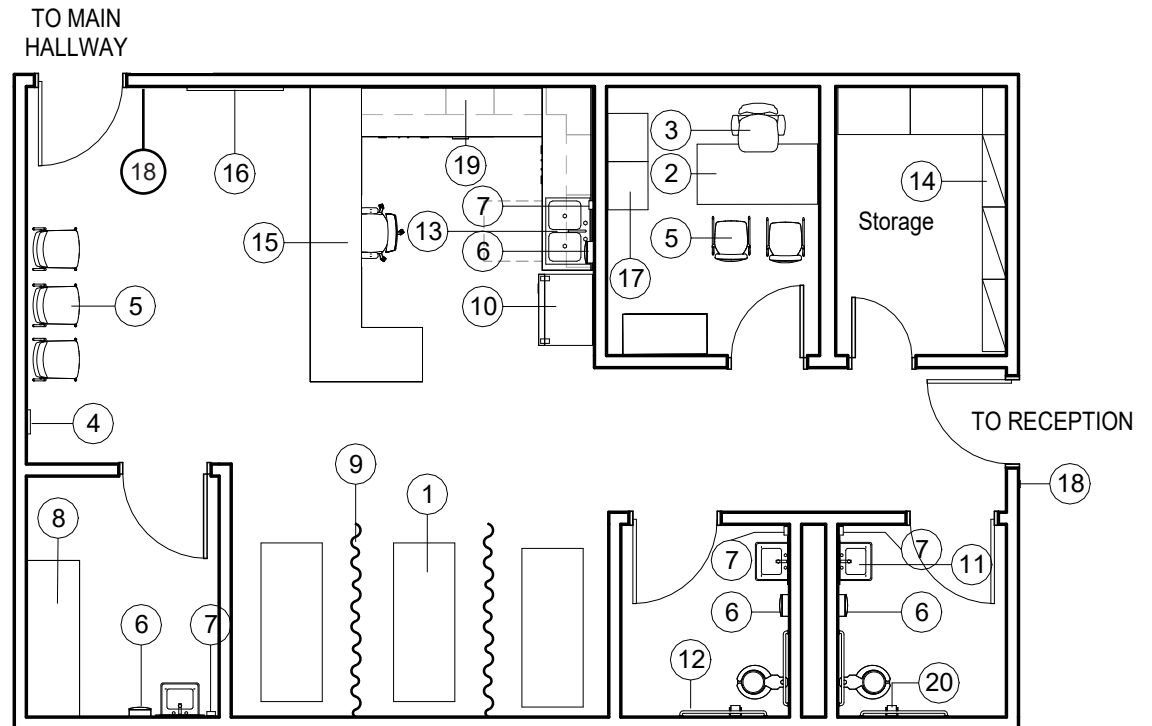
**General Contractor = In Contract (IC)**

| Item # | Item                                     | Qty  |
|--------|------------------------------------------|------|
| 6      | Paper Towel Dispenser                    | 4    |
| 7      | Toilet Paper Dispenser                   | 2    |
| 8      | Hydraulic Table (Treatment Room)         | 1    |
| 9      | Cot Curtains and Track                   | 2    |
| 10     | Refrigerator (Full Size, with Ice Maker) | 1    |
| 11     | Hand-washing Sink                        | 1    |
| 12     | ADA compliant Accessories/Grab Bars      | 2    |
| 13     | Double Sink at Nurse Station             | 1    |
| 14     | Metal Shelving (Storage)                 | TBD* |
| 15     | Built-in base cabinets and counter       | TBD* |
| 16     | Tackboard (4')                           | 1    |
| 17     | Built-in Storage Cabinet - Lockable      | 2    |
| 18     | Card Reader                              | 2    |
| 19     | Built in Upper and Lower Cabinets        | 1    |
| 20     | Toilet Paper Dispenser                   | 2    |

\*May vary due to room configuration.

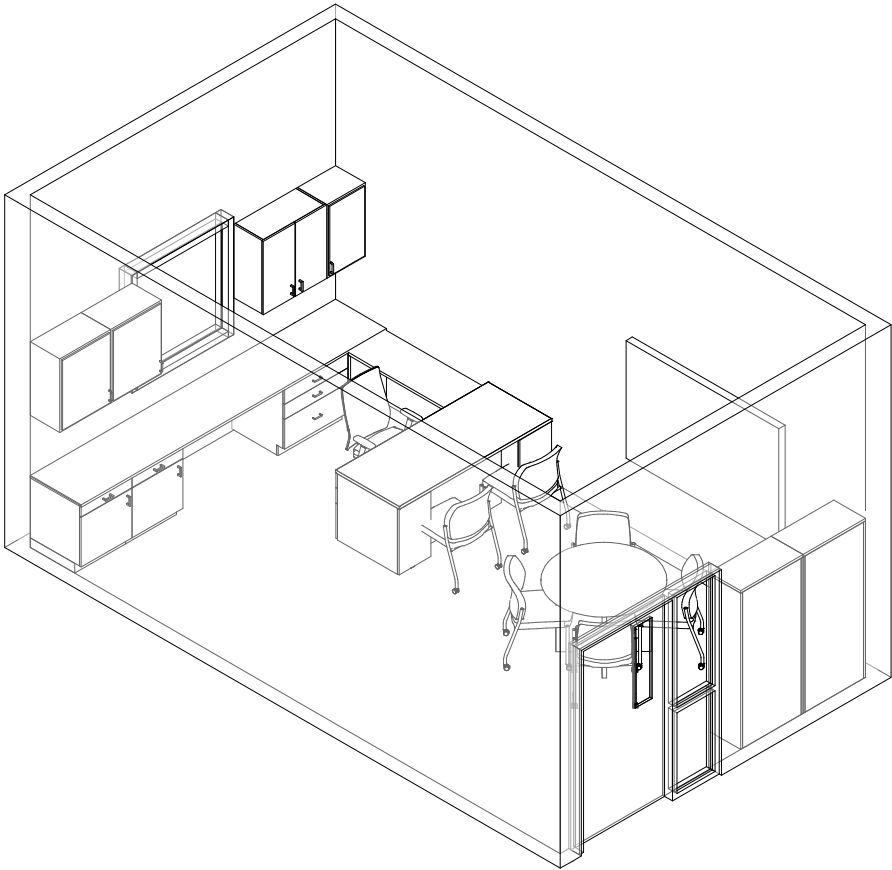
**NOTE:**

- Provide power to hydraulic table.
- Cabinets/Drawers should be lockable.
- Storage room and treatment room to be lockable.
- Provide door light at Treatment Room.
- Provide power and data at all kneespaces.



EARLY COLLEGE  
HIGH SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

PRINCIPAL'S OFFICE



**PRINCIPAL’S OFFICE**

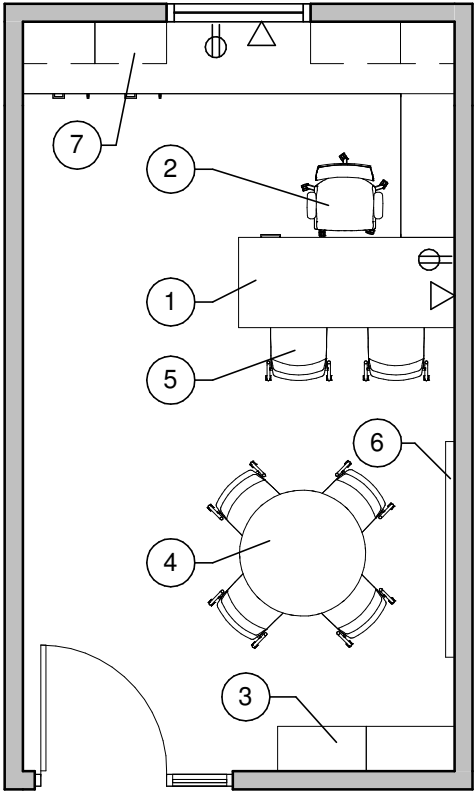
**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item             | Qty |
|--------|------------------|-----|
| 1      | Desk with Return | 1   |
| 2      | Desk Chair       | 1   |
| 3      | Bookshelf        | 2   |
| 4      | Conference Table | 1   |
| 5      | Guest Chairs     | 6   |

**General Contractor = In Contract (IC)**

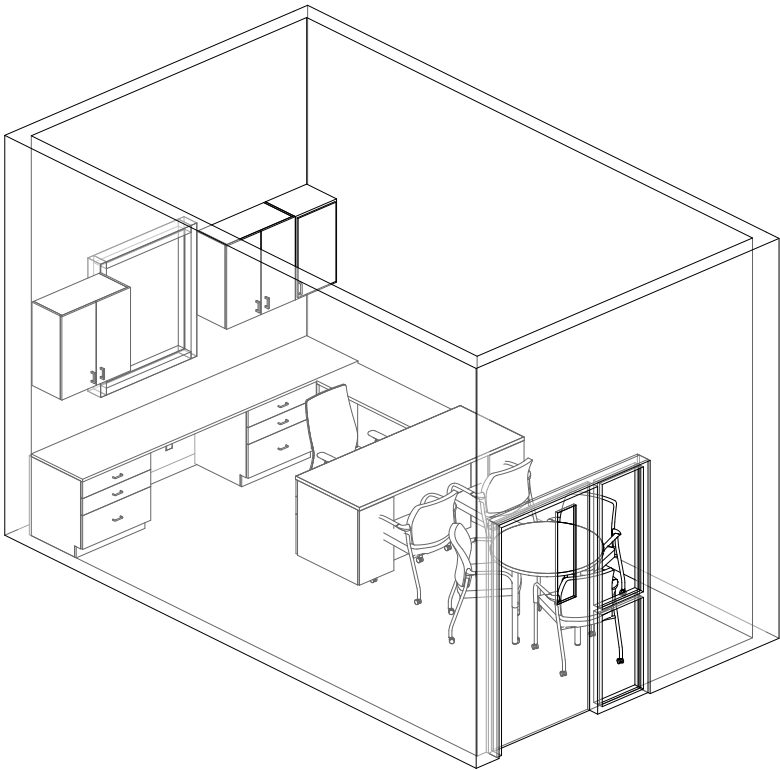
| Item # | Item                                             | Qty |
|--------|--------------------------------------------------|-----|
| 6      | Projection Device/Interactive Monitor            | 1   |
| 7      | Built-in Upper and Lower Cabinets with Kneespace | 1   |

NOTE:  
- Provide power and data at two desk locations as shown.  
- Provide blinds or shades at all exterior windows.



EARLY COLLEGE  
HIGH SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

ASSISTANT PRINCIPAL'S OFFICE



**ASSISTANT PRINCIPAL'S OFFICE**

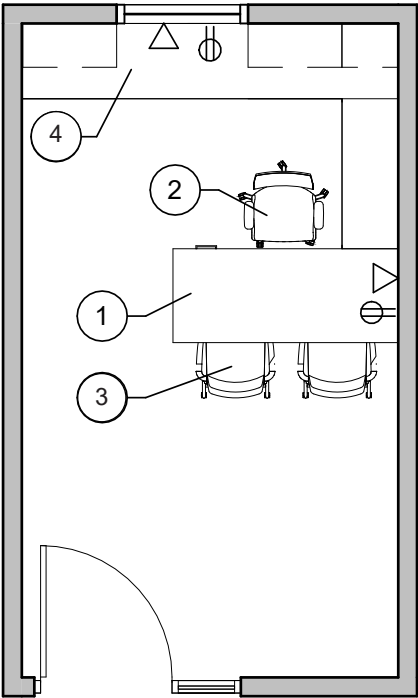
**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item             | Qty |
|--------|------------------|-----|
| 1      | Desk with Return | 1   |
| 2      | Desk Chair       | 1   |
| 3      | Guest Chairs     | 2   |

**General Contractor = In Contract (IC)**

| Item # | Item                                             | Qty |
|--------|--------------------------------------------------|-----|
| 4      | Built-in Upper and Lower Cabinets with Kneespace | 1   |

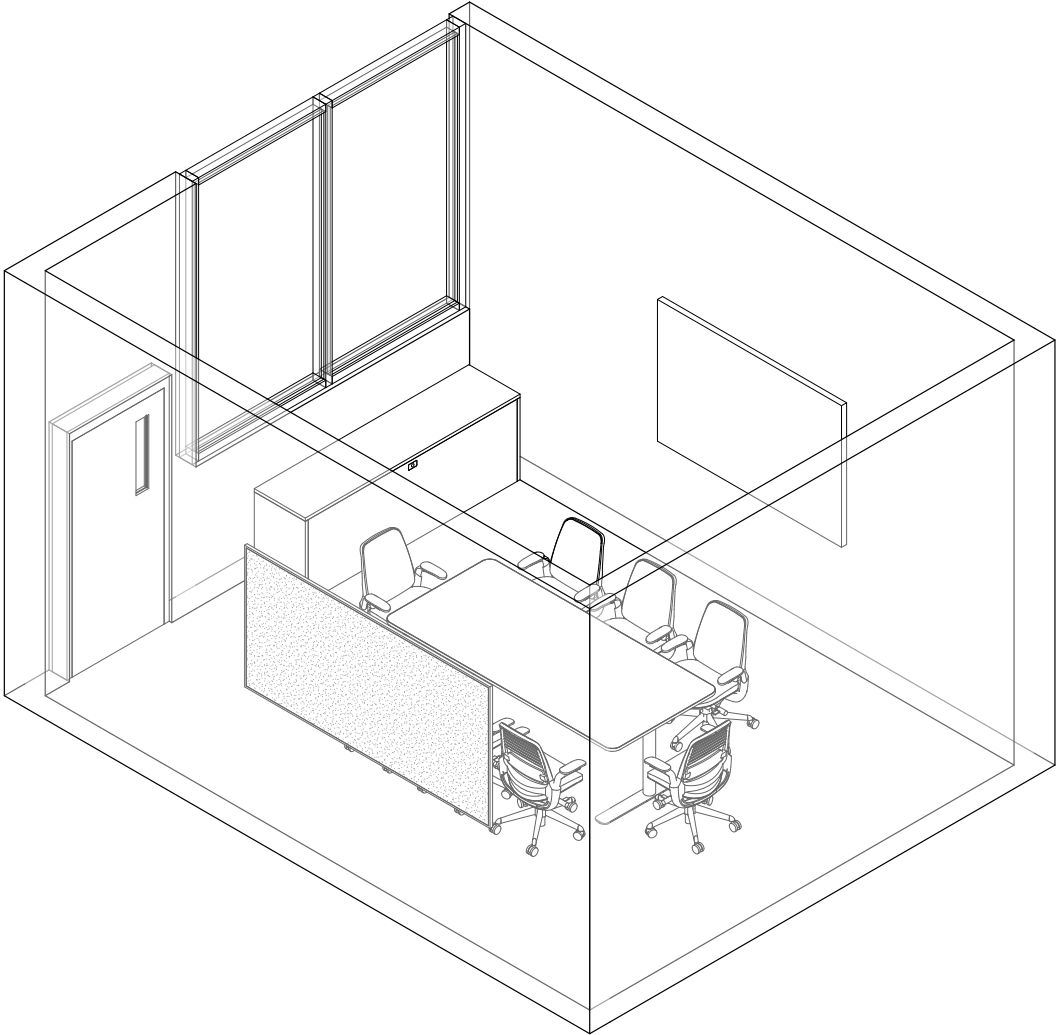
- NOTE:
- Provide power and data at two desk locations as shown.
  - Provide blinds or shades at all exterior windows.





EARLY COLLEGE  
HIGH SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

CONFERENCE ROOM



373

**CONFERENCE ROOM**

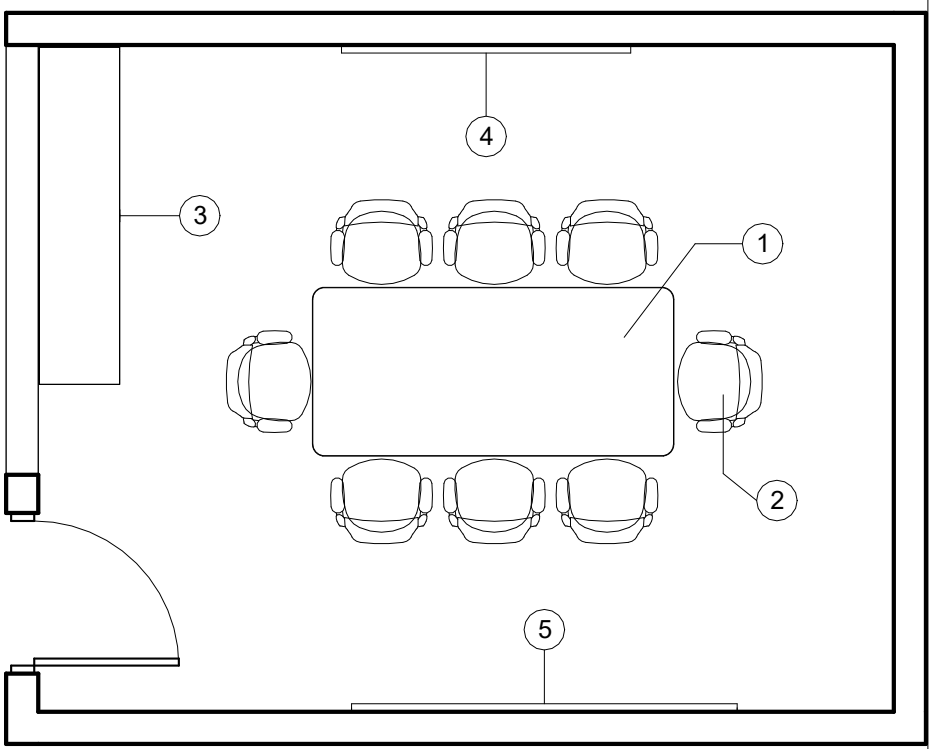
Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item # | Item             | Qty    |
|--------|------------------|--------|
| 1      | Conference Table | 1      |
| 2      | Guest Chairs     | 12 min |
| 3      | Credenza         | 1      |

General Contractor = In Contract (IC)

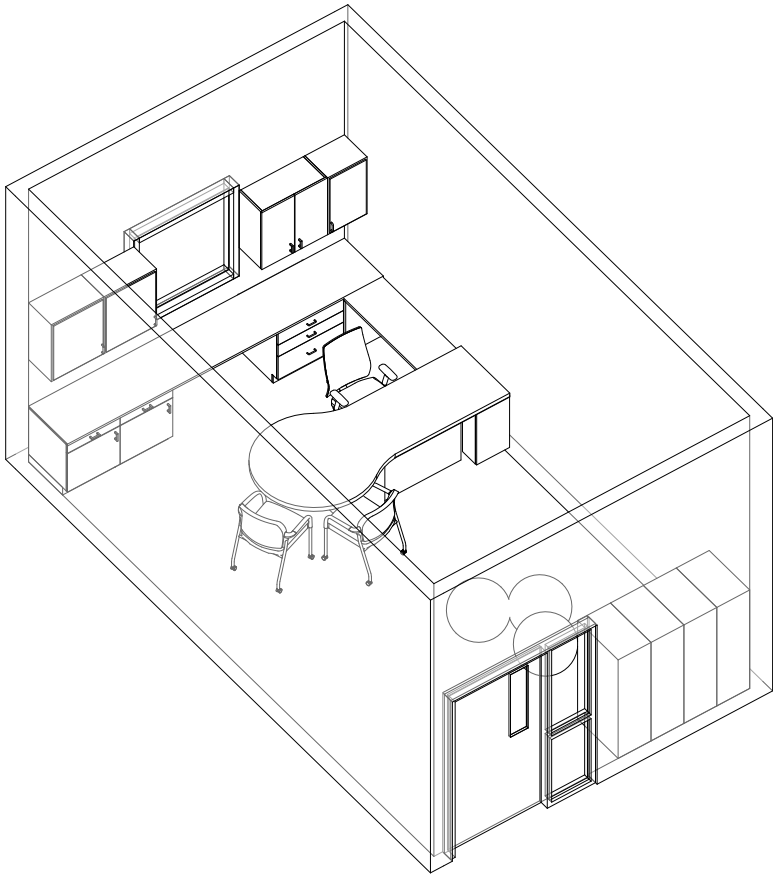
| Item # | Item                                  | Qty |
|--------|---------------------------------------|-----|
| 4      | Projection Device/Interactive Monitor | 1   |
| 5      | Markerboard (8')                      | 1   |

NOTE:  
- Coordinate table location with electrical outlet locations.



EARLY COLLEGE  
HIGH SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

COUNSELOR'S OFFICE



375

COUNSELOR’S OFFICE

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item # | Item                                | Qty  |
|--------|-------------------------------------|------|
| 1      | Desk with Return and Conference End | 1    |
| 2      | Desk Chair                          | 1    |
| 3      | Soft Seating (i.e. Beanbag)         | TBD* |
| 4      | Guest Chairs                        | 2    |
| 5      | File Cabinets                       | 4*   |

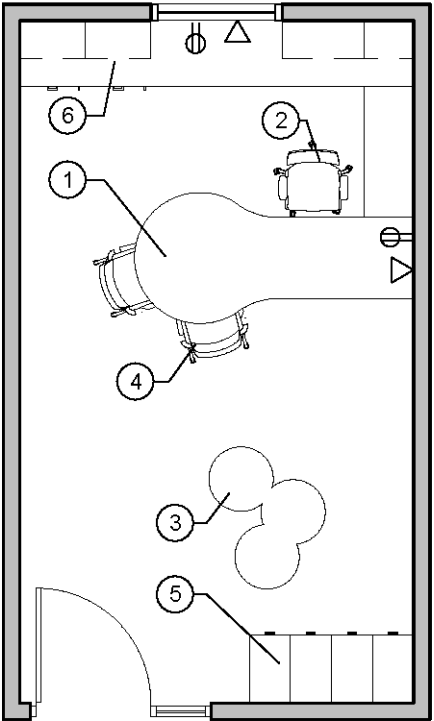
General Contractor = In Contract (IC)

| Item # | Item                                             | Qty |
|--------|--------------------------------------------------|-----|
| 6      | Built-in Upper and Lower Cabinets with Kneespace | 1   |

\*May vary due to room configuration.

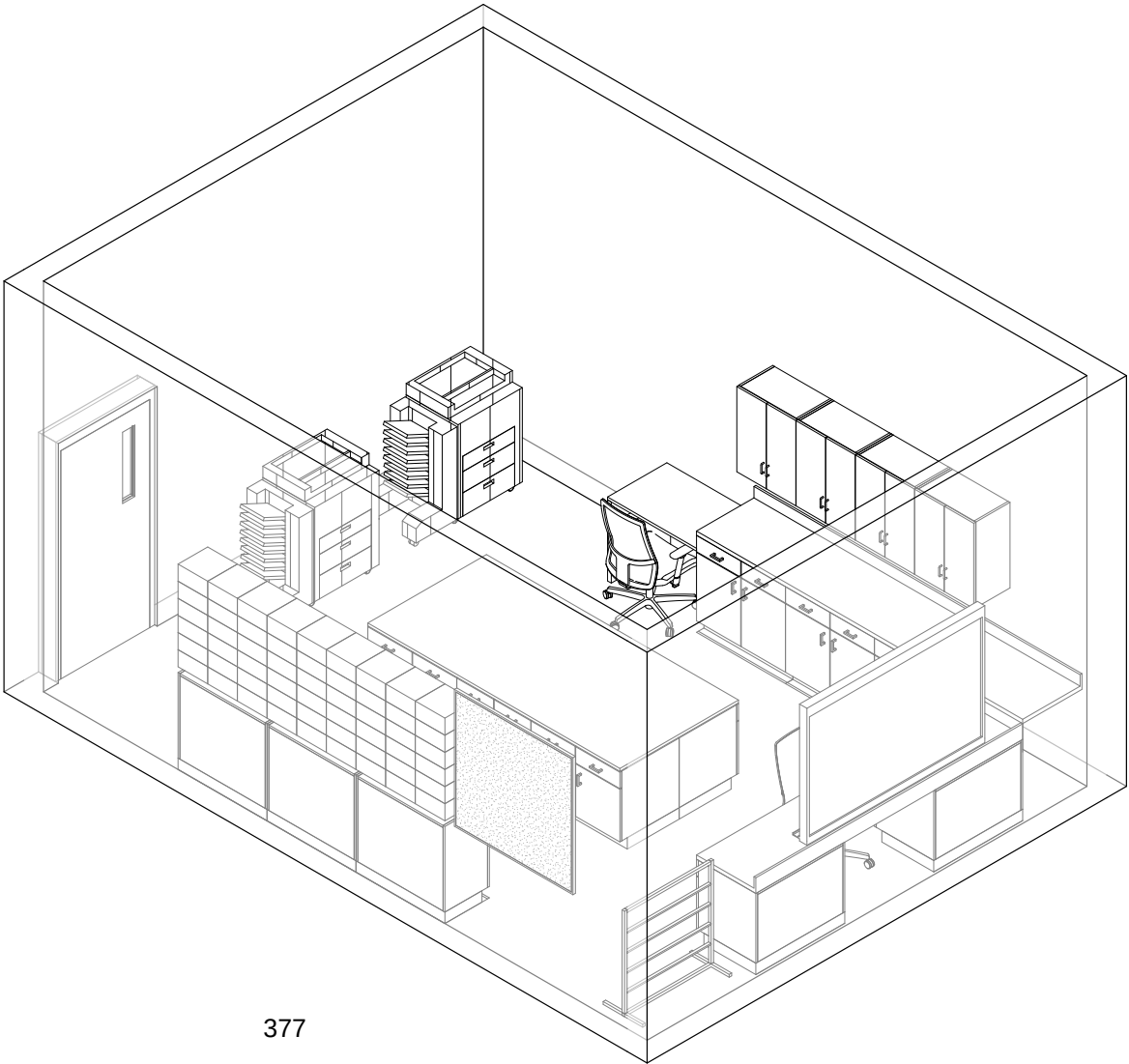
NOTE:

- Provide power and data at two desk locations as shown.
- Provide blinds or shades at all exterior windows.



EARLY COLLEGE  
HIGH SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

ADMINISTRATION WORKROOM/MAILROOM



377

ADMINISTRATION WORKROOM/MAILROOM

Furniture/Fixtures/Equipment = Not in Contract (NIC)

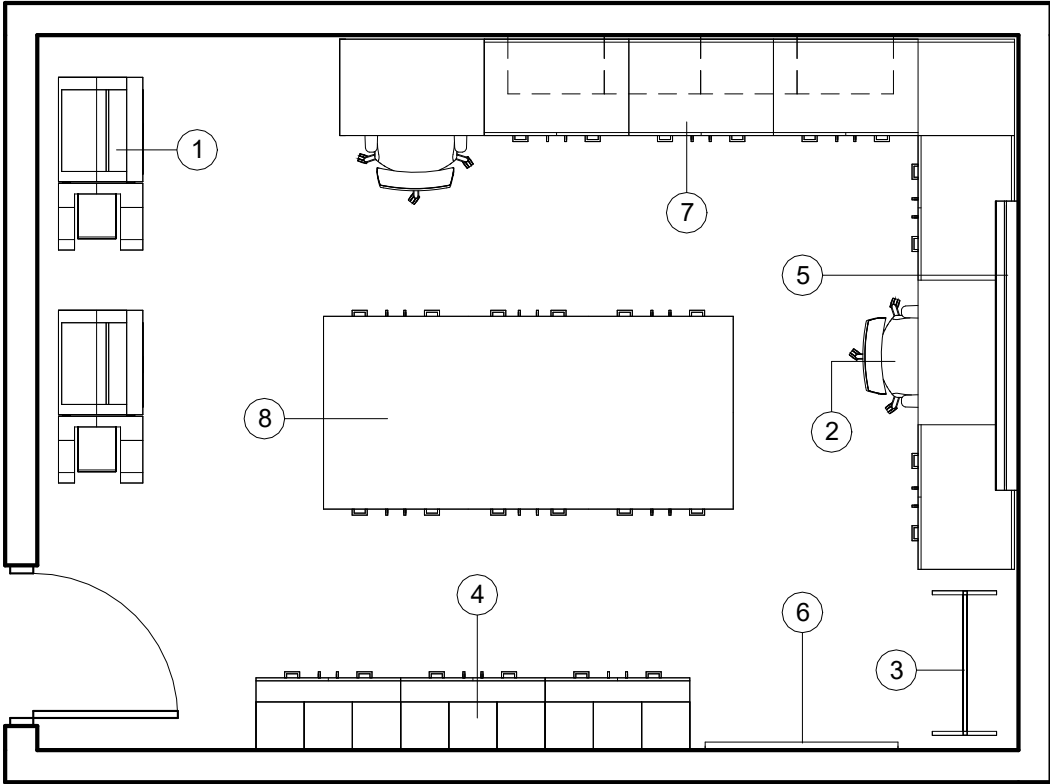
| Item # | Item                  | Qty |
|--------|-----------------------|-----|
| 1      | Large Printer/Copiers | 2*  |
| 2      | Chair                 | 1   |
| 3      | Roll Paper Dispenser  | 1   |

General Contractor = In Contract (IC)

| Item # | Item                                               | Qty  |
|--------|----------------------------------------------------|------|
| 4      | Staff Mailboxes (3.25"x11")                        | 50   |
| 5      | Markerboard (8')                                   | 1    |
| 6      | Tackboard (4')                                     | 1    |
| 7      | Built-in Upper & Lower Cabinets with one Kneespace | TBD* |
| 8      | Built-in Work Island                               | 1    |

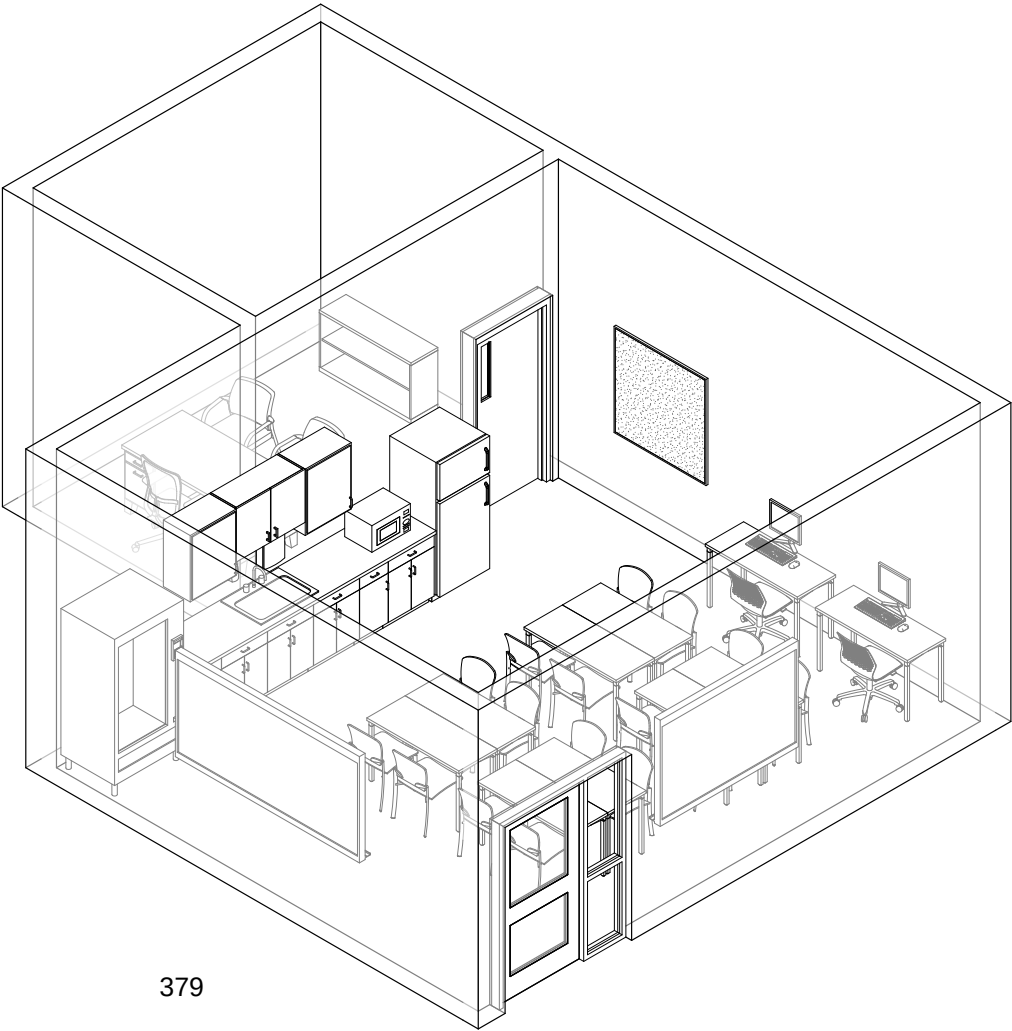
\*May vary due to room configuration. Confirm with CISD.  
\*\*Confirm number of mailboxes during design.

- NOTE:
- Provide power at center island.
  - Provide power and data at copier/printers.
  - Provide power and data at kneespace (KS).



EARLY COLLEGE  
HIGH SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

PARENT LIAISON ROOM



379

**PARENT LIAISON ROOM**

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

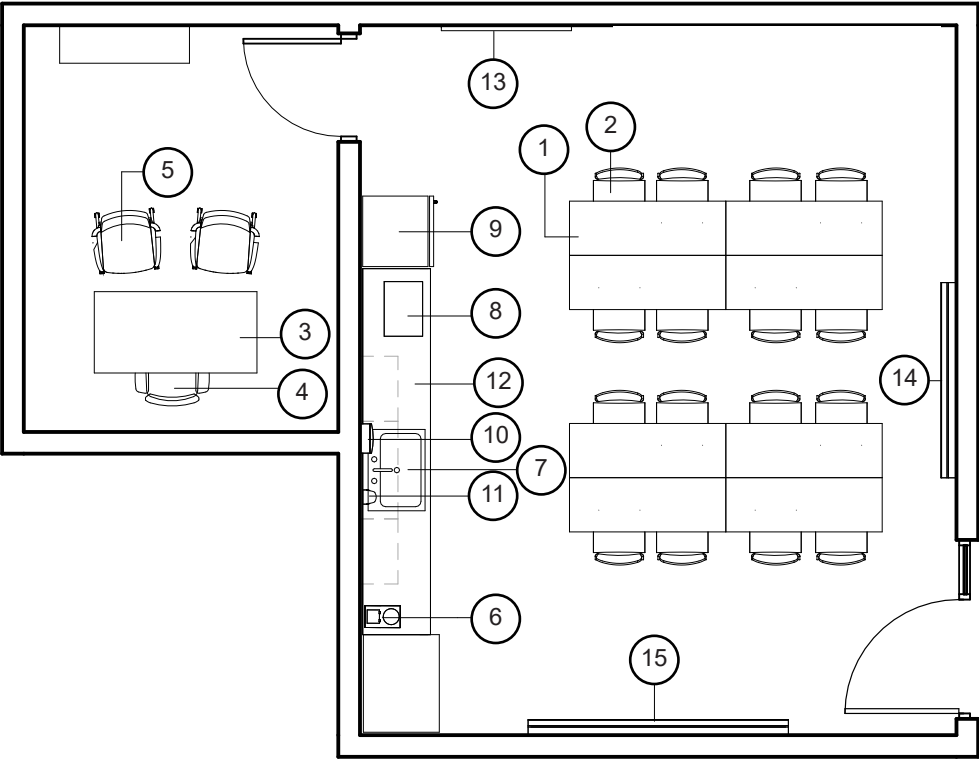
| Item # | Item                 | Qty |
|--------|----------------------|-----|
| 1      | Tables               | 8*  |
| 2      | Chairs               | 16* |
| 3      | Desk (Office)        | 1   |
| 4      | Desk Chair (Office)  | 1   |
| 5      | Guest Chair (Office) | 2   |
| 6      | Coffee Maker         | 1   |

**General Contractor = In Contract (IC)**

| Item                                 | Qty      |
|--------------------------------------|----------|
| 7 Sink                               | 1        |
| 8 Microwave                          | 1        |
| 9 Refrigerator                       | 1        |
| 10 Paper Towel Dispenser             | 1        |
| 11 Soap Dispenser                    | 1        |
| 12 Built-in Upper and Lower Cabinets | One Wall |
| 13 Tackboard (4')                    | 1        |
| 14 Markerboard (6')                  | 1        |
| 15 Markerboard (12')                 | 1        |

\*May vary due to room configuration.

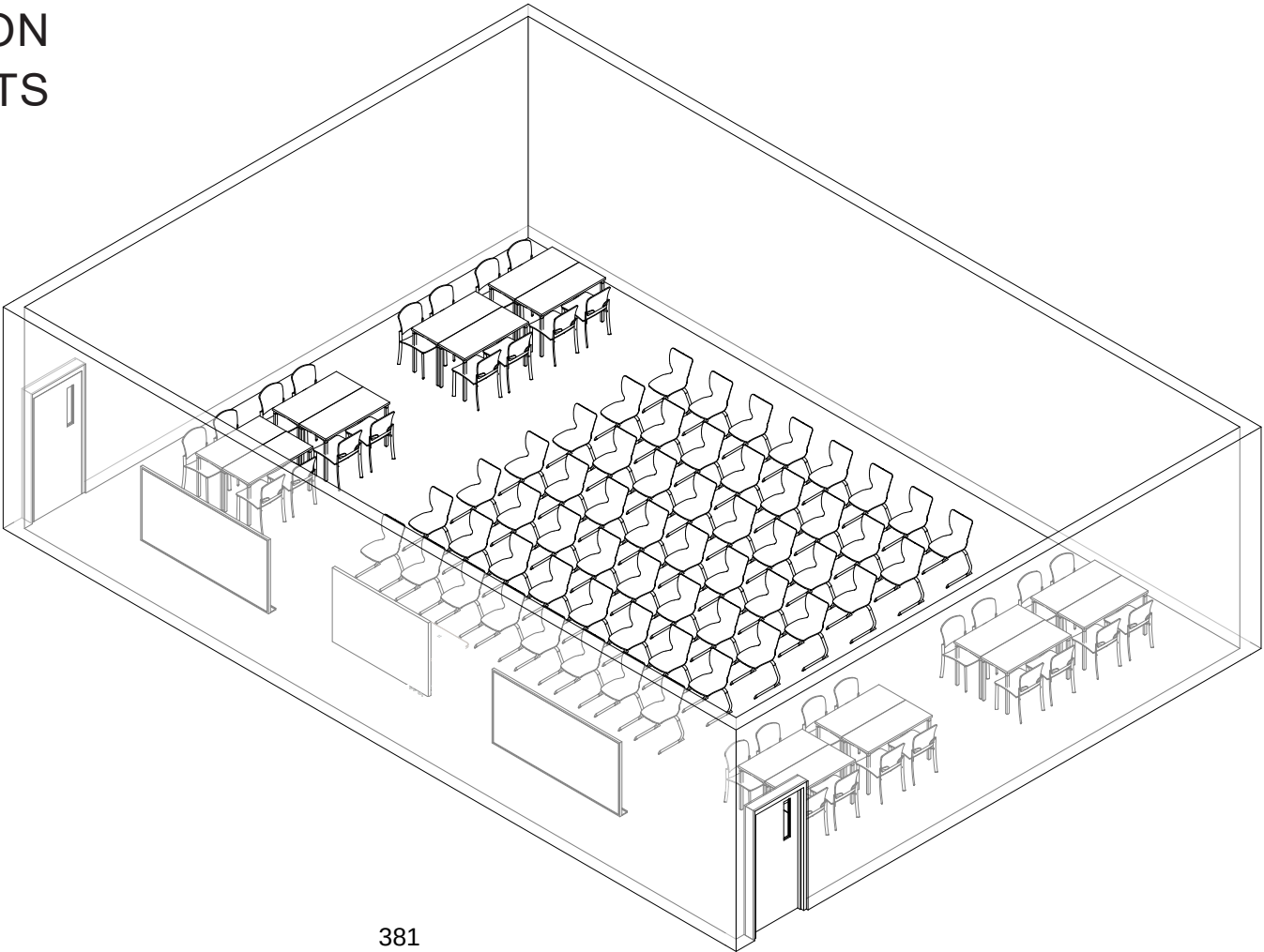
NOTE:  
- Provide plentiful electrical outlets on all walls (min 3 per wall).





EARLY COLLEGE  
HIGH SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

MULTI-PURPOSE ROOM



381

MULTI-PURPOSE ROOM

Furniture/Fixtures/Equipment = Not in Contract (NIC)

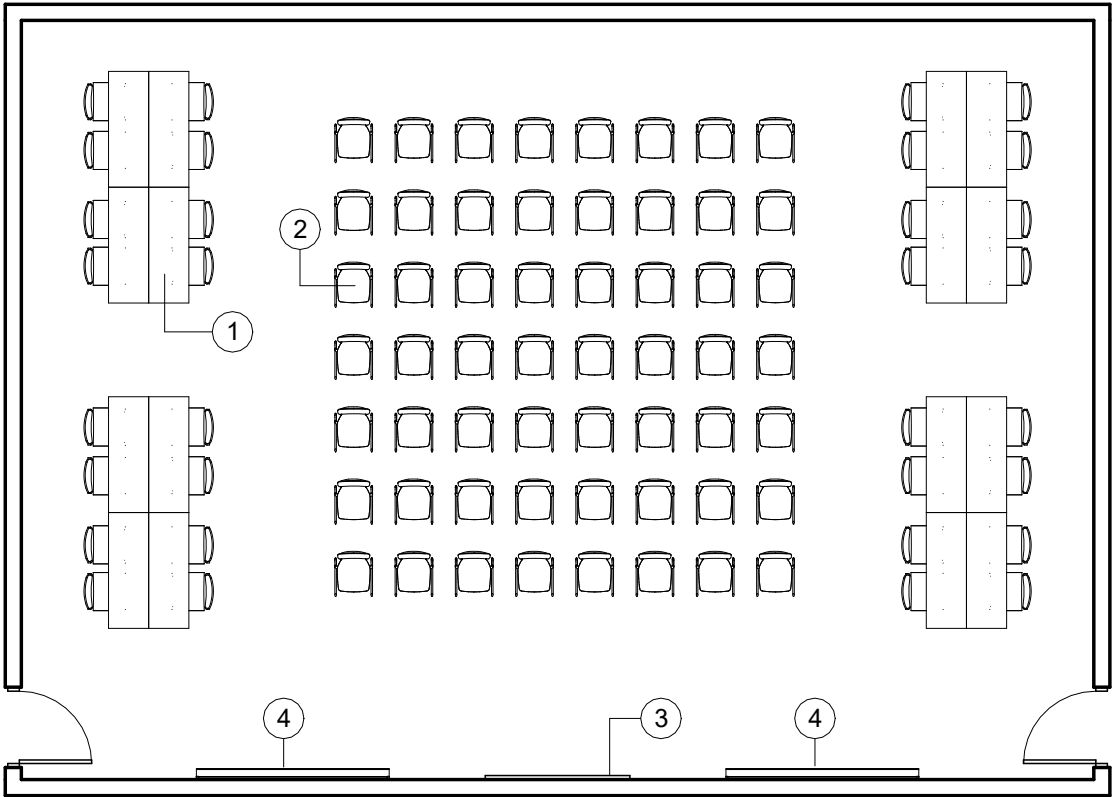
| Item # | Item   | Qty  |
|--------|--------|------|
| 1      | Tables | 12*  |
| 2      | Chairs | 100* |

General Contractor = In Contract (IC)

| Item                                    | Qty |
|-----------------------------------------|-----|
| 3 Projection Device/Interactive Monitor | 1   |
| 4 Markerboard (6')                      | 2   |

\*May vary due to room configuration.

NOTE:  
- Provide plentiful electrical outlets on all walls (min 3 per wall).



EARLY COLLEGE  
HIGH SCHOOL  
ADMINISTRATION  
SPACE REQUIREMENTS

**SECRETARY/CLERK/TYPICAL OFFICE**

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item             | Qty |
|------------------|-----|
| Desk with Return | 1   |
| Desk Chair       | 1   |
| Guest Chair      | 2   |

**General Contractor = In Contract (IC)**

| Item                                             | Qty  |
|--------------------------------------------------|------|
| Built-in Upper and Lower Cabinets with Kneespace | TBD* |

**SRO OFFICE**

**Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item             | Qty |
|------------------|-----|
| Desk with Return | 1   |
| Desk Chair       | 1   |
| Guest Chair      | 2   |

**General Contractor = In Contract (IC)**

| Item                                             | Qty  |
|--------------------------------------------------|------|
| Built-in Upper and Lower Cabinets with Kneespace | TBD* |
| Gun Locker Safe/Storage                          | 1    |

**SUPPLIES / STORAGE**

**General Contractor = In Contract (IC)**

| Item           | Qty  |
|----------------|------|
| Metal Shelving | TBD* |

# EARLY COLLEGE HIGH SCHOOL ADMINISTRATION SPACE REQUIREMENTS

## WELLNESS ROOM

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item  | Qty |
|-------|-----|
| Chair | 1   |

General Contractor = In Contract (IC)

| Item                   | Qty  |
|------------------------|------|
| Paper Towel Dispenser  | 1    |
| Soap Dispenser         | 1    |
| Built-in Lower Cabinet | TBD* |
| Sink                   | 1    |

## TESTING STORAGE

General Contractor = In Contract (IC)

| Item           | Qty  |
|----------------|------|
| Card Reader    | 1    |
| Metal Shelving | TBD* |

## SINGLE USER RESTROOMS

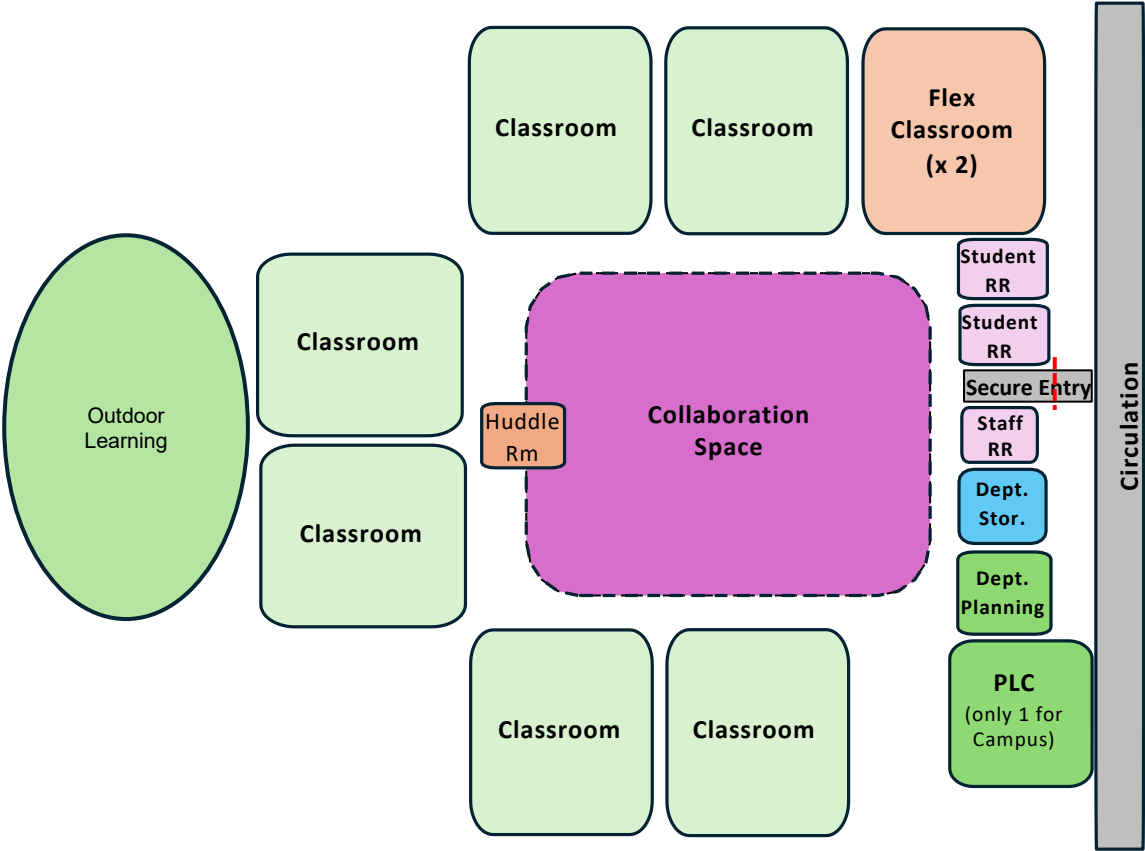
General Contractor = In Contract (IC)

| Item                           | Qty |
|--------------------------------|-----|
| Paper Towel Dispenser          | 1   |
| Toilet Paper Dispenser         | 1   |
| Soap Dispenser                 | 1   |
| Feminine Napkin Disposal       | 1   |
| Handicap Accessories/Grab Bars | 1   |
| Mirror                         | 1   |
| Sink                           | 1   |

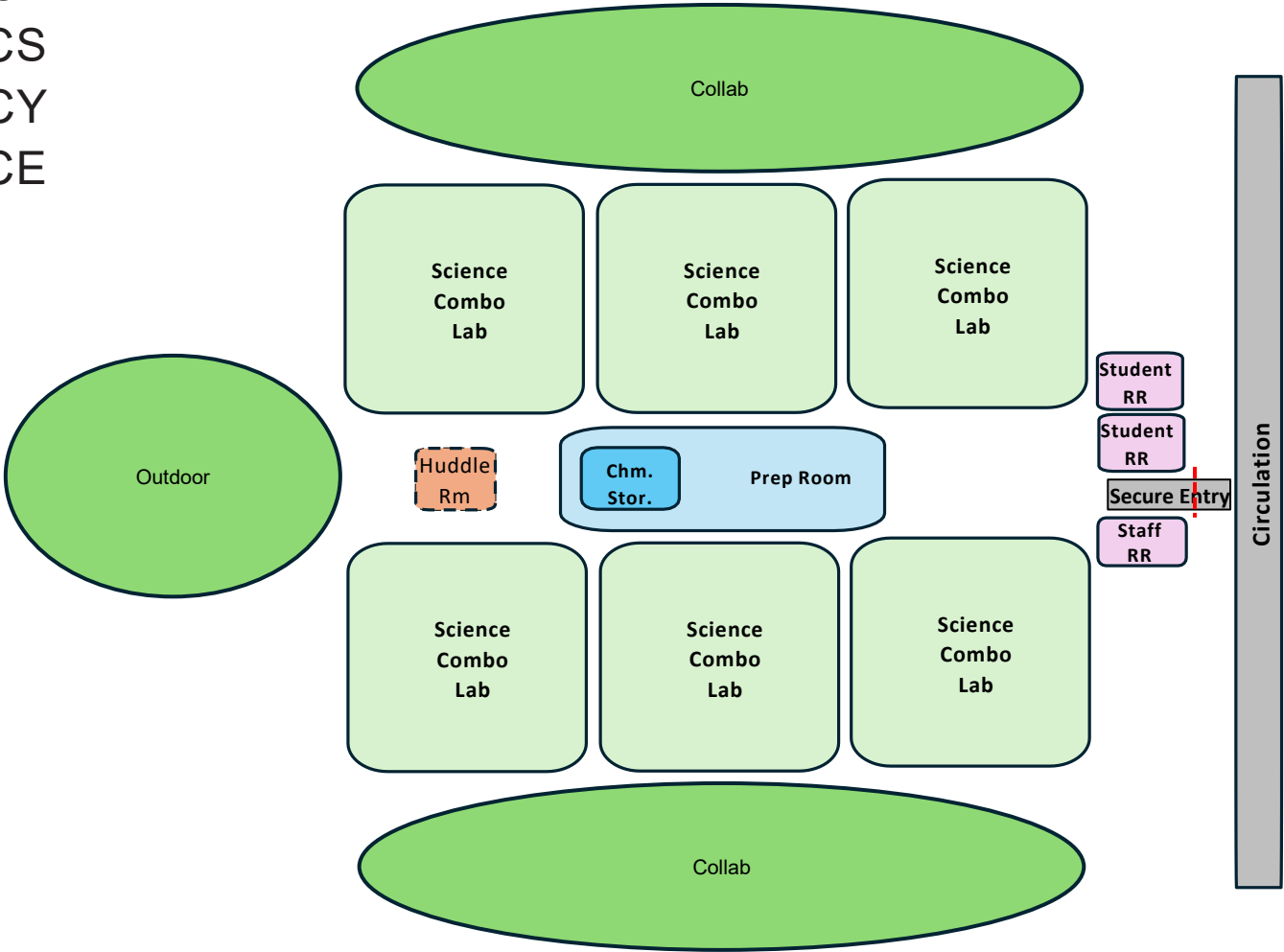
\*May vary due to room configuration.

**EARLY COLLEGE  
HIGH SCHOOL  
ACADEMICS**

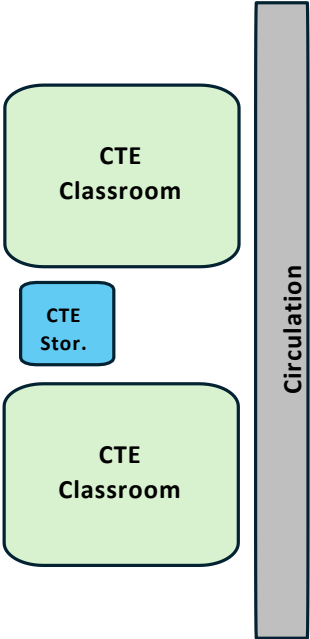
EARLY COLLEGE  
HIGH SCHOOL  
ACADEMICS  
ADJACENCY  
GENERAL



EARLY COLLEGE  
HIGH SCHOOL  
ACADEMICS  
ADJACENCY  
SCIENCE



EARLY COLLEGE  
HIGH SCHOOL  
ACADEMICS  
ADJACENCY  
CTE





EARLY COLLEGE  
HIGH SCHOOL  
ACADEMICS  
PROGRAM OF SPACES

| <u>Space</u>                     | <b>800 Students</b> |           |               |
|----------------------------------|---------------------|-----------|---------------|
|                                  | <b>Qty</b>          | <b>SF</b> | <b>Total</b>  |
| Classrooms                       | 20                  | 750       | 15,000        |
| Science Combination Lab          | 6                   | 1,400     | 8,400         |
| Prep Rooms                       | 1                   | 600       | 600           |
| Chemical Storage                 | 1                   | 100       | 100           |
| Collaboration Spaces             | 4                   | 1,200     | 4,800         |
| PLC                              | 1                   | 500       | 500           |
| Departmental Storage / Bookrooms | 3                   | 150       | 450           |
| Collaboration Areas              | 6                   | 1,500     | 9,000         |
| Staff Restrooms                  | 4                   | 60        | 240           |
| Student Restrooms                | 8                   | 150       | 150           |
| Huddle Rooms                     | 4                   | 120       | 480           |
| <b>CTE</b>                       |                     |           |               |
| CTE Classrooms                   | 2                   | 1,200     | 2,400         |
| CTE Storage                      | 1                   | 150       | 150           |
|                                  | <b>Subtotal</b>     |           | <b>34,320</b> |

# EARLY COLLEGE HIGH SCHOOL ACADEMICS PROGRAM OF SPACES

## ACADEMICS

Classrooms will be organized in an departmental arrangement with separate science suite. All labs will be grouped together with a shared prep/storage room.

### General Notes:

- It is preferred that classroom areas have direct access to outdoor learning spaces. Classroom areas shall also have collaboration spaces, student restrooms, teacher planning room and huddle rooms. All classrooms should have easy access to teacher lounge/workroom, staff restroom, book rooms, and storage.
- During design, discussion should be had in regards to providing folding walls between classrooms to allow for collaboration. These walls should be magnetic markerboard material to provide additional writing space.
- Include transparency from classrooms to collaboration areas. Limit amount of transparency to one-half of wall. Provide curtains to be drawn in emergencies.
- Doors to classrooms with glass walls to the hallways to be solid or have shades at the sidelight/door light.
- All glass walls to hallways or collaboration areas to have film that limits visibility to the room, but allows visibility from the classrooms to the hallway. Review heights during design.
- Technology access should be via wireless access points.
- Provide drinking fountains with bottle filling capabilities near all student/group restrooms

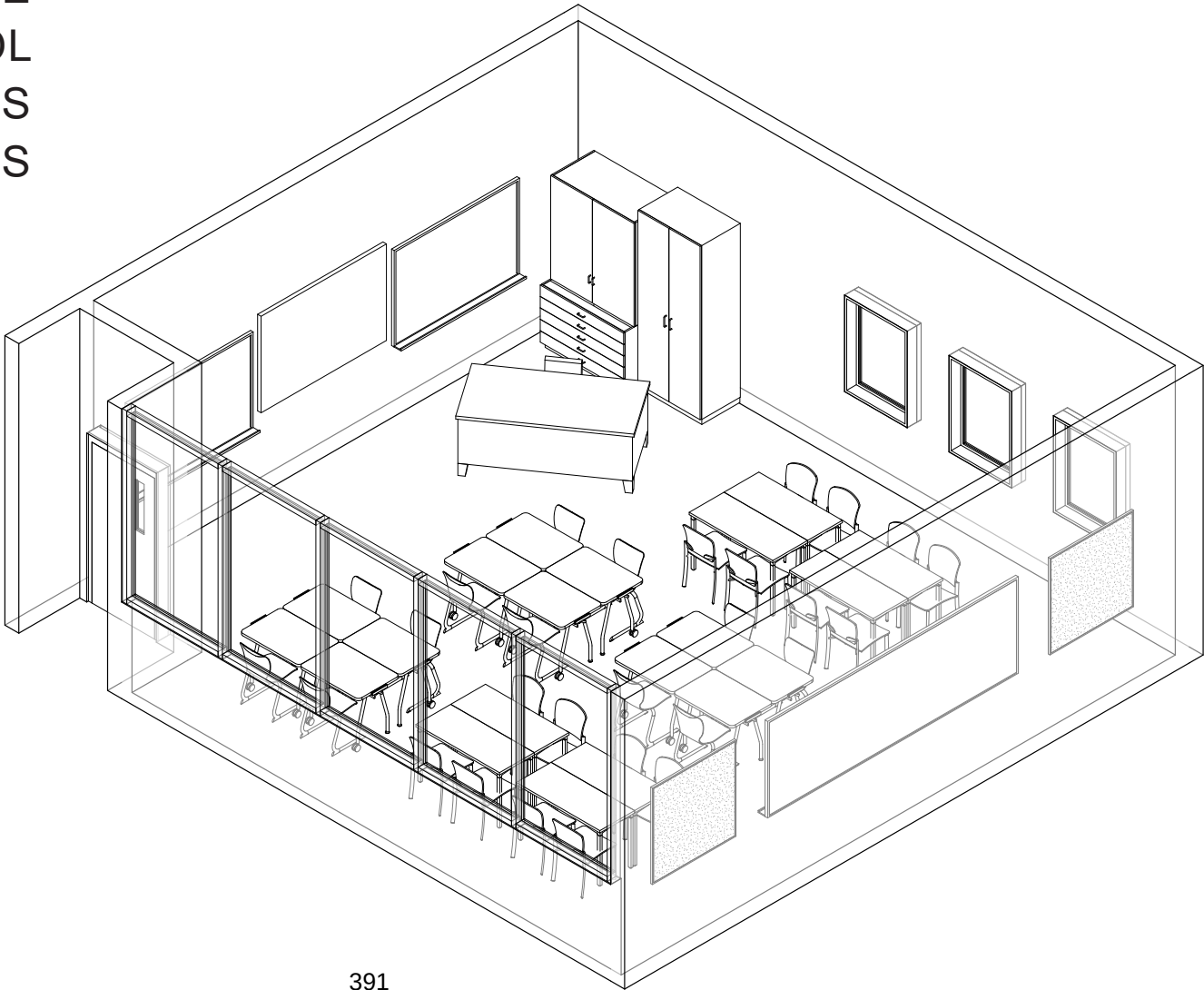
- Student group restrooms shall be designed to provide individual gender neutral toilet rooms, with large basin sinks located off hallway for supervision.
- Book rooms shall have plenty of charging ports/ outlets included for charging computer carts.
- Teacher's lounges throughout to be spaces for re-charging and teacher overall wellness. Room layouts to consider appropriate furniture and color considerations. Consider inclusion of biophilic elements.
- It is preferred that Science rooms be located on first floor for ease of access by all students and to allow access to outdoor learning spaces.
- All furnishings with the classroom shall be flexible, student focused and directly support daily instruction. Diverse seating should be provided such as stand-up and sit-desks as well as wobbly stools, etc.
- Furniture should be size and age appropriate for the students.
- Provide for outdoor learning spaces. Consider diverse settings including outdoor classrooms, play areas, gardens with robust Wi-Fi, water access, electricity and shade depending on use.

### Fixtures/Furniture/Equipment (FFE)

- Refer to Space Requirements for Fixtures, Furniture, and Equipment.

EARLY COLLEGE  
HIGH SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

GENERAL CLASSROOM



391

**GENERAL CLASSROOM****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

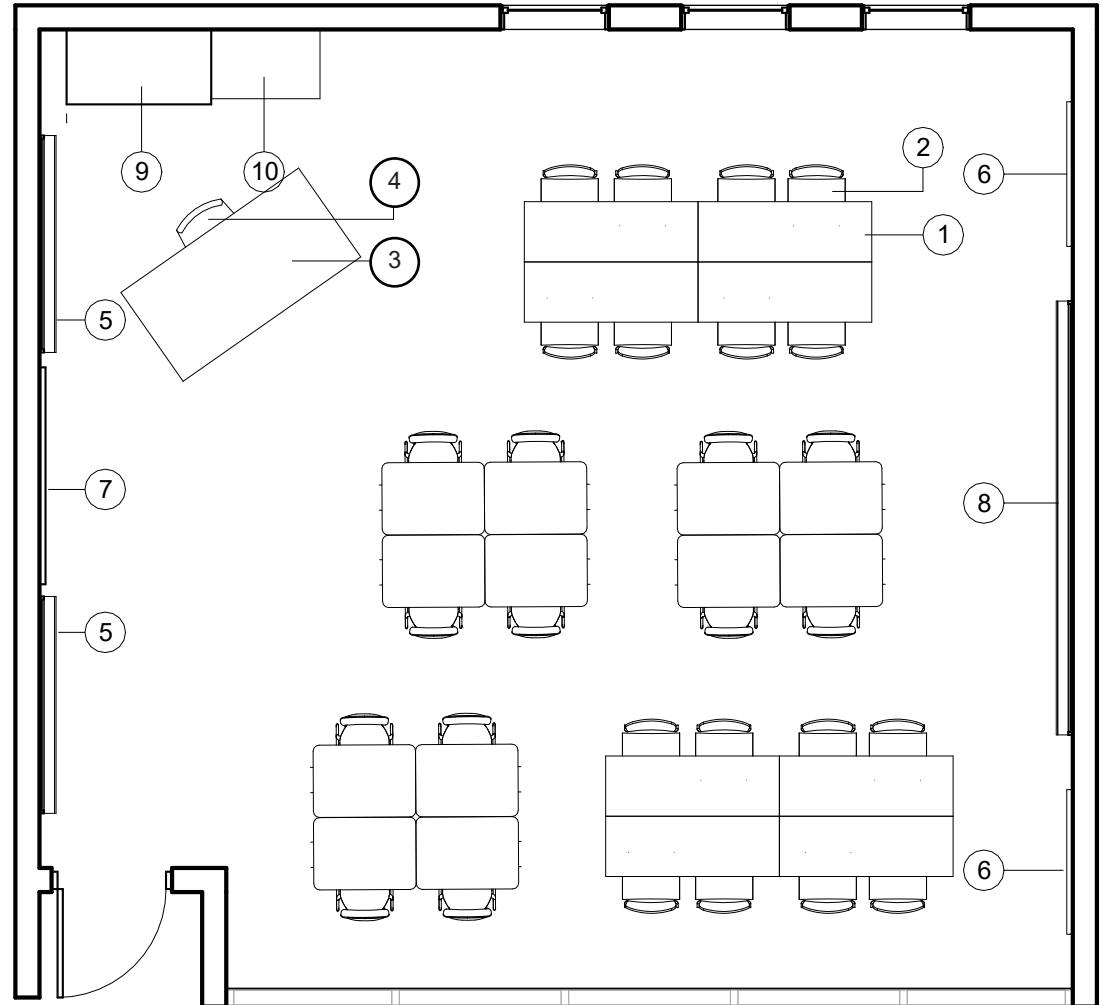
| Item # | Item                                   | Qty |
|--------|----------------------------------------|-----|
| 1      | Student Collaborative Desks on Casters | 25  |
| 2      | Student Chairs                         | 25  |
| 3      | Mobile Teacher Desk                    | 1   |
| 4      | Teacher Desk Chair                     | 1   |
| **     | Mobile Charging Towers                 | **  |

**General Contractor = In Contract (IC)**

| Item # | Item                                  | Qty |
|--------|---------------------------------------|-----|
| 5      | Markerboard (6')                      | 3   |
| 6      | Tackboard (4')                        | 1   |
| 7      | Projection Device/Interactive Monitor | 1   |
| 8      | Markerboard (12')                     | 1   |
| 9      | Teacher's Wardrobe                    | 1   |
| 10     | Tall Storage Unit                     | 1   |

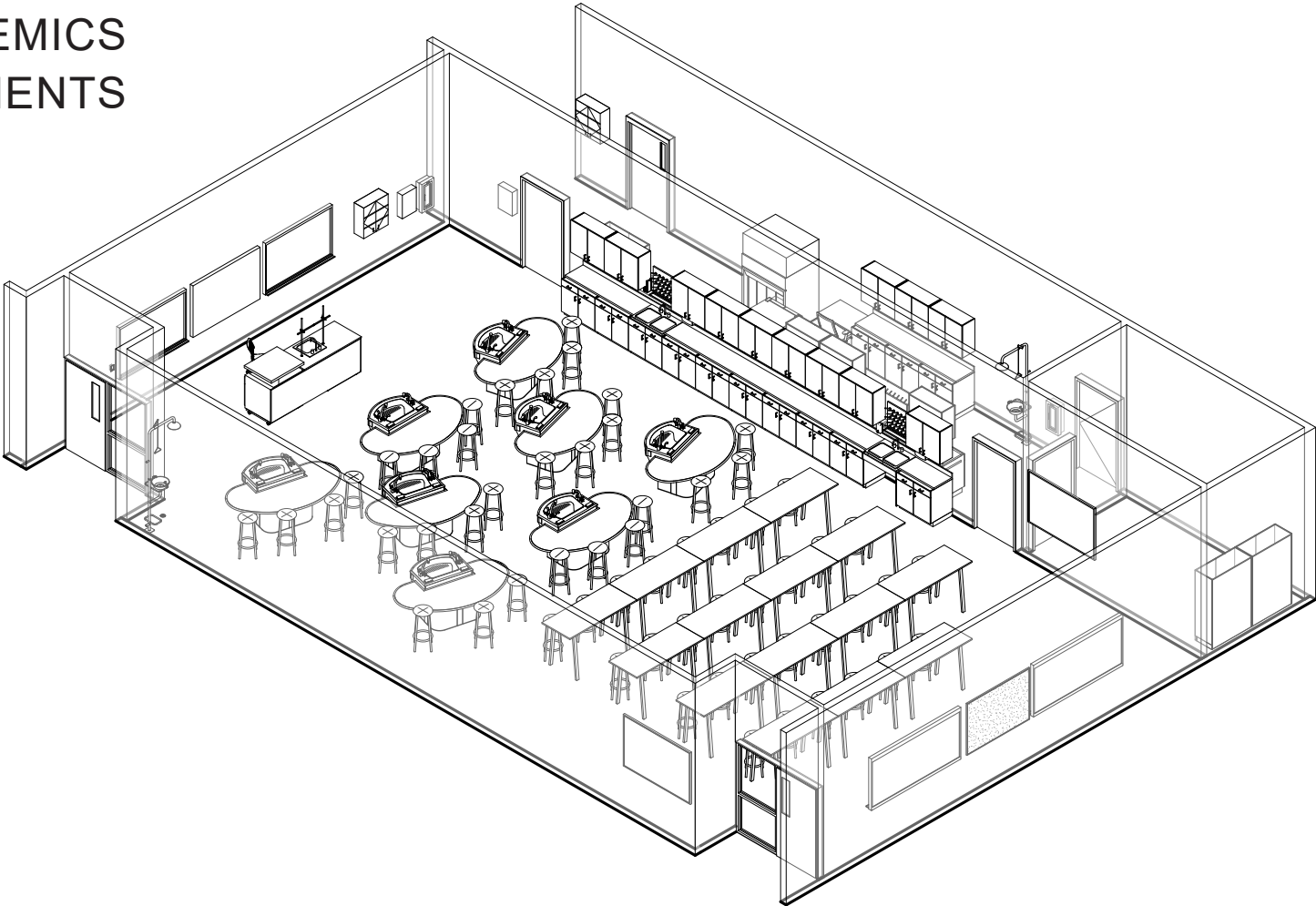
\*May vary due to room configuration.

\*\* Explore providing mobile charging towers in the Classrooms and Collaboration spaces.



EARLY COLLEGE  
HIGH SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

SCIENCE LAB/PREP ROOM



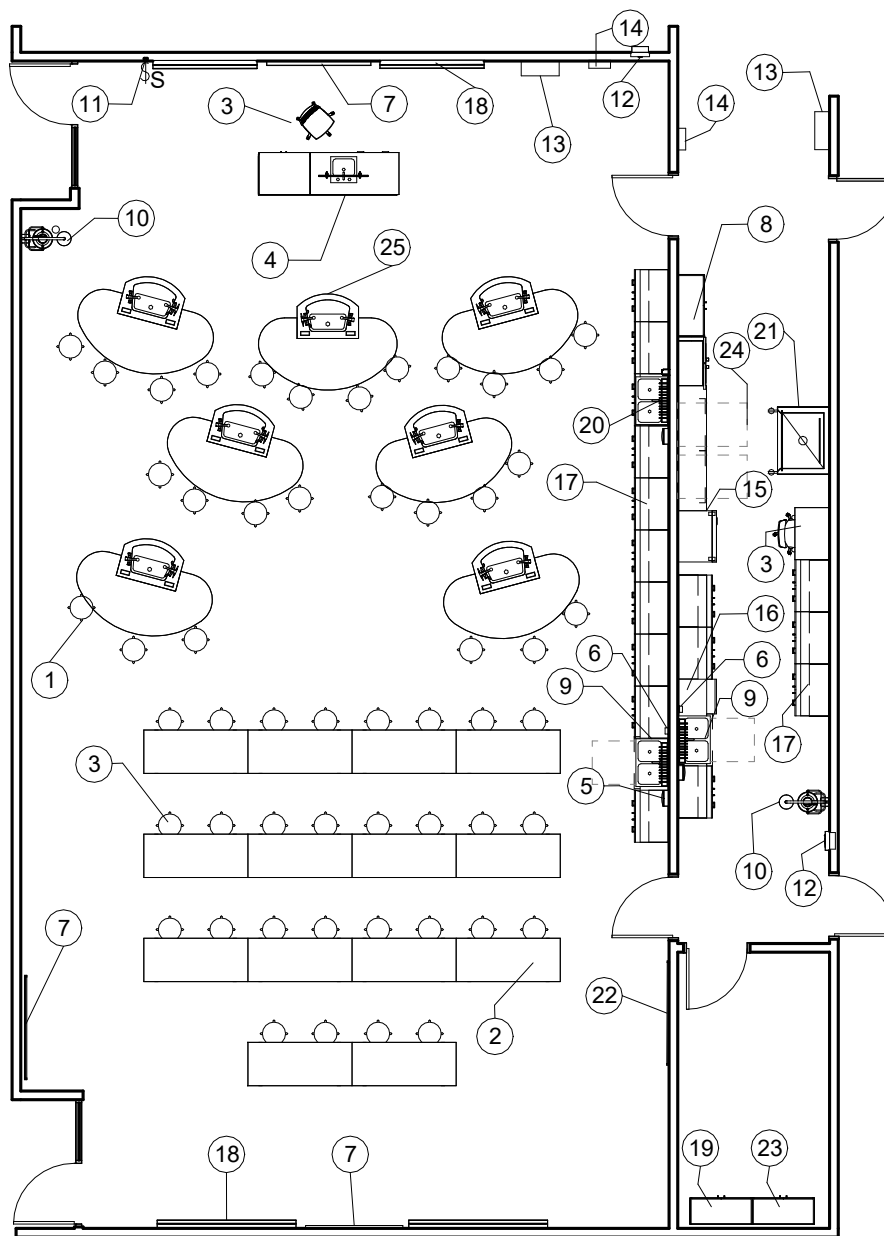
**SCIENCE LAB/PREP ROOM****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

| Item # | Item                     | Qty |
|--------|--------------------------|-----|
| 1      | Student Stools/Chairs    | 50  |
| 2      | Mobile Student Lab Table | 15  |
| 3      | Teacher Chair/Stool      | 1   |

**General Contractor = In Contract (IC)**

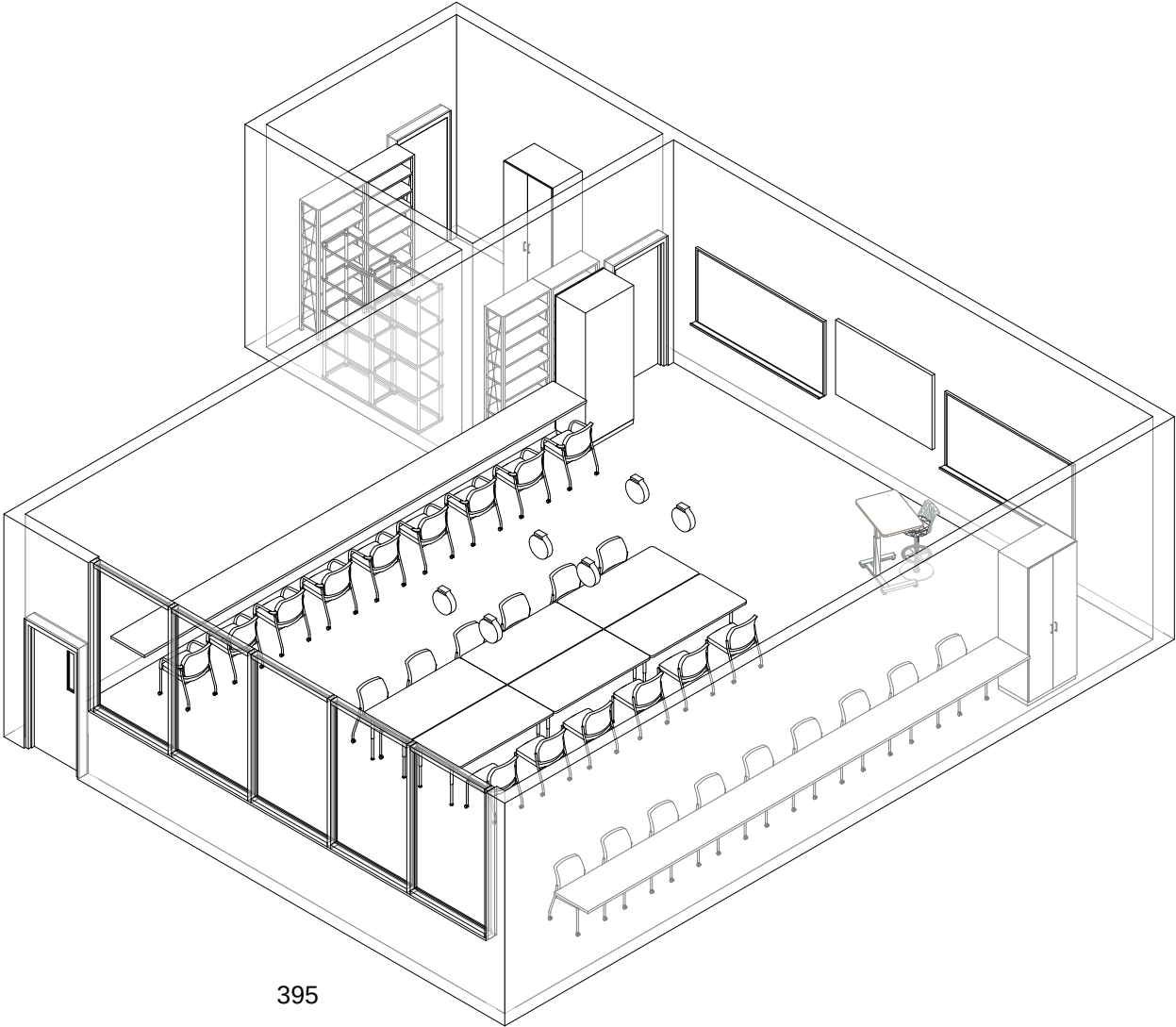
| Item # | Item                                          | Qty  |
|--------|-----------------------------------------------|------|
| 4      | Teacher Demonstration Table / w/Sink          | 1    |
| 5      | Paper Towel Dispenser                         | 3    |
| 6      | Soap Dispenser                                | 3    |
| 7      | Projection Device/Interactive Monitor         | 1    |
| 8      | Built-in Storage Cabinets                     | 2    |
| 9      | Sinks                                         | 2    |
| 10     | Emergency Shower and Eyewash with Floor Drain | 1    |
| 11     | Isimet Shut Down Controls                     | 1    |
| 12     | Fire Extinguisher/Blanket                     | 1 ea |
| 13     | Goggle Cabinet                                | 1    |
| 14     | First Aid Kit                                 | 2    |
| 15     | Refrigerator                                  | 1    |
| 16     | Dishwasher                                    | 1    |
| 17     | Built-in Upper and Lower Cabinets             | TBD* |
| 18     | Markerboard (6')                              | 3    |
| 19     | Acid Storage Cabinet                          | 1    |
| 20     | Drying Racks (above sinks)                    | 3    |
| 21     | Fume Hood                                     | 1    |
| 22     | Tackboard (4')                                | 1    |
| 23     | Flammable Storage Cabinet                     | 1    |
| 24     | ADA compliant Accessible Sink                 | 1    |
| 25     | Lab Tables w/Sink                             | 7    |
| 26     | Knee Space                                    | TBD* |

\*May vary due to room configuration.



EARLY COLLEGE  
HIGH SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

CTE CLASSROOM



395

**CTE CLASSROOM****Furniture/Fixtures/Equipment = Not in Contract (NIC)**

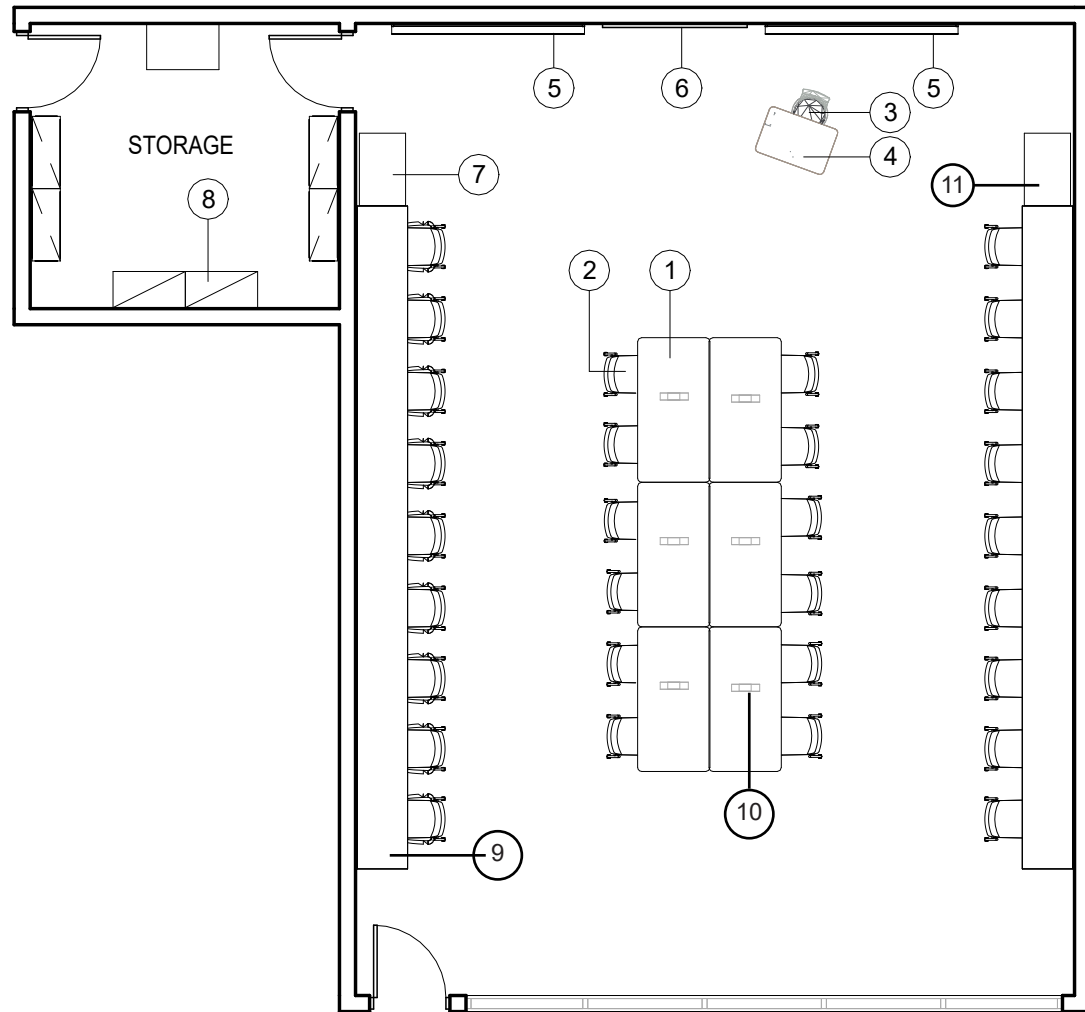
| Item # | Item                   | Qty |
|--------|------------------------|-----|
| 1      | Mobile Students Desks  | 6   |
| 2      | Student Chairs         | 25  |
| 3      | Teacher Desk Chair     | 1   |
| 4      | Teacher Desk           | 1   |
| **     | Mobile Charging Towers | **  |

**General Contractor = In Contract (IC)**

| Item # | Item                                  | Qty  |
|--------|---------------------------------------|------|
| 5      | Markerboard (6')                      | 2    |
| 6      | Projection Device/Interactive Monitor | 1    |
| 7      | Teacher Wardrobe Cabinet              | 1    |
| 8      | Metal Shelving                        | TBD* |
| 9      | Built in Computer Counter             | TBD* |
| 10     | Overhead Power Reel                   | 6    |
| 11     | Tall Storage Cabinet                  | 1    |

\*May vary due to room configuration.

\*\* Explore providing mobile charging towers in the Classrooms and Collaboration spaces.

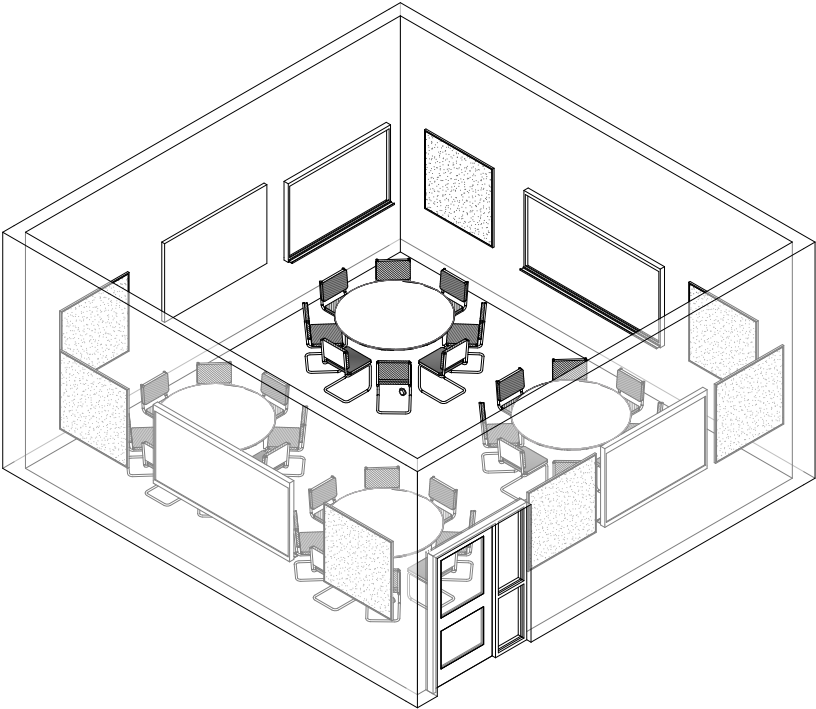


396



EARLY COLLEGE  
HIGH SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

PROFESSIONAL LEARNING CENTER (PLC)



**PROFESSIONAL LEARNING CENTER (PLC)**

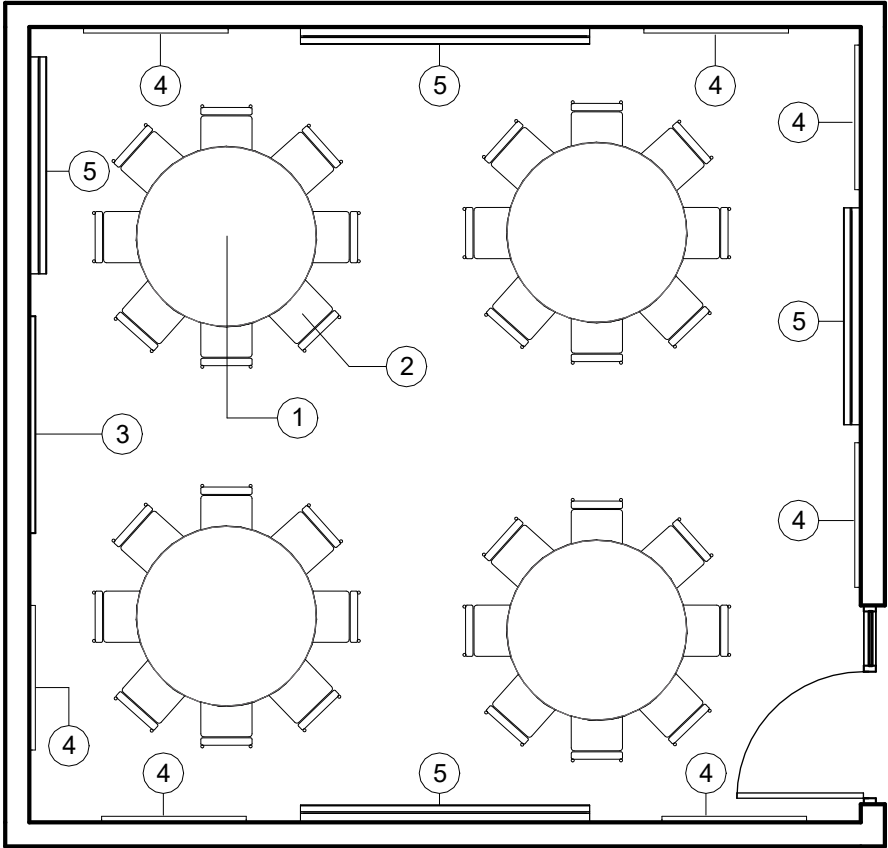
Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item # | Item   | Qty |
|--------|--------|-----|
| 1      | Tables | 4   |
| 2      | Chairs | 32  |

General Contractor = In Contract (IC)

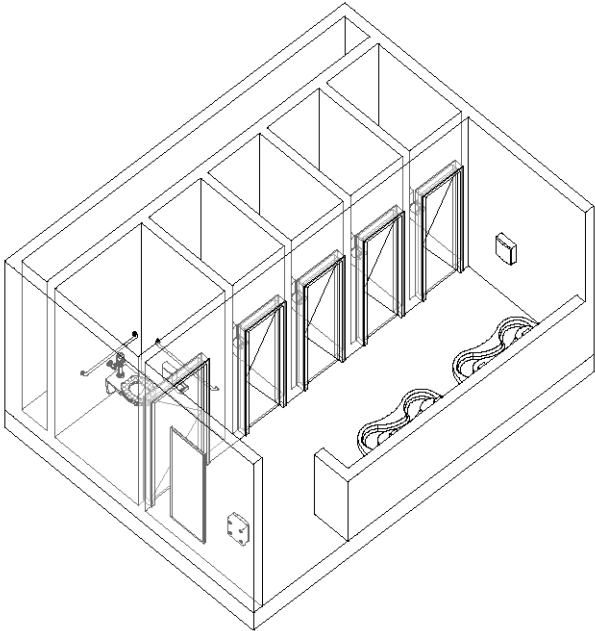
| Item # | Item                                  | Qty |
|--------|---------------------------------------|-----|
| 3      | Projection Device/Interactive Monitor | 1   |
| 4      | Tackboard (4')                        | 7   |
| 5      | Markerboard (8')                      | 4   |

NOTE:  
- Provide plentiful electrical outlets on all walls (min 3 per wall).



EARLY COLLEGE  
HIGH SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

STUDENT RESTROOMS



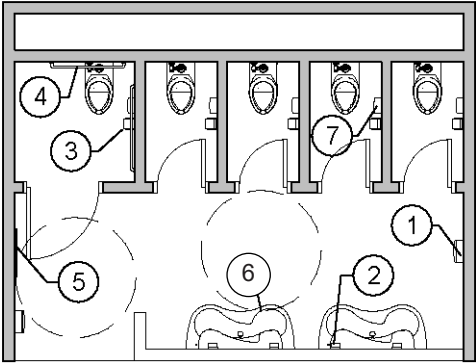
**STUDENT RESTROOMS**

General Contractor = In Contract (IC)

| Item # | Item                           | Qty         |
|--------|--------------------------------|-------------|
| 1      | Paper Towel Dispenser          | TBD*        |
| 2      | Soap Dispenser                 | TBD*        |
| 3      | Toilet Paper Dispenser         | 1 ea stall* |
| 4      | Handicap Accessories/Grab Bars | TBD*        |
| 5      | Mirror                         | TBD*        |
| 6      | Sinks                          | TBD*        |
| 7      | Feminine Napkin Disposal       | TBD*        |

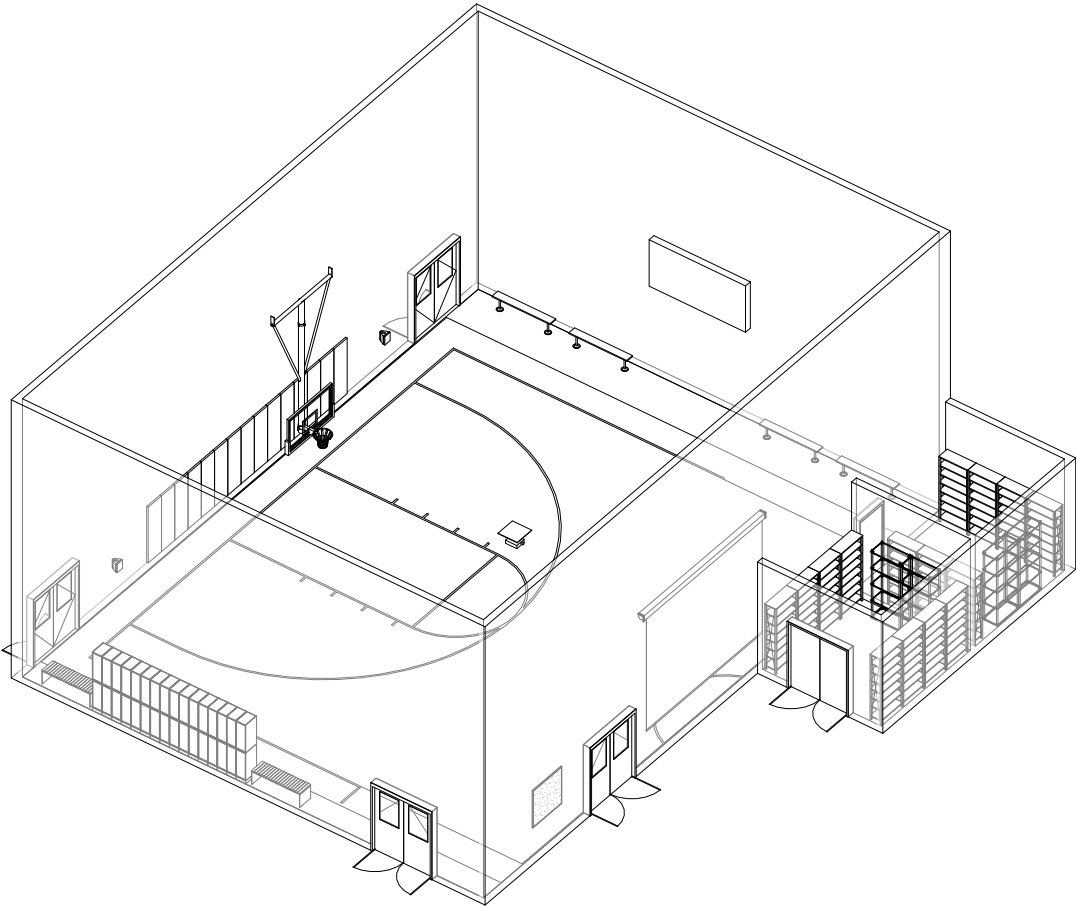
\*May vary due to room configuration.

NOTE: Provide Water Fountains/Bottle Fillers near all restrooms.



EARLY COLLEGE  
HIGH SCHOOL  
ACADEMICS  
SPACE REQUIREMENTS

ACTIVITY ROOM



401

ACTIVITY ROOM

Furniture/Fixtures/Equipment = Not in Contract (NIC)

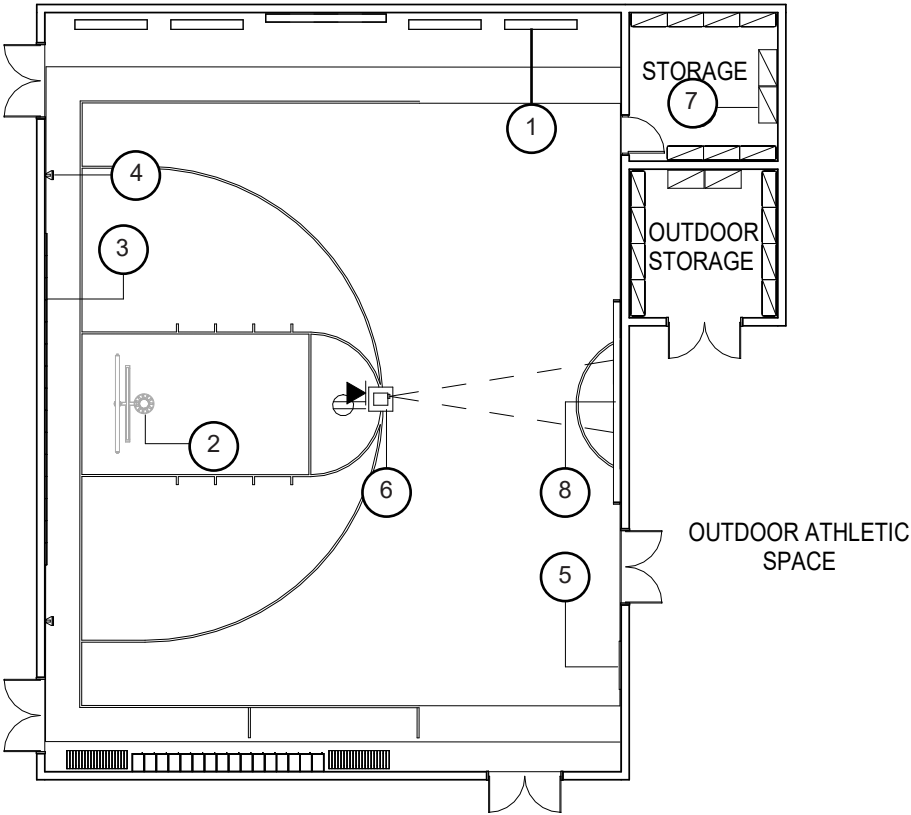
| Item # | Item    | Qty |
|--------|---------|-----|
| 1      | Benches | 4   |

General Contractor = In Contract (IC)

| Item # | Item                                   | Qty   |
|--------|----------------------------------------|-------|
| 2      | Adjustable Basketball Goals Main Court | 1*    |
| 3      | Wall Pads (full wall - end walls)      | 1 set |
| 4      | Audio System/Speakers*                 | 1     |
| 5      | Markerboard (6')                       | 2     |
| 6      | Projector on Retractable Lift          | 1     |
| 7      | Metal Shelving                         | TBD** |
| 8      | Projection Screen                      | 1     |

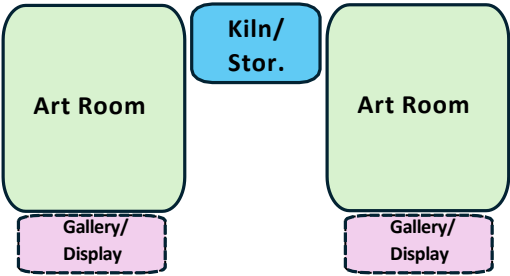
\*May be hung at center of court from structure

\*\* May vary due to room configuration.



**EARLY COLLEGE  
HIGH SCHOOL  
FINE ARTS**

EARLY COLLEGE  
HIGH SCHOOL  
FINE ARTS  
ADJACENCY





EARLY COLLEGE  
HIGH SCHOOL  
FINE ARTS  
PROGRAM OF SPACES

| <u>Space</u>           | 800 Students    |           | <u>Total</u> |
|------------------------|-----------------|-----------|--------------|
|                        | <u>Qty</u>      | <u>SF</u> |              |
| Art Classroom          | 2               | 800       | 1,600        |
| Art Storage / Kiln     | 1               | 180       | 180          |
| Gallery / Display Area |                 |           |              |
|                        | <b>Subtotal</b> |           | <b>1,780</b> |

# EARLY COLLEGE HIGH SCHOOL FINE ARTS PROGRAM OF SPACES

## **VISUAL ARTS**

The art program provides a standards-based curriculum that encourages students to create works of art in 2 & 3 dimensional modes to develop their capacity for innovation, enrichment, creativity and where applicable, to integrate with other content areas. Students explore many fundamental techniques with an emphasis on developing and enhancing skills related to group interaction, self-esteem, reflection, decision making and innovative thinking as a means of self-expression through art.

### **General Notes:**

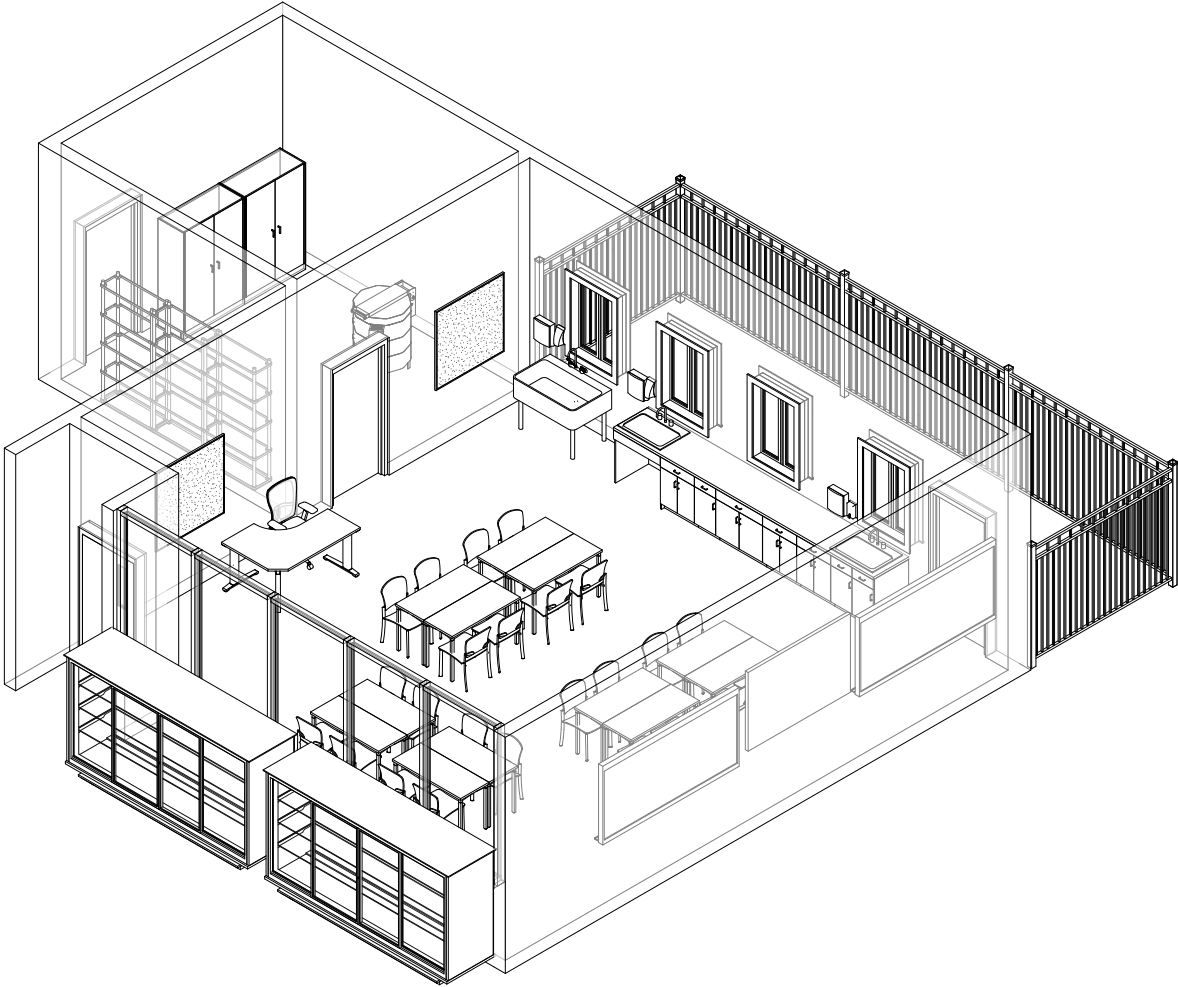
- Art Classrooms to be located on 1st floor and should be conveniently located near outdoor space art patio/courtyard.
- Provide power and water at exterior art patio.
- Floor should be resilient flooring.
- North facing natural daylighting and views are desirable features in the art room.
- Provide plaster traps at sinks.
- Ensure two deep sinks with gooseneck faucets for cleaning of larger objects and one handicap sink.
- Locate kiln shut-off switch away from kiln so it is accessible case of an emergency.

### **Fixtures/Furniture/Equipment (FFE)**

- Refer to Space Requirements for Fixtures,

EARLY COLLEGE  
HIGH SCHOOL  
FINE ARTS  
SPACE REQUIREMENTS

ART CLASSROOM



407

ART ROOM

Furniture/Fixtures/Equipment = Not in Contract (NIC)

| Item # | Item           | Qty |
|--------|----------------|-----|
| 1      | Teacher Desk   | 1   |
| 2      | Teacher Chair  | 1   |
| 3      | Student Desks  | 12  |
| 4      | Student Chairs | 25  |

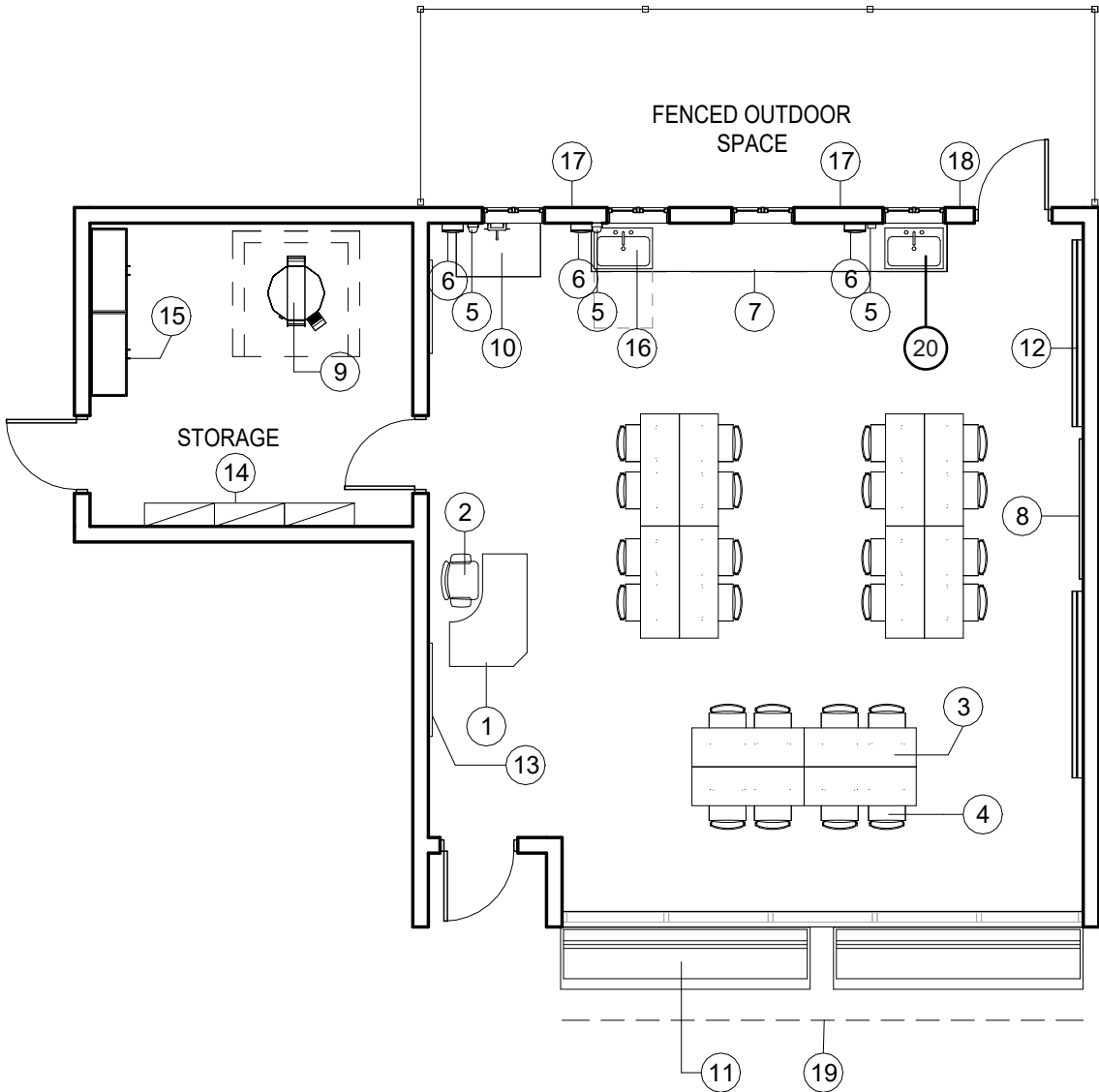
General Contractor = In Contract (IC)

| Item # | Item                                   | Qty  |
|--------|----------------------------------------|------|
| 5      | Soap Dispenser                         | 3    |
| 6      | Paper Towel Dispenser                  | 3    |
| 7      | Built-in Lower Cabinets (under window) | TBD* |
| 8      | Projection Device/Interactive Monitor  | 1    |
| 9      | Kiln with Vent                         | 1    |
| 10     | Deep Sink with Gooseneck Faucet        | 1    |
| 11     | Display Cases (Hallway)                | TBD* |
| 12     | Markerboard (10')                      | 2    |
| 13     | Tackboard (8')                         | 2    |
| 14     | Metal Shelving (Storage Room)          | TBD* |
| 15     | Drying Cabinet                         | 2    |
| 16     | ADA compliant Sink & Knee Space        | 2    |
| 17     | Outdoor Quad Power Receptacle          | 2    |
| 18     | Hose Bib                               | 1    |
| 19     | Display Case Spotlight Lighting        | 1    |
| 20     | Sink                                   | 1    |

\*May vary due to room configuration.

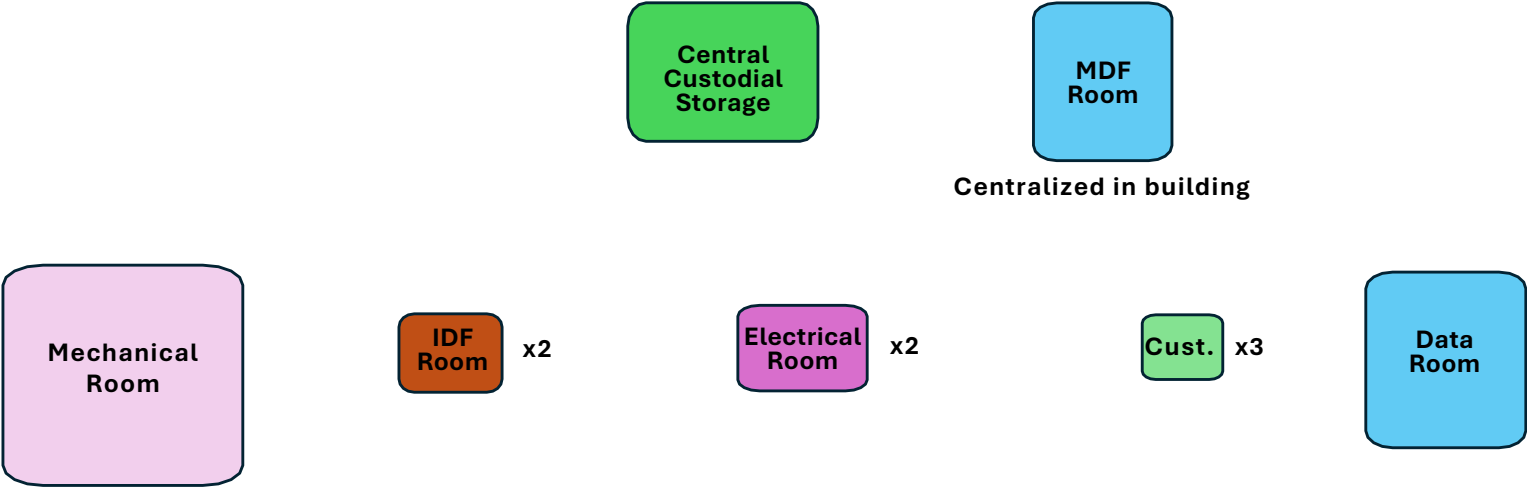
NOTE:

- Provide clay traps at all sinks.
- Ensure some cabinets are vented for drying purposes.



**EARLY COLLEGE  
HIGH SCHOOL  
BUILDING SUPPORT**

EARLY COLLEGE  
HIGH SCHOOL  
BUILDING SUPPORT  
ADJACENCY



|                                                                       |                           |            |           |              |
|-----------------------------------------------------------------------|---------------------------|------------|-----------|--------------|
| EARLY COLLEGE<br>HIGH SCHOOL<br>BUILDING SUPPORT<br>PROGRAM OF SPACES | <b>Space</b>              | <b>Qty</b> | <b>SF</b> | <b>Total</b> |
|                                                                       | Custodial Small           | 3          | 50        | 150          |
|                                                                       | MDF                       | 1          | 180       | 180          |
|                                                                       | Data Room                 | 1          | 200       | 200          |
|                                                                       | Mechanical Room           | 1          | 800       | 800          |
|                                                                       | Electrical Room           | 2          | 120       | 240          |
|                                                                       | IDF                       | 2          | 70        | 140          |
|                                                                       | Central Custodial Storage | 1          | 150       | 150          |
|                                                                       | <b>Subtotal</b>           |            |           | <b>1,860</b> |

# EARLY COLLEGE HIGH SCHOOL BUILDING SUPPORT SUMMARY

## **BUILDING SUPPORT**

Maintenance department and custodial includes the upkeep of the campus as well as cleaning.

### **General Notes:**

- Loading area to be shared with Food Services.
- Badge readers and cameras to be located at the receiving areas.
- Provide two trash dumpsters in the service yard.
- During design consider placing custodial closets throughout the campus near restrooms.
- Custodial rooms should be provided one per every 15,000-20,000 SF;
- All custodial rooms to be vented and shall include floor mop sink, washable walls, mop holder and electrical outlet.
- Doors to custodial rooms shall be 36" wide and swing out.
- Rooms need to be finished and completely painted.
- Provide square or rectangular custodial rooms only, no odd shaped rooms

## **MDF/IDF Rooms**

- The MDF room shall serve as the Main Distribution Frame room for the entire campus.
- Cooling, heating and humidity control for MDF and IDF rooms shall be independently controlled, and provide service 24-hours a day, 365-days a year.
- These rooms will be located where appropriate within in the campus (not in Administration). Confirm with District Technology Department during design.
- All MDF/IDF rooms shall have access control.
- MDF/IDF rooms shall be square or rectangular in shape.

## **Fixtures/Furniture/Equipment (FFE)**

- Refer to Space Requirements for Fixtures, Furniture, and Equipment.



EARLY COLLEGE  
HIGH SCHOOL  
BUILDING SUPPORT  
SPACE REQUIREMENTS

MDF/IDF/MECHANICAL/ELECTRICAL ROOMS

All Technology, Electrical and Mechanical Rooms shall be designed by appropriate consultant and shall follow the guidelines set forth by Canutillo ISD.

CUSTODIAL ROOMS

General Contractor = In Contract (IC)

| Item               | Qty |
|--------------------|-----|
| Floor Mop Sink     | 1   |
| Mop Holder         | 1   |
| Floor Drain        | 1   |
| Electrical Outlets | 4   |

\*Ensure data/power and wi-fi are provided.

# Board of Trustees

Meeting Date: October 22, 2024

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Board Acceptance of the September 2024 Donations Report

Justification Statement: Presentation for your review and acceptance of the September 2024 Donations Report.

Purpose of Agenda Item: ☐ Information ☒ Discussion ☐ Action  
Item Type: ☐ Curriculum & Instruction ☐ Human Resources ☐ Business Services

Staff Responsible: Cristina Pulley  
*Signature of Requester(s)*  
Cristina Pulley  
*Signature of Presenter(s)*  
Elizabeth B. Sida *Elizabeth Sida* 10/2/2024  
*Business Services Approval (Initials)* *Date*

### Agenda Summary:

The Financial Services Department presents the following donations reported to Finance in September 2024.

RECOMMENDATION: Administration recommends that the Board accept the September 2024 Donations Report as presented.

PRIOR BOARD ACTION: Yes AWARDED: N/A AWARDED AMOUNT: N/A

AMOUNT(S): \$776.70

ACCOUNT NO(S): N/A

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)  
N/A

REQUESTING DEPARTMENT:  
N/A

CONSEQUENCES OF NON-APPROVAL:  
N/A

IMPLEMENTATION TIMELINE:  
N/A

ATTACHMENT(S): September 2024 Donations Report



## Canutillo ISD Donations Report September 2024

This report includes ALL donation reported to Finance in September, 2024

| Date      | Donor Name                      | Address                               |  | Donation                      | Campus/Department                  | Purpose of Donation                                                                                              | Amount    |
|-----------|---------------------------------|---------------------------------------|--|-------------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------|
| 8/30/2024 | Walmart Supercenter             | 7555 N. Mesa St. El Paso, Tx 79912    |  | Walmart Gift Card             | Canutillo High School              | Teacher incentives to promote attendance improvement and teacher morale - campus culture.                        | \$ 100.00 |
| 9/18/2024 | Tamales Lupita                  | 6860 Doniphan Dr. Canutillo, Tx 79835 |  | Assorted Burritos and Tamales | Canutillo High School              | Faculty and staff valued as greatest influence on students and recognized as agents of empowerment for students. | \$ 360.00 |
| 9/23/2024 | DDE parents, students, teachers |                                       |  | Cash                          | Deanna Davenport Elementary School | Library activities and supplies                                                                                  | \$ 58.70  |
| 9/26/2024 | Hot Shots                       | 3470 Lee Blvd El Paso, Tx 79936       |  | Check                         | Deanna Davenport Elementary School | Funds will be used for DDE activities involving students, teachers and staff.                                    | \$ 258.00 |
|           |                                 |                                       |  |                               |                                    |                                                                                                                  |           |
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# Board of Trustees

Meeting Date: \_\_\_\_\_

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Presentation of Budget Amendments for September 2024

Justification Statement: Presentation for your review and acceptance of Budget Amendments for the Month of September 2024

Purpose of Agenda Item: ☒ Information ☐ Discussion ☒ Action  
Item Type: ☐ Curriculum & Instruction ☐ Human Resources ☒ Business Services

Staff Responsible: Cristina Pulley, Executive Director of Financial Services

Signature of Requester(s)

Signature of Presenter(s)

*C Pulley*  
Business Services Approval (Initials)

10/15/2024  
Date

### Agenda Summary:

Acceptance of Budget Amendments for the month of September 2024

RECOMMENDATION: Administration recommends approval of Budget Amendments for the month of September 2024

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S): N/A

ACCOUNT NO(S): N/A

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)  
N/A

REQUESTING DEPARTMENT:  
Financial Services Department

CONSEQUENCES OF NON-APPROVAL:  
N/A

IMPLEMENTATION TIMELINE:  
N/A

ATTACHMENT(S): ✓ Budget Amendments Memo





## FINANCIAL SERVICES

### CANUTILLO A Premier District

TO: Board of Trustees  
Dr. Pedro Galaviz, Superintendent

FROM: Cristina Pulley, Executive Director for Financial Services

DATE: October 22, 2024

SUBJECT: Budget Amendments for September 2024

Budget Amendments submitted are summarized below for your review and consideration.

Administrative Cost Ratio Formula:

21 Instructional Leadership + 41 General Administration  
All Expenses

### Fund Balance Amendment

**BC #346295 -This amendment will allocate funds from Fund Balance for additional personnel positions as approved by the Board during the August 2024 regular board meeting. Approved positions included 3 Special Education Aides, 3 Pre-K Aides, 1 Monolingual Kinder Teacher and 1 ROTC Instructor.**

| Budget Account Number |              | Current Budget | Change       | Amended Budget |
|-----------------------|--------------|----------------|--------------|----------------|
| 199.00.3600.00.000.00 | Fund Balance |                | \$ (299,525) |                |
| 199.11.6119.99.999.11 | Salaries     | \$ 929,000     | \$ 299,525   | \$ 1,228,525   |

### Assigned Fund Balance Amendment

**BC #346296 -This amendment will allocate funds from Assigned Fund Balance for the renovation of the Central Office Administrative building fromTXDOT proceeds received in the prior fiscal year as well as allocate funds for the purchase of student technology devices in accordance to the technology refresh plan and funds reserved annually for this purpose**

| Budget Account Number |                                         | Current Budget | Change         | Amended Budget |
|-----------------------|-----------------------------------------|----------------|----------------|----------------|
| 199.00.3590.00.000.00 | Assigned Fund Balance                   | \$ 3,690,000   | \$ (1,870,000) | \$ 1,820,000   |
| 199.81.6629.73.999.99 | Bldg Purchase/Construct/<br>Improvement | \$ -           | \$ 1,300,000   | \$ 1,300,000   |
| 199.11.6398.97.xxx.11 | Controlled Assets - Technology          | \$ -           | \$ 570,000     | \$ 570,000     |

Street Address:  
7965 Artcraft Rd.  
El Paso, TX 79932

Mailing Address:  
P.O. Box 100  
Canutillo, TX 79835

P: (915) 877-7516  
F: (915) 877-7524  
canutillo-isd.org

**BC #346033** -This amendment will transfer funds from Extra Duty-Professional to Employee training at Region 19 EDTECH conference. This budget amendment will have no impact on the administrative cost ratio.

| Budget Account Number |                                            | Current Budget | Change   | Amended Budget |
|-----------------------|--------------------------------------------|----------------|----------|----------------|
| 185.11.6117.05.105.30 | Extra Duty-Professional                    | \$ 5,000       | \$ (500) | \$ 4,500       |
| 185.13.6411.00.105.30 | Employee Travel, Training, and Subsistence | \$ -           | \$ 500   | \$ 500         |

**BC #346142** -This amendment will transfer funds from Miscellaneous Operating Exp to Printing services and Software license/subscription. This budget amendment will have a positive impact on the administrative cost ratio.

| Budget Account Number |                                         | Current Budget | Change     | Amended Budget |
|-----------------------|-----------------------------------------|----------------|------------|----------------|
| 199.21.6499.00.917.22 | Misc. Operating Expense                 | \$ 3,486       | \$ (3,000) | \$ 486         |
| 199.11.6297.00.917.22 | Printing Services                       | \$ -           | \$ 70      | \$ 70          |
| 199.11.6396.00.917.22 | Software License/Subscriptions <\$5,000 | \$ 2,928       | \$ 2,930   | \$ 5,858       |

**BC #346182** -This amendment will add budget to vehicles from insurance funds received for damage bus. This budget amendment will have a positive impact on the administrative cost ratio.

| Budget Account Number |                    | Current Budget | Change    | Amended Budget |
|-----------------------|--------------------|----------------|-----------|----------------|
| 199.00.5745.00.000.00 | Insurance Recovery | \$ -           | \$ 15,088 | \$ 15,088      |
| 199.34.6631.00.910.99 | Vehicles           | \$ -           | \$ 15,088 | \$ 15,088      |

**BC #346201** -This amendment will transfer funds from Employee Travel to Software license/subscriptions and General Supplies. This budget amendment will have no impact on the administrative cost ratio.

| Budget Account Number |                                            | Current Budget | Change   | Amended Budget |
|-----------------------|--------------------------------------------|----------------|----------|----------------|
| 185.13.6411.00.106.24 | Employee Travel, Training, and Subsistence | \$ 2,827       | \$ (668) | \$ 2,158       |
| 185.11.6396.00.106.24 | Software License/Subscriptions <\$5,000    | \$ -           | \$ 450   | \$ 450         |
| 185.11.6399.00.106.24 | General Supplies                           | \$ 3           | \$ 218   | \$ 221         |

**BC #346210** -This amendment will transfer funds from Employee Travel to Software license/subscriptions for instructional software. This budget amendment will have no impact on the administrative cost ratio.

| Budget Account Number |                                            | Current Budget | Change     | Amended Budget |
|-----------------------|--------------------------------------------|----------------|------------|----------------|
| 185.13.6411.00.106.24 | Employee Travel, Training, and Subsistence | \$ 8,331       | \$ (5,505) | \$ 2,826       |
| 185.11.6396.00.106.24 | Software License/Subscriptions <\$5,000    | \$ -           | \$ 5,505   | \$ 5,505       |

**BC #346216** -This amendment will transfer funds from General supplies to Employee Travel for staff to attend CREST conference. This budget amendment will have no impact on the administrative cost ratio.

| Budget Account Number |                                            | Current Budget | Change   | Amended Budget |
|-----------------------|--------------------------------------------|----------------|----------|----------------|
| 185.11.6399.40.916.30 | General Supplies                           | \$ 2,735       | \$ (765) | \$ 1,970       |
| 185.13.6411.00.916.30 | Employee Travel, Training, and Subsistence | \$ -           | \$ 765   | \$ 765         |

**BC #346224** -This amendment will transfer funds from Software license/subscriptions to Controlled Assets-Technology for staff computer equipment. This budget amendment will have no impact on the administrative cost ratio.

| Budget Account Number |                                         | Current Budget | Change     | Amended Budget |
|-----------------------|-----------------------------------------|----------------|------------|----------------|
| 199.11.6396.00.916.11 | Software License/Subscriptions <\$5,000 | \$ 21,913      | \$ (3,476) | \$ 18,437      |
| 199.13.6398.00.916.99 | Controlled Assets-Technology            | \$ 3,500       | \$ 3,476   | \$ 6,976       |

**BC #346227** -This amendment will transfer funds from Extra Duty Professional to Employee travel for teacher to attend online training. This budget amendment will have no impact on the administrative cost ratio.

| Budget Account Number |                                            | Current Budget | Change   | Amended Budget |
|-----------------------|--------------------------------------------|----------------|----------|----------------|
| 185.11.6117.05.001.30 | Extra Duty-Professional                    | \$ 80,313      | \$ (315) | \$ 79,998      |
| 185.13.6411.00.001.30 | Employee Travel, Training, and Subsistence | \$ -           | \$ 315   | \$ 315         |

**BC #346259** -This amendment will transfer funds from General supplies to Employee Travel for staff to attend NAEYC conference. This budget amendment will have no impact on the administrative cost ratio.

| Budget Account Number |                                            | Current Budget | Change     | Amended Budget |
|-----------------------|--------------------------------------------|----------------|------------|----------------|
| 185.11.6399.40.916.30 | General Supplies                           | \$ 2,735       | \$ (1,500) | \$ 1,235       |
| 185.13.6411.00.916.30 | Employee Travel, Training, and Subsistence | \$ -           | \$ 1,500   | \$ 1,500       |

**BC #346298** -This amendment will allocate funds from Restricted Food Service Fund Balance for Capital equipment > \$5,000 and Misc. Contracted services to ensure TDA spending plan requirements are achieved. This budget amendment will have no impact on the administrative cost ratio.

| Budget Account Number |                             | Current Budget | Change         | Amended Budget |
|-----------------------|-----------------------------|----------------|----------------|----------------|
| 101.00.3450.00.000.00 | Reserve for Food Service    | \$ 4,409,510   | \$ (1,150,000) | \$ 3,259,510   |
| 101.51.6299.00.909.99 | Misc. Contracted Services   | \$ 130,000     | \$ 135,000     | \$ 265,000     |
| 101.35.6639.00.909.99 | Capital Equipment > \$5,000 | \$ 455,700     | \$ 1,015,000   | \$ 1,470,700   |



# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: 10/22/2024

Subject/Title for Agenda Posting: Discussion and Recommendation regarding the approval of an Agency Affiliation Agreement between Canutillo ISD and El Paso Community College (EPCC).

Justification Statement: This agreement allows both parties, Canutillo ISD and EPCC to mutually benefit from the opportunity for students enrolled in the health care education program at EPCC to participate in clinical education with Canutillo ISD's registered nurses. Under the supervision of both EPCC faculty and CISD RNs, the EPCC students will assist in the school clinical setting to include vision and hearing screenings. This agreement is effective October 2024 for a period of 3 years ending October 2027.

Purpose of Agenda Item:

☐ Information ☒ Discussion

☒ Action

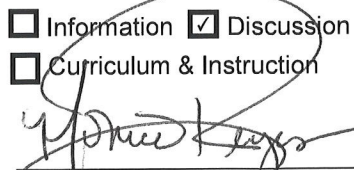
Item Type:

☐ Curriculum & Instruction

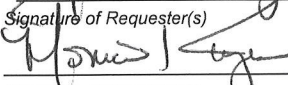
☐ Human Resources

☐ Business Services

Staff Responsible:

  
Signature of Requester(s)

9/10/2024

  
Signature of Presenter(s)

  
Business Services Approval (Initials)

10/15/2024

Date

### Agenda Summary:

This agency affiliation agreement establishes a community partnership between Canutillo ISD and the El Paso County Community College. Canutillo ISD's commitment to participate in this affiliation directly benefits Canutillo students as patients by affording EPCC health career education students clinical experience under direct supervision with our district registered nurses.

RECOMMENDATION: Approval of AAA

PRIOR BOARD ACTION: Yes      AWARDED: 1/23/18      AWARDED AMOUNT: NA

AMOUNT(S): NA

ACCOUNT NO(S):  
NA

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)  
Affiliation Agreement

REQUESTING DEPARTMENT:  
Student Support Services Department

CONSEQUENCES OF NON-APPROVAL:  
The loss of services and support generated through a community organization and partnership to benefit Canutillo ISD students.

IMPLEMENTATION TIMELINE:  
October 2024 to October 2027

ATTACHMENT(S): ✓ AAA





# CONTRACT/AGREEMENT/MOU ROUTING AND VP APPROVAL FORM

(Submit Form and Legible Scanned Documents Only Via Email)

| General EPCC Division/Department Information  |                                 |
|-----------------------------------------------|---------------------------------|
| Date Submitted:                               | 9/11/2024                       |
| Date Needed (due date by contracting entity): | 9/20/2024                       |
| Division/Department:                          | Nursing                         |
| Person Responsible:                           | Dr. Hafid Guerrero              |
| AVP/Dean Review/Approval Signature:           | <i>Hafid Guerrero 9/11/2024</i> |

| Entity and Summary of Document Purpose and Terms                             |                                                                                                                                       |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Vendor/Entity Name:                                                          | Canutillo Independent School District                                                                                                 |
| Vendor/Entity Address:                                                       | P.O. Box 100, Canutillo, TX, 79835                                                                                                    |
| Purpose of Document (brief description of goods or services to be procured): | To initiate an affiliation agreement with the Canutillo Independent School District to place nursing students for clinical rotations. |
| Start Date:                                                                  | 10/22/24                                                                                                                              |
| End Date:                                                                    | 10/22/27                                                                                                                              |

- ☒ **STANDARD** - The standard document format has previously gone through the approval and legal review process, and only the entity name and dates are new (such as affiliation agreements).
- ☐ **NEW** - Will require Purchasing and/or legal counsel review.
- ☐ **AMENDMENT** - Attach the original document. Highlight all changes on the amended document.
- ☐ **RENEWAL** - Attach the original document. Highlight all changes on the renewal document.
- ☐ **INTERLOCAL AGREEMENT** - Requires an abstract and board approval.
- ☐ **TWC DocuSign** - Attach document for reference. Once VP approves, we contact the AVP office and notify the President to proceed with the digital signature.

| VP OFFICE USE ONLY - APPROVAL CHECKLIST                                                                                                                                                                                                                      |                                  |                |                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------|--------------------|
| Depending on the type or service of the document, Procurement may require review and approval by various departments before we can secure a signature from the President or other signatory. <b>Allow a minimum four (4) week turnaround for processing.</b> |                                  |                |                    |
| Department                                                                                                                                                                                                                                                   | Review                           | Date Completed | By                 |
| Vice President                                                                                                                                                                                                                                               |                                  | 9/12/24        | <i>Steve Smith</i> |
| Purchasing                                                                                                                                                                                                                                                   |                                  |                |                    |
| Legal Counsel                                                                                                                                                                                                                                                |                                  |                |                    |
| Information Technology                                                                                                                                                                                                                                       |                                  |                |                    |
| President                                                                                                                                                                                                                                                    |                                  |                |                    |
| Marketing/Other:                                                                                                                                                                                                                                             | Click or tap here to enter text. |                |                    |

| IMPORTANT TO NOTE |                                                                                                                                                                                                                                                                                                   |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Indemnification*  | There should be no requirement of indemnification by EPCC in any EPCC document. EPCC may not indemnify, hold harmless, be liable to, or reimburse any other party to the contract for claims, lawsuits, damages, attorney fees, or losses incurred by that party in connection with the document. |
| Governing Law*    | The laws of the State of Texas govern EPCC documents. There should be no other state's law governing the document. <b>Discuss any needed exceptions with the VP.</b>                                                                                                                              |
| VP Requirement    | All documents must be routed through the VP office. Based on the document type, we will forward to Purchasing, legal counsel, and/or the President for approval and signature.                                                                                                                    |

\*CAUTION: Indemnification and Governing Law may not be found in the document itself but rather in a related link/URL contained within the document.

Email this form and the required documents to the Office of the Vice President c/o:  
Leslie Armendariz @ [larmen67@epcc.edu](mailto:larmen67@epcc.edu) and Jasmin Cardenas @ [jcarden82@epcc.edu](mailto:jcarden82@epcc.edu)



STATE OF TEXAS:  
COUNTY OF EL PASO:  
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT

**AGENCY AFFILIATION AGREEMENT**  
**HEALTH CAREER AND TECHNICAL EDUCATION,**  
**MATH & SCIENCE DIVISION**

AGREEMENT made this October 22, 2024, between the Board of Trustees of the El Paso County Community College District, a political subdivision of the State of Texas, P.O. Box 20500, El Paso, Texas, 79998, hereinafter referred to as "District," and **Canutillo Independent School District, P.O. Box 100, Canutillo, TX, 79835** hereinafter referred to as "Affiliate"

**RECITALS**

It is the desire of both parties that students enrolled in the Health Career Education Programs and Nursing Program at the District be provided the benefit of educational facilities and resources at the affiliate for practical experience in clinical service and procedure. It is recognized that the District is authorized to enter into this agreement as a function of its governmental and educational powers granted and prescribed by the State of Texas. It is mutually beneficial to both the District and the Affiliate that students be afforded opportunities for clinical education as outlined in this agreement.

**Section 1-Term**

1.01 The respective duties and obligations of the parties hereto shall commence upon the date of execution of this agreement and shall continue for a period of three years and have a 30-60-day clause to initiate the automatic renewal process. This prevents the expiration of agreements and allows renewal in a timely manner.

## **Section 2-Responsibilities of District**

2.01 It shall be the responsibility of the District to plan and conduct a cooperative and coordinated educational program for the clinical instruction of its Health Career Education Programs and the Nursing Program students with the Affiliate. The District will provide the Affiliate with a specific educational program to be carried out at the Affiliate.

2.02 The District will provide qualified, registered, licensed or certified instructors for all general and/or supporting course work as prescribed in the Health Career Education Program, curricula.

2.03 The District will provide administrative services to include student admissions, scheduling, attendance, and maintenance of achievement and health records for all students.

2.04 The District agrees that all of its instructors and students will abide by the policies and regulations of the Affiliate and any pertinent state, federal or accreditation regulations while using its facilities.

2.05 The Faculty of the District will supervise and evaluate the students and select/assign suitable clinical experience situations in patients' care as prescribed by the adopted curricula. It is further understood that at no time will students in the Health Career Education Program be engaged in the provision of direct patient care without said instructors, affiliate preceptors or designee being physically present in Affiliate's facilities for supervision of the students. If appropriate, affiliate preceptors may provide input on student evaluations, competency assessments, and professionalism to the assigned District faculty. It is understood that students may be present in the Affiliate for purposes of observation without direct supervision by District

instructors or affiliate preceptors. During such observation, students will, at no time, perform direct patient care services.

2.06 In cooperation with Affiliate's designated representative, the District will familiarize the students and instructors with the Affiliate's facilities, procedures, personnel policies, standards and code of ethics. In addition, the District will familiarize the representative/designated qualified licensed, registered, or certified health care professional within the Affiliate with program/course objectives, professionalism, and accreditation requirements.

2.07 The District will furnish each semester to the Affiliate's designated representative a rotation plan of students setting forth the number of participating students, the dates and hours and the assigned areas that the students will be participating. Any changes in the plan will be immediately brought to the attention of the same.

2.08 The District will provide the Affiliate evidence of immunizations, including Hep C, tuberculin testing, background checks, substance abuse testing, and CPR certification for Health Career Education Program students and instructors.

2.09 Malpractice liability insurance shall be carried by District students and instructors for the entire period of this agreement, and a certificate of insurance will be provided to the Affiliate indicating effective date, limits of coverage and other pertinent data. The Affiliate shall be notified of any change or termination in coverage. The District hereby agrees to maintain said malpractice insurance the limits of which shall be no less than two million dollars (\$2,000,000.00) for any one medical incident and five million dollars (\$5,000,000.00) aggregate.



2.10 Students participating in clinical training pursuant to this Agreement are members of the Affiliate's workforce for purposes of the Health Insurance Portability and Accountability Act (HIPAA) within the definition of "health care operations" and therefore many have access to patient medical information as provided for the Privacy Rule of HIPAA. The District will advise faculty and all students assigned to affiliate regarding the confidentiality of patient-client records and patient-client information imparted during the training experience. The District will also advise all students that the confidentiality requirements survive the termination or expiration of this agreement. This paragraph applies solely to HIPAA privacy and security of regulations applicable to the affiliate and does not establish an employment relationship.

### **Section 3-Responsibilities of Affiliate**

3.01 The Affiliate will accept Health Career Education Program students from the District for clinical experience at its facilities during agreed upon time(s) as outlined in Sections 2 and Section 4.01.

3.02 The Affiliate shall make available to the District such use of classrooms, libraries and teaching aids as may be necessary for the implementation, training, and education of the students during the clinical phase of the program/course at no cost to the District.

3.03 The Affiliate shall make available patient care facilities, charts, medical records, equipment and supplies normally used in the Affiliate as may be necessary for clinical instruction and patient care at the Affiliate in accordance with the educational plan provided by the District. Affiliate shall provide materials and protective devices for students and faculty use in patient care as mandated by OSHA and CDC guidelines for blood borne pathogens.

3.04 The Affiliate shall provide suitable clinical experience in so far as possible based on the availability of patients, sufficient number of personnel and clinical materials recognizing the possible necessity of the District transferring students to other agencies which can provide experience in specific clinical services in the event of the unavailability of above.

3.05 The Affiliate shall provide qualified licensed/registered or certified health care professionals directly instructing each clinical area utilized for educational purposes at no cost to the District. If appropriate, said affiliate preceptors/designated staff may provide input on student evaluations, competency assessments, and professionalism to the assigned District faculty based upon the documents provided by the District outlining program/course objectives, professionalism and accreditation requirements.

3.06 When appropriate, the Affiliate shall designate, at no cost to the District, a specific member of its staff to instruct the students as a preceptor. The person so designated shall be the immediate instructor of the students for clinical practice and shall be a person who is customarily responsible for clinical practice at the Affiliate and who serves as a role model for student in clinical care and professional activities.

3.07 The Affiliate will observe the District's calendar of vacations and holidays for the students.

3.08 The parties agree that the Affiliate is responsible for the care and supervision of patients at the Affiliate.

3.09 Affiliate shall provide Medical Emergency Care up to the limit of Affiliate's ability to provide emergency care for accidents and illnesses which occur while the student is at the Affiliate; however, it is understood that the Affiliate assumes no financial responsibility for the

provision of such care; any financial responsibility remains the obligation of the student. It is expressly understood that students are not covered under either the District's or the Affiliate's Workers' Compensation or other insurance coverage normally applicable to employees. Students will be subject to the normal admissions and/or payment procedures common to all patients at the Affiliate.

3.10 The Affiliate shall instruct its personnel that only duly authorized persons may instruct, order, or direct District students or instructors, and that unless so authorized such personnel shall not instruct, order or direct students or instructors. Personnel receiving such authorization shall be instructed that the students are undergoing a learning experience and shall not be expected, instructed, ordered or directed to perform functions beyond the level of training previously received.

#### **Section 4-Students**

4.01 Assignment and scheduling of students will be by mutual agreement between both parties in advance of the beginning of each semester or rotation of students.

4.02 A student in Health Career Education Program may be dismissed from Affiliate participation by the administrator/supervisor of the Affiliate for causes that are reasonable and are documented in writing to the District.

4.03 Each student shall provide to the District the names of responsible parties to be notified in the event of illness or emergencies involving the student.

4.04 Each student shall possess physical and academic ability to profit from the clinical education and training provided at the Affiliate. There will be no discrimination on the basis of religion, age, gender, disability, race, color or national origin in the admission process and the



educational programs of the District or by the Affiliate during the assigned education and training provided at the affiliate. Reasonable accommodation will be provided by the District and Affiliate for any disabilities identified in accordance with appropriate District policies and procedures.

4.05 A student enrolled in the Health Career Education Program shall not receive pay for clinical and educational instruction at the Affiliate. Students are not to be substituted for paid employees or considered as employees of the Affiliate. Students may be employed by the Affiliate outside of regular education hours provided the work does not interfere with regular academic responsibilities.

4.06 Students enrolled in the Health Career Education Program will maintain confidentiality of information of the Externship Affiliate and/or its patients/clients.

#### **Section 5-Law Governing Contract**

5.01 This agreement shall be construed under and in accordance with the law of the State of Texas, and all obligations of the parties created hereunder are performable in El Paso County, Texas.

#### **Section 6-Indemnity against Loss**

6.01 To the extent that the District is legally capable, the District shall indemnify and hold the Affiliate harmless for losses suffered by the Affiliate due to injuries proximately caused a third party by the negligent acts of students during their training at Affiliate. Such indemnification shall not extend to losses suffered by the Affiliate due to injuries proximately caused a third party by the negligent acts of Affiliate personnel or other non-District personnel.

It is expressly understood that it is not the intention or purpose of this Agreement to create any liability against the District and/or its Board unless law imposes such liability.

**Section 7-Termination**

7.01 This agreement may be terminated in whole or in part by either party giving a full thirty (30) days' notice in writing to the other party. Such notice shall be sent by certified mail, return receipt requested to the address of the respective parties listed above. However, such termination shall not take effect with regard to students already enrolled in a specified program until such time as those students have completed their respective program of study or until alternate clinical experiences can be arranged. If no alternative clinical experiences are available, this contract shall remain in effect no longer than 3 years from the date of termination or until the date of graduation of student enrolled in the program at the time of termination of the agreement, whichever shall occur first.

**EXECUTED at El Paso, Texas, on the day and year above mentioned.**

**DISTRICT: EL PASO COUNTY COMMUNITY COLLEGE DISTRICT**



William Serrata, Ph.D.  
President

DATE: 9/16/24

**AFFILIATE: CANUTILLO INDEPENDENT SCHOOL DISTRICT**

\_\_\_\_\_  
Pedro Galaviz, Ed.D.  
Superintendent

DATE: \_\_\_\_\_

**STATE OF TEXAS:  
COUNTY OF EL PASO:  
EL PASO COUNTY COMMUNITY COLLEGE DISTRICT**

**AGENCY AFFILIATION AGREEMENT  
HEALTH CAREER AND TECHNICAL EDUCATION,  
MATH & SCIENCE DIVISION**

AGREEMENT made this October 22, 2024, between the Board of Trustees of the El Paso County Community College District, a political subdivision of the State of Texas, P.O. Box 20500, El Paso, Texas, 79998, hereinafter referred to as "District," and **Canutillo Independent School District, P.O. Box 100, Canutillo, TX, 79835** hereinafter referred to as "Affiliate"

**RECITALS**

It is the desire of both parties that students enrolled in the Health Career Education Programs and Nursing Program at the District be provided the benefit of educational facilities and resources at the affiliate for practical experience in clinical service and procedure. It is recognized that the District is authorized to enter into this agreement as a function of its governmental and educational powers granted and prescribed by the State of Texas. It is mutually beneficial to both the District and the Affiliate that students be afforded opportunities for clinical education as outlined in this agreement.

## **Section 1-Term**

1.01 The respective duties and obligations of the parties hereto shall commence upon the date of execution of this agreement and shall continue **for a period of three years** and have a 30-60-day clause to initiate the automatic renewal process. This prevents the expiration of agreements and allows renewal in a timely manner.

## **Section 2-Responsibilities of District**

2.01 It shall be the responsibility of the District to plan and conduct a cooperative and coordinated educational program for the clinical instruction of its Health Career Education Programs and the Nursing Program students with the Affiliate. The District will provide the Affiliate with a specific educational program to be carried out at the Affiliate.

2.02 The District will provide qualified, registered, licensed or certified instructors for all general and/or supporting course work as prescribed in the Health Career Education Program, curricula.

2.03 The District will provide administrative services to include student admissions, scheduling, attendance, and maintenance of achievement and health records for all students.

2.04 The District agrees that all of its instructors and students will abide by the policies and regulations of the Affiliate and any pertinent state, federal or accreditation regulations while using its facilities.

2.05 The Faculty of the District will supervise and evaluate the students and select/assign suitable clinical experience situations in patients' care as prescribed by the adopted curricula. It is further understood that at no time will students in the Health Career Education Program be engaged in the provision of direct patient care without said instructors, affiliate preceptors or

designee being physically present in Affiliate's facilities for supervision of the students. If appropriate, affiliate preceptors may provide input on student evaluations, competency assessments, and professionalism to the assigned District faculty. It is understood that students may be present in the Affiliate for purposes of observation without direct supervision by District instructors or affiliate preceptors. During such observation, students will, at no time, perform direct patient care services.

2.06 In cooperation with Affiliate's designated representative, the District will familiarize the students and instructors with the Affiliate's facilities, procedures, personnel policies, standards and code of ethics. In addition, the District will familiarize the representative/designated qualified licensed, registered, or certified health care professional within the Affiliate with program/course objectives, professionalism, and accreditation requirements.

2.07 The District will furnish each semester to the Affiliate's designated representative a rotation plan of students setting forth the number of participating students, the dates and hours and, the assigned areas that the students will be participating. Any changes in the plan will be immediately brought to the attention of the same.

2.08 The District will provide the Affiliate evidence of immunizations, including Hep C, tuberculin testing, background checks, substance abuse testing, and CPR certification for Health Career Education Program students and instructors.

2.09 Malpractice liability insurance shall be carried by District students and instructors for the entire period of this agreement, and a certificate of insurance will be provided to the Affiliate indicating effective date, limits of coverage and other pertinent data. The Affiliate shall

be notified of any change or termination in coverage. The District hereby agrees to maintain said malpractice insurance the limits of which shall be no less than two million dollars (\$2,000,000.00) for any one medical incident and five million dollars (\$5,000,000.00) aggregate.

2.10 Students participating in clinical training pursuant to this Agreement are members of the Affiliate's workforce for purposes of the Health Insurance Portability and Accountability Act (HIPAA) within the definition of "health care operations" and therefore many have access to patient medical information as provided for the Privacy Rule of HIPAA. The District will advise faculty and all students assigned to affiliate regarding the confidentiality of patient-client records and patient-client information imparted during the training experience. The District will also advise all students that the confidentiality requirements survive the termination or expiration of this agreement. This paragraph applies solely to HIPAA privacy and security of regulations applicable to the affiliate and does not establish an employment relationship.

### **Section 3-Responsibilities of Affiliate**

3.01 The Affiliate will accept Health Career Education Program students from the District for clinical experience at its facilities during agreed upon time(s) as outlined in Sections 2 and Section 4.01.

3.02 The Affiliate shall make available to the District such use of classrooms, libraries and teaching aids as may be necessary for the implementation, training, and education of the students during the clinical phase of the program/course at no cost to the District.

3.03 The Affiliate shall make available patient care facilities, charts, medical records, equipment and supplies normally used in the Affiliate as may be necessary for clinical instruction and patient care at the Affiliate in accordance with the educational plan provided by

the District. Affiliate shall provide materials and protective devices for students and faculty use in patient care as mandated by OSHA and CDC guidelines for blood borne pathogens.

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4.03 Each student shall provide to the District the names of responsible parties to be notified in the event of illness or emergencies involving the student.



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indemnification shall not extend to losses suffered by the Affiliate due to injuries proximately caused a third party by the negligent acts of Affiliate personnel or other non-District personnel. It is expressly understood that it is not the intention or purpose of this Agreement to create any liability against the District and/or its Board unless law imposes such liability.

#### **Section 7-Termination**

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**EXECUTED at El Paso Texas on the day and year above mentioned.**

**DISTRICT: El Paso COUNTY COMMUNITY COLLEGE DISTRICT**

\_\_\_\_\_  
William Serrata, Ph.D.  
President

**DATE:** \_\_\_\_\_

**AFFILIATE:**

\_\_\_\_\_  
Pedro Galaviz, Ed. D.  
Superintendent, Canutillo ISD

**Date:** \_\_\_\_\_

# Board of Trustees

Meeting Date: 10-22-2024

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Recommendation to approve the interlocal agreement between Canutillo ISD and El Paso County Juvenile Justice Alternative Education Program (JJAEP) for the 2024-2025 school year

Justification Statement: Per FODA (Legal), the district and the county shall enter into a joint Interlocal Agreement for students who have been placed in JJAEP to receive grade level instruction.

Purpose of Agenda Item:

☐ Information ☐ Discussion ☒ Action

Item Type:

☒ Curriculum & Instruction ☐ Human Resources ☒ Business Services

Staff Responsible:

Monica Lopez, Executive Director, Student Support Services  
Signature of Requester(s)  
Monica Lopez  
Signature of Presenter(s)  
9/13/2024

Elizabeth Sida

10-3-2024

Business Services Approval (Initials)

Date

### Agenda Summary:

Per FODA (Legal), the district and the county shall enter into a joint Interlocal Agreement for students who have been placed in JJAEP to receive grade level instruction.

RECOMMENDATION: It is Administration's recommendation to approve the Interlocal Agreement with El Paso County Juvenile Justice Alternative Education.

PRIOR BOARD ACTION: Yes AWARDED: 8/22/23 AWARDED AMOUNT: N/A

AMOUNT(S): N/A

ACCOUNT NO(S):  
N/A

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)  
Interlocal Agreement

REQUESTING DEPARTMENT:  
Student Support Services Department

### CONSEQUENCES OF NON-APPROVAL:

Students will not be placed in JJAEP as required under the Texas Education Code, Chapter 37 and will not have the opportunity to receive grade level instruction.

IMPLEMENTATION TIMELINE:  
2024-2025 school year

ATTACHMENT(S): Interlocal Agreement between Canutillo ISD and the El Paso County Juvenile Justice Alternative Education and Exhibits A Through H Exhibit G-1, AND Signature Page





# Juvenile Justice Alternative Education Offense Codes

TEXAS  
JUVENILE  
JUSTICE  
DEPARTMENT

## 2023/24 and 2024/25 School Years

*New items shown in italics*

| Offense Code    | Offense Description                                                                                                       | Offense Type  |
|-----------------|---------------------------------------------------------------------------------------------------------------------------|---------------|
| 37.007A12A      | Unlawful Weapon: Handgun [Penal Code (PC) 46.02(a)] [Education Code (EC) 37.007 (a)(1)]                                   | Mandatory     |
| 37.007A12B      | Unlawful Weapon: Location-Restricted Knife [PC 46.02(a-4)] [EC 37.007 (a)(1)] (For students who are under the age of 18.) | Mandatory     |
| 37.007A15A      | Prohibited Weapon: Explosive Weapon [PC 46.05(a)(1)] [EC 37.007(a)(1)]                                                    | Mandatory     |
| 37.007A15B      | Prohibited Weapon: Machine Gun [PC 46.05(a)(1)(A)] [EC 37.007(a)(1)]                                                      | Mandatory     |
| 37.007A15C      | Prohibited Weapon: Short-Barrel Firearm [PC 46.05(a)(1)(B)] [EC 37.007(a)(1)]                                             | Mandatory     |
| 37.007A15D      | Prohibited Weapon: Firearm Silencer [PC 46.05(a)(1)(C)] [EC 37.007(a)(1)]                                                 | Mandatory     |
| 37.007A15F      | Prohibited Weapon: Armor-Piercing Ammunition [PC 46.05(a)(2)] [EC 37.007 (a)(1)]                                          | Mandatory     |
| 37.007A15G      | Prohibited Weapon: Chemical Dispensing Device [PC 46.05(a)(3)] [EC 37.007(a)(1)]                                          | Mandatory     |
| 37.007A15H      | Prohibited Weapon: Zip Gun [PC 46.05(a)(4)] [EC 37.007(a)(1)]                                                             | Mandatory     |
| 37.007A15I      | Prohibited Weapon: Tire Deflation Device [PC 46.05(a)(5)] [EC 37.007(a)(1)]                                               | Mandatory     |
| 37.007A15J      | Prohibited Weapon: Improvised Explosive Device [PC 46.05(a)(6)] [EC 37.007(a)(1)]                                         | Mandatory     |
| 37.007A2A1      | Aggravated Assault [PC 22.02] [EC 37.007(a)(2)(A)]                                                                        | Mandatory     |
| 37.007A2A2      | Aggravated Sexual Assault [PC 22.021] [EC 37.007(a)(2)(A)]                                                                | Mandatory     |
| 37.007A2A3      | Sexual Assault [PC 22.011] [EC 37.007(a)(2)(A)]                                                                           | Mandatory     |
| 37.007A2B       | Arson [PC 28.02] [EC 37.007(a)(2)(B)]                                                                                     | Mandatory     |
| 37.007A2C1      | Murder [PC 19.02] [EC 37.007(a)(2)(C)]                                                                                    | Mandatory     |
| 37.007A2C2      | Capital Murder [PC 19.03] [EC 37.007(a)(2)(C)]                                                                            | Mandatory     |
| 37.007A2C3      | Attempted Murder or Capital Murder [PC 15.01] [EC 37.007(a)(2)(C)]                                                        | Mandatory     |
| 37.007A2D       | Indecency with A Child [PC 21.11] [EC 37.007(a)(2)(D)]                                                                    | Mandatory     |
| 37.007A2E       | Aggravated Kidnapping [PC 20.04] [EC 37.007(a)(2)(E)]                                                                     | Mandatory     |
| 37.007A2F       | Aggravated Robbery [PC 29.03] [EC 37.007(a)(2)(F)]                                                                        | Mandatory     |
| 37.007A2G       | Manslaughter [PC 19.04] [EC 37.007(a)(2)(G)]                                                                              | Mandatory     |
| 37.007A2H       | Criminally Negligent Homicide [PC 19.05] [EC 37.007(a)(2)(H)]                                                             | Mandatory     |
| 37.007A2I       | Continuous Sexual Abuse of Young Child or Disabled Individual [PC 21.02] [EC 37.007(a)(2)(I)]                             | Mandatory     |
| <i>37.007A3</i> | <i>Felony Drug, excluding marijuana and THC [EC 37.007(a)(3)(C)] [EC 37.006(a)(2)(C)]</i>                                 | Mandatory     |
| 37.007D         | Retaliation [EC 37.007(d)]                                                                                                | Mandatory     |
| 37.007E         | Federal Firearm [EC 37.007(e)]                                                                                            | Mandatory     |
| 37.007B1D       | False Alarm or Report [PC 42.06] [EC 37.007(b)(1)]                                                                        | Discretionary |
| 37.007B1E       | Terroristic Threat [PC 22.07] [EC 37.007(b)(1)]                                                                           | Discretionary |

| Offense Code | Offense Description                                                                                                            | Offense Type         |
|--------------|--------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 37.007B2A    | <i>Felony marijuana or THC [HSC 481] [EC 37.007(b)(2)(A)(i); 37.006(a)(2)(C-1)]</i>                                            | <b>Discretionary</b> |
| 37.007B2A1   | Misdemeanor Marijuana [HSC 481] [EC 37.007(b)(2)(A)(i)]                                                                        | Discretionary        |
| 37.007B2A1B  | Misdemeanor Controlled Substance [HSC 481] [EC 37.007(b)(2)(A)(i)] [EC 37.006(a)(2)(C)]                                        | Discretionary        |
| 37.007B2A2   | Misdemeanor Dangerous Drug [HSC 481] [EC 37.007(b)(2)(A)(ii)]                                                                  | Discretionary        |
| 37.007B2A3   | Alcohol [HSC 481] [EC 37.007(b)(2)(A)(iii)] [EC 37.006(a)(2)(D)]                                                               | Discretionary        |
| 37.007B2B    | Glue or Aerosol Paint [HSC 485.031-485.034] [EC 37.007(b)(2)(B)]                                                               | Discretionary        |
| 37.007B2CA   | Assault on a Volunteer [PC 22.01(a)(1)] [EC 37.007(b)(2)(C)]                                                                   | Discretionary        |
| 37.007B2CB   | Assault on an Employee [PC 22.01(a)(1)] [EC 37.007(b)(2)(C)]                                                                   | Discretionary        |
| 37.007B2D    | Deadly Conduct [PC 22.05] [EC 37.007(b)(2)(D)]                                                                                 | Discretionary        |
| 37.007B3A    | Non-School Student on Student Aggravated Assault, Sexual Assault, or Aggravated Sexual Assault [EC 37.007(b)(4)]               | Discretionary        |
| 37.007B3B    | Non-School Student on Student Murder, Capital Murder, or Attempted Murder/Capital Murder [PC 19.02 or 19.03] [EC 37.007(b)(4)] | Discretionary        |
| 37.007B3C    | Non-School Student on Student Aggravated Robbery [EC 37.007(b)(4)]                                                             | Discretionary        |
| 37.007B4     | On or within 300 Ft Rule – Mandatory Offense or Possession of Firearm [EC 37.007(b)(3)]                                        | Discretionary        |
| 37.007B5     | Breach of Computer Security School Network [PC 33.02] [EC 37.007(b)(5)]                                                        | Discretionary        |
| 37.007C      | Serious Misbehavior [EC 37.007(c)]                                                                                             | Discretionary        |
| 37.007D(D)   | Retaliation [EC 37.007(d)]                                                                                                     | Discretionary        |
| 37.007F      | Felony Criminal Mischief [PC 28.03] [EC 37.007(f)]                                                                             | Discretionary        |
| 37.309       | Registered Sex Offender [EC 37.309]                                                                                            | Other                |
| PROBCO1      | Probation Placement                                                                                                            | Other                |
| PROBCO2      | Court Order                                                                                                                    | Other                |
| 37.0081B     | Title 5 Felony Murder [PC 19.02] [EC 37.0081(a)]                                                                               | Discretionary        |
| 37.0081C     | Title 5 Felony Capital Murder [PC 19.03] [EC 37.0081(a)]                                                                       | Discretionary        |
| 37.0081D     | Title 5 Felony Manslaughter [PC 19.04] [EC 37.0081(a)]                                                                         | Discretionary        |
| 37.0081E     | Title 5 Felony Criminal Negligent Homicide [PC 19.05] [EC 37.0081(a)]                                                          | Discretionary        |
| 37.0081F     | Title 5 Felony Unlawful Restraint [PC 20.02] [EC 37.0081(a)]                                                                   | Discretionary        |
| 37.0081G     | Title 5 Felony Kidnapping [PC 20.03] [EC 37.0081(a)]                                                                           | Discretionary        |
| 37.0081H     | Title 5 Felony Aggravated Kidnapping [PC 20.04] [EC 37.0081(a)]                                                                | Discretionary        |
| 37.0081I     | Title 5 Felony Smuggling of Persons [PC 20.05] [EC 37.0081(a)]                                                                 | Discretionary        |
| 37.0081I2    | <i>Title 5 Felony Continuous Smuggling of Persons [PC 20.06] [EC 37.0081(a)(1)(A)(i)]</i>                                      | Discretionary        |
| 37.0081J     | Title 5 Felony Trafficking of Persons [PC 20A.02] [EC 37.0081(a)]                                                              | Discretionary        |
| 37.0081J2    | <i>Title 5 Felony Continuous Trafficking of Persons [PC 20A.03] [EC 37.0081(a)(1)(A)(i)]</i>                                   | Discretionary        |

| Offense Code | Offense Description                                                                                                              | Offense Type  |
|--------------|----------------------------------------------------------------------------------------------------------------------------------|---------------|
| 37.0081K     | Title 5 Felony Indecency with a Child [PC 21.11] [EC 37.0081(a)]                                                                 | Discretionary |
| 37.0081K2    | <i>Title 5 Felony Continuous Sexual Abuse of Young Child or Disabled Individual for 17+ kids [PC 21.02] [EC (a)(1)(A)(i)]</i>    | Discretionary |
| 37.0081K3    | <i>Title 5 Felony Bestiality [PC 21.09] [EC(a)(1)(A)(i)]</i>                                                                     | Discretionary |
| 37.0081L     | Title 5 Felony Invasive Visual Recording [PC 21.15] [EC 37.0081(a)]                                                              | Discretionary |
| 37.0081L2    | <i>Title 5 Felony Unlawful Disclosure or Promotion of Intimate Visual Material [PC 21.16] [EC 37.0081(a)(1)(A)(i)]</i>           | Discretionary |
| 37.0081L3    | <i>Title 5 Felony Voyeurism [PC 21.17] [EC 37.0081(a)(1)(A)(i)]</i>                                                              | Discretionary |
| 37.0081L4    | <i>Title 5 Felony Sexual Coercion [PC 21.18] [EC 37.0081(a)(1)(A)(i)]</i>                                                        | Discretionary |
| 37.0081M     | Title 5 Felony Assault [PC 22.01] [EC 37.0081(a)]                                                                                | Discretionary |
| 37.0081N     | Title 5 Felony Sexual Assault [PC 22.011] [EC 37.0081(a)]                                                                        | Discretionary |
| 37.0081P     | Title 5 Felony Aggravated Assault [PC 22.02] [EC 37.0081(a)]                                                                     | Discretionary |
| 37.0081Q     | Title 5 Felony Aggravated Sexual Assault [PC 22.021] [EC 37.0081(a)]                                                             | Discretionary |
| 37.0081R     | Title 5 Felony Injury to a Child, Elderly Individual, or Disabled Individual [PC 22.04] [EC 37.0081(a)]                          | Discretionary |
| 37.0081S     | Title 5 Felony Abandoning or Endangering Child [PC 22.041] [EC 37.0081(a)]                                                       | Discretionary |
| 37.0081T     | Title 5 Felony Deadly Conduct [PC 22.05] [EC 37.0081(a)]                                                                         | Discretionary |
| 37.0081U     | Title 5 Felony Terrorist Threat [PC 22.07] [EC 37.0081(a)]                                                                       | Discretionary |
| 37.0081V     | Title 5 Felony Aiding Suicide [PC 22.08] [EC 37.0081(a)]                                                                         | Discretionary |
| 37.0081W     | Title 5 Felony Tampering with Consumer Product [PC 22.09] [EC 37.0081(a)]                                                        | Discretionary |
| 37.0081X     | Title 5 Felony Harassment by Persons in Certain Correctional Facilities; Harassment of Public Servant [PC 22.11] [EC 37.0081(a)] | Discretionary |
| 37.0081Y     | Aggravated Robbery [PC 29.03] (EC 37.0081(a)]                                                                                    | Discretionary |
| DOI          | Offense Identified in District of Innovation (DOI) Plans Provided by Sending School District                                     | Discretionary |
| 37.0052      | Placement or Expulsion of Student Who Has Engaged in Certain Bullying Behavior [EC 37.0052)]                                     | Discretionary |



# César Chávez Academy



7814 Alameda Ave., El Paso, TX 79915  
Main: (915) 434-9600 Fax: (915) 434-9833

Reason Code: \_\_\_\_\_  
Action Code: \_\_\_\_\_

Intake Date: \_\_\_\_\_ Time: \_\_\_\_\_

Exit Date: \_\_\_\_\_

**REVISED 2/22/22**

*Please make sure all fields are complete and all documents are sent to CCA, if not this could delay the students intake date.*

## JJAEP Intake Packet Checklist

Date: \_\_\_\_\_ Home School: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_ Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_ DOB: \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Reason for Placement: \_\_\_\_\_ **Placement:** Mandatory or Discretionary  
(circle one)

Police Case Number: \_\_\_\_\_ Probation: Yes / No If Yes, P.O. Name: \_\_\_\_\_

**Special Education:** Yes/No

**504:** Yes / No Manifestation Date: \_\_\_\_\_

**MD ARD Date:** \_\_\_\_\_ **BIP:** Yes / No

**GT:** Yes / No Furlough: \_\_\_\_\_ Exit: \_\_\_\_\_ Date: \_\_\_\_\_

**English Language Learner:** Yes/No

- ☐ Birth Certificate
- ☐ Social Security
- ☐ Student Demographic (copy of enrollment card)
- ☐ Discipline History
- ☐ Copy of JJAEP offense discipline referral
- ☐ Immunization Record
- ☐ Class Schedule

- ☐ Grades in Progress
- ☐ Latest Grade Report (9 weeks report card)
- ☐ Home Language Survey Card
- ☐ Course History/Transcript (**high school only**)
- ☐ Audit Sheet (**high school only**)
- ☐ STAAR/SAT/ACT/EOC Scores
- ☐ Completed Withdrawal Form

**Referring administrator's name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Person completing checklist:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

☐ CCA Registrar reviewed paperwork on: \_\_\_\_\_

Date

☐ Paperwork Accepted ☐ Paperwork Declined Reason: \_\_\_\_\_

**Accepted/Declined by:** \_\_\_\_\_

CCA Official Signature

Date





# Juvenile Justice Alternative Education Program Monthly Activity Report

TEXAS  
JUVENILE  
JUSTICE  
DEPARTMENT

County: \_\_\_\_\_ Date: \_\_\_\_\_

Person Preparing Form: \_\_\_\_\_ Title: \_\_\_\_\_

Month Ending: \_\_\_\_\_ Phone: \_\_\_\_\_

| <i>Activity During the Reporting Period</i>                    | <i>Mandatory<br/>Expulsions</i> | <i>Discretionary<br/>Expulsions</i> | <i>Other<br/>Students*</i> |
|----------------------------------------------------------------|---------------------------------|-------------------------------------|----------------------------|
| Total number of days program operated                          |                                 |                                     |                            |
| Total number of actual student attendance days                 |                                 |                                     |                            |
| Total number of actual student absences                        |                                 |                                     |                            |
| Total number of Inactive days                                  |                                 |                                     |                            |
| Number of students in program at beginning of reporting period |                                 |                                     |                            |
| Number of students added                                       |                                 |                                     |                            |
| Number of students exited                                      |                                 |                                     |                            |

\* "Other Students" denotes a child enrolled in JJAEP who has not been expelled from school (i.e. court ordered).

## ALL BLANK SPACES SHOULD BE COMPLETED MONTHLY.

Return this Report To:

Texas Juvenile Justice Department  
Division of Probation and Community Services - JJAEP  
Post Office Box 12757  
Austin, TX 78711

Fax: (512) 490-7715



# Juvenile Justice Alternative Education Program Monthly Activity Report

TEXAS  
JUVENILE  
JUSTICE  
DEPARTMENT

## Form Descriptions:

**Report Period** - The month and year for which you are supplying information.

**Total Number Of Days Program Operated** - The number of actual operation days during the report period.

**Total Number Of Actual Student Attendance Days** - The total for the report period and account for each day each student is in actual attendance at the JJAEP. Students must be present at least 4 hours to be counted.

**Total Number Of Actual Student Absences** - The total for the report period and account for each day each student is actually not in attendance.

**Total Number Of Inactive Days** - The total for the report period and account for each day each student is maintained as enrolled and not counted as absent or present from the JJAEP.

**Number Of Students In Program At Beginning Of Reporting Period** - The number of students active in the program on the 1st day of the month (should equal the number in program at ending of report period of the previous month).

**Number Of Students Added** - The number of students added to the program during the reporting period.

**Number Of Students Exited** - The number of students who left the program during the month.

## Definitions:

### Mandatory Expulsions:

This category should only include those students expelled under §37.007 (a), (d) or (e) of the Texas Education Code.

### Discretionary Expulsions:

This category should only include students expelled under §37.007 (b), (c), or (f) of the Texas Education Code. This also includes §37.0081 Title 5 Felony offenses and §37.0081 Aggravated Robbery "*Off Campus*" (Penal Code 29.03).

### Other:

This category should only include non-expelled students, including Registered Sex Offenders under §37.309. These are students that are typically placed in the JJAEP via a condition of probation or in rare instances voluntarily attend the JJAEP.

# EL PASO COUNTY JUVENILE PROBATION DEPARTMENT POLICIES AND PROCEDURES FOR THE JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM

Ysleta Independent School District, El Paso County Juvenile Probation  
Department

5/28/2024



**THE DISTRICT**  
YSLETA INDEPENDENT SCHOOL DISTRICT



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# TEXAS JUVENILE JUSTICE DEPARTMENT STANDARDS §348

## JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAMS

### §348.100 PURPOSE

This chapter establishes minimum operational, programmatic, and educational standards for juvenile justice alternative education programs in Texas.

In accordance with [Texas Education Code, Section 37.011\(h\)](#), it is required on an annual basis that the Texas Juvenile Justice Department (TJJD), with the agreement of the Commissioner of Education, develop and implement a system of accountability consistent with Chapter 37 of the Texas Education Code to ensure that students make progress toward grade level while attending the Juvenile Justice Alternative Education Programs (JJAEP).

### §348.102 DEFINITIONS

When used in this chapter, the following words and terms have the following meanings unless the context clearly indicates otherwise.

- (1) Absent Days**--The actual number of instructional days a student enrolled in the JJAEP is not in attendance for a minimum of four (4) hours.
- (2) Attendance Days**--The actual number of instructional days a student enrolled in the JJAEP is in attendance for a minimum of four (4) hours.
- (3) Community Activities Officer**--The definition assigned by [Texas Administrative Code §344.100](#).
- (4) Inactive Status**--Attendance status assigned to a student in which the student remains enrolled but is not counted as absent or present.
- (5) Intensive Physical Activity**--Rigorous physical activity that involves rhythmic, repetitive physical movement that uses large muscle groups and results in an increase in heart rate and respiration. This term does not include activities required as part of a physical education class.
- (6) JJAEP Administrator**-- A juvenile probation department employee designated by the chief administrative officer or governing board of a juvenile probation department as the person responsible for the overall management of the JJAEP.
- (7) JJAEP Electronic Data Interchange (EDI) Extract**--An automated process to extract and submit modified case records from the juvenile probation department's case management system to TJJD.
- (8) JJAEP Staff Member**--Any full-time, part-time, temporary, or seasonal employee or volunteer performing JJAEP-related duties.
- (9) Juvenile Justice Alternative Education Program (JJAEP)**--An educational program operated by the juvenile board designated to serve students pursuant to [Chapter 37, Education Code](#).
- (10) Juvenile Probation Department (Department)**--The definition assigned by [Texas Administrative Code §344.100](#).
- (11) Juvenile Probation Officer**--The definition assigned by [Texas Administrative Code §344.100](#).
- (12) Juvenile Supervision Officer**--The definition assigned by [Texas Administrative Code §344.100](#).
- (13) Sending School District**--The school district that sends the notice of expulsion and/or documentation needed for a student to enroll in a JJAEP.
- (14) TJJD**--The Texas Juvenile Justice Department.
- (15) Exit Reason**--The reason a student exits the JJAEP program. A student shall be accounted for in only one of the following categories:
  - (A) Completed program/returned to home school**--The student's term of expulsion has expired or has been terminated early by the home school district.
  - (B) Completed program/term of probation expired**--The student has returned to the home school district due to the expiration of the probation order or the term of probation placement in JJAEP ended.
  - (C) Completed program/term of placement ended**--The student has returned to the home school district due to the termination of both expulsion status and probation status.

- (D) GED Completion--The student has successfully tested and passed the high school equivalency examination.
- (E) Graduated--The student has completed all necessary requirements to receive a high school diploma.
- (F) Left Program Incomplete--The student has been terminated from the program due to:
  - (1) a probation modification or revocation;
  - (2) an out-of-home placement;
  - (3) being held in juvenile detention;
  - (4) being held in jail;
  - (5) absconding (violation of conditions of release from detention or court order);
  - (6) being committed to the Texas Juvenile Justice Department;
  - (7) being committed to the Texas Department of Criminal Justice; or
  - (8) being truant or a runaway.
- (G) Other--The student left the program due to an out-of-county move, death, medical reason, other non-delinquency reason, or withdrew to enroll in another educational program that is not provided by the student's home district (i.e., expelling school).

## §348.104 INTERPRETATION AND APPLICABILITY

(a) When used in this chapter, the words "including" and "includes" are to be understood as introducing a non-exhaustive list, unless the context clearly indicates otherwise. (b) **Applicability.** This chapter applies to JJAEPs operated under [Section 37.011, Education Code](#). (c) **Records Retention.** For purposes of this chapter, any standard that requires documentation to be maintained but does not specify the length of the retention period means at least two years past the end of the school year in which the student exited the JJAEP unless the local records retention schedule specifies a longer retention period. (d) **Policies and Procedures.** Any policy or procedure required by this chapter must be established by the juvenile board that is responsible for the operation of the JJAEP. (e) **Parent Notifications.** (1) Any requirement in this chapter for the JJAEP to provide a notice to a student's parent, guardian, or custodian applies only if: (A) the student is under 18 years of age; or (B) the student is 18 years of age or older and: (i) has provided written consent; (ii) the student has a disability and has authorized the parent, guardian, custodian, or other designated individual to receive the notification under a supported decision-making agreement, as referenced in [Chapter 1357, Estates Code](#); (iii) the student is a dependent student as defined in [Section 152 of the Internal Revenue Code](#) and the notice relates to education services; or (iv) the notification is one that the parent would have received under the Individuals with Disabilities Education Act before the student reached 18 years of age. (2) Any notifications provided under paragraph (1)(B) of this subsection to a parent, guardian, or custodian without the written consent of a student who is at least 18 years of age must also be provided to the student.

## §348.106 WAIVERS AND VARIANCES

Unless expressly prohibited by another TJJD standard, an application for a waiver or variance of any standard in this chapter may be submitted in accordance with [Texas Administrative Code §349.200](#).

The El Paso County Juvenile Board may apply to the TJJD for a waiver of one or more standards under this Chapter, excluding statutory and constitutional requirements. The Juvenile Board shall submit a plan to adopt the said standard(s) by a certain date and include an explanation regarding why immediate compliance is impossible. Waivers may be granted for a period not to exceed two (2) years. These waivers may be granted pursuant to a grant contract with counties that are not required to operate a JJAEP. In the event that a waiver variance is deferred by the TJJD to the local juvenile board, as may be the case during a pandemic or natural disaster, the Juvenile Court Judge may allow such waivers of certain standards that cannot be met during designated time frames.

## §348.200 PROGRAM ADMINISTRATION AND ORGANIZATION

**(a) Mission of the JJAEP.** (1) Academically, the mission of the JJAEP shall be to enable students to perform at grade level. (2) The mission statement must be located in the JJAEP's policies and procedures manual and in the student code of conduct. **(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. **(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.

The El Paso County Juvenile Board is responsible for approving and implementing the policies and procedures for the Juvenile Justice Alternative Education Program (JJAEP). The El Paso County Juvenile Justice Alternative Education Program must abide by such said policies addressing the entire operation of the program. The JJAEP Administrator shall ensure written policies and procedures are made available to all JJAEP employees, and documentation of acknowledgment of receipt will be maintained in the staff personnel or training file.

The Ysleta Independent School District JJAEP will provide facilities, personnel, and services necessary to operate on the Board's behalf, a JJAEP approved by the Texas Juvenile Justice Department as outlined under Chapter 348 as permitted by § 37.011(e) of the Texas Education Code ("JJAEP Services"). The educational components, including but not limited to online instruction and distance learning, of the JJAEP shall be subject to the policies adopted by the YISD Board of Trustees. The JJAEP shall follow the programmatic and process components of the JJAEP as outlined in the El Paso County JJAEP Policies, Procedures and Texas Administrative Code Standards. The JJAEP school day start and end times are as follows: High School: 8:00 a.m. - 3:15 p.m.; Middle School: 8:30 a.m. - 3:45 p.m. Any deviation from scheduled times must be reported to the JJAEP Administrator.

The JJAEP must continue to provide personnel and services necessary to operate the JJAEP and implement a Continuity of Operations Plan (COOP) to provide educational services in accordance with the Texas Education Code, Texas Education Agency, Texas Juvenile Justice Department, Department of Public Health, and the Local Health Authority in light of any changes to the educational system, including during a pandemic or natural disaster. The YISD and JJAEP online instruction plan, curriculum, attendance records, students' progress, or lack thereof, and all other related documents must be provided to the JJAEP Administrator. In the event of a pandemic or natural disaster whereby a change occurs, YISD agrees to provide a copy of YISD JJAEP Plan of Action that outlines instructional time (synchronous/asynchronous, traditional, hybrid, online), student and staff safety plan, transportation, meal and searches plans, attendance recording keeping plan, and other matters related to operations before the beginning of the school year and as the plan is revised throughout the school year in relation to JJAEP matters.

### PROCEDURE

Written policies and procedures governing all facets of the operation of the program will be addressed, including but not limited to areas of personnel, administration, programming, training, and standards under Chapter 348 of the Texas Administrative Code. The El Paso County JJAEP Policies, Procedures, and Standards are incorporated as **EXHIBIT A** of the Interlocal Agreement between the Juvenile Probation Department and the ISD's operating and participating in JJAEP services to facilitate compliance and clarify policy and TJJD and YISD expectations. The JJAEP Policy and Procedures must be submitted to TJJD for review no later than October 1 of each year and upon request.

1. JJAEP Policies and Procedures, JJAEP Student Code of Conduct, and applicable program forms will be copied onto electronic storage devices and provided to the JJAEP Campus for provision to newly hired regular status employees, temporary employees, and short and long-term substitutes prior to having direct contact with JJAEP students.



2. The JJAEP Summary of Policies and Procedures (**APPENDIX A**) and JJAEP Student Code of Conduct (**APPENDIX B**) will be reviewed by a Campus Administrator or designee prior to any contact with JJAEP students for all employees working with JJAEP students.
3. In order to facilitate proper review of JJAEP policies, this activity will be done upon the employee (regular status ISD or any substitute) first presenting at the JJAEP Campus with instructions given to review policies prior to the scheduled JJAEP Orientation training.
4. The JJAEP Summary of Policies and Acknowledgment Form (**APPENDIX C**) will be signed and dated by all new incoming regular status employees, temporary employees, and short and long-term substitutes to support compliance pursuant to §348.202 and §348.224 of the Texas Administrative Code. These forms also instruct employees to review the entire policies prior to the JJAEP New Employee Orientation (NEO).
5. Short-term substitutes assigned to the JJAEP for less than six (6) weeks will be required to review and acknowledge electronic receipt of the JJAEP Summary Form of Policies and Procedures and Student Code of Conduct but will not be required to attend the JJAEP New Employee Orientation.
6. All other employees, including new regular status ISD employees and long-term substitutes assigned or expected to work at the JJAEP for more than six (6) weeks (continuous or intermittent), must attend the JJAEP New Employee Orientation within two (2) weeks of JJAEP assignment in order to comply with the JJAEP standards.
7. The JJAEP Administrator or designee will conduct the JJAEP New Employee Orientation training, focusing on reviewing the priority areas of the JJAEP policies and procedures.
8. As part of the JJAEP annual refresher and staff development training scheduled at the beginning of the school year, the JJAEP Administrator will also provide all JJAEP staff with an electronic storage device containing the TJJD standards along with the JJAEP Policies and Procedures, the JJAEP Student Code of Conduct, the current Interlocal Agreement, applicable training power points, and all necessary forms and contact phone numbers needed for the operation of the program.
9. Upon receipt of the electronic storage device each employee will sign and date the required acknowledgment form (**APPENDIX C**).
  - a. If summary of policies and storage device is provided as part of new hire process, the Campus Administrator or designee will indicate their signature on the acknowledgment form and obtain the employee's signature. Copies of the acknowledgment form will be provided to each employee, campus administration and copy forwarded to the JJAEP Administrator by the same workday. Original acknowledgment form will be maintained by the JJAEP Campus Administrator.
  - b. If electronic storage device is provided as part of the annual refresher in-person or remote training, the JJAEP Administrator will sign acknowledgment form (as the witness) and obtain employee's signature. Copies of the acknowledgment form will be provided to each employee, campus administration and original will be maintained by the JJAEP Administrator.
10. YISD administrative personnel shall advise in writing when ISD personnel policies conflict and will result in non-compliance with the JJAEP Interlocal Agreement, policies, or TJJD standards. Such notification is required by October 1 of each year and will require the state and/or JPD chain of command to be notified for further discussion to determine an appropriate course of action.
11. YISD will ensure that security and control procedures are in place at every JJAEP location. This will be done in accordance with Section 348.216 of the Texas Administrative Code: Security and Control.
12. It is the responsibility of Campus Administrators to require staff members (new and long-term) to become thoroughly familiar with the JJAEP Program and the contents of the JJAEP Policies and Procedures Manual to ensure the safety of students and staff.
13. Campus Administrators must promote compliance and address staff when internal non-compliance with JJAEP standards is identified.

**(d) Research Studies and Experimentation.** The JJAEP must adhere to requirements established by [Texas Administrative Code §341.200](#) regarding research studies and experimentation involving students in JJAEPs.

## **POLICY**

The El Paso County JJAEP does not engage in any research programs. In the event there is a prospective research program being considered, the Chief Juvenile Probation Officer and/or Juvenile Board shall review and approve proposals for the research to ensure conformity with TJJD standards and departmental policy.

## **PROCEDURE**

1. Students may voluntarily participate in approved research programs with the written consent of the student's parent, guardian, or custodian. A copy of the written consent of the student's parent, guardian, or custodian will be placed in the student's electronic file. A student's non-participation must not have adverse consequences.
2. Stimulants, tranquilizers, and psychotropic drugs are NOT to be used under any circumstances for experimentation or research.
3. Participation in medical, pharmaceutical, or cosmetic research programs is forbidden by the department.

**(e) JJAEP Performance Review.** The juvenile board and the JJAEP Administrator must conduct an annual performance review of the JJAEP between the conclusion of the school year and prior to the beginning of the next school year to determine the effectiveness of the program. (1) The information reviewed must include: (A) the number of student entries and exits during the previous school year; (B) the reason for student entries and exits during the previous school year; (C) the number of students who entered the program during the previous school year who were eligible for special education services; (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; (E) attendance rates for the entire length of enrollment for students who exited the program during the previous school year; (F) assessment scores for mathematics and reading as measured by the TJJD-required pre-test and post-test scores, if applicable, for students who exited the program during the previous school year; (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 (H) the number of restraints by type (i.e., mechanical or personal) during the previous school year. (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. (3) The report must be submitted to TJJD no later than October 1.

## **POLICY**

The El Paso County JJAEP Administrator and the Juvenile Board shall complete an Annual Performance Review upon the completion of each academic school year and prior to each academic school year. The Annual Performance Review aims to assess the effectiveness and measure the performance of the JJAEP in meeting its mission.

The JJAEP Annual Performance Review is a composite of statistical, academic, and non-academic performance measures reflecting the short and intermediate outcomes of the students served through JJAEP. The JJAEP Annual Performance Review will be presented to the Juvenile Board for review and approval prior to its submission to the Texas Juvenile Justice Department (TJJD), YISD School Board, and Superintendent. Upon submission to TJJD, a copy of the JJAEP Annual Performance Review will be provided to stakeholders. The report must be submitted to TJJD no later than October 1.

## **PROCEDURE**

In addition to measures required by the standards, the El Paso County JJAEP will also measure the following data throughout the school year:

1. Number of students entering/exiting the program;
2. Reasons for student entries and exits;
3. Number of students eligible for special education services;
4. Student academic performance; as measured by passing rates and half credits (if applicable) for exited students;
5. Attendance rates for the entire length of enrollment;

6. Assessment scores for mathematics and reading as measured by the IOWA;
7. Number of new arrests or referrals that occurred during the entire length of enrollment for students who exited the program;
8. Number of restraints by type (i.e., mechanical, or personal) throughout the year;
9. Number of JJAEP Family Program Orientations held;
10. Number of JJAEP Exit Transition Meetings held in which a parent/guardian, Probation Officer and JJAEP Campus representative were present;
11. Number of youth who successfully complete Probation (Juvenile) or Deferred Prosecution term during or after completion of JJAEP term;
12. Number of New Employee Orientations and training hours.

The JJAEP Administrator or designee will maintain the **JJAEP STUDENT INFORMATION FORM** (which contains personal, admission and exit data) (**SEE APPENDIX D**), the JJAEP Monthly Spreadsheet, and oversee the update of the JJAEP JMIS tab. The JJAEP data collection is also monitored by TJJD through the monthly JJAEP Electronic Data Interchange (EDI) Extract.

**348.200 (f) JJAEP Management Review.** The JJAEP Administrator that oversees the daily functions of the JJAEP shall conduct an annual review of the overall operations of the JJAEP prior to the beginning of each school year. (1) The review shall include but is not limited to: (A) safety and security; (B) inter-local cooperation; and (C) the student code of conduct. (2) Existing policies and procedures shall be reviewed to determine their continued relevance to the mission of the JJAEP. (3) Documentation of the review shall be maintained.

## POLICY

The overall operation of the El Paso County JJAEP and its respective policies and procedures shall be reviewed annually through a Management Review conducted by the JJAEP Administrator and approved by the Director of Intake Services. The JJAEP Management Review is for the JJAEP Administrator to assess key topics (i.e., safety and security, inter-local cooperation, student code of conduct, and operational efficiency) and identify any needed changes prior to the beginning of each school year. The review will help determine the continued relevance of policies and procedures to the mission of the JJAEP. All revisions, modifications, and changes will be presented to the Juvenile Board for final approval.

## PROCEDURE

1. Changes in TJJD (Texas Juvenile Justice Department), TAC (Texas Administrative Code) and/or TEC (Texas Education Code) standards as approved by the state legislature will be updated in the subsequent year's JJAEP Policies and Procedures and/or JJAEP Student Code of Conduct handbooks.
2. The JJAEP Administrator will obtain input from Campus Administrators and ISD personnel annually to promote collaborative efforts toward the efficient and effective operation of the JJAEP.
3. The JJAEP Management Review will include, but is not limited to:
  - (A) Safety and Security;
  - (B) Inter-local Cooperation;
  - (C) Student Code of Conduct;
  - (D) Policies and Procedures;
  - (E) Operational Efficiency;
4. The JJAEP Administrator will use the **COMPLIANCE MONITORING ASSESSMENT (STANDARDS AND PROGRAM-APPENDIX E)** and **COMPLIANCE MONITORING ASSESSMENT (PHYSICAL PLANT-APPENDIX E-1)** along with the County of El Paso Contract Monitoring System, to track and report problem areas that may need to be addressed.
5. A JJAEP Compliance Monitoring Summary Report will be prepared based off the **COMPLIANCE MONITORING ASSESSMENT TOOLS (See APPENDIX E AND E-1)** summarizing compliance/non-compliance

in all areas, corrective measures taken at the campus or administrative level, and any subsequent issues of non-compliance.

- a. The final versions will be submitted to the YISD Superintendent after presentation to the Juvenile Board as part of the Annual Management Review process. Such compliance report will be used as part of JJAEP performance measures and quality assurance.
6. Discrepancies identified during the physical plant inspection will be forwarded to the JJAEP Campus Administrator, who will be given thirty (30) school days to resolve identified issues. The JJAEP Administrator will follow up to confirm corrective action was taken and ensure compliance.
7. Any matters that the JJAEP Campus Administrator cannot carry out within the established timeline, will require the district associate superintendent overseeing alternative schools to ensure compliance and to provide written confirmation that the facility is in compliance with the Interlocal Agreement and TJJD standards within the required timeline.
8. Compliance monitoring in other areas is ongoing and reviewed at least monthly by the JJAEP Administrator and/or Director of Intake Services, recorded on the **COMPLIANCE MONITORING ASSESSMENT-STANDARDS AND PROGRAM-APPENDIX E**.
  - a. Non-compliance will be notified to the JJAEP Campus Administrators in writing for corrective action and included on the yearly Compliance Monitoring Report if not reconciled within thirty (30) school dates (along with corrective action made after non-compliance notice given) as part of the Annual Management Review to the Juvenile Board and Compliance Letter to the YISD Superintendent and School Board.
  - b. Non-compliance with the Interlocal Agreement will also be reported to the County of El Paso Auditor as part of the County's contract management system performance review.
  - c. Both Compliance Monitoring Assessments and Report Letters must be completed no later than the tenth day of the following month after the conclusion of the school year to ensure all months are included in the report, allowing administrators (at the campus and district level) to review and respond within 30 calendar days.
9. Compliance monitoring will allow for a review of all aspects of the JJAEP operations and assist with any process or policy revisions or other action needed as part of ongoing collaboration with YISD.
10. An annual policy review meeting will take place prior to the conclusion of the school year to allow YISD and JPD to collaborate on any policy revisions for the following year.
11. TJJD Compliance Audits occur once every two (2) years (on-site or virtual audits) and randomly through desktop audits (based on data and JJAEP case samplings).
12. To ensure the integrity of the compliance monitoring process, no prior notice will be given to the JJAEP Campus for classroom observation or site visits made by the JJAEP Administrator. Input from JJAEP students and their parents/guardians will also be obtained as part of the compliance review by the JJAEP Administrator.

**348.200 (g) Required Staff Members** (1) JJAEP Administrator. The juvenile board or chief juvenile probation officer must designate a JJAEP administrator. The JJAEP administrator must: (A) hold a bachelor's degree from a college or university accredited by an organization recognized by the Texas Higher Education Coordinating Board; (B) possess juvenile justice experience and/or education experience; (C) ensure compliance with all applicable laws and rules related to JJAEPs; and (D) ensure compliance with provisions of all contracts with TJJD related to JJAEPs.

## POLICY

The El Paso County Chief Juvenile Probation Officer hires the JJAEP Administrator to provide oversight and ensure compliance with JJAEP operations within the respective JJAEP campus and involved ISD departments. This is done in accordance with applicable laws, standards, policies, procedures, interlocal agreements, and contractual provisions of all contracts with TJJD related to JJAEP.

## PROCEDURE – DUTIES OF THE JJAEP ADMINISTRATOR

1. The JJAEP Administrator will ascertain that all areas of the program are monitored, reported, and addressed on an ongoing basis to the JJAEP Campus Administrator and/or the associate District Superintendent overseeing the JJAEP Campus. This will be done as set forth in the JJAEP Interlocal Agreement, JJAEP Policies and Procedures, JJAEP Student Code of Conduct, and JJAEP Standards.
2. The JJAEP Administrator must also:
  - a. Have access, maintain, secure, and destroy (once retention timelines are met) the JJAEP employee and student electronic files. This includes safeguarding social security numbers, background checks, and other required TJJD employee documents.
  - b. Maintain statistical data as required by TJJD for monthly and annual TJJD and El Paso County Contract reporting requirements.
  - c. Maintain good rapport with district officials, school administrators, school staff, and probation officers to ensure effective and efficient operations of the JJAEP.
  - d. Uphold programmatic standards and interact with students, families, ISD, and JPD personnel to promote the student's educational growth and success.

**348.200 (g) (2) Instructional Staff Members.** The JJAEP must maintain a ratio of at least one instructional staff member for every 24 enrolled students. Instructional staff members include only: (i) teachers who are certified, are highly qualified, and/or meet the teaching requirements of the organization providing education services at the JJAEP; (ii) certified educational aides; and (iii) substitute teachers. (B) The instructional staff members for the JJAEP must include at least one teacher certified by the State Board for Education Certification (SBEC). (C) The JJAEP must provide at least the minimum number of special education teachers required by federal law. (D) A special education teacher must be certified as a special education teacher by SBEC or be eligible to work as a special education teacher prior to obtaining certification, as allowed by SBEC. (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.

## POLICY

An Interlocal Agreement between the El Paso County Juvenile Board and the Ysleta Independent School District (YISD), along with other partnering districts, shall outline the required administrative, programmatic, and supervision staff as outlined in Texas Administrative Code, Section 348.200(g)(2-5). YISD shall employ adequate instructional staff and supervision to provide appropriate educational services to JJAEP students.

## PROCEDURE

1. The El Paso County Juvenile Board shall contract with the YISD for the provision of instructional staff as dictated by TJJD Standards.
  - a. The El Paso County JJAEP will serve students from the following school districts, all of which shall be bound by the terms and conditions of the JJAEP Interlocal Agreement:
    - (1) Anthony Independent School District (AISD)
    - (2) Canutillo Independent School District (CISD)
    - (3) Clint Independent School District (CISD)
    - (4) El Paso Independent School District (EPISD)
    - (5) Fabens Independent School District (FISD)
    - (6) San Elizario Independent School District (SEISD)
    - (7) Socorro Independent School District (SISD)
    - (8) Tornillo Independent School District (TISD)
    - (9) Ysleta Independent School District (YISD)
2. The Independent School Districts participating in the JJAEP through the established Interlocal Agreement shall ensure that all instructional staff has the appropriate certification and required trainings as required by the Texas State Board of Education and JJAEP standards.



3. The Independent School Districts participating in the JJAEP through the established Interlocal Agreement shall employ at least one (1) certified teacher and the appropriate number of certified Special Education teachers at each JJAEP campus as required by federal law and the State Board for Educator Certification (SBEC). Instructional staff members include only:
  - a. Teachers who are certified, are highly qualified, and/or meet the teaching requirements of the organization providing education services at the JJAEP;
  - b. Certified educational aides; and
  - c. Substitute teachers.
4. The JJAEP campus shall at all times provide at least one (1) instructional staff member for every twenty-four (24) students in attendance at the JJAEP.
5. The JJAEP campus will maintain a daily staff roster/timecard for all instructional and supervision staff working in the program and make such daily rosters/timecards available to the JJAEP Administrator upon request. The timecards must display the JJAEP instructional/supervision staff members' names and positions.
6. The daily rosters will be cross-referenced with monthly personnel and certification logs, discipline referrals, discipline reports, and signed **JJAEP SUMMARY OF POLICIES AND ACKNOWLEDGMENT FORMS (APPENDIX C)** of new employee and short/long-term substitutes to monitor compliance with this standard.
7. The Campus Administrator or designee will review, provide, and obtain signatures on the **JJAEP SUMMARY OF POLICIES (APPENDIX A)** and Acknowledgment Form, which contains program forms and Student Code of Conduct prior to substitute(s) or new employee(s) having any direct contact with JJAEP students. This form also indicates the individual has cleared an ISD criminal background check and that staff were provided with the necessary information to begin initial work with the JJAEP population.
8. Such form will assist in the tracking of instructional and supervision staff to ensure compliance with this standard. The form must be provided electronically to the JJAEP Administrator on the same day it is signed by the JJAEP Campus Administrator.
9. The JJAEP Campus Administrator or designee will submit the **JJAEP STAFFING AND CERTIFICATION LOG (APPENDIX F)** on a monthly basis, outlining all regular ISD employees (non-substitutes) to ensure compliance with the instructional staff to student ratio.

**348.200 (g)(3) Caseworkers** (A) A caseworker must be a social worker, juvenile probation officer assigned to the JJAEP, counselor, or other mental health provider, as defined in [Texas Administrative, Chapter 355](#). (B) Caseworkers must meet the minimum professional requirements and be licensed or certified by the appropriate licensing board in their field. (C) The JJAEP must maintain a ratio of at least one caseworker for every 50 enrolled students. (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 subparagraph. (ii) 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. (iii) 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. (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. (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. (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. (vii) A caseworker who must leave the JJAEP site to complete a JJAEP-related duty is considered present for purposes of calculating the ratio.

## POLICY

The JJAEP ISD providing the educational services shall employ or contract one (1) caseworker at each of the JJAEP campuses. Caseworkers shall be either social workers, juvenile probation officers assigned to the JJAEP, JJAEP Administrator, counselors, or other mental health professionals.

## PROCEDURE

1. Each El Paso County JJAEP campus shall not exceed the ratio of one (1) caseworker/counselor to fifty (50) students enrolled in the program.
2. School-based caseworkers/counselors required to leave the campus to complete JJAEP-related duties (expulsion hearings, ARD meetings, home visits, and court hearings) shall be considered present for ratio purposes.
  - a. A substitute caseworker/counselor is required when the regularly assigned caseworker/counselor is absent for more than three (3) consecutive school days.
3. A JJAEP that employs caseworkers shall meet the minimum professional requirements and shall be licensed or certified, if required by their field.
  - a. The JJAEP ISD may contract with Communities in Schools (CIS) to assist in providing services to the student and their family.
4. The JJAEP campus will maintain a daily staff roster/timecard for all caseworkers working in the program each day and make such daily rosters available to the JJAEP Administrator.
5. The daily rosters will be cross-referenced with JJAEP Administrator or JPO observations, certification logs, discipline reports, disciplinary referrals, or new employee and short-term substitute JJAEP acknowledgment forms (**APPENDIX C**) to monitor compliance.
6. Any subcontractor providing caseworker services will undergo an NCIC/TCIC background check and will be required to complete the JJAEP New Employee Orientation and PREA/ANE training.

**348.200 (g)(4) Supervision Staff Members.** (A) The JJAEP must ensure an adequate number of supervision staff members are present during all operational hours. (B) Supervision staff members include drill instructors, educational aides, security personnel, juvenile supervision officers, juvenile probation officers, community activities officers, and behavior management staff. (C) Any staff member, excluding a certified physical education teacher, who participates in the administration of intensive physical activity must be a: (i) juvenile supervision officer; (ii) juvenile probation officer; or (iii) community activities officer who has received training in adolescent development and behavior, as required by [Texas Administrative Code §341.402](#). (D) Except for professionals as defined in [Texas Administrative Code §344.100](#) who are providing services in their professional capacity, any staff member whose position may require supervising or transporting JJAEP students must be: (i) certified by TJJD as a juvenile probation officer, juvenile supervision officer, or community activities officer; or (ii) otherwise authorized to perform the duties of a certified juvenile probation officer, community activities officer, or juvenile supervision officer under Texas Administrative Code [§§341.400, 341.402, 343.428, 343.622, or 355.428](#), as applicable. **(5) Operational Staff Members.** (A) Operational staff members include instructional staff members, supervision staff members, caseworkers, and JJAEP Administrators. (B) The JJAEP must maintain a ratio of at least one operational staff member for every 12 enrolled students. **(h) Verification Documentation.** (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. (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.

## POLICY

The El Paso County JJAEP does not participate in an intensive physical education program; therefore, physical education teachers are not certified as Juvenile Supervision Officers. The JJAEP ISD will follow TJJD Standards on JJAEP operational and supervision staff to student ratio and position qualifications.

## PROCEDURE

1. Operational staff member to include instructional staff members, supervision staff members and caseworkers will be provided at every JJAEP campus. Operational staff member to student ratio shall be at least one (1) operational staff member for every twelve (12) JJAEP students. A small ratio allows for better control and behavior management due to the challenges involved in working directly with the JJAEP population.
2. JJAEP Staff are required to sign-in and sign-out on a daily basis on the required district staff roster. Staff roster contains date, time of entry/exit, and staff member's full name and position/title and the ISD shall make such daily rosters available to the JJAEP Administrator. The daily rosters will be cross-referenced with

JJAEP Administrator or JPO observations, certification logs, discipline reports, and new employee and short term substitute JJAEP acknowledgment forms to monitor compliance.

3. Staff rosters or staff sign-in sheets and attendance records will be requested as needed or on a random basis as part of the compliance monitoring.
4. On a random basis, the JJAEP Administrator will also observe classroom instruction and staffing ratios as part of the compliance monitoring. No prior notice will be given to the Campus Administrator or campus staff.

### **COMMUNITY ACTIVITIES OFFICER (CAO)**

Anyone who does not fall under the “professional” definition as defined in [Texas Administrative Code §344.100](#) must receive training and be certified as a “Community Activities Officer” as defined in [Texas Administrative Code §341.402](#). The JJAEP Campus Principal or designee must inform the JJAEP Administrator by the start of the school year of each employee who will require to be certified as Community Activities Officer for that school year. However, as per the Texas Juvenile Justice Department (TJJD) certain ISD staff are exempt from obtaining the CAO certification, as they are not employed by a juvenile probation department or juvenile facility. The JJAEP ISD will ensure identified staff members are current on First Aid/CPR and CPI training. Under special circumstances, the JJAEP ISD will allow identified staff members to attend required training as outlined in Texas Administrative Code [344.626](#) and [344.630](#) at the earliest available timeframe to ensure compliance with Texas Administrative Code, Chapter 348. Any staff member identified to require the CAO certification and does not attend required training will not be authorized to work with JJAEP students until certified. A security officer employed by YISD may use personal and mechanical restraints **only** if certified as a Community Activities Officer (CAO) and trained in the approved personal restraint technique in accordance with training requirements set forth in [Texas Administrative Code, Chapter 341, Subchapter G](#).

- (a) To be eligible for certification, Community Activities Officers must:
  - (1) Receive training and maintain current certification in:
    - (A) Cardiopulmonary Resuscitation (CPR);
    - (B) First aid; and
    - (C) The personal restraints technique used by the department, if the department authorizes community activities officers to use personal restraints; and
  - (2) Receive training in the following topics:
    - (A) The policies of the department related to preventing, identifying, and reporting abuse, neglect, and exploitation.
    - (B) TJJD Code of Ethics and TJJD Disciplinary Procedures;
    - (C) Trauma-Informed Care;
    - (D) Verbal de-escalation policies, procedures, and practices;
    - (E) Standards regarding use of personal and mechanical restraints, including prohibited techniques and criteria for use.
- (b) To be eligible for credit towards initial certification and renewal of certification, documentation of an on-the-job training program must include the following elements, at a minimum:
  - (1) Name and signature of trainee;
  - (2) Name and signature of trainer(s);
  - (3) Signature of the supervisor/administrator;
  - (4) Training topics;
  - (5) Number of training hours of each topic; and
  - (6) Dates the topics were explained to the trainee, practiced by the trainee, and demonstrated by the trainee.
- (c) Staff members who provide on-the-job training must be qualified to do so based on knowledge, education, and/or experience.



- (d) For the Juvenile Probation Officers and Juvenile Supervision Officers, a maximum of 40 hours of on-the-job training may be used to meet the initial certification or continuing education requirement in a certification period.
- (e) For Community Activities Officer, a maximum of 20 hours of on-the-job training may be used to meet the initial certification or continuing education requirement in a certification period. CIS Coordinators working within the YISD JJAEP campus are required to become certified as Communities Activities Officer as they do not meet the “professional” definition.

TJJD training will normally be held onsite at the El Paso County Juvenile Probation Department or YISD facilities unless a virtual training setting is deemed beneficial due to overall health and safety. The JJAEP Administrator will coordinate training and provide dates and times to the JJAEP Campus Administrators. CPR/First Aid and Crisis Prevention Intervention will be provided by the respective ISD the employee works for unless otherwise agreed to via written agreement. The El Paso County Training and Compliance Manager will verify and submit all required documentation for certification purposes to TJJD.

**(a) Personnel Records.** 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 shall, at a minimum, include verification that any required certifications are current.

## §348.202 PERSONNEL ADMINISTRATION

### POLICY

A personnel file will be maintained for each JJAEP employee from the YISD working under the JJAEP umbrella who is included in any program ratio. ISD Personnel records are required to be provided to the JJAEP Administrator within sixty (60) calendar days of hire (new employees) and updated and provided to the JJAEP Administrator on a yearly basis thereafter (by October 1) from the YISD Human Resources Department. The JJAEP Administrator must have access to all ISD personnel records as requested and needed. **(SEE APPENDIX G - JJAEP HR RECORDS AND CERTIFICATION FORM).**

### PROCEDURE

1. The JJAEP Administrator of the El Paso County JJAEP will ensure that all JJAEP/ISD personnel records are appropriately maintained.
2. Records for ISD JJAEP employees will include criminal history results (NCIC/TCIC checks) and HR Certification Form.
3. The YISD personnel electronic file shall also contain transcripts, certification and training records, personnel actions, and job descriptions depicting duties and responsibilities of all positions to include JJAEP-related tasks.
4. In lieu of the above records, the ISD Human Resources or other authorized person of the ISD employing JJAEP staff may provide the **JJAEP HR RECORDS AND CERTIFICATION FORM (APPENDIX G)** that certifies any employee included in the program ratio at any given time meets the hiring, educational and training requirements, including transcripts, certifications, and licenses if applicable; criminal background checks results; training records to include CPR and First Aid and CPI if applicable; and applicable personnel actions. The ISD Human Resources Department must allow the JJAEP Administrator access to file(s) upon request or as required.
5. YISD further agrees that, if applicable, it shall comply at its sole expense with the requirements of Section 22.0834 of the Texas Education Code, “Criminal History Record Information Review of Certain Contract Employees,” any applicable rule(s) adopted by the Texas Commissioner of Education, High School/College

Board Policies and other policies and requirements of such statute and rule(s), and shall certify that any “Covered Employees” and/or JJAEP staff members do not have a “Disqualifying Criminal History”.

6. Certification logs will include all regular status employees and long-term contracted on-site employees (such as CIS or on-site counselors) who will be counted in the daily ratio. Such log will be submitted on a monthly basis and will be used to track active regular status employees and their status on CPI, CPR, and First Aid.
7. Short-term operational staff substitutes assigned to the JJAEP for less than 6 weeks will be required to review and acknowledge receipt of the JJAEP Summary of Policies and Procedures, the Student Code of Conduct and related JJAEP documents pursuant to [§348.202](#) and [§348.224](#) of the Texas Administrative Code provided by a Campus Administrator prior to having direct, unsupervised contact with JJAEP students.
8. All long-term operational staff substitutes assigned to the JJAEP for more than 6 weeks are required to follow the same background check methodology and JJAEP training as any other operational staff employee assigned to JJAEP. Please refer to the New Orientation Training and Background Checks of the JJAEP Interlocal Agreement for all the required timeframes that must be adhered to.

**(b) Training Records.** 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.

**(c) New Employee Orientation.** All staff, including temporary, seasonal or substitute employees shall have orientation training prior to having direct, unsupervised contact with students. (1) Orientation training shall occur within the first two weeks of employment. (2) Documentation of new employee orientation training and agendas shall be maintained in the employee’s personnel file or training file. (3) Orientation training, at a minimum, shall include: (A) safety and security procedures including, but not limited to, emergency exit drills and the JJAEP’s safety disaster plan; (B) identification and reporting serious incidents and child abuse, neglect and exploitation as required by Chapter 358 of the Texas Administrative Code; (C) writing incident reports; (D) student code of conduct; (E) behavior management program; (F) transporting students (G) crisis intervention, including how to report suicide ideation or behavior; (H) distribution of medication;; (I) Personal Restraint policy; (J) student grievance procedures; and (K) job descriptions including duties and responsibilities of the assigned position.

## POLICY

All staff, including temporary, seasonal, or substitute employees shall, receive JJAEP orientation training within two (2) weeks of their JJAEP assignment and prior to having direct, unsupervised contact with JJAEP students. The ISD will provide any-and-all training records for training that is given in any of the above areas as part of employment with JJAEP ISD or duty assignments. The Juvenile Probation Department will provide orientation training to the new hires and supplement any ISD training already given on the eleven (11) areas listed below.

## PROCEDURE

1. JJAEP Orientation Training will be provided by the JJAEP Administrator or designee(s) initially upon hire and annually to all JJAEP employees at the beginning of every school year thereafter. Training may be held virtually when necessary to ensure the overall health and safety of staff.
2. The Campus Administrator assigned as the point of contact for JJAEP, or their designee will provide and review with each incoming new staff member, to include short-term substitutes, the JJAEP Summary of Policies and Student Code of Conduct. As part of the JJAEP campus orientation, the designated Campus Administrator will also provide the employee with the electronic storage device that contains the JJAEP Policies, Procedures and Standards, the JJAEP Interlocal Agreement, the JJAEP Student Code of Conduct, and other relevant documents.
3. It will be the responsibility of the Campus Administrator or designee to obtain a signed “Acknowledgment Statement” and agreement to fully review the JJAEP Policies and contents of electronic storage device prior to the scheduled JJAEP Orientation training from the employee and forward that acknowledgment to the JJAEP Administrator by the same workday along with notice of employee training assignment to next JJAEP scheduled training. Said notification must be done electronically.
4. Such confirmation of the attendance of incoming employees will ensure appropriate reservation of training space, preparation of handouts, and training materials.
5. It will be the responsibility of the Campus Administrator to ensure that employees are notified in writing and well in advance and present to the JJAEP Orientation Training on time. Orientation Training will normally be

- held at the Juvenile Probation Department or YISD facilities unless a virtual training setting is deemed beneficial due to overall health and safety of the participants.
6. The JJAEP Administrator and/or designee will provide all JJAEP Orientation training preferably at the Juvenile Probation Department to ensure full class participation and minimize disruption to school operations. The Orientation training will span a minimum of 2-to-4-hour and will be scheduled as needed to ensure the 10-day standard is met.
  7. A copy of the **JJAEP TRAINING ACKNOWLEDGMENT STATEMENT (APPENDIX H)** will be maintained and secured in the employee's personnel electronic file. Documentation of new employee orientation training and ISD supplemental training shall be placed in the employee's personnel file or training file. An electronic version of the file(s) may be suitable in order to align with the Juvenile Probation Department's paperless initiative.
  8. The JJAEP Campus Administrator will schedule a 2-to-4-hour time block for annual refresher training to review Abuse, Neglect, and Exploitation (ANE), JJAEP and/or Juvenile Justice specific subject matter at the beginning of each school year. Such training will be coordinated in conjunction with the professional development training schedule.
  9. Employees will be trained in areas relative to their daily responsibilities in the JJAEP. Any legislative changes will require notice to the employees on such changes; changes in policy and procedure, the JJAEP Student Code of Conduct, and documents will be addressed at the first staff development training at the beginning of the school year.
  10. The eleven (11) training topics detailed in this standard shall be addressed at the New Employee Orientation and ISD training, if applicable to the program.
    - a. Safety and security procedures, including but not limited to emergency exit drills and the JJAEP's safety disaster plan;
    - b. Identification and reporting of serious incidents and child abuse, neglect and exploitation as required by Chapter 358 of the Texas Administrative Code.
    - c. Writing incident reports;
    - d. JJAEP Student Code of Conduct;
    - e. Behavior management program;
    - f. Transporting students;
    - g. Crisis intervention, including how to report suicidal ideation or behavior;
    - h. Distribution of medication;
    - i. Personal restraint policy;
    - j. Student grievance procedures; and
    - k. Job descriptions including duties and responsibilities of the assigned position to include JJAEP tasks, such as in the supervision during mealtimes, transition, bus loading/unloading, and escort duties.
  11. On newly hired employees, JJAEP certifications and records showing all applicable training and educational certifications will be provided by the ISDs through the **JJAEP HR RECORDS AND CERTIFICATION FORM** within 60 days of employment. **(SEE APPENDIX G - JJAEP HR RECORDS AND CERTIFICATION FORM)**
  12. The JJAEP Certification Form must be submitted on an annual basis for all carryover ISD employees working within the JJAEP. The HR representative for the JJAEP ISD must certify records are updated by October 1 of every year.

**(d) Criminal History and Background Checks.** The criminal history and background check requirements and criminal history standards established by Texas Administrative Code, [Chapter 344, Subchapters C and D](#), apply to a JJAEP.

## POLICY

Each supervising agency participating in the JJAEP Interlocal Agreement will conduct a criminal history search, sex offender registration record check, and a fingerprint search prior to employment of JJAEP employees required to

have any direct, unsupervised contact with students. Background checks will be extended to district subcontracted employees/agencies that will work directly with JJAEP students (i.e., contracted counseling services, tutoring programs, etc.). The ISD will ensure that all substitute and regular status employees have passed an ISD background check prior to JJAEP assignment.

## **PROCEDURE**

1. Upon identification of an employee being assigned to the JJAEP, the ISD designee (Campus Administrator or HR representative) will provide written notification of incoming employee through submission of the **JJAEP AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION FORM (APPENDIX I)** for JPD internal background check through the NCIC/TCIC database.
  - a. Said form also requires notification of employee status (contracted or ISD employee), date of JJAEP assignment, and employee work email address.
2. Upon receiving the signed Authorization for Release Confidential Information Form, the JJAEP Administrator will then submit a written request for a National Crime Information Center (NCIC)/Texas Crime Information Center (TCIC) criminal history records check to the appropriate JPD TLETS Operator. This comprehensive search includes local, state, and federal criminal records, sex offender registration records, and active/outstanding warrants for arrest. This process shall be initiated before the employee's first day of JJAEP assignment and prior to any direct, unsupervised contact with JJAEP youth. Continued employment with the JJAEP is contingent upon the verification of no disqualifying criminal history as per TJJD standards.
3. Written notification of employee's eligibility due to no disqualifying criminal history or ineligibility due to disqualifying criminal history identified by JPD will be submitted to the Campus Administrators through the **JJAEP EMPLOYEE ELIGIBILITY FORM (APPENDIX J)** or if disqualified, through **THE JJAEP EMPLOYEE INELIGIBILITY FORM (APPENDIX J – 1)** within five (5) school days.
4. Campus and District HR Administrators will be advised of any findings of disqualifying criminal history and instruction to reassign or remove employee to ensure they do not have any contact with JJAEP students.
  - a. Personnel records, criminal history record checks, and sex offender registration record checks, may be requested by TJJD. The JJAEP Administrator is responsible for ensuring all documents are properly stored, preserved and maintained in accordance with legal and administrative standards.
5. YISD will inform in writing of any JJAEP employee who has received a hit in the FACT Clearinghouse within two (2) school days in which arrest, offender registry activity or conviction offense requires that employee be prohibited from having contact with any JJAEP youth until the JJAEP Administrator has confirmed with Legal Counsel as to the decision for employee to have continued contact with youth pending outcome of the alleged offense.
6. If an individual has a military history, the respective ISD must provide a copy of the DD-214 or SF-180 as part of the HR records request.

## **DISQUALIFYING CRIMINAL HISTORY**

1. An individual who has a felony conviction or a deferred adjudication for a felony within the past ten (10) years, or who has a current felony deferred adjudication, probation, or parole, is not eligible for employment in a JJAEP facility.
2. An individual with a jailable misdemeanor conviction or a deferred adjudication for a jailable misdemeanor within the past five (5) years, or a current jailable misdemeanor deferred adjudication, probation, or parole is not eligible for employment in a JJAEP facility.
3. Court documentation will be required if an individual has received a pardon based upon proof of innocence or if there has been a reversal of a finding of guilt by a trial or appellate court.
4. Criminal history records must be retained for as long as the employee remains employed in the JJAEP.
5. Criminal history and personnel records of JJAEP employees who are no longer employed with the JJAEP will be retained for two (2) years.
6. If the disqualifying criminal history reveals arrests/convictions from another state, it may be subject for further examination by the JPD Legal Counsel.

7. The ISD Human Resources Department must allow the JJAEP Administrator access to all JJAEP Employee records as needed and required. The HR Certification form provided yearly by October 1 by the ISD Human Resources department will be used to identify any disqualifying criminal history or new arrest.

## §348.204 DATA COLLECTION AND CASE FILE INFORMATION

**(a) Data Collection and Reporting. (1) JJAEP EDI Extract.** (A) Unless an alternate data entry system has been approved by TJJD, the JJAEP Administrator or designee must ensure that: (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 (ii) the JJAEP EDI Extract is submitted to TJJD no later than the 10<sup>th</sup> calendar day of each month following the reporting period. (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. **(2) JJAEP Monthly Activity Report.** 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. **(b) Student Educational Records.** The following information must be documented and maintained in the case file for each student in the program: (1) grade level upon entry to the JJAEP; (2) notice of expulsion; (3) court order(s) placing the student into the JJAEP; (4) police offense report, if applicable; (5) entry and exit transition plans; (6) education records, to include: (A) special education determination; (B) appropriate special education records; (C) scores on assessments required by the Texas Education Agency; and (D) home-language survey; (7) admission and exit testing data, if applicable; (8) pre-participation physical evaluation, if required under [Texas Administrative Code §348.208](#); (9) documentation of regular reviews of academic progress as required by Section 37.011(d), Education Code; (10) date of admission; (11) number of attendance days; (12) number of absent days; (13) date of release; (14) emergency notification contacts; (15) special medical needs, if any; (16) Immunization records; and (17) medical release form.

### POLICY

The JJAEP Administrator will ensure that statistical and programmatic data pertaining to each student placed into the JJAEP is gathered, documented, maintained, and is accurately reported to TJJD, Juvenile Board and departmental administration. The JJAEP will provide accurate data as required in [Texas Administrative Code §341](#) which apply to JJAEPs utilizing the JMIS system. Quality assurance measures, in-house file audits and TJJD Monthly Activity Reports help detect any discrepancies. These measures will assure continued high quality statistical reporting, record keeping, and accurate district reimbursement.

### PROCEDURE

1. Documentation and data required by TJJD under [Texas Administrative Code §348.204\(a\)](#) Data Collection and case file collection is maintained by the JJAEP Administrator and extracted from the following sources or databases:
  - a. Monthly Activity Reports (MAR) – Attendance/absence records (supplied by the school district). The MAR contains monthly stats on number of students entering and exiting the program, days present, days absent, and inactive days.
  - b. JJAEP Attendance Vouchers contains the number of Actual Regular Mandated Students Attendance Days for each month; and the total of Actual Mandated Student amount of funding for the month.
  - c. The TJJD Student Information Form (Contains most of the information in [Texas Administrative Code §348.204](#) and is maintained by the JPD/JJAEP Administrator).
  - d. JJAEP JMIS student profile will be updated from TJJD Student Information Form.
  - e. The JJAEP Performance Measures spreadsheet is maintained by the JJAEP Administrator to keep track of aggregate data on number of students in Special Education; pre/post IOWA test scores; student's personal data information, such as social, PID number, police case referral number; type of offense; student's district, home school, and JJAEP facility; date of entrance/exit; reason for exit; attendance, absences, and inactive days recorded. These specific sources from which this information is extracted are maintained in the JPD/JJAEP Administrator's office or electronically.
  - f. Other documentation required by TJJD or JPD as part of performance measurement (i.e., JJAEP costing report).



2. To ensure that all documentation on the Monthly Activity Reports (MAR) is correct and accurate, assigned JJAEP Campus Administrator charged with oversight and accountability on behalf of the ISD must review the MAR prior to submission to JPD. Such administrator will verify accuracy of MAR prior to submission to the JJAEP Administrator. Any discrepancies found once received by JPD will be corrected and reconciled prior to submission to TJJD and the County Auditor's office for district reimbursement. Significant errors and discrepancies will be noted as non-compliance.
3. The JJAEP Campus Administrator and ISD expelling entity will forward all student school records as listed in [Texas Administrative Code §348.204](#), including but not limited to the Public Education Information Management System (PEIMS) number, pre/post scores, expulsion letters, student acknowledgement forms of receipt of the JJAEP Student Code of Conduct within two weeks (10 school days) of student's enrollment in the JJAEP. The JJAEP Administrator will forward the **JJAEP REQUEST FOR SCHOOL RECORDS FORM** upon acceptance of a JJAEP youth to facilitate receipt of required records.
4. The Texas Student Data System (TSDS) number (10-digit number) also known as the Unique ID will take the place of the PEIMS data management system and the TSDS; the number is used to communicate with TEA to get the student data that TJJD needs to complete required legislative reports. The TSDS is located in the JJAEP juvenile case management tab and on most withdrawal forms and expulsion letters.
  - a. The TSDS number will be documented on the expulsion notice received at the point of JJAEP acceptance. This number will be required in order for the student to be pre-tested and must be submitted as part of the initial expulsion process.
5. All student educational data and records are kept in the JJAEP electronic folder by the JJAEP Administrator or designee. Required data in the JJAEP folder includes, but is not limited to:
  - a. The TJJD Student Data Form;
  - b. Grade Level upon JJAEP entry;
  - c. Notice of expulsion to include mandatory review hearing;
  - d. Court orders;
  - e. Law Enforcement Agency (LEA) case/referral reports;
  - f. Entry/exit, transition plans;
  - g. Education records to include; requests for records/withdrawal packets, special education documentation to include Manifest Determination and IEP documentation, pre-test/post-test assessment scores, home language survey, admission and exit testing data, if applicable, pre-participation physical evaluation, if required, documentation of regular academic reviews under [37.011 \(d\) Texas Education Code](#), date of admissions, number of attendance days, number of absent days, date of release, emergency notification contacts, special medical needs, immunization records, medical release forms, medical consent forms signed by parents, attendance monthly roster, TAKS or STAAR scores, disciplinary referrals, acknowledgement of receipt of Student Code of Conduct, JJAEP Social Service Assessment, other pertinent documents such as copies of social security cards and birth certificates, and cover sheets (check list), and notification of type of counseling referrals or current attendance of counseling and psychological evaluations (if applicable), are maintained in the JJAEP student case.
6. As part of ongoing quality assurance, in-house desktop and case management audits will be conducted to ensure the accuracy of data as outlined in the JJAEP Internal Policies and Procedures.

## §348.206 CURRICULUM

**(a) Required Courses and Additional Areas of Study.** (1) At a minimum, the JJAEP must provide the following courses at the JJAEP: (A) English language arts; (B) mathematics; (C) social studies; and (D) science. (2) The JJAEP must provide the following additional areas of study: (A) high school equivalency program; and (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. **(b) Curriculum Development.** (1) A teacher certified by the State Board for Educator Certification must oversee the development and implementation of the educational curriculum. (2) The JJAEP Administrator must ensure 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. (3) The high school equivalency program curriculum must address the elements required to pass the topics tested: English, mathematics, science, and social studies. High school equivalency program components may be integrated into the regular educational curriculum. (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.

### POLICY

It is the policy of the El Paso County JJAEP to ensure that all students enrolled in the program receive a well-rounded education. Academic programming shall have a strong accelerated component of the instructional program to support credit recovery at the high school level and to regain academic and social skills at the elementary and middle school levels. At least one (1) certified teacher by the State Board for Educator Certification shall oversee the development and implementation of the curriculum in the JJAEP program. The Campus Administrator at each JJAEP location site shall assure that course instruction is consistent with the essential knowledge and skills of each subject of the foundation as defined under the rules of the State Board of Education under the [Texas Education Code §28.002](#). The requirement under [Texas Education Code §37.011 \(d\)](#) mandates that the ISD guidance counselor or qualified designee regularly review the student's academic progress. In the case of a high school student, the board or the board's designee, with the student's parent or guardian, shall review the student's progress towards meeting high school graduation requirements and shall establish a specific graduation plan for the student.

In the event the JJAEP campus implements online instruction as part of their Continuity of Operations Plan (COOP) due to extenuating circumstances, the JJAEP must adhere to all Texas Education Agency, Texas Education Code and Texas Juvenile Justice Department policy revisions in accordance to providing continued educational services to El Paso County JJAEP students.

### PROCEDURE

1. The Interlocal Agreement states this standard provision of educational services.
  - a. **REQUIRED COURSES AND ADDITIONAL AREAS OF STUDY:** The El Paso County JJAEP provides the following required courses and additional areas of study to all students in attendance at the JJAEP:
    - ENGLISH/LANGUAGE ARTS
    - MATHEMATICS
    - SOCIAL STUDIES
    - SCIENCE
    - HIGH SCHOOL EQUIVALENCY PROGRAM (GED)
    - SELF-DISCIPLINE
2. Each school district participating in the JJAEP will consider course credit earned by a student while in a Juvenile Justice Alternative Education Program (JJAEP) as credit earned in a district school.
3. Each program shall administer assessment instruments under [Texas Education Code, Chapter 39.023](#) and shall offer a High School Equivalency Program (HSEP).
4. The JJAEP campus school guidance counselor shall review the student's academic progress with the parent or guardian of each student as part of the JJAEP intake and exit transition process.
5. During the intake meeting, YISD shall require the participation and input from the student's corresponding counselor or assistant principal from the Participating District to assist in making the decision to retain or

promote the student in conformance with applicable law and pursuant to YISD Policy. YISD reserves the right to conduct transition or grade placement conferences to better determine grade promotion for any students placed at JJAEP near the end of the school year.

6. At a minimum, the educational reviews will be required at the JJAEP intake meeting and at the JJAEP Exit Transition Meeting. The requirement under [Texas Education Code §37.011 \(d\)](#) mandates that the ISD guidance counselor or qualified designee regularly review the student's academic progress. In the case of a high school student, the board or the board's designee, with the student's parent or guardian, shall review the student's progress towards meeting high school graduation requirements and shall establish a specific graduation plan for the student. Documentation of this review along with student and parent signatures verifying attendance of the mandated regular educational review will be forwarded to the JJAEP Administrator as part of each JJAEP student's intake and exit transition plans. Such verification will be kept in the JJAEP student case.
7. YISD agrees to provide a JJAEP Student Update Form upon a student's 65th day in JJAEP to the Participating Home School District that outlines youth's grades, attendance and discipline and will inform/justify any early JJAEP release decision by the Participating Home School District. A student expelled and placed in a JJAEP for a term of 75 school days or more must go through a mandatory review in order to consider early removal based on youth's progress and/or other factors that may compel an early release.
8. Based on the current capacity under building code regulations, YISD is required to have no more than 32 students placed at JJAEP at one time; therefore, YISD shall have no obligation to enroll in JJAEP more than 32 students.
9. Assigned Juvenile Probation Officer will assist in the JJAEP academic and parental engagement goal during the JJAEP Family Program Orientation where a review of the JJAEP parental engagement folder and emphasis on linkage to the school's portal system will be made.
10. High school students will be assisted by educational school counselors, Communities in Schools (CIS) caseworkers and/or academic tutors (if available). If on formal juvenile supervision, the assigned Juvenile Probation Officer or designee will also monitor academic progress and work with parents to encourage follow up with respective support services. These efforts will assist youth at progressing academically towards meeting high school graduation requirements.
11. Class schedules/daily program schedules; curriculum and/or instructional materials, support services, attendance and student attendance daily rosters/sign-in sheets will verify compliance with this standard.
12. Self-Discipline courses or services must be specifically identified and communicated in writing to JJAEP Administrator by YISD at the beginning of the school year. Self-Discipline courses or services not listed as part of youth's daily course schedule will require that ISD maintain documentation of provision to JJAEP students via student signature to verify compliance in this area. Utilization of a specific school board approved curriculum is encouraged, however, not mandated if ISD demonstrates such services serve the goal of self-discipline.
13. In lieu of the traditional school curriculum, a High School Equivalency Program curriculum is available at JJAEP campuses pursuant to [Texas Administrative Code §348.206](#). Any youth attending high school equivalency courses will be required to sign in and out to verify attendance. The high school equivalency course curriculum must address the elements required to pass the high school equivalency exam to ensure standards are met.
14. The State of Texas Assessments of Academic Readiness (STAAR) identifies knowledge and skills of what Texas students should know and be able to do at every grade and in every course in the foundation areas such as English language arts, mathematics, science, and social studies. (STAAR replaced TAKS Texas Assessment of Knowledge and Skills).



## §348.208 PROGRAM REQUIREMENTS

**(a) Special Education.** (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. (2) The following ARD committee documentation must be maintained for each special education eligible student: (A) the most recent full and complete ARD meeting paperwork; (B) the manifestation determination ARD meeting paperwork; and (C) the most recent evaluation of eligibility for special education services.

### POLICY

A school district may expel a student who has been identified as a qualified disabled student under the Individuals with Disabilities Education Act (IDEA) or § 504 of the Rehabilitation Act of 1973 (§504) only after a duly constituted Admission Review and Dismissal (ARD) or § 504 committee determines that the alleged misconduct is not related to the student's disabilities. 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.

### PROCEDURE

1. After the committee determines that the alleged misconduct is not related to the student's disabilities and the school district documents that the Individualized Education Plan (IEP) has been fully implemented, the referring school district's ARD or §504 committee shall determine the length of placement at the JJAEP according to the district's Student Code of Conduct.
2. The local school district must invite the JJAEP Administrator or the administrator's designee to an Admission, Review, and Dismissal (ARD) committee meeting convened to discuss the expulsion of a student with a disability.
3. The local school district must provide written notice of the meeting at least five (5) school days before the meeting. A copy of the student's current individualized education program (IEP) must be provided to the JJAEP representative with the written notice.
4. If the JJAEP representative is unable to attend the ARD committee meeting, the representative must be given the opportunity to participate in the meeting through alternative means including conference telephone calls and virtual meetings.
5. The JJAEP representative may participate in the meeting to the extent that the meeting relates to the student's placement in the JJAEP and the implementation of the student's current IEP in the JJAEP.
6. If the manifestation ARD determines the student's behavior is due to the student's disability, the student can only be placed in JJAEP for a maximum of 45 days.
7. Copies of the ARD to include the Manifestation Determination and the IEP and BIP must be provided to the JJAEP Administrator as an attachment to the expulsion packet. The following ARD committee documentation must be maintained for each special education eligible student:
  - a. Most recent full and complete ARD meeting paperwork;
  - b. Manifestation determination ARD meeting paperwork; and
  - c. Most recent evaluation of eligibility for special education services
  - d. Most recent individualized education program (IEP).
8. The referring school district shall remain responsible for making available the services, if any, necessary to provide Free Appropriate Public Education (FAPE). Such services to provide a free and appropriate public education are the only services that the referring district is obligated to provide.
9. Should the proposed expulsion be under [Texas Education Code 37.007 \(a\), \(d\) \(mandatory expulsion\) or \(e\)](#), a representative of the JJAEP campus must be invited to the student's ARD committee meeting.

10. The JJAEP campus must receive reasonable notice of the meeting of the student's ARD committee to attend the ARD and may participate in the ARD meeting to the extent that the meeting relates to the student's placement in the JJAEP. The JJAEP campus will forward notice to the JJAEP Administrator if not included on notice from participating district.
11. Should the JJAEP campus suspect that a student who has not been previously qualified as a student with disabilities under the Individuals with Disabilities Education Act (IDEA) may be eligible for services under IDEA in the future; it shall refer the student to his or her school district of residence for possible referral and evaluation in accordance with applicable statutes and regulations.
12. Any student who does not meet the eligibility requirements of the Inter-Local Agreement is not entitled to educational services by the JJAEP.
13. Special Education services must continue to provide any-and-all related services as outlined in the student's Individualized Education Plan (IEP).
14. Texas Education Code 37.0021, requires a written parental notice each time a restraint is used on a student receiving special education. The existing rules mandate a good-faith effort to provide verbal notice on the day the restraint occurs and written notice within one (1) school day.

**(b) English as a Second Language (ESL).** (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). (2) Documentation of LPAC determinations must be maintained.

## **POLICY**

The El Paso County JJAEP campuses shall provide English as a Second Language (ESL) services and instruction to address the needs of any student(s) who speaks English as a second language or who are non-English speaking. 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).

## **PROCEDURE**

1. ESL certified teachers at each JJAEP campus shall provide services and instruction to students with such needs. The goal of ESL services is to develop English language proficiency using second language methodology through explicit instruction in speaking, reading, listening, and writing.
2. ISDs will identify JJAEP youth who are LEP or primarily Spanish speaking as part of the JJAEP campus intake meeting.
3. ISDs will ensure consideration is given regarding LEP or primarily Spanish speaking JJAEP students regarding academic instruction and as mandated by the Texas Education Code.

**(c) Section 504-Eligible Students.** (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. (2) Documentation of Section 504 eligibility determinations must be maintained. **(d) Standardized Testing Protocols.** (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. (2) JJAEP policies and procedures must include the following requirements: (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; (B) staff are prohibited from making copies of the test; (C) staff are prohibited from teaching the specific questions on the test; and (D) unauthorized persons are prohibited from receiving test results, whether hard copy or electronic. (3) For statewide standardized tests, the JJAEP must adhere to all testing protocols required by the Texas Education Agency. (4) The JJAEP must administer the standardized test selected by TJJD to measure progress in reading and mathematics for students who will be enrolled in the JJAEP for at least 75 school days. (A) The pre-test must be administered within 10 school days after the student's enrollment. (B) The post-test must be administered no sooner than 65 days after the student's enrollment.

## POLICY

It is the policy of the El Paso County JJAEP to comply with [Texas Administrative Code, Chapter 348.208 \(a\) and \(d\)](#). Additionally, each JJAEP High School will provide a High School Equivalency Program course to appropriate JJAEP students to prepare them to take the high school equivalency exam.

## PROCEDURE

1. All high school equivalency candidates will be enrolled in a high school equivalency preparation program for the high school equivalency testing. Attendance requirements will remain the same as for a student seeking a regular high school diploma.
  - a. The assigned Juvenile Probation Officer will submit a recommendation for high school equivalency testing for any JJAEP student currently under the jurisdiction of El Paso County Juvenile Court.
2. All JJAEP students 16 years old or older having a total of four (4) high school credits or less will be considered a priority if student choose to pursue the high school equivalency testing.
3. Candidates 18 years or older may test when they have achieved the proper scores on pretests.
4. Parents/Guardians will be responsible for the fee for the five tests, plus transportation to the testing site unless other arrangements are made and/or agreed by the assigned Juvenile Probation Officer and/or JJAEP Administrator.
5. Candidates for high school equivalency certificates will be given a pre-test at the College, Career, and Technology Academy (CCTA) which is operated by El Paso Independent School District and through the Ingenuity (software) (YISD). High school equivalency testing software have the pre-test embedded into the program to determine what areas the student will be required to take tutoring in. High school equivalency testing materials should be readily available for any auditing entity to examine.
6. The high school equivalency curriculum shall address the elements required to pass the high school equivalency test, but program components may be integrated into the regular program curriculum.
7. Candidates who do not master the practice tests will be required to continue to attend instruction integrated into the regular program in order to improve their skill level. Candidates who participate in the high school equivalency preparation program may retest when the teacher/instructor determines the student is prepared. Written permission from the teacher/instructor is required for re-testing.
8. When the student has mastered all five core-tests or a designated core-test, the student will be sent to the El Paso Community College (EPCC) or the respective certified high school equivalency ISD testing site within El Paso County to take final high school equivalency exams.
9. Scores or certificates will be mailed two or three weeks after the last test is taken. Once the certificate is received, arrangements will be made for the student to exit the JJAEP. Notification by the ISD will be provided to the JJAEP.
10. Prior to taking the final high school equivalency test, the student will have to get a TX ID and pay a cost for the high school equivalency the testing. The JJAEP will have to keep up with any cost changes to advise the family when the time comes for high school equivalency testing.
11. Verification documents at the time of a TJJD monitoring visit will include:
  - a. High school equivalency file;
  - b. High school equivalency class work;

- c. High school equivalency curriculum.
- 12. Other areas of verification for high school equivalency completion:
  - a. High school equivalency examinations results;
  - b. Testing documentation, if applicable.

**(e) Counseling.** Counseling services (individual or group) shall be available to all students enrolled and in attendance at the JJAEP.

## POLICY

Any social service or counseling needs demonstrated by the student constitutes a referral to the appropriate social service agency. Counseling services shall be available to all students enrolled and in attendance at a JJAEP. Counseling services may be provided via contracts with appropriate community-based service providers. Any subcontracted provider must undergo and pass a NCIC/TCIC background check and attend the JJAEP New Orientation Training (ANE portion only).

## PROCEDURE

1. The assigned Juvenile Probation Officer and any assigned school-based caseworker or social worker (contracted or ISD employed) will utilize interviews, screenings and/or assessments to determine the needs of the student and his/her family.
2. The JJAEP campus and Juvenile Probation Officer will share information to ensure a JJAEP student's academic and emotional needs are met.
3. If student is referred to the Juvenile Justice System, the assigned Juvenile Probation Officer will provide a Pre-Pact assessment and/or Full-Pact assessment (as appropriate based on case status within Juvenile Justice System) and provide referrals based on youth's identified criminogenic risk factor(s) and other identified needs.
4. If student is an adult and not referred to the Juvenile Justice System, a social service assessment may be given (if student makes themselves available) by the assigned Juvenile Probation Officer, JJAEP Administrator, or Court Representative. JPD will work in cooperation with any school-based caseworkers, counselors, social workers and/or adult Probation Officers to ensure appropriate service coordination.
5. Students requiring social services will be referred to the appropriate social service agencies by the supervising Probation Officer (adult or juvenile), JJAEP Administrator, school counselor, social worker, or Community in Schools (CIS) caseworker. Social services may include:
  - a. Academic tutoring.
  - b. Mentoring services.
  - c. After-school activities.
  - d. Drug, gang, and violence prevention activities/counseling.
  - e. Career assistance and exploration.
  - f. Work experience opportunities.
  - g. Enrichment activities and field trips (includes restorative discipline circles, as appropriate).
  - h. Peer pressure, self-esteem, anger management programs, and cognitive skills.
  - i. Referrals to health clinics.
  - j. Referrals to family counseling (mental health professionals).
6. The Juvenile or Adult Probation Officer will refer the family to their department's service providers or other appropriate community-based social service providers to address the youth's needs. Families with private insurance may attain services through their own providers.
7. Some JJAEP facilities may have nurses, counselors, and caseworkers available such as Communities in Schools (CIS) caseworkers, or school counselors that may assist in determining other needs; they are available to make referrals for other services that are not provided by the school with outside agencies such as medical, teen pregnancy services, or vocational agencies.
8. The Juvenile Probation Officer will ensure that if the youth is in need of counseling services due to risk and under El Paso County 65<sup>th</sup> District Court's jurisdiction; such requirements must be included on the Judgment

of Probation or Deferred Prosecution Agreement in order to ensure the youth's needs are properly addressed as part of formal or informal supervision.

9. Any therapeutic or counseling services will be provided through a qualified and/or credentialed service provider or the family's health provider.

**(f) Meals.** (1) Written policies and procedures must require that each student in attendance at the JJAEP is provided a lunch meal on each school day. (2) A student may not be denied a lunch meal as a disciplinary measure.

## POLICY

It is the policy of the El Paso County JJAEP that all meals be eaten in an orderly and quiet fashion. JJAEP students shall be provided at least one (1) lunch meal during the course of the school day.

## PROCEDURE

1. YISD shall provide lunch for each student assigned to the program pursuant to the Interlocal Agreement.
2. Students must be properly monitored during meal hours by JJAEP operational staff.
3. Meals shall not be withheld, delayed, or interfered with as a form of discipline or sanctions against a JJAEP student for their behavior.
4. Every student will be provided with a food tray regardless of their preference or willingness to consume the meal.

**(g) Medical.** (1) Authorization to Consent to Treatment. The JJAEP must have on file for each student: (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 (B) documentation indicating the parent, guardian, or custodian has refused to sign. (2) Medication Administration. The JJAEP must have written policies and procedures governing the administration of medication to students. The policies and procedures must: (A) specify which personnel are authorized to dispense medication to students; (B) identify requirements for the storage, use, and distribution of all medication provided to students; (C) require the student's parent, guardian, or custodian to provide a written request for the administration of the medication; (D) specify that the JJAEP will not accept medication unless it is in the original, properly labeled container; and (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.

## POLICY

El Paso County JJAEP will adhere to TJJD standards and school district policy regarding medical procedures. JJAEP does not have an intensive physical education component but will adhere to guidelines regarding medication and related matters pursuant to the Texas Human Resources Code.

## PROCEDURE

1. The Cesar Chavez Academy (CCA) JJAEP site shall obtain a medical release signed by the student's parent/guardian.
2. As part of the JJAEP school intake, the school nurse will complete a medical intake to inquire if the student has any special needs or medical conditions that may require the JJAEP staff's attention.
  - a. A Medical Consent Form will be obtained at the time of the student's intake. If parent, guardian, or custodian refuses to sign the medical consent form, documentation indicating refusal must be maintained in the student's file.
  - b. Students with medical conditions must notify administration and/or nurse.
  - c. Students on medication must have a written order or prescription by a Texas Physician.
  - d. Nurse/parent is permitted to administer medication.
  - e. Medication must be stored in locked cabinet in the nurse's office.
  - f. Medications shall be in the original properly labeled container.
  - g. Log must be kept of all medications dispensed.
3. If the student poses a concern which may require screening, the nurse will refer the family for further medical evaluation.

4. If the parent/guardian advises of an existing medical condition or life-long condition (such as diabetes or seizures), the nurse will take appropriate measures to assure that the JJAEP can handle any concern or problem that may arise regarding the safety and care of the student.
5. If the parent/guardian advises that the condition is a heart or respiratory condition, the nurse may require medical clearance for the student to participate in any strenuous physical activity or community service.
6. In instances of medication error, including but not limited to, ingestion of incorrect medication or overdose of medication, or if a student alleges to have ingested incorrect or overdose of medication; the following procedures must be adhered to immediately:
  - a. Contact poison control at 1-800-222-1222;
  - b. Contact nurse;
  - c. If nurse is not on duty, contact EMS;
  - d. Student should be transported immediately to the hospital;
  - e. Parents/guardians, district officials, and JJAEP Administrator/JPD officials should be contacted immediately;
  - f. A TJJD incident report must be completed within 24 hours of incident (Serious Injury and/or Supervisory Neglect).
  - g. If the nurse has any medical records that could be beneficial to emergency personnel or doctors, copies should be provided to emergency personnel.

**(h) Programs that Include Intensive Physical Activity.** (1) Weather-Related Policies. 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: (A) gradual acclimatization to hot weather; (B) student clothing for various weather conditions; (C) specific criteria for temperature and humidity level and other weather conditions that indicate when outside activity is not allowed; and (D) the provision of a water break to students at least once every 30 minutes during the intensive physical activity period. (2) Pre-Participation Physical Evaluation. (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: (i) physician; (ii) physician assistant; (iii) advanced practice registered nurse; or (iv) doctor of chiropractic. (B) The pre-participation physical evaluation must have been completed within one calendar year prior to the student's participation in intensive physical activity. (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. (D) The JJAEP must adhere to the limitations or prohibitions noted in the pre-participation physical evaluation report.

## POLICY

The El Paso County JJAEP does not have an intensive physical activity component at any of the JJAEP facilities and will not require students to undergo any screening for physical activity.



## §348.210 STUDENT ATTENDANCE ACCOUNTING

**(a) Administrator's Responsibility.** The JJAEP Administrator must ensure that attendance records for all students enrolled in the JJAEP are accurately documented, maintained, and reported to TJJD. **(b) Aggregate Attendance Accounting.** (1) The expulsion category of each student enrolled must be recorded on the student attendance records. (2) A specific character on the student attendance record must be used to identify a student's status as present, absent, or inactive. **(c) Student Entry and Exit Accounting.** (1) The student's recorded entry date is the first day the student is physically present at the JJAEP. (2) A student's recorded withdrawal date is the first school day on which the student is no longer enrolled in the program. The withdrawal date cannot be a date on which the student was present. (3) The JJAEP must maintain daily student sign-in sheets that contain each student's printed name and signature. (4) The time of entry or exit must be noted on the student sign-in or sign-out sheet for a student who arrives late or leaves early on any school day. (5) During the regular school year, a student must be present for at least four hours of the school day for it to qualify as an attendance day. **(d) Inactive Status.** (1) A student must be placed on inactive status if he or she: (A) is in juvenile detention and is not permitted to attend the JJAEP; (B) is in jail; (C) is a documented runaway; (D) is absent for a minimum of four consecutive school days due to an illness or other medical reason documented by a licensed physician, physician assistant, or advanced practice registered nurse; or (E) is absent for a minimum of 10 consecutive school days, which may roll over to the start of the next semester attended by the student. (2) Inactive status begins on the date the event resulting in placement on inactive status begins, as noted on the verification documentation. The documentation must be maintained in the student's file. If verification documentation is not provided, inactive status may not begin until the 11th consecutive school day of absence. (3) A student who is maintained on inactive status for 30 consecutive school days must be withdrawn on the 31st day of inactive status. A student may not be maintained on inactive status for more than 30 consecutive school days, which may roll over to the start of the next semester attended by the student. **(e) Reporting Absences.** The JJAEP must have written policies and procedures that specify which staff member is responsible for reporting absences to the sending school district, which must occur at least once per week.

### POLICY

It is the policy of the El Paso County JJAEP to accurately validate students' expulsion category, attendance in the program (total student attendance days and total student absences) and inactive status.

### PROCEDURE

1. El Paso County JJAEP shall maintain student sign-in sheets. Student must sign in at the exact time of arrival and sign out at the exact time of departure to ensure accuracy and minimize errors on the monthly activity report. The sign-in sheets shall be recorded daily and include the student's printed name with their legible signature beside it.
2. Students must remain in attendance within the JJAEP for a minimum of four (4) hours of the school day during the regular school year to be considered present for JJAEP standards and reimbursement. However, for purposes of improved academic outcomes, JJAEP students should remain in attendance for the entire school day.
3. For purposes of attendance accounting, a student officially begins JJAEP the first day youth is physically present in JJAEP course instruction for a minimum of four (4) hours (does not include the JJAEP intake unless student attends JJAEP courses for a minimum of four (4) hours to include the JJAEP intake).
4. The school attendance clerk/registrar for the JJAEP campus shall provide all student attendance records by the third calendar day of each month as part of the MAR process interlocal provisions.
  - a. The school attendance record (for the entire month) and the monthly sign-in sheet for each student is used as part of the Monthly Activity Report (MAR) and both documents must be submitted for each JJAEP student.
  - b. The JJAEP campus attendance clerk/registrar is required to notify the assigned Probation Officer or JJAEP Administrator of any absences a student incurs by the same operational day. As per truancy mandates, the JJAEP will adhere to any reporting requirements or mandates of the Texas Compulsory Attendance Law. In accordance with this law, referrals will be made to the corresponding entity.
5. Absences for more than ten (10) consecutive school days will be recorded as "Inactive days" and must have documentation attached to the monthly attendance records notifying that the student was detained or jailed; absconded; runaway status or has an extended illness or medical reason documented by a licensed physician or physician's assistant.
6. If it is determined that the student will not/has not return(ed) within thirty (30) school days, the JJAEP shall withdraw the student from the program on the 31<sup>st</sup> day. A student will not be maintained on "Inactive Status"

for more than thirty (30) consecutive school days. In the event the JJAEP campus implements online instruction as part of their COOP plan due to extenuating circumstances, a youth who is unable to locate or becomes inactive may not be withdrawn or removed from JJAEP.

7. The withdrawal date shall represent the date in which the student is no longer enrolled in the program. This date is not the last or final day youth attended JJAEP courses, but the following full school day in which youth was not in attendance.
8. The participating ISDs will complete, review, approve and sign the JJAEP Monthly Activity Report (MAR) (**APPENDIX K- JJAEP MONTHLY ACTIVITY REPORT**) on a monthly basis and submit the form and all related supporting documentation to the JJAEP Administrator by the 3<sup>rd</sup> calendar day of the month. If the third calendar days fall during a weekend or holiday, the report will be due by the following work day. Late or inaccurate submissions will result in a non-compliance finding.
  - a. If any alterations are made and not initialed, it may result in a non-compliance finding.
9. The identified Campus Administrator will review and approve the MAR prior to submission to JPD as part of accountability and JJAEP campus quality assurance. This will also assist to minimize errors on the MAR report.
10. The JJAEP Administrator has the authority to reconcile any discrepancies. Any discrepancies, errors, or lack of supporting documentation originating from the ISD that cannot be reconciled will be considered non-compliance and noted as part of the monthly compliance report, Annual Management Review and/or Annual Performance Review.
11. Upon final internal approval, the JJAEP Administrator will forward the Monthly Activity Report, attendance voucher and all supporting documentation to TJJD by the 10<sup>th</sup> calendar day of each operating month.
12. Late submissions are non-compliance and will require the JJAEP Administrator to send an email to the TJJD Performance Accountability Specialists and cc copy the Chief Juvenile Probation Officer and the El Paso County Auditor's Office specifying the reasons for lateness and action plan to submit MAR documentation as soon as possible.
13. Reimbursement to districts is done on a quarterly basis, however, voucher is submitted to the state on a monthly basis.
14. Due to the complex process required for accurate submissions, attendance to MAR training is required by ISD staff and administrators as part of the annual refresher training.

## **§348.212 INTER-LOCAL COOPERATION**

**Inter-Local Cooperation.** (a) Parent, Guardian, or Custodian. (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. (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. (b) School District. (1) Student Entry and Exit Transition Plans. (A) For each student, the JJAEP must coordinate with the sending school district to develop a written transition plan for entrance into the JJAEP. (B) For each student, the JJAEP must develop a written exit transition plan, provide the plan to the receiving school district, and maintain written verification that the plan was sent. The exit transition plan must include all information regarding courses in progress or completed, current grades for courses in progress, and number of attendance days and absent days. (C) The JJAEP must provide the student and the parent, guardian, or custodian with a copy of the exit transition plan. (2) Student Assessment. 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: (A) the delivery of testing materials to and from the JJAEP if the assessment is administered on-site; and (B) the administration of the statewide assessment to the students.

### **POLICY**

Each school district's expelling entity shall notify a student's parent, guardian, or custodian, the JJAEP campus, and the JJAEP Administrator of the student's enrollment into and exit from the JJAEP. A strong emphasis on parental engagement will be placed by the JJAEPs through the JJAEP intake and exit transition meetings, in which a regular educational review will be required to inform the parents regarding youth's educational status. Throughout



youth's participation in a JJAEP setting, each JJAEP ISD will also advise parents of child's academic progress every semester or earlier if requested by El Paso County 65<sup>th</sup> District Court.

## PROCEDURES

### A. JJAEP PROGRAM REFERRAL AND ENTRY:

1. Pursuant to the [Texas Education Code §37.0081](#) the authority to expel and place a student in an alternative school setting vests with the Board of Trustees of a school district, or the Board's designee.
2. The designated Behavior Coordinator for each expelling campus/district shall fulfill their duties as described in Texas Education Code, Chapter 37 rules prior to placement in JJAEP and in the event a student in JJAEP is subject to in-school suspension or out-of-school suspension.
3. Each ISD expelling entity/designee must conduct an expulsion hearing and forward the expulsion notice with the required data information (must include TSDS #) to the JJAEP Administrator no later than three (3) business days after the final appeal hearing is concluded and decision to expel is upheld. Failure to provide such written notice shall result in the child remaining in the Participating District's educational program.
4. Any youth placed in DAEP, while on waiting list for JJAEP placement will be credited those days towards JJAEP term. The JJAEP Administrator has the authority to change/update the JJAEP estimated exit date.
5. Documentation received for JJAEP placement will be reviewed by the JJAEP Administrator to ensure JJAEP criteria are met. (Pursuant to the [Texas Education Code, Chapter 37.007](#) and in accordance with the Interlocal Agreement) Such documentation is as follows:
  - a. The alleged offenses **MUST** have occurred on school property or at a school sponsored or school related activity;
  - b. If the offense is drug or alcohol related and is punishable as a felony, the offense **MUST** have occurred on or within 300 ft of school property, as measured from any point on the school's real property boundary line, or while attending a school sponsored or school related activity on or off school property;
  - c. The student **MUST** be **expelled** by the school district pursuant to a mandatory expulsion offense listed in [§37.007 \(a\), \(d\), and \(e\) of the Texas Education Code](#). (**SEE APPENDIX L-JJAEP OFFENSE CODES**).
  - d. Participating Districts shall adhere to the guidelines established under Texas Education Code 37.302-.303, 37.304, 37.305, 37.306, 37.309-.310, 37.311 with regard to students placed in a JJAEP due to an offense which requires them to register as a sex offender. Participating Districts must adhere to expulsion term established guidelines as delineated in this policy and reflected on the JJAEP Interlocal Agreement.
  - e. The school district **MUST** file an offense report with the appropriate law enforcement agency regarding the alleged incident made the basis of the expulsion.
  - f. The respective law enforcement agency **MUST** make a formal referral to the Juvenile Court or Adult Justice System.
  - g. To be accepted for placement in the JJAEP, a student must be expelled for a minimum of 75 school days. The maximum term may not exceed 180 program days, except for an expulsion involving a firearm, for which the maximum term is one (1) calendar year.
    - (i) Based on the current capacity under building code regulations, YISD is required to have no more than 32 students placed at JJAEP at one time. However, should special circumstances arise in the event that JJAEP enrollment is at 90% of capacity, or if any one Participating District has more than 67% of the students enrolled in JJAEP. In such case, the Participating Districts agree that YISD, may limit the length of a student's placement at JJAEP to a maximum of 100 school days, and the "75-day placement review" may occur at any earlier date acceptable to the Participating Districts.

- (ii) In the event that JJAEP enrollment is at 90% of capacity, a waiting list shall be established for acceptance into JJAEP. Participating districts may place expelled students in their own district's DAEP.
  - (iii) Students shall be accepted into JJAEP in the order placed on the waiting list. However, the student will only be accepted if there are a minimum of 45 days remaining in the term of expulsion.
  - (iv) A student whose expulsion involved violence, a terroristic threat, or a firearm will have priority on the waiting list and will be accepted for placement in JJAEP up to the 100% capacity limit.
  - (v) In the event a student enrolled in the JJAEP commits an infraction that violates the YISD or the JJAEP Student Code of Conduct, YISD may take disciplinary action as per the JJAEP Student Code of Conduct. Such action may extend the student's term of expulsion and JJAEP placement.
  - (vi) The JJAEP Campus will not accept any referrals within the last three (3) weeks of YISD's instructional school year. Any referrals submitted during this time shall be denied placement and the referred student will remain the responsibility of the Participating District to place in its own DAEP setting for the remainder of the school year.
- h. Pursuant to [Section 37.011\(k\)\(3\) of the Texas Education Code](#), a student may be placed in the JJAEP if the student engages in serious misbehavior as defined in [37.007\(c\), TEC](#). However, El Paso County and YISD shall only accept students expelled for mandatory offenses as outlined in **EXHIBIT A** of the Interlocal Agreement between the Juvenile Probation Department and the ISD's operating and participating in JJAEP services.
  - i. In order to be accepted for placement in JJAEP, a student must be aged ten (10) and over and in grade 6 or higher and be expelled. The Participating District will fully consider all mitigating factors, exhaust all appeals and alternative DAEP placement before determination is made to place the student in JJAEP.
    - (i) The Participating District is aware and agrees that such student shall be placed and will receive educational services with middle school students at Cesar Chavez Academy Middle School.
    - (ii) Placement in JJAEP will not exceed twenty (20) school days, and enrollment of the elementary school student will not require YISD to add or reassign staff to meet teacher to student ratios on secondary levels.
    - (iii) Participating districts acknowledge and accept that El Paso JJAEP may, but is not required to separate middle school students from high school students in accordance with the Interlocal Agreement.
- 6. Each school district shall provide a copy to the El Paso County Juvenile Probation Department of the order expelling a District's student pursuant to §37.007 of the Texas Education Code along with all information required pursuant to [§52.041 of the Texas Family Code](#) no later than the third (3) business day after a hearing is held pursuant to [§37.009 of the Texas Education Code](#) and the JJAEP Interlocal Agreement. Failure to provide such written notice shall result in the child remaining in a district's alternative educational program until proper notice is given to the JJAEP Administrator.
  - 7. Expulsion Notice shall also be provided to parent/guardian, JJAEP Campus, and JJAEP Administrator. At a minimum, expulsion notice should contain:
    - a. Student's Name and DOB.
    - b. Mandatory Offense.
    - c. Offense Code.

- d. Expulsion Term.
  - (i) Expulsion Date.
  - (ii) Expulsion Term Expiration.
  - (iii) Identified Review Date.
- e. Texas Student Data System (TSDS) number.
- f. PIEMS number.
- g. Law Enforcement Agency (LEA) incident report number.
- h. If student is classified as special education and/or 504. Special education and 504 documents must be provided to the JJAEP Administrator alongside the expulsion notice package.
8. If student is eligible for special education services, the Participating District must provide a copy of the Admission, Review, and Dismissal report (ARD). The ARD committee documentation must be maintained for each special education eligible student to include the most recent full and complete ARD meeting paperwork, the manifestation determination ARD meeting paperwork, and the most recent evaluation of eligibility for special education services.
9. Each school district shall provide a copy of the law enforcement report or "Notice of Delinquency" for the offense for which the student is being placed into the JJAEP along with the Expulsion Letter/Notice.
  - a. For adult students pending charges within the Adult Criminal Justice System, the JJAEP Administrator may not require an offense report to be provided by the participating school district, if offense report is obtained directly from On-Call Records (WebRMS) and confirmation determines that the offense meets the mandatory criteria and probable cause has been established.
10. The JJAEP Administrator will forward the "REFERRAL ACCEPTANCE FOR JJAEP PLACEMENT" to the referring district and Campus Administrator within three (3) business days upon receipt of the appropriate documentation to include: the police report or Notice of Delinquency notification, Expulsion Order and/or Expulsion Letter in its entirety. **(SEE APPENDIX M – JJAEP ACCEPTANCE FORM)**
11. The JJAEP Administrator will forward a "REFERRAL DENIAL" form to the referring school district if criteria on the police report does not meet the requirements specified in the JJAEP Interlocal Agreement pursuant to [§37.007 of the Texas Education Code](#). **(SEE APPENDIX M-1 – JJAEP DENIAL FORM)**
12. Failure to enroll in the JJAEP program within ten (10) school days of the JJAEP acceptance (in which no appeal is pending) will result in the reversal of the JJAEP acceptance.
13. To facilitate a smooth transition, facilitate a student's placement in a JJAEP and meet standards pursuant to [Texas Administrative Code 348.212](#), the home school (sending school) will immediately provide a written transition plan to include all transcripts and appropriate documentation, and any special education and LEP documentation to the JJAEP Campus Administrator.
  - a. Along with the JJAEP Acceptance Form, the JJAEP Administrator will submit the JJAEP Request for School Records on all new JJAEP enrollments. The expelling district agrees to immediately, but not later than three (3) school days from JJAEP acceptance determination, provide and advise the JJAEP campus of all necessary school withdrawal and educational records; to include any special education or 504 paperwork in order to facilitate an appropriate educational plan.
14. The school records request form includes the following:
  - a. The withdrawal form from the home school.
  - b. Transcripts.
  - c. CUM file.
  - d. Special Education Records, if applicable to include ARD documentation such as the Manifest documentation and IEP upon exit.
  - e. Notification of Expulsion.
  - f. Immunization.
  - g. Grades and credits; and
  - h. State assessment scores (SEE EXIT DATA REPORTING)

15. The JJAEP Campus will schedule a JJAEP Intake appointment with the student and parent within seven (7) to ten (10) school days of JJAEP acceptance. If a student's JJAEP Intake appointment cannot be fulfilled within such timeline, the JJAEP campus must communicate reasoning to JJAEP Administrator.
16. Although a student may be accepted into JJAEP, enrollment in the JJAEP may be delayed due to capacity limits or other special circumstances.
17. During the JJAEP intake, the parent and student will receive a copy of the JJAEP Student Code of Conduct (SCC) and sign the **JJAEP STUDENT CODE OF CONDUCT ACKNOWLEDGMENT STATEMENT (APPENDIX N)** along with other JJAEP intake documents to include the **Abuse, Neglect and Exploitation Form (SEE APPENDIX S)**. An emphasis will be placed on the JJAEP's policy regarding a zero-tolerance for sexual abuse, prevention of Abuse, Neglect or Exploitation and compliance with the Prison Rape and Elimination Act (PREA) for all juvenile justice programs, to include JJAEP.
18. Upon the commencement of the school year and as deemed appropriate, Participating Districts will hold review under Interlocal Agreement Placement Review section for returning JJAEP students that carried over from prior school year and have met the 75<sup>th</sup> day placement day in JJAEP.
19. For students who are expelled into the JJAEP and are accepted but do not enroll under the JJAEP due to parents withdrawing the student, the student will remain eligible for JJAEP expulsion upon enrolling back into a formal school district. The expelling district would need to hold another expulsion hearing and provide a new expulsion term along with the required expulsion package.

## **B. PROGRESS REPORTS**

1. Copies of the JJAEP student's progress report will be provided to the parent, guardian, or custodian and the JJAEP Administrator at a minimum of every 120 days or earlier. The JJAEP Administrator or 65<sup>th</sup> District Court may request grades more frequently.
2. The JJAEP Campus shall regularly review the student's progress towards meeting adequate academic standards. The JJAEP Exit Transition Meeting is intended to review the youth's JJAEP placement and achievements, develop youth's graduation or educational plan due to return to home school and identify supports for youth to remain successful.

## **C. JJAEP EXIT CRITERIA**

1. A student shall exit from the JJAEP upon the expiration of the term of expulsion as stated on the student's expulsion letter, upon completion of their court ordered or deferred supervision; or at the discretion of the school district after advising the JJAEP Administrator in writing of the district's decision. It is highly recommended that the sending school expel for a minimum term of 75 school days. This minimum term allows for adequate timeframe for student to demonstrate progress and take the IOWA standardized test as part of the JJAEP Performance Measurement.
  - a. All ISDs afford an appeal process to the expulsion decision and a school district has the discretion to make an administrative decision and remove a student from the JJAEP at any time and return the student to the home school or place in the district's Disciplinary Alternative Education Program (DAEP). Written notification to the JJAEP Administrator from the school district, JJAEP Campus, or designee will be required advising of their action. The letter will be placed in the student's JJAEP electronic file.
  - b. Should the ISD overturn their ruling, the ISD or designee must notify the JJAEP Administrator within same day of decision.
2. The student will be JJAEP post-tested (IOWA Basic Skills Test, Complete or Survey on-line versions) prior to projected exit date if he/she has been enrolled in the JJAEP for a minimum of 65 days.

3. Assigned Probation Officers must inform the JJAEP Administrator (in writing) within 30 days in advance of projected early termination date if youth will be recommended for an earlier termination than what was originally advised on the JJAEP Collaboration and Status Notice. This notification is vital as youth must be post tested prior to exit from a JJAEP campus and for purposes of reimbursement. Once youth's supervision status changes and he/she is no longer under the supervision of the Court, it may result in the Post Test not being given due to youth's JJAEP exit.
4. If a student has completed Deferred Prosecution (DP), Court Ordered Probation, Adult Community Supervision, a Motion to Terminate, Review Hearing Order (terminating the student), Letter of Closure/Completion from Deferred Prosecution (DP) or other official closure action the JJAEP Administrator or designee shall be responsible for communicating the change in legal status to the JJAEP Campus and the respective School District.
5. The School District will make the determination to transfer the student into their Disciplinary Alternative Education Program (DAEP) or return the student to their home school. Notification will be required from the school district advising of their decision within five (5) business days. The email and ISD response will be placed in the student's JJAEP case.
6. If the student Court disposition includes: prosecution refused, found not guilty, or dismissed by court, paperwork (Order of Dismissal, Decline, and Not delinquent by trial) must be obtained and forwarded to ISD expelling entity establishing that the disposition has occurred. The school district will make a determination to transfer the student into DAEP or to reintegrate the student into his/her home school. ISD response will be required within five (5) workdays advising of their action. The letter will be placed in the student's JJAEP case.
7. JJAEP campuses will submit a withdrawal or a Universal Lever form to the JJAEP Administrator within five (5) school days of exit indicating the student's JJAEP exit date along with the JJAEP exit data reporting form.
8. A withdrawal packet will assure that that the home school receives all the necessary information needed for the student's continued success. **(APPENDIX O – EXIT DATA REPORTING FORM)**
9. Students exiting JJAEP during the summer due to completion of supervision will be counted in the previous school year. The cut-off date for counting summer exits is the day before the new school year starts.

#### **D. EXIT TRANSITION MEETINGS**

1. Upon notification from the JJAEP Administrator of youth's exit due to termination of court ordered supervision or completion of JJAEP term, the JJAEP Campus Administrator will coordinate an Exit Transition Meeting with the returning home school.
2. The purpose of this meeting will be to meet [Texas Administrative Code §348.212](#) and develop the foundation for academic and social success after JJAEP exit and upon return to student's home school.
3. The following will be invited to the Exit Transition Meeting: JJAEP Campus Administrator or designee, CIS, special education teacher (as applicable), guidance counselor, student, parent/guardian, assigned Probation Officer or JPD representative and home school Administrator or designee. The meeting's purpose will be to review youth's JJAEP placement and achievements, develop youth's graduation or educational plan due to return to home school and identify supports for youth to remain successful. The following information is also reviewed during the JJAEP Exit Transition Meeting:
  - a. A review of educational courses attended.
  - b. Credits earned and credits pending.
  - c. Youth's discipline and behavior progress and areas of improvement.
  - d. Attendance record.
  - e. IOWA assessment pre and post test scores, if available.
  - f. STAAR or TAKS assessment scores.
  - g. Transcript and grades in progress.



- h. Youth's accomplishments and improvements.
- 4. At the time of official exit, the parent will be provided with a withdrawal packet (Withdrawal packet or Universal Lever) –from the JJAEP facility which may include Withdrawal form/Universal Lever, grades, credits, attendance records and immunization.
- 5. The JJAEP will forward the student's transcript to their respective home school.
- 6. Respective JJAEP registrar shall transfer all grades and course credit earned to the sending school districts when a student is transferred back to the home school district.
- 7. A transcript for graduating students will be required. The transcript must advise that the student is being "recommended for graduation".
- 8. If the student's court disposition/status changes such as charges being downgraded, lowered to a misdemeanor charge, not found guilty, case was dismissed, or no disposition ordered, each school district determines whether a student returns to the home school or is placed into the district's Disciplinary Alternative Education Program (DAEP).

## E. STATEWIDE ASSESSMENT

It is the policy of the El Paso County JJAEP that all students enrolled in the program shall take the State of Texas Assessment of Academic Readiness (STAAR) examination and it shall be administered at the appropriate grade level to the student at the JJAEP.

- 1. If required due to grade level classification, JJAEP students will take the state assessment (STAAR replaced TAKS). Students that were started with the TAKS test will continue to be tested with TAKS. Students beginning to be assessed will begin with the STAAR assessment. Eventually the TAKS will phase out.
- 2. Teachers are trained in accordance with TEA guidelines at a staff development prior to the scheduled testing.
- 3. Each JJAEP has a designated testing coordinator (usually the school counselor) to assure that the TAKS or STAAR is carried out appropriately and is responsible for safeguarding the confidentiality of the test and ensuring the test is administered as per established guidelines.
- 4. Designated teachers may assist the principal in verification of grade status, securing test materials, and administering the TAKS or STAAR test in accordance with TEA guidelines.
- 5. All TAKS or STAAR scores shall be reported to the student's home school district as part of the exit process.
- 6. Scores for students that took any state assessments will be requested from designated person who has access to TEA website on score results; scores are required for the TJJD Annual Performance Evaluation. **(SEE APPENDIX O – EXIT DATA REPORTING FORM)**
- 7. Any JJAEP student who did not pass STAAR grades 3-8 or EOC assessments must receive accelerated instruction. Accelerated instruction entails either assigning a classroom teacher who is certified master, exemplary, or recognized teacher; or delivering supplemental instruction (tutoring) before or after school or embedded in the school day.

**(c) Juvenile Probation Departments.** (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. (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. (3) The JJAEP must provide the local juvenile probation department with monthly attendance records of juvenile probationers enrolled in the JJAEP.

## POLICY

The El Paso County Juvenile Probation Department shall cooperate in providing JJAEP students with needed social services for students. JPD and the JJAEP Campus will coordinate and share necessary information regarding probation status of any JJAEP student, and the JJAEP campuses will provide the JJAEP Administrator with monthly attendance, discipline and grades for students enrolled in the JJAEP.

## PROCEDURE

1. The JJAEP Administrator will forward the JJAEP Collaboration and Status Notice within five (5) days of JJAEP acceptance to inform the JJAEP Campus and assigned Juvenile Probation Officer of the following, if not yet provided:
  - a. Student's JJAEP start and projected end date.
  - b. JJAEP eligible offense.
  - c. Student's Court and/or supervision status, start and projected review and/or end dates.
  - d. If pending adjudication or disposition, student's pending Court dates.
  - e. School record request and JJAEP Exit Transition Meeting information.
  - f. Student's assigned Juvenile Probation Officer (if applicable).
  - g. Juvenile Probation Manager and Director will be copied to provide for support to respective Juvenile Probation Officer (as needed) or in the event officer is unavailable.
  - h. An updated Collaboration and Supervision Notice will be sent once youth's case disposition changes and to advise school of changes in Juvenile Probation Officer(s).
  - i. Placement status due to end of the academic year.
2. The JJAEP campus liaison will provide the following documentation to the JJAEP Administrator on a monthly basis. If updated, records are needed for Court purposes:
  - a. Monthly Activity Report (MAR).
  - b. Spreadsheet/Roster; (Accompanies MAR, designates when a JJAEP student enters and exits).
  - c. Attendance Records - (Accompanies MAR, JJAEP students on court ordered probation require Probation Services Officers to request educational records or referrals for Court purposes).
  - d. Grades in Progress; Discipline Referrals (required for all major violations of the JJAEP Student Code of Conduct, but all referrals are needed for Court reporting).
  - e. JJAEP campus will provide an updated JJAEP Staffing and Certification Log listing and CPR, First Aid, and CPI certification log every month at the time the MAR is submitted (Sent with MAR).

## §348.214 PHYSICAL PLANT POLICY

**Physical Plant.** (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. (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. (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. (d) All fixtures, including any emergency lighting, must be in working order. (e) Repairs must be made promptly to all furniture, equipment, and fixtures currently in use that are not in safe working order.

### POLICY

The JJAEP will abide by federal, state, local ordinances, and codes, and TJJD Standards for Physical Plant compliance. The PHYSICAL PLANT COMPLIANCE MONITORING ASSESSMENT will be utilized once per year to monitor current health and fire inspections, occupancy signs in the classrooms and common areas, and that classroom space, fixtures and common areas are adequate to meet the programmatic requirements for each student. **(SEE APPENDIX E AND E1 – PHYSICAL PLANT COMPLIANCE MONITORING ASSESSMENT).**

### PROCEDURE

1. All emergency exits within each of the JJAEP campuses should be:
  - a. Properly positioned.
  - b. Clear of obstruction
  - c. Permanently marked for evacuation in the event of fire or another emergency.
2. Places of assembly must have a minimum of two (2) ~~generational~~ exit options.

3. The local Fire Marshal has issued occupancy limit notices (capacity signs) for the El Paso County JJAEP campus. Each facility establishes that they will comply with the state and local fire authority regarding:
  - a. Rated capacity in classrooms.
  - b. Rated capacity in the cafeteria with tables in room; or without tables in the room.
  - c. Rated capacity in the gymnasium area (if applicable).
  - d. Capacity of the JJAEP facility as determined by the local Fire Marshal.
4. Each school district will ensure that the JJAEP facility provides comprehensive insurance coverage that includes property insurance and comprehensive general liability insurance. Insurance coverage includes workers compensation in accordance with the laws of the jurisdiction.
5. A copy of the policy can be obtained through the school districts' central offices.
6. Each JJAEP facility will ensure that interior finishing materials; furnishings in classroom areas, exit areas and places of public assembly are in accordance with recognized National Fire Safety Codes and the referenced guideline.
7. Separate and adequate space in the El Paso County JJAEP campus is provided for all mechanical equipment such as heating, air conditioning, electricity, etc.
8. The YISD JJAEP campus will ensure that the facility has appropriate means and steps implemented to provide comprehensive safety and protection to students within the facility and to prevent access by the general public without proper authorization or clearance.
9. The YISD will assure that the JJAEP campus conform to all applicable Federal, State and Local Building Codes and shall have available for inspection at all times a "Certificate of Occupancy" issued by the city of El Paso verifying that all necessary local building codes have been met in order for the program to operate within each JJAEP campus.
10. To determine compliance with this standard, the following will be reviewed:
  - a. Review the facility's most recent fire inspection report for any violations cited by the appropriate authority. Fire Inspection Report should be posted within the facility where it is easy visible.
  - b. Review the current health inspection report, if applicable. Health Inspection Report should be posted in the facility's kitchen area where it is easily visible.
  - c. Review the current food handler's certification, if applicable. Food Handler's certification should be posted in the facility's kitchen area where it is easily visible.
11. The JJAEP will use the **COMPLIANCE MONITORING ASSESSMENT-PHYSICAL PLANT** to examine the applicable areas. A compliance monitoring assessment will be conducted yearly by JPD/JJAEP. If findings show that there are continued non-compliances the JPD/JJAEP may need to conduct more frequent compliance monitoring assessments.
  - a. Facility Administrators will be notified of the discrepancies to be corrected as soon as possible. On the Physical Plant under [Texas Administrative Code §348.214](#) a period of two weeks to correct non-compliance will be given.
  - b. The Physical Plant Compliance Monitoring Assessment will be reviewed by the Director of Intake Services for approval and guidance on actions to be taken on any incidents of non-compliance found within any of the JJAEP facilities.
  - c. Compliance Monitoring reports will also be forwarded to the Juvenile Chief Probation Officer who will provide compliance/non-compliance matters to district superintendents, school administrators, and other district officials in charge of their alternative schools.



## §348.216 SAFETY, SECURITY, AND EMERGENCY RESPONSES

**(a) Security Plan.** The JJAEP must have a written plan that addresses security: (1) within the JJAEP building(s); (2) on the JJAEP campus; (3) at JJAEP-sponsored events that take place off campus property; and (4) during transportation of JJAEP students; if applicable. **(b) Transportation** 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: (1) authorized methods of transportation; (2) security and supervision requirements; (3) authorized transport personnel; (4) procedures for responding to emergencies while transporting students; (5) a requirement to possess appropriate auto liability insurance when transporting students in personal vehicles, if allowed; and (6) circumstances under which a student is allowed to drive a personal vehicle to the JJAEP campus. **(c) Emergency Situations.** The JJAEP must have written policies and procedures regarding emergency situations. The policies and procedures must address the following: (1) emergency evacuation plans; (2) assignment of staff responsibilities; (3) notification of emergency services; and (4) procedures for specific emergency situations, including: (A) fire; (B) bomb threat; (C) hazardous weather conditions; (D) active shooter event; and (E) riot. **(d) Medical Emergencies.** The JJAEP must have written policies and procedures addressing medical emergencies. The policies and procedures must address the following: (1) obtaining medical assistance; (2) when emergency medical services must be called; (3) notification to appropriate staff and to the parent, guardian, or custodian of the student involved; and (4) documentation of the incident.

### POLICY

The El Paso County JJAEP security plan shall ensure that a control location be provided to ensure that students remain safely within the facility; to prevent access by the general public without proper authorization; and to accommodate general staff communication and information gathering. The front desk at every JJAEP campus shall be the designated control area for the facility. A written security plan is also provided for school-sponsored events, off school property and during transportation of JJAEP students.

### PROCEDURE FOR CRISIS SITUATION

Staff or designated person will advise front desk/control area of crisis situation.

1. Alarm system activation may be necessary to activate the evacuation/lockdown procedures.
2. Support staff radios; security supervisor on duty; and designated response staff will announce a designated code, i.e., a "Code Red".
3. Supervisor and response staff will deploy to location of the crisis.
4. To ensure timely response by supervisory staff during the designated code, a fire drill shall be conducted a minimum of twice (2) per academic year. A fire drill code report shall be filled out by a School Administrator or designated person performing the drill and submitted to the School Administrator after each drill.

#### Front Desk/Control Area:

1. The front desk/control area shall be staffed with at least **one (1) staff member** during regular business hours.
2. Supervision staff will rotate monitoring the front desk/control area whenever JJAEP support staff is unavailable.
3. The use of the JJAEP phones at the front desk/control area shall be limited to business related calls to authorized personnel only. Any necessary personal phone calls that must be made shall be kept to a minimum to ensure security of the incoming and outgoing persons, JJAEP students, etc.

#### School Sponsored Events Off Campus:

1. JJAEP students participating in any type of outings will be adequately supervised. Precautions will be taken to assure that there are enough authorized personnel to supervise students.
2. Headcounts will be conducted periodically to assure that all students are present.
3. If JJAEP staff uses their personal vehicles to transport, they must have adequate liability insurance which should be current and, in their employee, electronic file.
4. A Parental Authorization form for students participating in an outing must be obtained prior to the departure on the outing.
5. In the event of a serious incident occurring during an outing, the same procedures will be practiced as outlined for any serious incident or emergency situation while on campus. Report the incident immediately to emergency personnel, administrators, and to TJJD if applicable. In the latter, a TJJD Incident Report must be submitted within 24 hours for all TJJD serious incidents or ANE allegations.

**General Public/Visitors:**

1. At no time will citizens from the general public be allowed to access the main corridor, or interior of the facility without prior clearance and approval from JJAEP operational staff.
2. All visitors shall report to the front desk/control area for verification, sign-in and declare the nature of their business.
3. No visitors will be allowed to pass the control area without prior authorization or clearance.
4. Visitors roaming the outside campus grounds should be reported immediately to campus security or ISD police, or city police (if stationed on campus).

**SCHOOL BUS TRANSPORTATION**

Transportation of students attending the JJAEP will be the responsibility of the student's sending District. Neither the JJAEP, nor the Educational Fiscal Agent is responsible for transportation of students sent by other Districts attending the JJAEP, including students with disabilities who require transportation as a related service. Before making the decision to place an expelled student at JJAEP, the Participating District shall determine the student's access to transportation to JJAEP and put a transportation plan in place. If a transportation issue is identified after placement at the JJAEP, an emergency meeting with all involved parties, to include invitation to parent(s), will be held. Should transportation be an ongoing barrier to attendance, the student may be exited from JJAEP and returned to the sending school district.

The Sending District's transportation plan for its student(s) must acknowledge and adhere to YISD's board approved calendar then in place; and in doing so, observe all YISD approved Professional Development days, early release, holiday closures, intersession, Spring Break, start and end of instructional year, and other calendar conflicts and shall make any modifications necessary to its student transportation plans.

Parents or other designated responsible adult are expected to provide supervision of their own child at the bus stop site. Parents, or other designated responsible adult are expected to remain at the pick-up site in the morning until the student boards the bus as well as be at the bus stop site when the child gets off the bus in the afternoon. If the participating district does not provide bus transportation, parents/guardians are ultimately responsible for transporting the JJAEP student to and from the JJAEP facility. Students are expected to arrive on time to school regardless of their method of transportation. JJAEP personnel authorized to transport JJAEP students must have proof of adequate auto liability insurance and a current driver's license when transporting in personal vehicles.

**PROCEDURE**

1. Before making the decision to place an expelled student at JJAEP, the Participating District shall determine the student's access to transportation to JJAEP and put a transportation plan in place.
2. If a transportation issue is identified after placement at the JJAEP, an emergency meeting with all involved parties, to include invitation to parent(s), will be held.
3. Should transportation be an ongoing barrier to attendance, the student may be exited from JJAEP and returned to the sending school district.
4. The sending district's must adhere to the YISD's board approved calendar regarding Professional Development days, early release, holiday closures, intersession, Spring Break, start and end of instructional year, and other calendar conflicts.
5. Any serious incident or negative behavior of a JJAEP student will be reported to the School Administrator/Assistant Principal.
6. Bus drivers will follow their districts policy on maintenance and transportation of students.
7. Negative behavior on a school bus will warrant an incident report to be submitted to the School Administrator/Principal and JJAEP Administrator due to the potential of harm to others. The School Administrator or JJAEP Administrator may take administrative/legal action deemed appropriate for the student's negative behavior.

8. A copy of the incident report will be forwarded to the JJAEP Administrator and maintained in the student's JJAEP/JPD case.
9. Emergencies while transporting students will be handled appropriately by notifying police, EMS, administrators, parents, TJJD, and JJAEP Administrator in a timely manner. They will be handled like any other emergency situation.
10. Adult students that present a dire need to use their personal vehicles and the permission of their parents to get to school may be considered. The student will be required to present proof of current insurance and possess a current TX Driver's License to their JJAEP campus.

## **EMERGENCY SITUATIONS**

The JJAEP shall have written policies and procedures regarding emergency situations and will address emergency evacuations plans; assignment of staff responsibilities; and notification of emergency services. It is the policy, procedure, and practice of the El Paso County JJAEP to have emergency procedures including but not limited to:

- A. Fire;
- B. Bomb Threats;
- C. Hazardous Weather Conditions;
- D. Active Shooter Event; and
- E. Riots

## **PROCEDURE**

### **A. FIRE**

1. JJAEP fire prevention regulations and practices shall ensure the safety of staff, students, and visitors at all times.
2. The El Paso Fire Department will respond to any-and-all emergencies experienced at the JJAEP.
3. The El Paso Fire Department shall inspect the JJAEP Campus fire safety plan, which includes the appropriate location of fire extinguishers, first-aid supplies and emergency exits.
  - a. Fire extinguishers within the JJAEP Campus will be inspected, certified, and tagged as properly charged and workable on an annual basis by an independent and authorized agent.
  - b. If extinguishers are used at any time, they shall be recharged and returned to fully operational as soon as possible.
4. The JJAEP Administrator shall ensure that all staff is trained and knowledgeable in the use of all fire safety equipment and in implementation of written emergency plans and procedures.

### **Combustible Refuse:**

All other combustible refuse (i.e., rags used with flammable liquids) will be disposed of immediately after use in the outside metal dumpster. At no times will combustible materials such as this be kept or stored within the JJAEP campus facilities.

### **Fire Drill Procedures:**

Fire drills shall be conducted at least twice (2) a year; however, some school district policies require fire drills no less than once a month during the JJAEP daily program. The following protocol applies for Fire Drills:

1. The School Administrator or designee shall schedule the drills. Prior notification to students about the drill shall not be given to increase drill effectiveness and real life response time.
2. The School Administrator or designee conducting the drill shall monitor all aspects of drill operations.
3. The School Administrator or designee shall contact security personnel to inform them of the need to perform a fire drill.
4. Security personnel or designee shall activate the fire drill alarm system.
5. The students and staff shall evacuate the facility to the designated safe zone (staff parking lot).
6. A head count shall be performed of all students to ensure all students are accounted for.
7. Once all staff and students are accounted for, and the "all clear" on the drill is issued, all persons shall return to the regularly assigned areas.

8. Fire drills shall be timed to measure effectiveness and efficiency of the fire plan.
9. The School Administrator or designee shall make entries of all fire drills conducted into a reporting form/log.
10. Records reflecting the fire drill(s) shall be maintained and provided to the JJAEP Administrator.

#### **Evacuation Plan:**

It is the policy of JJAEP to provide an evacuation plan for staff members, students, and visitors in the event of fire or a major emergency requiring evacuation of the JJAEP facility. All JJAEP staff are trained in the implementation of written emergency plans through the Campus Administrator upon assignment to the JJAEP Campus and this component is also reviewed as part of JJAEP New Orientation Training.

1. The JJAEP Campus Administrator shall ensure all staff is familiar with the building floor plans and primary and secondary evacuation routes.
2. Fire or exit drills may be conducted monthly as per certain ISD policy. For all fire drills conducted, the JJAEP Campus Administrator/designee shall maintain a log and documentation of drill results and forward results on a monthly basis (or when drills occur) to the JJAEP Administrator to utilize toward compliance monitoring. Favorable ratings will be highlighted as part of Physical Plant compliance monitoring for ISDs that emphasize safety through drills that exceed frequency and standards.
3. A copy of the JJAEP floor plan and emergency evacuation routes shall be posted on prominent readily visible areas throughout the JJAEP buildings.
4. Exit signs are located in principal areas throughout the buildings and aid in the prompt evacuation of students and staff.

#### **Fire Prevention Practices:**

JJAEP Staff should always be on the lookout for fire hazards such as altered electrical outlets, overloaded electrical units, used/empty fire extinguishers and improper trash storage. It is essential that all staff make fire prevention a basic part of their daily activities. All staff shall be attentive to maintaining good housekeeping standards to enhance fire safety practices, including:

1. Proper storage of combustible material.
2. Prevention of hazardous electrical situations.
3. Training for students in fire safety procedures.
4. Fire drills.
5. Equipment checked regularly.
6. Purchase of fire-resistant furnishings and materials within facility.

#### ***The Staff Member first detecting smoke or signs of a fire shall:***

1. Utilize a fire extinguisher to put fire out if fire is small and controllable. However, the main purpose of the extinguishers is to assist in evacuation from the building.
2. After use, contact the JJAEP Campus Administrator to report the incident requiring the use of an extinguisher and request that the extinguisher be serviced and refilled.
3. After removing extinguisher from its mounting bracket, to activate and employ the fire extinguishers, the "PASS" methodology shall be utilized:  
**P** - Pull the silver-colored pin.  
**A** - Aim at the base of the flame.  
**S** - Squeeze the handles together, and  
**S** - Sweep side to side and from the bottom of the fire.

#### **Fire Plan Review**

The JJAEP Campus Administrator shall review the fire and emergency plan with JJAEP staff as specified in this document and update annually, if necessary.

### **Fire Investigations**

The JJAEP Campus Administrator shall investigate or ensure adequate investigation by a qualified person is conducted for all reported fires in the facility, regardless how minor they are.

### **Firefighting Equipment and Fire Fighting Personnel**

The emergency number for fire and EMS assistance is 911. The emergency dispatcher should be provided all information necessary describing the nature of the emergency.

### **Emergency Lighting**

Emergency lighting must be available and provide sufficient illumination to exit areas in the event of any emergency resulting in a power outage.

### **Fire Hydrants**

Fire hydrants are accessible and properly maintained in accordance with city ordinances and regulations. El Paso County JJAEP campus will advise staff and students where all fire hydrants are located. The fire/smoke detection system within the JJAEP campuses, are comprised of the following elements:

1. Emergency pull stations.
2. Smoke detectors.
3. Fire extinguishers.
4. Audio/visual alarm indicators.

### **Emergency Pull Stations**

Emergency pull stations may be utilized when staff detect fire or smoke before the installed smoke detectors engage, or in any other emergency requiring staff and students to immediately evacuate the building according to posted safety floor plan. To set the alarm, pull down the handle and the alarm will sound. (Emergency pull stations will be tested annually).

### **Trash Receptacles**

Trash receptacles are located throughout the facility they shall be maintained to reduce the possibility of fire. Trash receptacles shall be:

1. Fireproof.
2. Readily accessible.
3. Empty and cleaned daily.
4. Operational

### **Emergency Plans**

A copy of the floor plans shall be posted throughout the JJAEP campus facilities.

### **First Aid Equipment**

JJAEP staff has access to any of the emergency First Aid kits located throughout the facility and regular status JJAEP employees will also receive periodic First Aid training as part of JJAEP standards.

## **B. BOMB THREAT**

### **Written Bomb Threat:**

1. Save all the materials including any envelope or container.
2. Handle the material as little as possible, to preserve possible fingerprints.
3. Contact local law enforcement immediately to assess and intervene in the suspected bomb threat danger.
4. After police are notified, contact the JJAEP School Administrator/designee and advise of the status of the situation at hand. Turn over all material to the police upon their arrival at the scene.

### **Telephone Bomb Threat:**

1. The staff member answering the telephone should refer to the FBI Information card on the next page and conduct the following instructions:
  - a. Exact words of the caller.
  - b. Exact time the call was received and ended.
  - c. Description of the caller's voice.
  - d. Questions to ask (try to get specifics):
    - When is the bomb going to explode?
    - Where is it?
    - What type of bomb is it?
    - What does it look like, etc.?
2. Remain calm, be polite, and show interest; DO NOT hang up, even if the caller does.
3. Try to keep the caller talking to learn more information regarding the potential threat.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify law enforcement.
5. Report the call to the School Administrator immediately when call is terminated.
6. Take the students outside and move them to a safe distance away from the building.
7. Law Enforcement or proper emergency response authorities upon deciding that a search is warranted will conduct search of the premises.
8. In the event that facility has to be evacuated due to an imminent bomb threat, all students, staff, and visitors will be moved in an orderly manner out of the building to a safe location. Each facility has their evacuation plan to follow. Only emergency personnel will remain in the building and will be the only authority to approve the return into the facility. School Administrators and designated staff to assist in the evacuation shall be responsible for facilitating the evacuation from and back into the building when Law Enforcement and/or Fire Marshal give order to reenter the facility.
9. Student's parents should be contacted and advised on the status and condition of their child within four (4) hours of the "all clear" given by law enforcement via telephone.

### **C. HAZARDOUS CONDITIONS**

In the case of a **SEVERE STORM ALERT**: Students, staff, and visitors should be moved to a designated safety area in hallway. In case of **LOSS OF ELECTRICAL POWER**: Emergency power automatically will be provided to a JJAEP facility via an automated emergency power generator, which will provide emergency lightening and back up to any other essential operational equipment.

### **D. ACTIVE SHOOTER EVENTS**

The JJAEP campus must have policy and procedures in place and readily accessible to staff addressing active shooter events. Drills must be conducted as per district policy, statute, or Texas Education Code standards to ensure students and staff are aware of the necessary steps needed to ensure preservation of life during an active shooter situation. Cesar Chavez Academy (CCA) classify active shooter drills as "lockdown drills".

### **E. RIOTS**

1. In case of a riot, fight, or hostage situation, police officers on campus will be notified immediately. The El Paso Police Department will take command of the situation and will instruct School Administrators of necessary actions.
2. Students not involved in the disturbance will be moved to a safe place where they can be supervised and accounted for.
3. Once the disturbance is under control a headcount of students will be made to assure that the facility is secure, that no one has escaped, or may be hiding. 490



4. Police will detain students participating in the event for further investigation.
5. Police will take appropriate action on students involved to include detention or release pending outcome of investigation.
6. School Administrators will report the incident to the JJAEP Office immediately and submit an incident report to the JJAEP Administrator.
7. A copy of the incident report will be placed in the student's case.

## **F. MEDICAL EMERGENCIES**

To ensure the safety of the JJAEP students, all medical emergencies (illness or injury) shall be responded to immediately. The JJAEP Nurse or designated staff member will call 911 for a medical emergency.

### **DEFINITION:**

*Emergency Care:* An emergency refers to any serious illness, injury, or situation, which may require surgery and may or may not be life threatening. The following guidelines will be followed in an emergency health related situation that may present itself as a life-threatening situation:

1. The staff member first to arrive on the scene will begin administering first-aid until professional medical care arrives. While one staff member is administering first-aid, another shall be responsible for calling 911 and obtaining EMS services, contacting the School Administrator, parents, and police on campus. The student's welfare is the highest priority, therefore all necessary actions to assure their well-being.
2. Life threatening situations will warrant EMS to transport the student to the University Medical Center of El Paso. A copy of the signed Consent for Medical Treatment will accompany the student with EMS personnel.
3. Once the student has been stabilized or transported, a JJAEP staff member will be responsible for the following:
  - a. Brief all necessary personnel on the situation and await further instructions from the school administration.
  - b. Assure that the parent or a staff member will be at the hospital to provide caring support. (If parent cannot be located, the student may have to be transported back to the school or home after a medical clearance has been obtained).
  - c. If School Administrators are not readily available, proceed immediately in obtaining medical services. Do not delay in securing medical attention.
  - d. In non-life-threatening situations, a staff member or nurse will contact the parent to pick up the student.
  - e. All medical emergencies are required to be documented. A TJJD Incident Report will be submitted when any medical treatment has been provided. If it is a serious incident, it shall be reported via a telephonic call within one (1) hour to police and within four (4) hours to TJJD. The ANE Incident Report must be submitted within twenty-four (24) hours of the incident.

**(e) Cardio-Pulmonary Resuscitation(CPR) and First Aid.** 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.

## **POLICY**

TJJD standards require that two (2) staff members be certified at all times in Cardio-Pulmonary Resuscitation (CPR) and First Aid at all times when on duty and in close proximity to the students when students are present at the JJAEP campus. In accordance with the JJAEP Interlocal Agreement, the standard will be followed and both EPISD and YISD will ensure that at least two (2) regular staff members on duty at all times will be certified in CPR and First Aid. These certified staff members must be in close proximity of JJAEP students throughout the course of the workday. Although the use of substitutes is a common practice, substitutes are not regular status employees

and are not required to be certified in CPR/First Aid. As such, it is vital that school administrators work closely with the JJAEP Administrator to ensure that at least two (2) staff members included in the daily ratio and in close proximity to JJAEP students are certified in CPR/First Aid at all times.

## PROCEDURE

1. The JJAEP must have at least two (2) JJAEP staff certified in CPR and First Aid at all times on-site. New employees must acquire their certifications (CPR/ First Aid and CPI) within 60 days of hire.
2. Certification of all regular status employees will be submitted as part of the **STAFFING AND CERTIFICATION LOG (APPENDIX F)** on a monthly basis along with the TJJD Monthly Activity Report to demonstrate that at least two regular status staff members are updated on their CPR and First Aid certifications.
3. Certification Logs will not contain names of short- or long-term substitutes as both ISDs only provide this certification for regular status employees. Copies of cards with expiration dates will also be submitted as proof of certification to the JJAEP Administrator.
4. Certification records will be safely stored at the JJAEP Administrator's electronic repository.
5. **Nurses** are required to have proof of CPR/First Aid, and CPI certifications and should be an identified employee that does not lapse in above certifications.
6. Communities Activities Officers (CAO) must be certified in Crisis Prevention Intervention and CPR/First Aid in order to be certified as a CAO and meet recertification requirements every two years thereafter as per TJJD standards.

**(f) Emergency Exit Drills.** 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). (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. (2) The JJAEP must post emergency exit routes in all classrooms and common areas. **(g) JJAEP Closure.** The JJAEP must have written policies and procedures addressing the cancellation of classes due to an emergency situation. The policies and procedures must: (1) address the cancellation of classes due to inclement weather and/or emergency situations; (2) identify the individual responsible for making the decision to cancel classes; and (3) specify the method(s) by which the closure is to be communicated to the students and their parents, guardians, or custodians.

## POLICY

Fire drills are practice sessions designed to teach participants the best means to escape in case of fire or another emergency. The JJAEP facility shall conduct fire drills at least twice (2) a year. A minimum of one (1) of the emergency exit drills shall be conducted during the first half of the school year (August-December) and one (1) shall be conducted during the second half of the of the school year (January-June).

## PROCEDURES:

See Evacuation Plan

1. JJAEP fire prevention regulations and practices shall ensure the safety of staff, students, and visitors at all times.
2. The JJAEP School Administrators shall ensure that all staff is trained and knowledgeable in the use of all fire safety equipment and in implementation of written emergency plans and procedures.
3. Written documentation (i.e., fire drill log, etc.) of the emergency exit drills, active shooter drills or lockdown drills shall be maintained. Documentation shall include the date, time, outcome, and staff involved in the drills.

The JJAEP shall have written policies and procedures addressing the cancellation of classes due to an emergency situation and inclement weather. The School District will be responsible in making decisions to close down schools due to inclement weather or emergency situations.



## JJAEP CLOSURE

The JJAEP must have written policies and procedures addressing the cancellation of classes due to an emergency situation.

1. In case of inclement weather, staff, students, and parents are asked to listen to the media to keep informed of school closures, delays, or cancellations.
2. The ISDs may send out recorded phone messages to give further instructions or information on the closures, delays, or cancellations of classes.
3. In case of inclement weather during the school day, staff and students will move to a safe place within the facility, if necessary. If there is a loss of electrical power, emergency power will automatically be provided through an automated emergency power generator.
4. In case of an emergency situation while classes are in progress. The JJAEP will be secured and locked-down. No one will be allowed to leave or come on to the campus until law enforcement or emergency responders inform that it is safe to resume normal activity.
5. JJAEP closures not only pertain to inclement weather but may also deal with emergency situations such as schools closing down due to a safety or health-related issues.
6. Parents, guardian, or custodians will be notified by the school of the emergency situation and given instructions of actions that may need to be taken.
7. During the JJAEP Intake, parents must be advised to keep school updated of any changes to their contact information to ensure expedient notification can occur during emergency situations.

**(h) Supervision Upon Removal From a Classroom.** (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. (2) Policies and procedures must prohibit: (A) use of a locked room for disciplinary removals; and (B) the use of electronic monitoring equipment as a substitute for continuous visual supervision. **(i) Searches.** (1) All students entering the JJAEP must be subjected to a pat-down search or a metal detector screening on a daily basis. (2) Searches must be conducted in accordance with written policies and procedures. The policies must: (A) address: (i) when a search is appropriate and/or required; (ii) who is authorized to conduct the search; (iii) what types of searches are permissible; (iv) how pat-down searches will be conducted, if applicable; and (v) what to do when contraband is found; (B) if pat-down searches are used, require that the staff member conducting a pat-down search is the same gender as the student unless an exception is approved and documented by the JJAEP administrator; and (C) prohibit strip searches and anal and genital body cavity searches.

## POLICY

It is the policy of the El Paso County JJAEP that adequate staff supervision is provided to students at all times within the facility, on facility grounds, at school sponsored events, and if a student is removed from the classroom for disciplinary purposes, such as administrative segregation, time-out, in-school suspension, or other disciplinary removals. Staff positions responsible for supervision include, but are not limited to teachers, teacher aides, security personnel, and caseworker aides to ensure proper supervision of students. The El Paso County JJAEP prohibits the use of a locked room for disciplinary removals and the use of electronic monitoring equipment as a substitute for staff continuous visual supervision. All students removed from the classroom for disciplinary reasons to include being placed in an unlocked isolation area, administrative segregation, time-out, in-school suspension, or other disciplinary removals from the regular classroom shall remain under continuous visual supervision. JJAEP students should always be under the visual supervision of JJAEP staff.

**The following guidelines will be used to move JJAEP youth:**

### ***General Movement & Supervision within JJAEP Campus Facilities:***

To ensure JJAEP student and public safety, students will never be left unattended in any area inside or outside the facility. JJAEP staff supervision should promote a positive relationship between staff and students as the primary and most effective means of control.

The El Paso County JJAEP campus staff shall be aware of the location of all students at all times including during outdoor or off-site activities, daily routines/chores, meal time, and school hours. Staff shall not leave his/her area of responsibility without first informing another JJAEP staff member.

When a student leaves the JJAEP facility for any reason this action should be communicated to all appropriate staff. JJAEP staff should make periodic head counts to ensure the earliest possible detection of an absent student. While moving students from one area of the facility to another, staff should walk behind the group to avoid a student leaving the group. A head count should be conducted when the group arrives at its destination.

***Group Movement outside the Facility:***

1. JJAEP staff will explain behavioral expectations to students before going outside the facility on activities, field trips, or school sponsored events. General expectations of students outside the facility shall include, but not be limited to:
  - a. Participation in all activities.
  - b. Sit in assigned areas.
  - c. Remain with the group at all times.
  - d. Act and behave accordingly.
2. No less than two (2) JJAEP staff must monitor any outdoor activities with JJAEP students unless otherwise approved by the School Administrator or designee under special circumstances.
3. In the event that a student must be returned to the facility due to behavioral problems or other circumstance, one or more staff members leaving the group shall not compromise staff-to-student ratio. Either the whole group shall be returned, or the School Administrator or designee shall be contacted. Staff should use another staff member, or an administrative staff member to return the student to the facility.

***Student Arrival and Dismissal Protocol:***

Students that are dropped off by their parents have a designated area to meet in the mornings with supervision provided at all times from the moment they arrive on campus. JJAEP students that are dropped off or bused in will be escorted to the search area. All students will be searched upon arrival and prior to the breakfast meal. Some campuses may instruct their students to wait in an area near the cafeteria while other campuses have a designated wait area until they can be escorted to get their breakfast. Some campuses will let the JJAEP students have their breakfast in the cafeteria at a designated time when DAEP students are not present. Other campuses will escort JJAEP students after they receive their food trays to a classroom where they normally have their meals.

Upon dismissal all students are escorted to the area where they meet in the mornings until their buses/parents arrive. JJAEP staff, campus police, or city police (located in some campuses) will be available to supervise students loading buses and students having to wait for their parents. Students shall be supervised at all times by JJAEP staff or police officers.

***Supervision by Other Students:***

At no time shall a student or a group of students be placed in charge of other student(s).

***Use of Handheld Radios by Staff:***

1. It is the policy of the El Paso County JJAEP that staff responsible of supervising students in the JJAEP shall use handheld radios to ensure student safety, prompt staff response, and general order within the facility.
2. The El Paso County JJAEP utilize handheld security radios made available to all most staff responsible for supervision of JJAEP students.
3. Each supervisory staff shall be strictly responsible for maintaining control over their radio throughout the shift and at no time shall set down or leave the radio unaccompanied anywhere within or outside the facility.

4. Staff shall utilize the radios only for the express purpose of communicating pertinent information from one staff to another necessary to maintain general order, accountability, and control of the students within and outside the facility.
5. Staff shall be responsible for returning the radios to their designated area.
6. Any violation of this policy may result in disciplinary action against the staff member responsible as deemed appropriate by the Campus Administrator.

## **SEARCHES**

It is the policy of the El Paso County JJAEP that all students shall be subjected to pat down/clothed searches on a daily basis by school personnel who have been trained and are authorized to complete this task. Searches of the students and the facility are conducted for the safety and security of the students and staff. JJAEP staff conducting searches will be trained in the proper search techniques and in the conditions and purpose leading to searches of students and their property as part of new employee training and during annual refresher training, (i.e.; safety and security, probable cause, contraband control, etc.). Staff will only follow techniques specified by JJAEP policy and procedure. Staff member conducting a pat-down search must be of the same gender as the student unless an exception is approved and documented by the JJAEP Administrator. A metal detector wand will be utilized to detect weapons. Only clothed searches are allowed. Strip searches and anal and genital body cavity searches are strictly prohibited.

**Searches will be conducted for safety and security reasons only. The searches procedure may be modified to ensure the safety and security of JJAEP students and staff in light of a pandemic or natural disaster in respect to the existing procedures. Any modifications to the searches procedure must be noted and reported to the JJAEP Administrator.**

When **clothed** searches are conducted the following guidelines should be followed:

## **DEFINITIONS**

Contraband: Property, merchandise, or personal belongings prohibited by facility policy or law in order to maintain proper care, control, and safety of all personnel and students within the facility and general program operations of the JJAEP Campus.

Metal Detector Wand: A metal detector wand may be utilized to detect any metal type weapon/object carried within or taped to the body. The wand will scan the entire body to include limbs and torso.

**THE PURPOSES OF THE SEARCHES**: In order to prevent the introduction of weapons or other dangerous contraband into the school/facility; or to discover hazards to health or safety that may go unnoticed during a more routine inspection. Searches are required to maintain student accountability and security of the facility.

## **GUIDELINES**

1. Be professional. Never use a search as a form of punishment or as a means of harassment. Always exhibit a professional demeanor while conducting a clothed search. This reduces hostility and opposition to the search and diminishes the threat of physical confrontation.
2. Stay focused. Complete the entire procedure and continue searching when you find something. Do not become distracted or discontinue your search. This may be a decoy to deter you from other contraband the student may be holding.
3. Be orderly and systematic in your approach. Security personnel/staff must conduct clothed searches in the same manner each time; always following policy and procedure. This requires discipline, concentration, and consistency each and every time.

4. Ensure all staff and following the same steps (There should be no difference between the procedure you use and another officer's procedure). Students recognize inconsistency and incompleteness immediately and your inability to follow procedure puts the security of the school at risk.
5. Use the squeeze method of search. Do not just pat the area being searched, but gently and firmly squeeze the clothing between your fingers and palms.
6. Start your search top to bottom and back to front. If you remember this, you will remember the rest of the steps in the clothed search procedure.

## **PROCEDURE-CLOTHED/PATDOWN SEARCHES**

All JJAEP staff participating in the mandatory pat down/clothed searches will be trained by the JJAEP Administrator or designated trainer. Pat downs/clothed searches will always be conducted in an area the line of sight of another staff member. **Searches will be conducted for safety and security reasons only.** At all times, efforts will be made to keep the student's dignity intact. Professional actions, language, and behaviors by staff towards the students during searches will be adhered to at all times. When clothed searches are being conducted there must always be a witnessing staff member present.

### **A. When searches are appropriate:**

1. When a student arrives to school in the mornings;
2. Upon a student's return from an appointment outside the facility;
3. In the event that property or equipment cannot be located; and
4. In the event that there is reasonable suspicion or information has been received that a student may be in possession of a weapon or have contraband in their possession or on their person.

### **B. Components of a pat down search:**

1. Searches must be systematic and orderly.
2. Searches must be conducted with care and attention.
3. The search must be conducted in an area providing distance away from other students to prevent distractions or the transference of contraband from one student to another.
4. Searches are conducted for security, never as discipline.
5. Staff members of the same gender will search students, no exceptions. Cross-gender pat searches are not permitted as per PREA 115.315 (f).
6. The searching staff must use verbal commands to instruct the student in his or her body movement. Searching staff should never use force or unnecessary physical contact to facilitate movement during a pat down search.
7. Oral cavity searches shall be conducted to prevent concealment of contraband (only ears, nostrils, and mouth).

### **C. Procedures for conducting an individual pat down search:**

1. Metal detector will be used to scan the body. Outline the body with the wand and front and back of body. The metal detector technique will be performed by the same sex gender.
2. Always wear gloves when conducting pat down searches.
3. Advise the student on what is about to occur. Ask the student if he/she has any contraband. If the student admits being in possession of contraband, they should be instructed to remove it from their possession and turn it over to the searching staff.
4. Instruct student to pull out shirt and empty all pockets. NEVER reach inside a student's pockets. Instruct the student to turn their pockets inside out and place all contents in a pile on the floor in front of them. The items should include belt (if applicable), shoes, socks, and money if applicable.
5. Seasonal months may require students to wear layered clothing. Student will remove the layered clothing and instruct them to pile the clothing in front of them for inspection. Items may include jackets, sweaters, and gloves.
6. Clothing must be inspected by searching staff after the conclusion of the search. Inspect all outer garments carefully. Place them out of reach of the student, but within your sight. (Insoles, soles, and tongue of tennis shoes should be checked carefully). Shoes will be stomp together and inspect them for concealed contraband; check between insoles, rubber of soles, and between insoles.

7. Visually inspect the student's hair without touching it. Check head area for any concealed items. When applicable, have student run fingers through hair. Female students must remove any pins or bands in the hair. Never pull or tug the hair of a student.
8. Check the student's nostrils.
9. Visually inspect the ears by instructing the student to pull their ears forward so you can clearly see behind each ear and visually inspect the inside of each ear.
10. Visually inspect the mouth. Instruct the student to open his mouth, stick out their tongue and rotate their tongue and move it side to side, up and down. Instruct the student to pull his/her lower and upper lip away and down from his mouth.
11. Instruct the student to face the wall with palms on the wall to secure the body in a steady and balanced position.
12. During all pat down/clothed searches, the searching staff must give verbal commands for the students to follow and not physically touch the student beyond what is necessary to facilitate the actual search. Specifically, searching staff are not to give physical prompts for movement, examples are, but not limited to, slapping the thighs to instruct the student to raise a leg, tapping head to instruct student to move head forward or backward. All searches should be open handed, not closed fist or tight squeezed.
13. The searching staff shall be positioned behind the student with his right foot between the student's feet while searching the right side of the body.
14. Starting on the right side, inspect the clothing carefully with fingers spread. Pat down the shoulder the arm and check the arm pit carefully. Inspect the seams of the clothing carefully. Pat down the hollow of the shoulders and the small of the back. Then move down the sides of the upper torso to the belt line. Check the waist band from outside.
15. Move up the sides and back down across the front of the chest. Make sure you check the center of the chest.
16. Starting at the back of the waistline, move to the front and back again coming across the abdomen moving down the buttocks and around the front covering the lower abdominal area and zipper.
17. Examine the waistband closely feeling all along the outside of the waist band as this is an area where things can be hidden easily.
18. From the back of the waistline, proceed down the back and sides of the legs to the feet. Check the trouser cuffs, bottom of the feet.
19. Proceed back up the inside of the leg, and up to the mid-thigh.
20. Examine the other leg in the same manner.
21. When searching a female student instruct her to pull the center of her bra away from the skin in order to loosen any concealed items. Run your fingers in a crisscross motion to inspect the seams of the bra at the front and rear of the student. Pull the straps of the bra away from the body and run your finger under the bra straps. This step should be done in a private area.

**Be thorough! Carefully inspect all seams, lapels, linings, hems, cuffs, collars, and zippers and use the squeeze method.**

### **CONTRABAND**

If contraband in the form of (weapons/drugs) are found, radio in for a police officer to take possession of the contraband. If no police officer is available, contraband must be bagged and labeled with student's name, date, time, and a thorough description of the item confiscated. The item should be locked in a secure place where no one can handle the item but you (chain of evidence) until it can be turned over to law enforcement. JJAEP students are not allowed to bring anything with them when they come to school. Students may bring in needed documents that should be turned over to the appropriate staff. The following items are considered contraband and not allowed in the facility:

1. Drugs, alcohol, or controlled substances.
2. Jewelry of any kind (males/females).
3. Any weapons or items that can be used as a weapon, including ammunition.
4. All tobacco products, including electronic cigarettes (vapes).



5. Lighters, matches or other incendiary devices.
6. Knives, box cutters or razors, to include pocketknives, keychain knives, letter openers and scissors not classified as "safety scissors".
7. Sprays of any kind or other chemical agents.
8. Glass containers or glass objects.
9. Food and drinks unless authorized by the JJAEP Campus Administrator or designee. Student may be under a specified diet.
10. Cell phones and electronics (except for volunteers, support, contract staff and employees).
11. Students requiring prescription medication while at school, must turn in those medications to the JJAEP nurse. Nurse may know or not know about the medication and its specific doses and will take the necessary action to contact parent regarding other information on the medication.

### **STRIP SEARCH TECHNIQUES ARE PROHIBITED**

JJAEP staff will not conduct a strip search of a student at any time. If sufficient probable cause/suspicion exists that a student may be concealing contraband or weapon(s) underneath his/her clothing, the campus police or law enforcement shall be notified for further intervention and determination of next course of action to be pursued. If police are not available, then the JJAEP Campus Administrator must be notified immediately.

**(j) Disciplinary Reports.** (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: (A) details of the incident; (B) violation(s) that occurred; (C) action(s) taken by the staff member(s); (D) date and time of the incident; and (E) discipline imposed, if any. (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.

### **POLICY**

Disciplinary reports must be submitted by the El Paso County JJAEP for any major violation of the Student Code of Conduct (SCC) or facility rules. The JJAEP Campus may provide disciplinary referrals for minor infractions deemed necessary. Major and minor violations resulting in any disciplinary referrals should be forwarded to the JJAEP Administrator and assigned Juvenile Probation Officer no later than the next school day. Disciplinary referrals resulting in out-of-school or in-school suspensions are also violations of a Judgment of Probation Order. Because all youth pending proceedings at JPD have the right to "due process", it is important that ISD's be descriptive and ensure all areas of a disciplinary referral are accurately noted. Such referrals may be entered as evidence at future court proceedings.

### **PROCEDURE**

1. Any major or minor violation of the student code of conduct or facility rules that results in a disciplinary referral will be documented and parent notified as soon as possible but no later than twenty-four (24) hours after issuance of disciplinary referral. All disciplinary referrals for JJAEP students must also be forwarded to the JJAEP Administrator.
2. If violation is also a serious incident as defined under TJJD guidelines (Youth sexual conduct, youth-on-youth physical assault, attempted suicide or reportable injury-restraint related or not restraint related) emergency units will be notified immediately but no later than one (1) hour. TJJD should be called within four (4) hours followed by an Incident Report within twenty-four (24) hours via e-mail or phone call.
3. The JJAEP Administrator and the assigned Juvenile Probation Officer should receive an incident disciplinary report no later than the next school day. JJAEP numbers are located on Incident Report forms. (Form can be found in the electronic storage device provided to the employee at the beginning of the school year and during JJAEP New Orientation training.)
4. Details, violation, full name of the referring staff member, action taken by staff member(s) and administrator, date and time of incident, any staff members or students witnessing incident that is basis for the referral, and

outcome of incident will be required on documentation. Documentation of a disciplinary report being forwarded to the JJAEP Administrator shall be maintained in the student's JJAEP and JPD case file.

5. The JJAEP Administrator will provide a copy of the incident to the student's Probation Officers having probationers in JJAEP (if referral not already sent to Juvenile Probation Officer) for further court action if necessary.
6. Incident will be discussed with the JJAEP School Administrators to assure that all information was gathered and to see if any improvement or intervention can be made to facilitate handling the matter.
7. Parent will be contacted to discuss the student's behavior no later than 24 hours after incident.
8. Disciplinary reports are reviewed by TJJD on monitoring visits.

#### **MAJOR DISCIPLINARY OFFENSES**

1. Possession of contraband (Weapons).
2. Possession of or being under the influence of drugs.
3. A threat that is perceived as imminent toward any student, teacher, or staff member.
4. Destruction of property (may require incident report to TJJD).
5. Sexual Misconduct (requires incident report to TJJD).
6. Assault (requires incident report to TJJD if against another student).
7. Sexual assault (requires incident report to TJJD).
8. Any incident involving a restraint (requires incident report to TJJD).
9. Any incident involving abuse, sexual abuse, neglect, or exploitation (requires incident report to TJJD).
10. Any incident that causes substantial disruption during school day, whether on or off school campus, this includes any cyber bullying that may have occurred off-campus but is manifesting on campus (may require incident report to TJJD).
11. Any incident that may warrant an arrest or meets elements of a Class B misdemeanor or above may require incident report to TJJD).

**REMEMBER THAT ANY SERIOUS INCIDENT (TO INCLUDE A RESTRAINT) IN WHICH MEDICAL ATTENTION IS NEEDED IS A MANDATORY ABUSE, NEGLECT OR EXPLOITATION MATTER (as per Texas Administrative Code Chapters [350](#) and [358](#)) AND MUST BE REPORTED TO TJJD WITHIN TWENTY FOUR (24) HOURS.**

#### **MINOR DISCIPLINARY OFFENSES**

1. Refusal to follow administrators/staff directives.
2. Verbal disrespect.
3. Derogatory or offensive language.
4. Antagonizing others.
5. Walking off campus.
6. Dress code violations.
7. Tardies or unexcused absences.

#### **WEAPONS**

The El Paso County JJAEP Probation Officer(s) and JJAEP staff will not possess/utilize a weapon or chemical agent at any time while at any JJAEP facility. At no time shall visitors be in possession of firearms or other weapons. Law enforcement personnel on active duty and who are acting within the scope of their job and authority may maintain possession of their weapon(s) or chemical agents while within the facility. El Paso County Juvenile Probation Officers are not authorized to carry weapons or chemical agents.

Pursuant to [Texas Penal Code, Chapter 46.03\(a\)\(1\)](#), a person may not enter El Paso County JJAEP Campus with a firearm, location-restricted knife, club, or prohibited weapons listed in section [46.05\(a\) of the Texas Penal Code](#).

*A SIGN NOTIFYING THE PUBLIC OF THE WEAPON POLICY SHALL BE POSTED IN CLEAR VIEW AT THE FACILITY ENTRANCES.*

## **§348.218 RESTRAINT REQUIREMENTS**

**RESTRAINT REQUIREMENTS.** (a) The JJAEP must adhere to the restraint requirements set forth in Chapter 341, Subchapter G, of this title. (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.

### **POLICY**

It is the policy of the El Paso County JJAEP that all JJAEP staff members adhere to the restraint requirements set forth in [Texas Administrative Code, Chapter 341, Subchapter G](#). Further, 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 [Texas Administrative Code, Chapter 341, Subchapter G](#) and as permitted by respective ISD policy.

### **DEFINITIONS**

The listed definitions and other relevant definitions to this policy shall be used to provide consistency for all staff members or involved others that may participate in a restraint.

- (1) Approved Personal Restraint Technique**--A professionally trained curriculum-based and competency-based restraint technique that uses a person's physical exertion to completely or partially constrain another person's body movement without the use of mechanical restraints. The approved personal restraint technique shall be approved for use by TJJD and adopted by the Juvenile Board.
- (2) Approved Mechanical Restraint Devices**--A professionally manufactured, and commercially available mechanical device designed to aid in the restriction of a person's bodily movement. The approved mechanical restraint devices shall be approved by TJJD. The following are TJJD approved mechanical restraint devices:
- (A) Ankle Cuffs--Metal, cloth or leather band designed to be fastened around the ankle to restrain free movement of the legs;
  - (B) Anklets--Cloth or leather band designed to be fastened around the ankle or leg;
  - (C) Handcuffs--Metal devices designed to be fastened around the wrist to restrain free movement of the hands and arms;
  - (D) Plastic Cuffs--Plastic devices designed to be fastened around the wrist or legs to restrain free movement of hands, arms, or legs;
  - (E) Waist Belt--A cloth, leather, or metal band designed to be fastened around the waist used to secure the arms to the sides or front of the body;
  - (F) Wristlets--A cloth or leather band designed to be fastened around the wrist or arm which may be secured to a waist belt.
- (3) Mechanical Restraint**--The application of an approved mechanical restraint device which restricts or aids in the restriction of the movement of the whole or a portion of an individual's body to control physical activity.
- (4) Personal Restraint**--The application of physical force alone, restricting the free movement of the whole or a portion of an individual's body to control physical activity.
- (5) Physical Escort**--Touching or holding a student with a minimum use of force for the purpose of directing the student's movement from one place to another. A physical escort is not considered a personal restraint.
- (6) Protective Devices**--Professionally manufactured devices used for the protection of students or staff that do not restrict the movement of a student. Protective devices are not considered mechanical restraint devices.
- (7) Restraint**--Application of an approved personal restraint technique, an approved mechanical restraint device, or chemical restraint to an individual to restrict the individual's freedom of movement or to modify the individual's behavior.

### ***Other Relevant Definitions to This Policy***



- (8) **Physical Force**--Is defined as the use of any body part of staff to physically move or restrict movement of a child, including but not limited to grabbing a student with hands to restrict movement or carry a student, pushing/shoving to physically move a student, wrapping arms around a student to restrict movement or carry them, etc.
- (9) **Excessive Physical Force**--Is defined as physical force used by staff wherein less appropriate restrictive attempts to deal with a situation were ignored or not attempted; and/or force used outside of proper training techniques resulting in an injury to the student.
- (10) **Crisis Situation**--Is defined as a situation where an individual is at imminent risk of serious bodily injury to themselves or another person(s).

## **MECHANICAL RESTRAINTS**

The El Paso County JJAEP school personnel do not utilize mechanical restraints at their facilities. However, local and ISD law enforcement are available at each of the campuses; they are responsible for the use of mechanical restraints and personal restraint matters should a situation arise involving the need to restrain a student. These law enforcement officers are certified peace officers and thus, trained and authorized on the use of mechanical restraints. Only certified and properly trained Community Activities Officers (CAO) or Juvenile Probation Officers may use physical or mechanical restraints in a juvenile justice program.

## **PROCEDURE**

*Only a law enforcement officer may use mechanical restraints.*

1. In no event are restraint techniques justifiable as punishment, discipline, compliance, or intimidation by any law enforcement officers.
2. The use of any force by any law enforcement officer shall be fully documented and recorded by the JJAEP Campus Administrator or staff who witnesses restraint.
3. Any restraint conducted by a law enforcement officer requires a TJJD incident report form as case may also meet elements of a resisting arrest or other appropriate charge.
4. Restraint shall be terminated as soon as the youth's behavior indicates that the threat of imminent self-injury or injury to others is absent.
5. Any restraint incident resulting in bodily injury or serious bodily injury to a student, as defined in the Texas Penal Code, shall be reported to the County Juvenile Board or its designee in writing within twenty-four (24) hours of the incident. The TJJD Incident Report will be utilized to report a restraint.

## **APPROVED PERSONAL RESTRAINT TECHNIQUE**

It is the policy of the El Paso County JJAEP that only JJAEP staff trained and deemed competent in the approved personal restraint technique (Crisis Prevention Intervention) shall participate in any physical restraint of JJAEP students. Resource Officers-El Paso Police Department Officers and/or district campus police are also available during school hours to assist in any situation requiring law enforcement presence. YISD utilizes the Crisis Prevention Intervention (CPI) approved curriculum and have designated staff who are primarily responsible for searches and restraints. The JJAEP Campus also has staff certified in CPI such as Special Education personnel, nurses, or campus patrol. To ensure for the safety of both the staff and students, under no circumstances shall staff not trained nor deemed competent in the district's approved physical restraint technique, participate in a restraint of a JJAEP student.

## **PROCEDURE**

When physical intervention is used, the philosophy of the CPI model is to provide for the care, welfare, safety, and security of the students in our charge. As such, policies and procedures are developed in relation to the Crisis Prevention Institutes' curriculum of Non-violent Crisis Intervention as the goal is to eliminate the use of physical and mechanical restraints through effective verbal de-escalation techniques, whenever possible. In the case where

certified JJAEP staff at the JJAEP campus, must engage in the use of force and a restraint, the following criteria shall be followed:

1. Certified ISD staff in the approved physical restraint technique shall only use the approved physical restraint technique (CPI). As taught and outlined in the YISD and JJAEP Student Code of Conduct (SCC) ISD staff who lapse in CPI certification throughout the year must not engage in a physical restraint of JJAEP youth. It will be the responsibility of the Campus Administrator to ensure that staff does not lapse in their certification and if a lapse occurs, staff are aware as to their limitations regarding restraints.
2. All El Paso County Juvenile Probation staff working directly with JJAEP youth at the JJAEP Campus shall be certified and maintain his/her certification in Handle With Care (HWC) technique accordingly; and
3. At no time shall an employee of the El Paso County Juvenile Probation Department or JJAEP ISD be involved in or assist in a physical restraint of a student or use any physical force against a student unless the employee has been deemed competent through the certified physical restraint technique.
4. Restraints shall ONLY be used in instances of:
  - a. Threat of imminent self-injury.
  - b. Injury to others.
  - c. Serious property damage.
  - d. Restraints shall only be used as a last resort; and
  - e. Only the amount of force and type of restraint necessary to control the situation shall be used; and
  - f. Restraints shall be implemented in such a way as to protect the health and safety of the student and others; and
  - g. Restraints shall be terminated as soon as the student's behavior indicates that the threat of imminent self-injury, injury to others, or serious property damage has subsided.
5. Under no circumstances will physical force of any type be utilized or imposed on a student for the purposes of punishment, intimidation, or discipline; and
6. Students are strictly prohibited from assisting staff in the discipline or physical restraint of other students. Students may assist staff by seeking assistance when or if directed to do so by staff.
7. Texas Education Code 37.0021 requires a written parental notice each time a restraint is used on a student receiving special education. The existing rules mandate a good-faith effort to provide verbal notice on the day the restraint occurs and written notice within one (1) school day.

#### **Staff Response against Sudden Assault:**

Student against staff: If a staff person suddenly comes under attack by a student and is at imminent risk of serious bodily injury (i.e., a student grabs or chokes staff from behind; a student attacks staff from the front; student jumps on staff, etc.) staff may use whatever necessary force is required to escape and remove him/herself from the crisis situation and obtain additional help from other staff. STAFF SHALL NOT USE NECESSARY FORCE TO GAIN THE "UPPER HAND" IN ORDER TO RESTRAIN THE STUDENT ALONE!

Student against students: The use of force by a single staff member in a crisis situation where a student has suddenly attacked another student may be used only if the staff person is unable to obtain assistance from other staff AND one student is clearly at risk of being seriously hurt. In this situation, use of force may be used by the single staff person only to protect or remove the student being injured from the situation.

If a staff member ever finds him/herself in a situation where he/she is alone and someone, including themselves, is at imminent risk of being injured, force may be used only to AVOID, EVADE or ESCAPE from the imminent harm so that additional help may be obtained.

#### **The Following Procedures Shall Be Followed When Physical Force Is Used Against a Student:**

1. The Campus Administrators must be notified of the physical force/restraint used and an incident report shall be completed and submitted to TJJD within 24 hours of documented incident.

2. A copy of the report will be placed into the student's JJAEP case.
3. JJAEP Campus Administrators and JJAEP Administrator shall be informed of all incidents where staff has had to use force against a student.

Procedures to be followed when a student allegation is made against a JJAEP staff member can be found under the Grievance Process of this policy and also within the Student Code of Conduct, which is an appendix to this policy.

#### **MEDICAL TREATMENT:**

1. Any person (staff or student) injured during a physical restraint incident shall receive immediate medical attention and treatment using Standard First Aid Procedures.
2. If an emergency or life-threatening situation is apparent, contact EMS for assistance.
3. If serious injuries are suspected or detected, contact the School Administrator/JJAEP Administrator. The child or staff person will be transported to the University Medical Hospital Emergency Room either by staff or EMS.
4. All medical emergencies will be documented. After the incident has been controlled, all parties will complete and submit all appropriate documentation of the serious incident within 24 hours or by the end of the next working day documenting the nature of the injury.
5. All situations that meet criteria for serious incidents shall be reported to TJJD and law enforcement within required timeframes.

#### **RESTRAINT PROHIBITIONS POLICY**

The El Paso County JJAEP Campus will not utilize restraints that employ any of below listed techniques, which are strictly prohibited.

1. Restraints used for punishment, discipline, retaliation, harassment, compliance, or intimidation;
2. Restraints that deprive the student of basic human necessities including restroom privileges, water, food, and clothing;
3. Restraints that are intended to inflict pain;
4. Restraints that place a student in a prone or supine position with sustained or excessive pressure on the back, chest, or torso;
5. Restraints that place a student in a prone or supine position with pressure on the neck or head;
6. Restraints that obstruct the airway or impair the breathing of the student including a procedure that places anything in, on, or over the student's mouth or nose;
7. Restraints that interfere(s) with the student's ability to communicate;
8. Restraints that obstruct the view of the student's face;
9. Any technique that does not require the monitoring of the student's respiration and other signs of physical distress during the restraint; and
10. Percussive or electrical shocking devices.

#### **Restraint Documentation**

It is the policy of the El Paso County JJAEP, that restraints should be used as a last resort when all other behavior management techniques have failed, or the youth presents an immediate danger to himself/herself or others. JJAEP staff members and campus administrators should be mindful of their ISD policies and Employee Code of Conduct regarding physical contact and restraints of students and be cognizant that JJAEP policies may be stricter and apply additional measures of accountability. All restraints shall be fully documented, communicated to the JJAEP Administrator and TJJD and maintained in the student's case file. Written documentation regarding the use of restraints requires the submission of the **TJJD INCIDENT REPORT (SEE APPENDIX P)** by all involved staff members within 24 hours and will follow all policies, procedures, and timelines to start the process of reporting a restraint. **(SEE APPENDIX Q - INTERNAL INVESTIGATION REPORT)**

Only certified and properly trained Community Activities Officers (CAO) or Juvenile Probation Officers may use physical or mechanical restraints in a juvenile justice program. The exception in [Texas Administrative Code §348.218\(b\)](#) is that any JJAEP staff member who is trained in the approved personal restraint technique may use a personal restraint but not a mechanical restraint.

## PROCEDURE

### *Incident Report Documentation*

An Incident Report will be filled with the following information.

1. Name of student.
2. Staff member(s) name and title(s) who administered the restraint.
3. Date of the restraint.
4. Duration of the restraint including notation of the time the restraint began and ended.
5. Location of the restraint.
6. Description of preceding activities.
7. Behavior prompting the restraint.
8. Type of restraint applied.
9. Efforts made to deescalate the situation and alternatives to restraint that were attempted.
10. Any injury that occurred during the restraint.
11. Other entities/persons that must be notified should include: the JJAEP Administrator; School District Administrators, and parents/guardians.

## §348.220 SERIOUS INCIDENTS

**Serious Incidents.** All JJAEP programs shall adhere to the serious incident requirements set forth in chapters 358 of this title.

## POLICY

It is the policy of the El Paso County JJAEP that the School Administrator/designee, shall report a death, suicide, attempted suicide, and any serious injury, including youth-on-youth assaults, that requires medical treatment by a physician or physician's assistant that occurs in the JJAEP. In the cases of death, sexual abuse, or serious physical abuse (injury that requires medical treatment) emergency units and law enforcement should be called immediately and no later than one (1) hour and TJJD will be called within four (4) hours and a written report will be completed and submitted within twenty-four (24) hours. **(SEE APPENDIX P- TJJD INCIDENT REPORT FORM)**

The actual reporting, forms, and time frames shall follow the same guidelines as those established for reporting abuse, neglect, and exploitation of a juvenile under §358 as it relates to notifying the Texas Juvenile Justice Department. [See procedures for §358]

## §348.222 ABUSE, EXPLOITATION AND NEGLECT

**Abuse, Exploitation and Neglect** (a) The JJAEP must adhere to the requirements related to abuse, neglect, and exploitation set forth in the [Texas Administrative Code, Chapter 358](#) (b) The JJAEP must have zero-tolerance policies and practices regarding sexual abuse, as defined in [Chapter 358 of the Texas Administrative Code](#), that provide for administrative and/or criminal disciplinary sanctions.

## 358 ANE DEFINITIONS

NOTE: All abuse, neglect and exploitation definitions and standards found within Texas Administrative Code Chapters [350](#) and [358](#) were consolidated under this section to help ensure consistency and consolidate information under the JJAEP Policy, Procedures and Standards.

## **TAC 358.100 DEFINITIONS**

- (1) Abuse, Neglect, or Exploitation**--The terms "abuse," "neglect," and "exploitation" have the meanings given in Texas Family Code §261.001 and §261.401. For the purposes of this chapter, "abuse" includes sexual abuse and serious physical abuse as defined in this section.
- (2) Alleged Victim**--A juvenile who is alleged to be a victim of abuse, neglect, or exploitation.
- (3) Attempted Escape**--Committing an act that amounts to more than mere planning but that fails to effect an escape.
- (4) Attempted Suicide**--Any voluntary and intentional action that could likely result in taking one's own life.
- (5) Chief Administrative Officer**--Regardless of title, the person hired by a juvenile board who is responsible for oversight of the day-to-day operations of a juvenile probation department, including a juvenile probation department with multi-county jurisdiction.
- (6) Escape** --The unauthorized departure of a juvenile who is in custody or the failure of a juvenile to return to custody following an authorized temporary leave.
- (7) Founded**--The finding assigned to an internal investigation when the evidence indicates that the conduct which formed the basis of an allegation of abuse, neglect, or exploitation occurred.
- (8) Incident Report Form**--The form used to report to TJJD allegations of abuse, neglect, or exploitation, the death of a juvenile, and serious incidents.
- (9) Inconclusive**--The finding assigned to an internal investigation when the evidence does not clearly indicate whether or not the conduct that formed the basis of an allegation of abuse, neglect, or exploitation occurred.
- (10) Internal Investigation**--A formalized and systematic inquiry conducted in response to an allegation of abuse, neglect, or exploitation or the death of a juvenile.
- (11) Internal Investigation Report**--The written report submitted to TJJD that summarizes the steps taken and the evidence collected during an internal investigation of alleged abuse, neglect, or exploitation or the death of a juvenile.
- (12) Juvenile**--A person who is under the jurisdiction of the juvenile court, confined in a juvenile justice facility, or participating in a juvenile justice program.
- (13) Juvenile Justice Facility ("facility")**--A facility that serves juveniles under juvenile court jurisdiction and that is operated wholly or partly by or under the authority of the governing board or juvenile board or by a private vendor under a contract with the governing board, juvenile board, or governmental unit. The term includes all premises and affiliated sites of the facility, whether contiguous or detached. The term includes, but is not limited to:
- (A) A public or private juvenile pre-adjudication secure detention facility, including a short-term detention facility (i.e., holdover), required to be certified in accordance with Texas Family Code §51.12;
  - (B) A public or private juvenile post-adjudication secure correctional facility required to be certified in accordance with Texas Family Code §51.125; and
  - (C) A public or private juvenile non-secure correctional facility required to be certified in accordance with Texas Family Code §51.126.
- (14) Juvenile Justice Program ("program")**--A program or department that:
- (A) Serves juveniles under juvenile court or juvenile board jurisdiction;
  - (B) Is operated wholly or partly by the governing board, juvenile board, or by a private vendor under a contract with the governing board or juvenile board. The term includes:
    - (i) A juvenile justice alternative education program;
    - (ii) A non-residential program that serves juvenile offenders under the jurisdiction of the juvenile court or juvenile board; and
    - (iii) A juvenile probation department.
- (15) Juvenile Probation Department ("department")**--A governmental unit established under the authority of a juvenile board to facilitate the execution of the responsibilities of a juvenile probation department enumerated in Title 3 of the Texas Family Code and Chapter 221 of the Texas Human Resources Code.
- (16) Medical Treatment**--Medical care, processes, and procedures that are performed by a physician, physician assistant, licensed nurse practitioner, emergency medical technician (EMT), paramedic, or dentist. Diagnostic procedures are excluded from this definition unless intervention beyond basic first aid is required.
- (17) Private Facility Administrator**--The individual designated by the governing board of the facility who has the ultimate responsibility for on-site management and operation of a facility operated under contract with the juvenile board.
- (18) Reasonable Belief**--A belief that would be held by an ordinary prudent person in the same circumstances.

**(19) Report**--Formal notification to TJJD of alleged abuse, neglect, or exploitation, the death of a juvenile, or a serious incident.

**(20) Reportable Injury**--Any injury sustained by a juvenile accidentally, intentionally, recklessly, or otherwise that:

- (A) Does not result from a personal, mechanical, or chemical restraint and requires medical treatment; or
- (B) Results from a personal, mechanical, or chemical restraint and is a substantial injury.

**(21) Serious Incident**--Attempted escape, attempted suicide, escape, reportable injury, youth-on-youth physical assault, or youth sexual conduct.

**(22) Serious Physical Abuse**--Bodily harm or a condition that:

- (A) Resulted directly or indirectly from the conduct that formed the basis of an allegation of abuse, neglect, or exploitation; and
- (B) Requires medical treatment.

**(23) Sexual Abuse**--Conduct committed by an employee, volunteer, or other individual working under the auspices of a facility or program against a juvenile that includes sexual abuse by contact or sexual abuse by non-contact. A juvenile, regardless of age, may not consent to the acts as defined in paragraphs (24) and (25) of this section under any circumstances.

**(24) Sexual Abuse by Contact**--Any physical contact with a juvenile that includes:

- (A) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (B) Contact between the mouth and the penis, vulva, or anus;
- (C) Contact between the mouth and any body part with the intent to abuse, arouse, or gratify sexual desire;
- (D) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the actor has the intent to abuse, arouse, or gratify sexual desire;
- (E) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the actor has the intent to abuse, arouse, or gratify sexual desire; and
- (F) Any attempt to engage in the activities described in subparagraphs (A) - (E) of this paragraph.

See specific definitions under 37 TAC Chapter 358

**(25) Sexual Abuse by Non-Contact**-- Any sexual behavior, conduct, harassment, or actions other than those defined as sexual abuse by contact, which are exhibited, performed, or simulated in the presence of a juvenile or with reckless disregard for the presence of a juvenile, including but not limited to:

- (A) Any threat or request for a juvenile to engage in the activities described in paragraph (24) of this section;
- (B) Any display of uncovered genitalia, buttocks, or breasts in the presence of a juvenile;
- (C) Voyeurism, which means an invasion of privacy of a juvenile for reasons unrelated to official duties, such as peering at a juvenile who is using a toilet to perform bodily functions; requiring a juvenile to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a juvenile's naked body or of a juvenile performing bodily functions; and
- (D) Sexual harassment, which includes repeated verbal comments or gestures of a sexual nature, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

**(26) Subject of Investigation**--A person alleged as being responsible for the abuse, neglect, or exploitation of a juvenile through the person's own actions or failure to act.

**(27) Substantial Injury**--An injury that is significant in size, degree, or severity.

**(28) TJJD**--The Texas juvenile Justice Department.

**(29) Unfounded**--The finding assigned to an internal investigation when the evidence indicates the conduct that formed the basis of an allegation of abuse, neglect, or exploitation did not occur.

**(30) Youth-on-Youth Physical Assault**--A physical altercation between two or more juveniles that results in any of the involved parties sustaining an injury that requires medical treatment.

**(31) Youth Sexual Conduct**--Conduct between two or more juveniles, regardless of age, that is conduct described in paragraphs (24) and (25) of this section, regardless of whether the juveniles consented to the conduct.

## POLICY

The respective JJAEP Program within the YISD serves juveniles that are under the jurisdiction of the El Paso County Juvenile Board and thus, are considered Juvenile Justice Programs. Due to this designation, JJAEPs must adhere to below procedures as set forth in [Texas Administrative Code §358](#) Identifying, Reporting and Investigating Abuse, Neglect, Exploitation, Death and Serious Incidents in Departments, Programs and Facilities in addition to the TECs, ISD or campus policy regarding abuse, neglect, or exploitation of students in their charge. To this end, the El Paso County JJAEP Program and respective campuses shall have a zero tolerance policy regarding sexual abuse as defined in [Chapter 358 of the Texas Administrative Code](#). These PREA standards provide for administrative and/or



criminal disciplinary sanctions that may apply, in addition to any school-based sanctions that may result from a failure to act or a willful act regarding ANE procedures. School Administrators/JJAEP Administrator and respective campus staff shall ensure that students in the program are not subjected to abuse, neglect or exploitation as defined below. The JJAEP Administrator shall oversee the implementation and adherence to the zero-tolerance policy and is responsible for the periodic training of volunteers, interns, and staff at both ISD JJAEPs.

**APPLICABILITY:** Unless otherwise stated, this policy also applies to:

Allegations of abuse, neglect, or exploitation involving a juvenile and an employee, volunteer, or other individual working under the auspices of a facility or program, regardless of the physical location of the alleged abuse, neglect, or exploitation.

Serious incidents involving a juvenile that:

1. Occur on the premises of a program or facility or;
2. Regardless of the physical location, occurs while in the presence of an employee, volunteer, or other individual working under the auspices of a facility or program (as in a JJAEP).

A death of a juvenile that:

1. Occurs on the premises of a program or facility or;
2. Results from an illness, incident, or injury that occurred, was discovered, or was reported on the premises of a program or facility.

In all cases, YISD-JJAEP will also fully adhere to [Texas Family Code §261.406](#) regarding Investigations in Schools under TEA jurisdiction.

## **PROCEDURES**

### **SIGNAGE:**

The JJAEP shall take a proactive approach and prominently display signage provided by TJJD regarding a zero-tolerance policy concerning abuse of JJAEP students. The signage must be displayed in:

1. Lobby or visitation areas of the department, program, or facility to which the public has access.
2. Student common areas to include common educational areas, common medical treatment areas (nurse's office) and other common areas.
3. Signs will be posted in both English/Spanish

## **§358.300 IDENTIFYING AND REPORTING ABUSE, NEGLECT OR EXPLOITATION AND DEATH**

- 1. Duty to Report:** An employee, volunteer, or other individual working under the auspices of a JJAEP program must report the death of a juvenile or an allegation of abuse, neglect, or exploitation to TJJD and local law enforcement if he/she:
  - a. Witnesses, learns of, or receives an oral or written statement from an alleged victim or other person with knowledge of the death of a juvenile or an allegation of abuse, neglect or exploitation has occurred or;
  - b. Has a reasonable belief that the death of a juvenile or abuse, neglect or exploitation has occurred. Non-Delegation of Duty to Report: The duty to report cannot be delegated to another person.
- 2. Reporting Time Frames:**

**Except sexual abuse or serious physical abuse:** Upon receipt of an allegation/complaint of abuse, neglect, or other exploitation, the first person of knowledge must make a report to TJJD within twenty-four (24) hours from the time knowledge is gained or has a reasonable belief that allegation of abuse, neglect or exploitation has occurred.

**Sexual abuse, serious physical abuse, or death:** Upon receipt of an allegation of sexual abuse, serious physical abuse or actual death, a report must be made to law enforcement immediately, but no later than one (1) hour after the time a person gains knowledge or has a reasonable belief that allegation has occurred. A report to TJJD must be made immediately, but no later than four (4) hours after the time a person gains knowledge of or has reasonable belief that alleged sexual abuse or serious physical abuse, or death has occurred.

3. **Methods for Reporting:** Campus Administrator, JJAEP Administrator or designee will ensure law enforcement is notified through phone. The completed incident report to TJJD may be made by phone, fax, or email. If report is made via phone, the completed incident report form must be submitted within twenty-four (24) hours after the phone report.

### **§358.320 CONTACT TO PARENTS BY SCHOOL ADMINISTRATORS**

School Administrators will also contact a student's parents as soon as possible but no later than twenty-four (24) hours when a student has died or is the alleged victim of abuse, neglect, or exploitation;

1. Methods to contact parents are by phone, email, text, or in-person.
2. All efforts to provide notification shall be documented on the TJJD Incident Report form and in the internal investigation report.

### **§358.340 PREVENTIVE MEASURES AND REPORTING OF ALLEGATIONS BY STUDENTS**

1. JJAEP students have the right to report to TJJD allegations of abuse, neglect or exploitation and the death of a juvenile. During the JJAEP intake held at the school, JJAEP campus staff will provide **APPENDIX R ANE and R1- ANE (SPANISH)** outlining TJJD contact information.
2. Parent and youth will both sign form and be provided a copy that contains the toll free TJJD number.
3. The JJAEP Student Code of Conduct (SCC) will also advise the students of this right and information on reasonable, free, and confidential access to TJJD to report allegations.
4. If family attends the JJAEP Family Program Orientation held at JPD, this information and contact number to TJJD will be provided to them as an additional layer of oversight.
5. JJAEP staff shall make every effort to provide an environment that is free of coercion or any inappropriate conduct of any kind awareness and vigilance of behavior that may indicate abuse, neglect, or exploitation.
6. All students will be supervised by JJAEP staff to ensure that they are protected from sexual abuse. Security cameras can be utilized as additional security, but never as a substitute for face-to-face supervision.
7. If a student is identified as vulnerable to sexual abuse, steps will be taken to ensure the student's safety, i.e., additional supervision, follow up by JJAEP staff, etc.
8. JJAEP staff shall never be allowed as the sole supervisor of students of the opposite gender. No exceptions! This includes searches, restroom breaks or any function of the program where students are vulnerable or exposed.
9. Any student with any type of handicap to include deafness will be allowed to report any sexual activity through whatever means necessary to help them communicate. (Unimpeded.)
10. The YISD/Juvenile Probation Department shall not hire, transfer, or allow anyone who has engaged or is pending investigation on sexual abuse or inappropriate sexual conduct to come into any contact with JJAEP youth.



## **§358.360 ALLEGATIONS OUTSIDE OF THE JUVENILE JUSTICE SYSTEM**

If an allegation of abuse, neglect or exploitation occurs outside of the JJAEP campus or JPD facility that is not under the jurisdiction of the Juvenile Board, it shall also be reported to the relevant regulatory agency for that site/facility/agency. (i.e., Texas Department of Family and Protective Services (TDFPS), Texas Department of State Health Services, etc.).

## **§358.400 INTERNAL INVESTIGATIONS**

In every case in which an allegation of abuse, neglect or exploitation or the death of a juvenile has occurred, an investigation must be conducted by a person qualified by experience or training to conduct a comprehensive investigation.

### **INTERNAL INVESTIGATOR(S)**

For purposes of internal investigations of allegations of abuse, neglect, or misconduct within the JJAEP, the primary investigator(s) will be assigned by School District. TJJD investigators may also be involved in the process as deemed appropriate.

If the employee is a JPD employee, volunteer, or contracted provider, JPD Administration will assign an investigator(s) and the Department's Internal Investigation Protocol will be followed. There will be instances when the investigator is assigned from other sections of the department rather than the section from which the alleged perpetrator is assigned, to ensure the integrity of the internal investigation.

### **INTERNAL INVESTIGATION PROCEDURES**

An internal investigation must be conducted and documents prepared and submitted in accordance with TJJD required timelines. (**SEE APPENDIX Q - INTERNAL INVESTIGATION FORM**)

1. The initiation or completion of an investigation may be postponed if directed by law enforcement, requested by TJJD or the integrity of potential evidence could be compromised.
2. School district officials, school administrators, and staff, to include interns and volunteers are required to cooperate with the TJJD investigators and law enforcement investigating the reported case of an alleged abuse neglect and exploitation matter.
3. All JJAEP staff members, school districts, and JPD officials are required to cooperate fully and truthfully with any investigation of alleged child abuse or neglect.
4. School Administrators will make every effort to identify and make available for questioning all people with knowledge of abuse, neglect and exploitation or death which is the subject of a TJJD investigation.
5. For complaints that meet the Texas Family Code definition of abuse, neglect or misconduct, investigator(s) will:
  - a. Ensure that the JJAEP employee, intern, or volunteer who receives or witnesses the incident submits their report to TJJD within the required timeline.
  - b. Ensure that law enforcement and/or other relevant parties are notified, i.e., DFPS, parents of victim(s), victim(s), JJAEP Administrator, etc. (within six (6) hours of getting the assignment from their respective school district administration).
6. The JJAEP School Administrator or JJAEP/JPD designated officer in charge must always conduct a visual and verbal injury assessment after an incident or allegation of abuse and ensure it is documented on the incident report.
7. If any injury is reported or there is visual evidence of injury, the student must be seen by the nurse or physician immediately.
8. If a nurse or physician is not available, arrangements will be made for immediate transport to area hospital.
9. If a student makes an allegation of sexual abuse, the nurse or physician will immediately examine him or her.

10. A written medical assessment must be completed by the nurse or physician and made available to the investigating officer, including any other documentation or information that may be relevant to the investigation.
11. Contact the alleged perpetrator(s) and schedule a formal meeting within forty-eight (48) hours.
12. As per [Texas Administrative Code, Chapter 358.440](#) all persons must fully cooperate with any investigation of an allegation of abuse, neglect, or exploitation of the death of a juvenile.
13. An employee, intern or volunteer who has been identified as an alleged perpetrator has the right to refuse to be interviewed. However, the alleged perpetrator must cooperate with the investigation to the extent that the investigation does not violate individual rights against self-incrimination.
14. The alleged perpetrator(s) may have no contact with the alleged victim(s) or any other student served by the Juvenile Probation Department pending the conclusion of the internal investigation.
15. Collect and review all evidence related to the allegation. Include all documents, notes, receipts, computer printouts, chronological entries, grievances, incident reports, medical reports and video surveillance related to the allegations. All efforts will be made to collect written and oral statements from all persons with direct knowledge of the alleged incident.
16. A medical assessment must be completed if allegation is physical or sexual in nature or involves neglect or exploitation.
17. Schedule specific times for interviews with the complainant, sources of information, possible witnesses, and alleged offenders. Prepare questions sheet and all necessary forms beforehand.
18. If the JJAEP Administrator or Campus Administrator is the person alleged to have abused, neglected, or exploited a juvenile, the Juvenile Board Chair or School Board Chair or designees must place administrator on administrative leave or reassign him/her to a position having no contact with the alleged victim, relatives or the alleged victim or other juveniles.
19. An investigator will be appointed who is not the person alleged to have abused, neglected, or exploited the student, is not a subordinate of such person and is not a law enforcement officer currently acting as the criminal investigator for the same allegation.
20. Law enforcement may initiate a criminal investigation into the matter and report must be made to law enforcement, if deemed necessary by this standard.
21. An investigator will be appointed who is not the person alleged to have abused, neglected, or exploited the student, is not a subordinate of such person and is not a law enforcement officer currently acting as the criminal investigator for the same allegation.

**OTHER:** A Campus Administrator may also utilize ISD policy or Employee Code of Conduct as a guide to any misconduct or violation of policy on allegations, which do not rise to the defined level of serious physical abuse or sexual abuse made by students. Administrators have a duty to investigate conduct, which is the basis of the complaint made by students of unnecessary physical force or inappropriate contact or conduct (**SEE GRIEVANCE PROCESS**).

1. Areas to consider are whether incident was reported to administration, whether a discipline referral was made to include any witness statements to justify any use of force, inappropriate physical contact, or inappropriate conduct; and;
2. Whether any violation of JJAEP or ISD policy or Code of Ethics or Conduct occurred.

## **ALLEGATIONS AGAINST EMPLOYEES**

If allegation against an ISD employee is disclosed to a JPD staff member, such information will be relayed in writing to the JJAEP Campus Administrator and District Associate Superintendent. Conversely, if an allegation against a JPD employee is disclosed to an ISD employee, such information will be relayed in writing to the JJAEP Administrator and JPD Chain of Command, if allegation is against the JJAEP Administrator.

## **WRITTEN AND ELECTRONICALLY RECORDED STATEMENTS**

Diligent efforts shall be made to obtain written and electronically recorded statements from all persons with direct knowledge of the alleged incident.

## **ASSIGNMENT OR ADMINISTRATIVE LEAVE DURING INVESTIGATIONS**

Campus Administrator has the discretion to either reassign or place person alleged to have abused, neglected, or exploited a JJAEP student on administrative leave or reassigned to a position having no contact with the alleged victim, relatives of the alleged victim, or other JJAEP students.

If alleged perpetrator(s) is/are not placed on administrative leave, then person must be reassigned within the district to a position having no contact with any students in the facility until the conclusion of the investigation. Employees placed on administrative leave may or may not be paid, at the discretion of the School District.

## **§358.460 CORRECTIVE MEASURES**

At the conclusion of the internal investigation, the administrations involved shall take appropriate corrective measures, if warranted, which may include, but not limited to:

1. Review policies and procedures.
2. Revision/modification of any policies or procedures (as appropriate).
3. Administrative disciplinary action or appropriate personnel actions against all persons found to have abused, neglected, exploited a juvenile; or otherwise violated policy.
4. The provision of additional training for all appropriate persons to ensure the safety of the juveniles, employees, interns, volunteers, contractors, and service providers.

## **§358.500 INTERNAL INVESTIGATION REPORT AND COMPONENTS (APPENDIX Q)**

Internal Investigation report shall include:

1. Facility name.
2. Alleged victim.
3. Alleged perpetrator.
4. Date allegation reported to TJJD.
5. Date of alleged incident.
6. Date incident reported to parents or guardian of the juvenile or documentation that diligent efforts to provide notification were made.
7. First person who learned or suspected allegation and date.
8. Dates internal investigation was initiated and completed.
9. Brief summary of allegation.
10. Applicable policy and procedure.
11. Summary and steps of investigation.
12. Findings of investigation (Founded, Unfounded or Inconclusive).
13. Code of Ethics violations.
14. Personnel action.
15. Supporting documentation.
16. Date the internal investigation was completed.
17. Signature of person completing the internal investigation report.

## **CONCLUSION OF INVESTIGATIONS AND REPORTING OF FINDINGS:**

1. All persons involved such as the alleged perpetrator, victim, and complainant, etc., must be informed that they will be notified of the outcome as soon as that is determined.
2. At the conclusion of the collection of evidence and interviews, the investigator will take the following steps:
  - a. Summarize the nature of the complaint and allegation against the alleged perpetrator.
  - b. Summarize the steps taken during the investigation.
  - c. Obtain and review material evidence.
  - d. Summarize findings and recommendations and take appropriate measures to provide for the safety of the children (use relevant laws, regulations, policies, and procedures). If it is found that a Code of Ethics violation has occurred and staff member is a certified Juvenile Probation Officer, a separate investigation will be reported to TJJD in accordance with TJJD standards §345.300.
3. The assigned disposition of the internal investigation report shall indicate: founded, unfounded or inconclusive.
4. The investigator(s) (consisting of a district investigator, JPD or a TJJD investigator) may need to submit his/her written report to their supervisor (only as appropriate) if agency policies require a final approval and may make additional necessary revisions or incorporate further recommendations.
5. The summary and all relevant documentation will be reviewed and approved by district officials and their respective HR, and General Counsel when necessary.
6. The investigator(s) will report findings to the ISD Superintendent, to TJJD, the JPD designated person and JPD Administration.
7. Final version of the internal investigation will be submitted to school district officials. The investigating staff will provide periodic status reports of the ongoing investigation to the district and JPD, as appropriate.
8. The conclusions will be discussed with all relevant parties (alleged victim(s) and perpetrator(s)). All disciplinary actions, if applicable, will be administered within 24-48 hours of approval of the investigation and findings.
9. TJJD will be faxed a written copy of the final report of the investigation within thirty (30) business days after the initial report to TJJD. This timeframe may be extended upon request. Completed report must be submitted within twenty-four (24) hours of the investigation's conclusion, and no more than five (5) calendar days later. The report will include all written statements, medical documentation, training records and any other pertinent information.
10. In case of the death of a student, an internal investigation report must be submitted to the State Attorney General's office within thirty (30) days and to the TJJD within ten (10) days of conclusion.

Other recommendations that may be considered (based on severity of case and appropriate factors) may be a review of pertinent policies, administrative disciplinary action (for affirmative findings of ANE or policy violations), and additional training of students, employees, interns/volunteers, contractors, and service providers. Administrators will take all ANE allegations seriously and provide necessary administrative action when violations of policy or affirmative findings occur to ensure for the ongoing safety of JJAEP students.

**(SEE APPENDIX Q - INTERNAL INVESTIGATION FORM)**

## **§358.540 SUBMISSION OF INTERNAL INVESTIGATIONS REPORT**

Upon conclusion of the investigation, the report, outcome, and any recommendations will be forwarded to the JJAEP Administrator and ISD Associate Superintendent within five (5) school days.

The following documentation collected during internal investigation must be submitted to TJJD within thirty (30) days after initial report to TJJD:

1. Written statements.
2. Relevant medical documentation.
3. Training records, if applicable.

4. Any other documentation used to reach the disposition of the internal investigation.

## **§358.220 ABUSE, NEGLECT AND EXPLOITATION DATA COLLECTION**

For all allegations of abuse, neglect, or exploitation, the death of a JJAEP student, and serious incidents occurring within the annual TJJD reporting period, the below data must be provided to TJJD via the ANE Reconciliation Data spreadsheet. The initial report will include the following information. (to include a written synopsis of the allegation and incident):

1. Alleged victim(s) name and DOB.
2. Alleged victim(s) PID number.
3. Name of subject(s) of investigation; (alleged perpetrator(s)).
4. Date of birth and driver's license or state issued identification number of investigation subject(s).
5. Date and time of alleged incident.
6. Date and time incident was reported to the TJJD.
7. Type of alleged incident (abuse, neglect, or exploitation, death, or serious incident, etc.).
8. Type of injury, if applicable.
9. If restraint related (physical, mechanical, or chemical).
10. Disposition of internal investigation (i.e., founded, unfounded or inconclusive).
11. County generated case identification number.

## **§358.600 SERIOUS INCIDENTS**

1. Duty to Report: Any person (staff member, volunteers/interns, visitors, teachers, short or long term substitute, counselor, etc.) who witnesses, learns of, receives an oral/written statement, grievance, etc. from a student in a JJAEP facility or other person with knowledge of or who has a reasonable belief as to the occurrence of a serious incident involving a student must follow department protocol of informing a program supervisor and subsequently reporting within the TJJD required timelines.
2. Time to Report and Methods of Reporting Serious Incidents. The JJAEP Campus Administrator or campus designee shall ensure that law enforcement is notified by phone within one (1) hour of the allegation, TJJD is notified by phone within four (4) hours (TJJD # 1-877-786-7263) and the completed Incident Report Form is completed, faxed, or emailed to TJJD within twenty-four (24) hours of the initial phone report:
  - Sexual behavior/conduct.
  - Youth-on-youth physical assault.
  - Attempted suicide.
  - Neglect.
  - Exploitation.
  - Attempted suicide.
  - Emotional abuse.
  - Verbal abuse.
  - Minor physical abuse.
  - Sexual abuse (contact or non-contact).
  - Serious physical abuse (injury that requires medical treatment).
  - Death.

\*See incident report form for breakdown of incidents and timelines for TJJD and Law Enforcement reporting\*

## §358.620 MEDICAL DOCUMENTS FOR SERIOUS INCIDENTS

Any and all medical documentation that contains evidence of treatment pertinent to the reported incident will be submitted to the TJJD within twenty-four (24) hours of receipt. No exceptions.

## §348.224 STUDENT CODE OF CONDUCT

**Student Code of Conduct. (a) Adoption.** (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. (2) The JJAEP Administrator must: (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 (B) no later than October 1 of each year, submit to TJJD documentation verifying the review was completed. **(b) Notice to Students, Parents, and Staff.** (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. (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. (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. (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. (5) The student code of conduct must be readily accessible to every JJAEP staff member. **(c) Discipline and Sanctions.** The student code of conduct must include the following: (1) prohibited conduct described as minor violations and major violations and the corresponding disciplinary consequences available for each violation; (2) a description of the disciplinary process, including safeguards designed to promote consistent application of the process; (3) circumstances that will allow a student's removal from the classroom with staff supervision; (4) circumstances under which a student may be placed into another educational setting; (5) due-process procedures; and (6) a prohibition on one student sanctioning another student. **(d) Prohibited Sanctions.** (1) The following sanctions are prohibited in the JJAEP, and their prohibition must be noted in the student code of conduct: (A) corporal punishment, physical abuse, humiliating punishment, and hazing; (B) physical exercises imposed for discipline or intimidation, except as allowed under paragraph (2) of this subsection; (C) deprivation of food and water; and (D) expulsion from the JJAEP. (2) Physical exercise may be used for discipline only if: (A) the JJAEP operates an intensive physical activity program; (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 (C) the physical exercise does not cause bodily duress (i.e., physical punishment to the body). **(e) Dress Code.** The student code of conduct may establish a dress code or require uniforms for students in attendance.

### POLICY

The El Paso County Juvenile Board will adopt the **STUDENT CODE OF CONDUCT (APPENDIX B)** for the YISD Juvenile Justice Alternative Education Program (JJAEP) and has included required information regarding discipline, sanctions, prohibited sanctions, dress code, grievance procedures and sexual abuse. The JJAEP Student Code of Conduct (SCC) will clearly outline prevention and intervention steps regarding sexual abuse as outlined under Prison Rape Elimination Act of 2003 (PREA) and as per ISD Policy. Staff, students, parents, guardians, and custodians will be required to sign an acknowledgement form upon receipt of the Student Code of Conduct which will be required annually at the start of the school year.

### PROCEDURE

#### A. ADOPTION

El Paso County JJAEP will adopt the Ysleta Independent School District's Student Codes of Conduct through approval of the Juvenile Board and define the JJAEP behavior management system. YISD has implemented an in-house suspension system, whereby out-of-school suspension will be considered a last resort if other forms of behavioral management has been ineffective, or infraction requires removal from the campus (out-of-school suspension). Disruptive students may be removed from the classroom and placed in SAC. Students will be monitored and have continuous visual observation by JJAEP staff while being placed in SAC or in-school suspension (ISS).

#### B. NOTICE TO STAFF, STUDENT, PARENT/GUARDIAN

1. Students, parents, guardians, or custodians will receive a JJAEP Student Code of Conduct (SCC) at the time of intake.
2. Upon receipt and review, a signature will be required on the Acknowledgment of receipt of the JJAEP Student Code of Conduct (SCC).



3. A copy of the Acknowledgment form will be placed in the student's JJAEP electronic case file.
4. Prior to the start of the school year at the JJAEP Annual Refresher Training and during New Orientation Training at JPD, JJAEP staff will be provided with an electronic storage device containing the JJAEP Student Code of Conduct (SCC), and other pertinent JJAEP documents. All JJAEP staff will be required to sign an acknowledgment which will be maintained in their personnel electronic file.

### **C. DISCIPLINE AND SANCTIONS**

The JJAEP Student Code of Conduct (SCC) outlines sanctions and disciplinary procedures applicable to students for specific behaviors, ensuring due process protections. The JJAEP Student Code of Conduct (SCC) will include sanctions and disciplinary procedures, including prohibited behaviors and conduct, disciplinary consequences, circumstances for classroom removal, and conditions for placement in another educational setting. YISD has adopted the JJAEP Student Code of Conduct (SCC) as a supplement to its Student Code of Conduct (SCC).

### **D. DISCIPLINE MANAGEMENT TECHNIQUES**

During the student's enrollment, discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary actions will be based on the professional judgment of teachers and administrators. Discipline shall be correlated to the seriousness of the offense/infracton, a disability that impairs the student's capacity to appreciate the wrongfulness of the student's conduct, the frequency of misbehavior, a student's disciplinary history, the student's attitude, whether the student was acting in self-defense, the effect of the misconduct on the school environment, intent, or lack of intent at the time of the alleged incident of misconduct, and statutory requirements.

#### **1. STUDENT WITH DISABILITIES**

- a. Discipline for students with disabilities must comply with applicable state and federal laws, including the district's Student Code of Conduct.
- b. In accordance with the Education Code, students enrolled in Special Education programs (SPED) may not be disciplined for bullying, harassment, or making hit lists until an ARD meeting has been conducted to review the student's behavior.
- c. The JJAEP shall take into consideration a disability that substantially impairs a JJAEP SPED student's ability to understand the wrongfulness of their conduct.

#### **2. MANAGEMENT TECHNIQUES**

- a. Verbal correction (oral or written).
- b. Cooling-off time or "timeout".
- c. Seating changes within the classroom or bus transportation.
- d. Counseling by teachers, counselors, or administrative personnel.
- e. Parent/teacher conferences.
- f. Grade reductions for late assignments or academic dishonesty (including but not limited to cheating, copying the work of another student, plagiarism, and unauthorized communication between students during an examination).
- g. Assignment of community service.
- h. Withdrawal of privileges, such as participation in extracurricular activities.
- i. In-School Suspension (ISS). The term of the removal may prohibit the student from attending or participating in school-sponsored or school-related activities.
- j. Out-of-School Suspension (OSS).
- k. Call to law enforcement for new offense committed at the JJAEP.
- l. Restitution for damage.
- m. Notice of Absence will be issued for violation of the Texas Compulsory Attendance Law. In accordance with this law, referrals will be made, as required to school district employees, as necessary and

ultimately to a Truancy Court which may assess a fine and impose other requirements to prevent truancy.

- n. Other strategies and consequences as determined by school officials.
- o. Due to JJAEP expulsion, further expulsion is not an option, and any of the above consequences may occur.
- p. Due to JJAEP status, for a student under formal or informal supervision under the 65th District Court, negative behavior (whether a disciplinary referral is given or not) is reported to the Juvenile Probation Department and may result in further consequences imposed by a Juvenile Probation Officer or the 65th District Court.

### 3. EXPECTATION OF JJAEP STUDENTS

- a. Demonstrate courtesy, even when others do not.
- b. Behave in a responsible manner, always exercising self-discipline.
- c. Attend all classes, regularly and on time.
- d. Meet district and campus standards of grooming and dress.
- e. Obey all campus and classroom rules.
- f. Respect the rights and privileges of students, teachers, administrators, district staff, and volunteers.
- g. Respect the property of others, including district property and facilities.
- h. Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- i. Adhere to the requirements of the JJAEP Student Code of Conduct.

### 4. BEHAVIOR COORDINATOR ROLE

- a. The responsibility of the Behavior Coordinator Role is taken by the principal of the JJAEP in El Paso County or designated person. Any inappropriate conduct that occurs is reported to the JJAEP Administrator and assigned Juvenile Probation Officer, who will document the conduct/incident.
- b. Consequences for any negative behavior are explained during the JJAEP intake to both the student and their parent/guardian; it is also outlined in the Student Code of Conduct and JJAEP Policies and Procedures.
- c. When a major infraction of the JJAEP Student Code of Conduct occurs or a serious incident (as defined by TJJD) occurs, the Campus Behavior Coordinator or designated person (if in a District of Innovation) must document the behavior through a disciplinary referral, noting any action taken. Notification to parent(s)/guardian(s) will be made as soon as possible, but no later than 24 hours after a disciplinary referral has been given or suspension or removal from the classroom into the In-School Suspension (ISS) occurs. The disciplinary referral must be submitted to the JJAEP Administrator and/or assigned Juvenile Probation Officer, who documents the incident in JMIS and uploads the referral into the youth's profile.
- d. Behavior management may involve counseling, suspension, conferences with parents/JPO or placement in ISS or OSS. If an arrest is warranted, further consequences may be incurred. Possible school-based consequences include the following:
  - i. **Suspension** – May be warranted in cases where there has been a serious violation of school rules/policies. The JJAEP Campus Administrator will have the discretion to suspend the student. Suspension is rare as sending the student home is not conducive to the JJAEP philosophy of maintaining the student in school.
  - ii. **In-School Suspension (ISS)** – When appropriate, will be used in place of suspension, particularly when the student engages in persistent class disruption.
  - iii. **Arrest** – Warranted if an offense occurs on school grounds or during transport on a district school bus.



- iv. **Counseling** – Provided for any inappropriate conduct/incident where there may have been a display of anger, threats to cause harm to staff or students. Such action will help intervene and prevent further incidents.
- v. **Conferences** – Notification to parents, administrators, JJAEP staff, and Juvenile Probation Officers will be made when there is a serious incident or recurrent inappropriate behavior such as bullying, harassment, or making hit lists. Conferences will be held by some or all of the above parties to prevent more serious consequences.
- vi. **Juvenile Probation Officer/JJAEP Administrator** – Will address the behavior/incident with the student and will inform the court of incidents if applicable.
- vii. **Home Visits** – Will be conducted if there is persistent unexcused absences. JJAEP Campus Administrator, Case Managers, Counselors, and/or Juvenile Probation Officer may conduct the home visit.
- viii. **Court Ordered Counseling Services** – The student’s counselor/therapist may be contacted by the Juvenile Probation Officer to discuss behaviors displayed in the school setting.

## **E. PROHIBITED SANCTIONS**

The JJAEP Student Code of Conduct lists prohibited sanctions including, corporal punishment, physical abuse, humiliating punishment, hazing, deprivation of food and water, allowing one student to sanction another, expulsion from a JJAEP or imposing physical exercises/activity as a form of discipline or intimidation.

## **F. DRESS CODE PROCEDURES**

PURPOSE: The dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

### **1. UNIFORM APPEARANCE**

- a. Expectations: Students are expected to arrive in school uniform and groomed in a manner that is clean and neat, that will not be a health or safety hazard to themselves or to others.
- b. Compliance: Students out of compliance will be given an opportunity to correct the problem. Failure to correct the problem will require an immediate parent conference.
- c. Severe Violations: Students with severe violations will be sent home to change into appropriate clothing and must return to campus immediately. Failure to return will result in an unexcused absence.
- d. Continued Noncompliance: May result in a disciplinary referral.
- e. Assistance with Uniform Items: Campus Administrators will communicate and work collaboratively with the JJAEP Administrator in the event a JJAEP student requires assistance in obtaining uniform items.

### **2. FACIAL APPEARANCE:**

- a. No facial hair is permitted. Beards, goatees, and mustaches are not allowed. Non-complying students will be escorted to the restroom by parent/guardian to shave, and the parent/guardian will be required to provide razors.
- b. Sideburns are allowed down to mid-ear only and must be maintained at all times.
- c. Cutting or shaving of eyebrows is NOT permitted.
- d. Tongue or facial piercings are NOT permitted.
- e. All fingernails must be kept short and trimmed. Nail polish or artificial nails are not permitted. Nails must not extend beyond the tips of the finger.
- f. No makeup of any kind is permitted, including but not limited to lipstick, concealer, foundation, primer, lipgloss, ChapStick, blush, eyeliner, brow liner, eyeshadow, and mascara.

- g. Makeup will be confiscated and not returned.
- h. Non-compliant students will be escorted to the restroom to wash off makeup.

3. TATTOOS:

All tattoos on the arms and neck must be covered with a white long-sleeve undershirt or other approved items by the Campus Administrator.

4. HAIRCUTS:

- a. All students must maintain a clean appearance at all times.
- b. Hair must not cover face or eyes.
- c. No spiked hair (no more than 1 inch in length) or Mohawks allowed.
- d. Student's hair must be of a natural hair color (no colors that may cause a distraction).
- e. Hair should be shampooed regularly.

5. JEWELRY:

For security reasons, no jewelry is allowed. This includes watches, necklaces, rings, and body piercings. Any jewelry brought in will be confiscated.

6. SHIRTS:

- a. Forrest Green polo shirts are required for High School JJAEP students; Navy Blue polo shirts are required for Middle School JJAEP students.
- b. Shirts must remain tucked in at all times.
- c. Students must wear only plain white undergarments under their shirts. Females must wear a white bra under their shirt.
- d. Shirts must be kept clean at all times.
- e. Shirts must be well maintained, free from wrinkles, tears, or any other damage.
- f. Oversized shirts are not permitted.

7. PANTS/BELTS:

- a. Khaki pleated or straight-front Dockers-style or dress slacks are required.
- b. Pants must be worn at or above the waistline at all times.
- c. No baggy pants, bell-bottoms, cut pant legs, dragging pant legs, capris, hip huggers/low-rise, jeans, cargo pants, leggings, or side pockets are allowed.
- d. Pants must be the appropriate size for the student, not to exceed ONE INCH LARGER than their waist, and not excessively tight to avoid creating a distraction.
- e. Pant length should touch the top of the shoe's heel and not be frayed at the edges. Extra gym shorts under the pants will not be permitted.

8. SHOES:

- a. Black dress shoes or solid black tennis shoes with regular width black shoelaces are required.
- b. Thick or colored shoelaces are not allowed. Shoes must remain laced and tied properly throughout the day.
- c. Extra socks in shoes are not permitted.
- d. Open-toed shoes such as sandals or steel-toed shoes are not allowed.
- e. Socks must be plain WHITE without any visible logo or design.

9. WINTER CLOTHING:

- a. A matching colored hooded or regular sweatshirt is required for cold weather conditions. Uniforms are available with the school administration<sup>518</sup>

- b. Black or white sweatshirts must FIT the student. Oversized sweatshirts are not allowed.
- c. White long sleeve shirts may be worn under student's polo shirt.

#### 10. ADDITIONAL ITEMS:

- a. Cell phones and pagers are strictly prohibited at all times.
- b. No electronic equipment of any kind allowed, including electronic cigarette, toys, video games, tablets, laptops, smartwatch, headphones, etc.
- c. No weapons of any type are permitted, including small pocketknives and/or cutting instruments. Possession of certain illegal or location-restricted knives may result in criminal charges.
- d. Students shall not possess fireworks, smoke or stink bombs, or any other pyrotechnic device.
- e. Food, beverages, gum, and candy will be confiscated if brought onto the premises.
- f. Any loose items found in pockets or notebooks will be confiscated and not returned, including personal items.
- g. Students will not be allowed to enter the restroom while in possession of any type of writing utensil. Pens and pencils will be confiscated and not returned.
- h. Students will not be permitted to bring wallets, purses, or money.

**(f) Grievance Procedures.** The student code of conduct must state: (1) which issues are grievable and not grievable; (2) the process by which a student may submit a grievance; (3) the method(s) by which students may obtain and submit a grievance without the assistance or permission of staff; (4) that retaliation by staff against a student for submitting a grievance is prohibited; (5) that the student will receive a written response within five school days after submitting the grievance; (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; (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 (8) that the student will receive a written response within 10 school days after submitting an appeal.

## **POLICY**

### **GRIEVANCE PROCEDURES**

1. Procedure and practice provides a grievance procedure to address complaints or concerns that students or parents/guardians may have in reference to mistreatment, instructional or programmatic issues, or perceived violations of student's rights by staff, policies, or another student. Retaliation in any form against a student who files a complaint is strictly prohibited. Grievance procedures shall ensure that each student is afforded one level of appeal on all grievance complaints.
2. Upon request, a copy of each grievance submitted by a student shall be provided to the student's parent/guardian. **(SEE APPENDIX S – JJAEP STUDENT GRIEVANCE FORM)**
3. Students and parents/guardians may submit the grievance form to a staff member at the JJAEP Campus (Counselor, Administrator, CIS) or may go directly to YISD's Department of Student Services at 9600 Sims Drive, El Paso, Texas 79925 or 915-434-0743. Student or parent/guardian may also contact the assigned Juvenile Probation Officer or the Diversionary and JJAEP Administrator, Ramon E. Hernandez at 915-273-3491 Ext. 2110 or by email at Ram.Hernandez@epcountytexas.gov to further discuss the issue or submit grievance.

### **COMPLAINTS**

1. General complaints should be resolved at the lowest possible administrative level. General complaints or questions regarding campus level decisions should be addressed with the School Principal/Assistant Principal and/or the JJAEP Administrator. If student or parent/guardian does not believe a complaint or

grievance was appropriately addressed, efforts should be made to discuss the complaint with the School Principal or Assistant Principal.

2. Students are encouraged to discuss and attempt to resolve problems directly with JJAEP operational staff whenever possible. The JJAEP staff will take reasonable and appropriate steps in an attempt to correct the problem. If unable to resolve the matter, students can report it to the JJAEP Administrator or School Principal/Assistant Principal verbally or in writing. A Student Grievance Form must be provided to the student upon request by school staff.
3. Grievance procedures shall ensure that each student is afforded one level of appeal on all grievance complaints. The JJAEP Administrator, Principal, or Assistant Principal will investigate the grievance and attempt to resolve it. Upon request, a student's parent/ guardian will be provided a copy of the Student Grievance Form, including the response within five (5) school days after submitting the grievance. Efforts to resolve the matter will be documented on a Student Grievance Review form, which will serve as verification as to what actions were taken by the administration to address the grievance. **(SEE APPENDIX – S1 JJAEP STUDENT GRIEVANCE REVIEW FORM FOR ADMINISTRATORS)**.
4. Copies will be forwarded to the JJAEP Administrator and uploaded in the student's file. Upon request, a student's parent/guardian will be provided with a copy of the Student Grievance Form, including the response and findings.
5. If not satisfied with the response provided by School Administrators or the JJAEP Administrator, students or parents/guardians have the right to appeal to YISD's Department of Student Services or the Juvenile Probation Department and appeal.
6. The deadline for submitting an appeal of the initial response must be no earlier than five (5) school days after receiving the initial response. The student will receive a written response within ten (10) school days after submitting an appeal.

#### GRIEVANCE FORM FOR PARENTS

El Paso County JJAEP facilities will respond quickly to all complaints/grievances from parents/guardians or members of the community against any employee of the Juvenile Probation Department and/or employees of the YISD. Corrective action will be taken if deemed necessary. Parents/Guardians must receive a copy of the JJAEP STUDENT GRIEVANCE REVIEW FORM FOR ADMINISTRATORS and will sign to acknowledge receipt. **(SEE APPENDIX S1 - GRIEVANCE REVIEW FORM FOR ADMINISTRATORS)**. A copy of the Student Grievance Form is attached to this Student Code of Conduct.

**(g) Sexual Abuse.** 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: (1) prevention and intervention; (2) methods of minimizing risk of sexual abuse; (3) reporting sexual abuse and assault; and (4) treatment and counseling.

#### **POLICY**

##### SEXUAL ABUSE PROCEDURES

##### *PRISON RAPE ELIMINATION ACT OF 2003 (PREA)*

The Prison Rape Elimination Act of 2003 (PREA) is a federal law that addresses the prevention of sexual abuse in adult and juvenile facilities as well as community correction programs. Although the El Paso County JJAEPs are not correctional facilities, they are designated Juvenile Justice Programs and will maintain a zero-tolerance policy (in conjunction with PREA) regarding all forms of sexual abuse. The Student Code of Conduct (SCC) will outline a zero-tolerance policy and provide students and parents with information on who to call to report inappropriate behavior or report outcries. School administrators, school staff and JJAEP personnel are designated as coordinators to oversee the implementation and adherence to this zero-tolerance policy.

All JJAEP personnel shall adhere to the abuse, exploitation and neglect requirements set forth in chapters 358 of the Texas Administrative Code Supervision of JJAEP students is critical to ensure that prevention and intervention of sexual abuse.

JJAEF personnel will report any type of abuse immediately to school administrators, JJAEF Administrator, law enforcement, Texas Department of Protective and Regulatory Services, and the Texas Juvenile Justice Department. Law enforcement will be notified within one (1) hour; TJJD will be notified within four (4) hours; and the TJJD Incident Report will be submitted within twenty-four (24) hours. The following persons must also be notified for any sexual abuse outcries.

- School Administrators.
- School Nurse.
- Law Enforcement – 911.
- Texas Department of Protective and Regulatory Services - 1-800-252-5400.
- Texas Juvenile Justice Department - 1-877-786-7263; Submit TJJD Incident Report.
- JJAEF Administrator – [Ram.Hernandez@epcountytexas.gov](mailto:Ram.Hernandez@epcountytexas.gov)
- The student must be examined by a nurse and/or physician.

When sexual abuse or other related outcry is made or need determined, service referrals must be made to an appropriate school-based or community-based provider that can adequately address student's needs. Regarding sexual abuse, a referral to CENTER AGAINST SEXUAL AND FAMILY VIOLENCE would be appropriate.

### **§348.300 TJJD PERFORMANCE REPORTS**

(a) TJJD completes a JJAEF performance assessment report as required by the General Appropriations Act (GAA). The report addresses factors identified by the GAA. TJJD provides each JJAEF Administrator and each chief administrative officer with a copy of the report. (b) At mandatory JJAEFs (i.e., JJAEFs whose operation is required by law), the JJAEF Administrator must provide a copy of the report to the juvenile board and to the superintendent of each school district that participates in the JJAEF.

#### **POLICY**

Each biennium, TJJD provides statistical and performance data for every mandatory JJAEF indicating if the JJAEF is impacting the measures being utilized in the evaluation.

#### **PROCEDURE**

TJJD publishes statistical and performance data gathered statewide from all counties which will indicate how each JJAEF in the state has performed within the last two (2) years. Once the JJAEF Performance report is published, it is disseminated by the JJAEF Administrator to the Juvenile Board, Chairman of the School Board of trustees and each ISD Superintendent and stakeholders participating in the JJAEF, as well as JJAEF School Administrators to show how the El Paso County JJAEF rated among other counties in above areas (c 1-6).

### **§348.400 FUNDING FOR THE JJAEFs**

(a) Funding for JJAEFs is provided in accordance with requirements in the General Appropriations Act. (b) TJJD will not release funds to a JJAEF until it has received the following: (1) memorandum of understanding with completed signature page(s), as required by [Texas Administrative Code §348.200](#); (2) student code of conduct for the current school year; and (3) school calendar. (c) TJJD will not release funds to a JJAEF whose school calendar is not in compliance with [Section 37.011\(f\), Education Code](#), unless an application for a waiver has been approved by TJJD.

#### **POLICY**

It is understood by the YISD that the daily rate of compensation for educational services is determined by the State of Texas and is subject to change throughout the year. In accordance with Texas Education Code, participating school districts that provides education services to pre-adjudicated and post-adjudicated students who are confined by court order in a juvenile residential facility operated by a juvenile board is entitled to count such students in the district's average daily attendance for purposes of receipt of state funds under the Foundation School Program.

El Paso County Juvenile Justice Alternative Education Program is committed to provide a safe, educational, and productive environment for students who have been expelled from their home school under [Texas Education Code, Chapter 37](#). Academically, the mission of JJAEP shall be to enable the students to perform at grade level and we will continue to empower the students to achieve academic and personal development.

**EL PASO COUNTY JUVENILE JUSTICE  
ALTERNATIVE EDUCATION PROGRAM  
STUDENT CODE OF CONDUCT  
2024-2025 SCHOOL YEAR**



**THE DISTRICT**  
YSLETA INDEPENDENT SCHOOL DISTRICT

# Ysleta Independent School District

## JJAEP STUDENT CODE OF CONDUCT ACKNOWLEDGEMENT

Dear Student and Parent,

The El Paso County Juvenile Probation Department provides this Student Code of Conduct to parents/guardians and students admitted to the Juvenile Justice Alternative Education Program (JJAEP). Your child is in the JJAEP due to expulsion for one of the mandatory expulsions listed in the table below. The purpose of this publication is to provide you with information about the general rules and guidelines for attending and receiving an education in the Ysleta ISD while in the JJAEP. Additionally, a JJAEP brochure is included with this document, containing contact numbers for ISD Campus Principal/Assistant Principals and the El Paso County Juvenile Probation JJAEP staff.

We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about this information, please ask for an explanation from a Campus Administrator or the JJAEP Administrator. Your child is still required to follow the Ysleta Independent School District's Student Code of Conduct; however, this JJAEP Student Code of Conduct is a supplement and may contain additional sanctions or information that must be adhered to.

Both the student and parent/guardian must sign in the space provided below and return it to the school.

---

WE ACKNOWLEDGE THAT WE HAVE RECEIVED THE EL PASO COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM'S STUDENT CODE OF CONDUCT AND THAT WE ARE RESPONSIBLE FOR READING AND UNDERSTANDING THE INFORMATION CONTAINED HEREIN.

Student's Name: \_\_\_\_\_  
(Please Print)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_  
(Please Print)

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home School: \_\_\_\_\_ Grade Level: \_\_\_\_\_



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## ***MISSION STATEMENT***

*Academically, the mission of the JJAEP is to allow students to perform at grade level.*

# Mandatory Expulsion Table



## Juvenile Justice Alternative Education Offense Codes

TEXAS  
JUVENILE  
JUSTICE  
DEPARTMENT

2023/24 and 2024/25 School Years

*New items shown in italics*

| Offense Code    | Offense Description                                                                                                       | Offense Type |
|-----------------|---------------------------------------------------------------------------------------------------------------------------|--------------|
| 37.007A12A      | Unlawful Weapon: Handgun [Penal Code (PC) 46.02(a)] [Education Code (EC) 37.007 (a)(1)]                                   | Mandatory    |
| 37.007A12B      | Unlawful Weapon: Location-Restricted Knife [PC 46.02(a-4)] [EC 37.007 (a)(1)] (For students who are under the age of 18.) | Mandatory    |
| 37.007A15A      | Prohibited Weapon: Explosive Weapon [PC 46.05(a)(1)] [EC 37.007(a)(1)]                                                    | Mandatory    |
| 37.007A15B      | Prohibited Weapon: Machine Gun [PC 46.05(a)(1)(A)] [EC 37.007(a)(1)]                                                      | Mandatory    |
| 37.007A15C      | Prohibited Weapon: Short-Barrel Firearm [PC 46.05(a)(1)(B)] [EC 37.007(a)(1)]                                             | Mandatory    |
| 37.007A15D      | Prohibited Weapon: Firearm Silencer [PC 46.05(a)(1)(C)] [EC 37.007(a)(1)]                                                 | Mandatory    |
| 37.007A15F      | Prohibited Weapon: Armor-Piercing Ammunition [PC 46.05(a)(2)] [EC 37.007 (a)(1)]                                          | Mandatory    |
| 37.007A15G      | Prohibited Weapon: Chemical Dispensing Device [PC 46.05(a)(3)] [EC 37.007(a)(1)]                                          | Mandatory    |
| 37.007A15H      | Prohibited Weapon: Zip Gun [PC 46.05(a)(4)] [EC 37.007(a)(1)]                                                             | Mandatory    |
| 37.007A15I      | Prohibited Weapon: Tire Deflation Device [PC 46.05(a)(5)] [EC 37.007(a)(1)]                                               | Mandatory    |
| 37.007A15J      | Prohibited Weapon: Improvised Explosive Device [PC 46.05(a)(6)] [EC 37.007(a)(1)]                                         | Mandatory    |
| 37.007A2A1      | Aggravated Assault [PC 22.02] [EC 37.007(a)(2)(A)]                                                                        | Mandatory    |
| 37.007A2A2      | Aggravated Sexual Assault [PC 22.021] [EC 37.007(a)(2)(A)]                                                                | Mandatory    |
| 37.007A2A3      | Sexual Assault [PC 22.011] [EC 37.007(a)(2)(A)]                                                                           | Mandatory    |
| 37.007A2B       | Arson [PC 28.02] [EC 37.007(a)(2)(B)]                                                                                     | Mandatory    |
| 37.007A2C1      | Murder [PC 19.02] [EC 37.007(a)(2)(C)]                                                                                    | Mandatory    |
| 37.007A2C2      | Capital Murder [PC 19.03] [EC 37.007(a)(2)(C)]                                                                            | Mandatory    |
| 37.007A2C3      | Attempted Murder or Capital Murder [PC 15.01] [EC 37.007(a)(2)(C)]                                                        | Mandatory    |
| 37.007A2D       | Indecency with A Child [PC 21.11] [EC 37.007(a)(2)(D)]                                                                    | Mandatory    |
| 37.007A2E       | Aggravated Kidnapping [PC 20.04] [EC 37.007(a)(2)(E)]                                                                     | Mandatory    |
| 37.007A2F       | Aggravated Robbery [PC 29.03] [EC 37.007(a)(2)(F)]                                                                        | Mandatory    |
| 37.007A2G       | Manslaughter [PC 19.04] [EC 37.007(a)(2)(G)]                                                                              | Mandatory    |
| 37.007A2H       | Criminally Negligent Homicide [PC 19.05] [EC 37.007(a)(2)(H)]                                                             | Mandatory    |
| 37.007A2I       | Continuous Sexual Abuse of Young Child or Disabled Individual [PC 21.02] [EC 37.007(a)(2)(I)]                             | Mandatory    |
| <i>37.007A3</i> | <i>Felony Drug, excluding marijuana and THC [EC 37.007(a)(3)(C)] [EC 37.006(a)(2)(C)]</i>                                 | Mandatory    |
| 37.007D         | Retaliation [EC 37.007(d)]                                                                                                | Mandatory    |
| 37.007E         | Federal Firearm [EC 37.007(e)]                                                                                            | Mandatory    |

# **JJAEP STUDENT CODE OF CONDUCT**

## **A. ADOPTION**

The Ysleta Independent School District has adopted this JJAEP Student Code of Conduct as a supplement to its Student Code of Conduct. JJAEP students shall follow all disciplinary procedures adopted in their respective school district's Student Code of Conduct, in addition to those specified in this JJAEP Student Code of Conduct.

## **B. NOTICE**

Students, parents, guardians, or custodians will receive a JJAEP Student Code of Conduct (SCC) at the time of intake and will be required to sign an acknowledgment of receipt. As part of your JJAEP placement, it is essential to familiarize yourself with the YISD Student Code of Conduct, available on the YISD website, which provides comprehensive information regarding enrollment at a YISD school.

## **C. DISCIPLINE AND SANCTIONS**

The JJAEP Student Code of Conduct outlines sanctions and disciplinary procedures applicable to students for specific behaviors, ensuring due process protections. The JJAEP Student Code of Conduct adopts the District's sanctions and disciplinary procedures, including prohibited behaviors and conduct, disciplinary consequences, circumstances for classroom removal, and conditions for placement in another educational setting.

In accordance to the District's Student Code of Conduct, discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary actions will be based on the professional judgment of teachers and administrators, considering the offense's seriousness, the student age and grade level, frequency of misbehavior, student's attitude, impact on the school environment, and statutory requirements. Prohibited behaviors by students are detailed in the YISD Student Code of Conduct on the YISD website. However, due to JJAEP placement, the following categories distinguish major and minor violations of the JJAEP Student Code of Conduct:

## **D. DISCIPLINARY OFFENSES**

### **MAJOR**

- Possession of contraband (weapons).
- Possession of or being under the influence of drugs.
- Imminent threats toward any student, teacher, or staff member.
- Destruction of property (may require incident report to TJJD).
- Sexual misconduct (requires incident report to TJJD).
- Assault (requires incident report to TJJD if against another student).
- Sexual assault (requires incident report to TJJD).
- Any incident involving a restraint (requires incident report to TJJD).
- Any incident involving abuse, sexual abuse, neglect, or exploitation (requires incident report to TJJD).
- Any incident that causes substantial disruption during the school day, whether on or off school campus, this includes any cyberbullying that may have occurred off-campus but is manifesting on campus (may require incident report to TJJD).
- Any incident warranting an arrest or meeting the elements of a Class B misdemeanor or higher (may require incident report to TJJD).

### **MINOR**

- Refusal to follow directives from administrators, teachers, or staff.
- Verbal disrespect.
- Derogatory or offensive language
- Antagonizing others.

- Walking off campus.
- Dress code violations.
- Tardies or unexcused absences.

The District will take into consideration self-defense, intent or lack of intent, the student's disciplinary history, and any disability substantially impairing the student's capacity to understand the wrongfulness of their conduct when deciding on suspension or classroom removal.

## **DISCIPLINARY MANAGEMENT TECHNIQUES**

Discipline for offenses, unless specified otherwise by law, may involve various techniques and responses, used alone or in combination, including but not limited to:

- Verbal correction (oral or written).
- Cooling-off time or "timeout".
- Seating changes within the classroom.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for late assignments or academic dishonesty (including but not limited to cheating, copying the work of another student, plagiarism, and unauthorized communication between students during an examination).
- Assignment of community service.
- Withdrawal of privileges, such as participation in extracurricular activities.
- In-School Suspension (ISS). The term of the removal may prohibit the student from attending or participating in school-sponsored or school-related activities.
- Out-of-School Suspension (OSS).
- Call to law enforcement for new offense committed at the JJAEP.
- Restitution for damage.
- Notice of Absence will be issued for violation of the Texas Compulsory Attendance Law. In accordance with this law, referrals will be made, as required to school district employees, as necessary and ultimately to a Truancy Court which may assess a fine and impose other requirements to prevent truancy.
- Other strategies and consequences as determined by school officials.
- Due to JJAEP expulsion, further expulsion is not an option, and any of the above consequences may occur.
- Due to JJAEP status, for a student under formal or informal supervision under the 65<sup>th</sup> District Court, negative behavior (whether a disciplinary referral is given or not) is reported to the Juvenile Probation Department and may result in further consequences imposed by a Juvenile Probation Officer or the 65<sup>th</sup> District Court.

If a student is removed from the JJAEP and placed in another setting other than a Disciplinary Alternative Education Program (DAEP), the student will have to return to the JJAEP to complete the expulsion term upon re-enrollment. JJAEP students may have the opportunity to attend summer school, if applicable, to make up credits or fulfill STAAR/EOC testing obligations.

## **E. JJAEP CAMPUS ADMINISTRATOR ROLE**

- Any inappropriate conduct that occurs is reported to the JJAEP Administrator and assigned Juvenile Probation Officer, who will document the conduct/incident.
- Consequences for any negative behavior are explained during the JJAEP school intake to both the student and their parent/guardian. This information is incorporated in the Student Code of Conduct and Policies and Procedures for staff.
- When inappropriate conduct or an incident occurs, the JJAEP Campus Administrator must document the behavior through a disciplinary referral, noting any action taken. Notification to parent(s)/guardian(s)

will be made when there has been a suspension or removal from the class room into In-School Suspension (ISS). The disciplinary referral must be submitted to the JJAEP Administrator, who documents the incident in JMIS and uploads the referral into the youth's profile.

- Behavior management may involve counseling, suspension, conferences with parents/Juvenile Probation Officer, or placement in ISS. If an arrest is warranted, further consequences may be incurred. Possible school-based consequences include the following:
  - 1) **Suspension** – May be warranted in cases where there has been a serious violation of school rules/policies. The JJAEP Campus Administrator will have the discretion to suspend the student. Suspension is rare as sending the student home is not conducive to the JJAEP philosophy of maintaining the student in school.
  - 2) **In-School Suspension (ISS)** – When appropriate, will be used in place of suspension, particularly when the student engages in persistent class disruption.
  - 3) **Arrest** – Warranted if an offense occurs on school grounds or during transport on a district school bus.
  - 4) **Counseling** – Provided for any inappropriate conduct/incident where there may have been a display of anger, threats to cause harm to staff or students. Such action will help intervene and prevent further incidents.
  - 5) **Conferences** – Notification to parents, administrators, JJAEP staff, and Juvenile Probation Officers will be made when there is a serious incident or recurrent inappropriate behavior such as bullying, harassment, or making hit lists. Conferences will be held by some or all of the above parties to prevent more serious consequences.
  - 6) **Juvenile Probation Officer/JJAEP Administrator** – Will address the behavior/incident with the student and will inform the court of incidents if applicable.
  - 7) **Home Visits** – Will be conducted if there is persistent unexcused absences. JJAEP Campus Administrator, Case Managers, Counselors, and/or Juvenile Probation Officer may conduct the home visit.
  - 8) **Court Ordered Counseling Services** – The student's counselor/therapist may be contacted by the Juvenile Probation Officer to discuss behaviors displayed in the school setting.

#### **F. EXPECTATIONS OF JJAEP STUDENTS**

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes regularly and on time.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, administrators, district staff, and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

#### **G. PROHIBITED SANCTIONS**

JJAEP students shall adhere to the prohibited sanctions listed in their respective school district's Student Code of Conduct. The following sanctions shall be prohibited:

- Corporal punishment, physical abuse, humiliating punishment, or hazing.
- Deprivation of food and water.
- Allowing one student to sanction another.
- Expulsion from a JJAEP.
- Imposing physical exercises/activity as a form of discipline or intimidation.

## **H. DRESS CODE**

The dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

### **Uniform Appearance:**

- **Expectations:** Students are expected to arrive in school uniform and groomed in a manner that is clean and neat, that will not be a health or safety hazard to themselves or to others.
- **Compliance:** Students out of compliance will be given an opportunity to correct the problem. Failure to correct the problem will require an immediate parent conference.
- **Severe Violations:** Students with severe violations will be sent home to change into appropriate clothing and must return to campus immediately. Failure to return will result in an unexcused absence.
- **Continued Noncompliance:** May result in a disciplinary referral.
- **Assistance with Uniform Items:** Campus Administrators will communicate and work collaboratively with the JJAEP Administrator in the event a JJAEP student requires assistance in obtaining uniform items.

### **Facial Appearance:**

- **No facial hair is permitted.** Beards, goatees, and mustaches are not allowed. **Non-complying students will be escorted to the restroom by parent/guardian to shave, and the parent/guardian will be required to provide razors.**
- Sideburns are allowed down to mid-ear only and must be maintained at all times.
- Cutting or shaving of eyebrows is NOT permitted.
- Tongue or facial piercings are NOT permitted.
- **All** fingernails must be kept short and trimmed. Nail polish or artificial nails are not permitted. Nails must not extend beyond the tips of the finger.
- No makeup of any kind is permitted, including but not limited to lipstick, concealer, foundation, primer, lipgloss, ChapStick, blush, eyeliner, brow liner, eyeshadow, and mascara.
- Makeup will be confiscated and not returned.
- **Non-compliant students will be escorted to the restroom to wash off makeup.**

### **Tattoos:**

- **ALL** tattoos on the arms and neck must be covered with a **white long-sleeve undershirt or other approved items by the Campus Administrator.**

### **Haircuts:**

- All students must maintain a clean appearance at all times.
- Hair must not cover face or eyes.
- No spiked hair (no more than 1 inch in length) or Mohawks allowed.
- Student's hair must be of a natural hair color (no colors that may cause a distraction).
- Hair should be shampooed regularly.

### **Jewelry:**

- For security reasons, no jewelry is allowed. This includes watches, necklaces, rings, or body piercings. Any jewelry brought in will be confiscated.

### **Shirts:**

- Forrest Green polo shirts are required for High School JJAEP students; Navy Blue polo shirts are required for Middle School JJAEP students.

- Shirts must remain tucked in at all times.
- Students must wear only **plain white undergarments** under their shirts. Females must wear a white bra under their shirt.
- Shirts must be kept clean at all times.
- Shirts must be well maintained, free from wrinkles, tears, or any other damage.
- Oversized shirts are not permitted.

#### **Pants/Belts:**

- **Khaki pleated or straight-front** Dockers-style or dress slacks are required.
- Pants must be worn **at or above the waistline** at all times.
- No baggy pants, bell-bottoms, cut pant legs, dragging pant legs, capris, hip huggers/low-rise, jeans, cargo pants, leggings, or side pockets are allowed.
- **Pants must be the appropriate size for the student, not to exceed ONE INCH LARGER than their waist, and not excessively tight to avoid creating a distraction.**
- Pant length should touch the top of the shoe's heel and not be frayed at the edges. Extra gym shorts under the pants will not be permitted.

#### **Shoes:**

- **Black** dress shoes or **solid black** tennis shoes with regular width **black** shoelaces are required.
- Thick or colored shoelaces are not allowed. Shoes must remain laced and tied properly throughout the day.
- Extra socks in shoes are not permitted.
- Open-toed shoes such as sandals or steel-toed shoes are not allowed.
- Socks must be plain WHITE without any visible logo or design.

#### **Winter Clothing:**

- A matching colored hooded or regular sweatshirt is required for cold weather conditions. Uniforms are available with the school administration.
- Black or white sweatshirts must FIT the student. **Oversized** sweatshirts are not allowed.
- White long sleeve shirts may be worn under student's polo shirt.

#### **Additional Items:**

- Cell phones and pagers are strictly prohibited at all times.
- No electronic equipment of any kind allowed, including electronic cigarette, toys, video games, tablets, laptops, smartwatch, headphones, etc.
- No weapons of any type are permitted, including small pocketknives and/or cutting instruments. Possession of certain illegal or location-restricted knives may result in criminal charges.
- Students shall not possess fireworks, smoke or stink bombs, or any other pyrotechnic device.
- Food, beverages, gum, and candy will be confiscated if brought onto the premises.
- Any loose items found in pockets or notebooks will be confiscated and not returned, including personal items.
- Students will not be allowed to enter the restroom while in possession of any type of writing utensil. Pens and pencils will be confiscated and not returned.
- Students **will not** be permitted to bring wallets, purses, or money.

#### **I. GRIEVANCE PROCEDURES**

The El Paso County JJAEP provides a grievance procedure to address complaints or concerns that students or parents/guardians may have in reference to mistreatment, instructional or programmatic issues, or perceived violations of students rights by staff, policies, or another student. Retaliation in any form against a student who files a complaint is strictly prohibited. A copy of the grievance form is attached to this packet. Students and parents/guardians may submit the grievance form to a staff member at the JJAEP Campus (Counselor,



Administrator, CIS) or may go directly to YISD's Department of Student Services at 9600 Sims Drive, El Paso, Texas 79925 or 915-434-0743. Student or parent/guardian may also contact the assigned Juvenile Probation Officer or the Diversionary and JJAEP Administrator, Ramon E. Hernandez at 915-273-3491 Ext. 2110 or by email at [Ram.Hernandez@epcountytexas.gov](mailto:Ram.Hernandez@epcountytexas.gov) to further discuss the issue or submit grievance.

General complaints should be resolved at the lowest possible administrative level. General complaints or questions regarding campus level decisions should be addressed with the School Principal/Assistant Principal and/or the JJAEP administrator. If student or parent/guardian does not believe a complaint or grievance was appropriately addressed, efforts should be made to discuss the complaint with the School Principal or Assistant Principal.

- **Initial Discussion** = Students are encouraged to discuss and attempt to resolve problems directly with JJAEP operational staff whenever possible.
- **Reporting to Administrators** = If unable to resolve the matter, students can report it to the the JJAEP Administrator or School Principal/Assistant Principal verbally or in writing. A Student Grievance Form must be provided to the student upon request by school staff.
- **Investigation and Response** = The JJAEP Administrator, Principal, or Assistant Principal will investigate the grievance and attempt to resolve it. The student will receive a written response within five (5) school days after submitting the grievance.
- **Documentation** = Efforts to resolve the matter will be documented on a Student Grievance Review Form for Administrators. Copies will be forwarded to the JJAEP Administrator and uploaded in the student's file. Upon request, a student's parent/guardian will be provided with a copy of the Student Grievance Form, including the response and findings.
- **Appeal Process** = If not satisfied with the response provided by School Administrators or the JJAEP Administrator, students or parents/guardians have the right to appeal to YISD's Department of Student Services or the Juvenile Probation Department and appeal.
- **Deadline for Appeal** = The deadline for submitting an appeal of the initial response must be no earlier than five (5) school days after receiving the initial response. The student will receive a written response within ten (10) school days after submitting an appeal.

## **COMPLAINTS & GRIEVANCES FROM PARENT/GUARDIAN**

El Paso County JJAEP facilities will respond quickly to all complaints/grievances from parents/guardians or members of the community against any employee of the Juvenile Probation Department and/or employees of the YISD. Corrective action will be taken if deemed necessary. Parents/Guardians must receive a copy of the JJAEP STUDENT GRIEVANCE REVIEW FORM FOR ADMINISTRATORS and will sign to acknowledge receipt. A copy of the Student Grievance Form is attached to this Student Code of Conduct.

## **J. SEXUAL ABUSE POLICY**

The El Paso County JJAEP has a policy to ensure for the safety of all students within the JJAEP. The below requirements will assist to ensure that no JJAEP student is at risk for sexual abuse, exploitation, or any type of physical or other abuse.

### ***PRISON RAPE ELIMINATION ACT OF 2003 (PREA)***

The El Paso County JJAEP adheres to the Prison Rape Elimination Act of 2003 (PREA), a federal law aimed at preventing sexual abuse in both adult and juvenile facilities, including JJAEP and community correction programs. Across all JJAEP facilities operated by the El Paso County Juvenile Probation Department and the Texas Juvenile Justice Department (TJJD), a strict zero-tolerance policy is maintained in conjunction with PREA, addressing all forms of sexual abuse. To ensure compliance of this policy, school administrators, staff, and JJAEP personnel are designated as coordinators, tasked with overseeing the implementation and adherence.

All JJAEPs are mandated to adopt zero-tolerance policies and practices regarding sexual abuse in accordance with the Prison Rape Elimination Procedures Act of 2003 (Texas Administrative Code §358.500). These policies include administrative sanctions as outlined in §348.224 of the JJAEP Policies and Procedures manual.

**§358.300 SERIOUS PHYSICAL ABUSE AND SEXUAL ABUSE – (PREA) Prison Rape Elimination Act**

- Any JJAEP staff personnel who witnesses, learns of, receives an oral/written statement from a student or other person with knowledge or reasonable belief of an occurrence of alleged serious physical abuse of sexual abuse involving a student shall follow JJAEP school protocol of informing their Principal or Assistant Principal and subsequently reporting to the TEXAS JUVENILE JUSTICE DEPARTMENT (TJJD) and local law enforcement. **The JJAEP facilities will maintain a zero-tolerance policy in conjunction with PREA regarding all forms of sexual abuse. The JJAEP Administrator and Campus Administrators (Principal and Assistant Principals) shall oversee the implementation and adherence to the zero-tolerance policy. (All volunteers, interns, and staff shall be trained regarding Abuse, Neglect and Exploitation (ANE) and PREA standards).**
- No officer, volunteer, counselor, teacher, visitor, student shall engage in any conduct of a sexual nature. There is no “consent” allowed for any juvenile under the care and/or control of the Department as well as juveniles previously under the care and/or control of the Department. All students will be supervised by JJAEP staff to ensure that they are protected from sexual abuse. Security cameras will also be utilized as additional security, but never as a substitute for face-to-face supervision.
- Identification of students vulnerable to sexual abuse, prompts immediate steps to ensure their safety, including additional supervision, referral to school counselor to discuss possible issues, notification to Juvenile Probation Officer (if applicable) to also assist in identifying any problems.
- JJAEP staff shall never be allowed as the sole supervisor of students of the opposite gender. (This includes searches, restroom breaks, or any function of the program where students are vulnerable or exposed).
- Any student with any type of disability to include deafness will be allowed to report any sexual activity through *whatever* means necessary to help them communicate. (No restrictions will be applied by the school).
- YISD/Juvenile Probation Department shall not hire or promote anyone who has engaged in sexual abuse or inappropriate sexual conduct. All employees, staff members, or substitute teachers have passed a background check by the ISD or Juvenile Probation Department to ensure the continued safety of the JJAEP students.
- YISD/Juvenile Probation Department shall make every effort to provide an environment that is free of coercion or any inappropriate conduct of any kind.
- All students thought to be victims of sexual assault shall be examined at the earliest time possible after the allegation, by a licensed physician. The examination taken by the physician may be used as evidence in an investigation.
- All allegations shall be investigated thoroughly by a neutral party, and all shall be reported to Local Law Enforcement.
- All students may report in writing (grievances) by telephone, face to face, or another means that will allow for their privacy and protection.
- If a student does not feel comfortable reporting to anyone in the JJAEP they may contact a third party (Law Enforcement, TJJD, Juvenile Probation Department, CPS, etc.) directly.
- Attached to this Student Code of Conduct is the Abuse, Neglect and Exploitation Form with the phone number to call if there is a concern or complaint regarding the health and safety of a juvenile in a Juvenile Justice Alternative Education Program.
- The TJJD’s investigation is limited to whether an allegation or incident of abuse, neglect, or exploitation occurred based on the statutory definitions of abuse, neglect, and exploitation.

## **PROCEDURES TO TAKE IN THE EVENT OF AN ALLEGED SEXUAL ABUSE INCIDENT**

JJAEP personnel will report any type of abuse immediately to School Administrators, JJAEP Administrator, Law Enforcement, Texas Department of Family and Protective Services, and the Texas Juvenile Justice Department within 24 hours. The below persons must receive a notification or report regarding allegation:

- School Administrators.
- School Nurse.
- Law Enforcement – 911.
- Parent/Guardian.
- Texas Department of Family and Protective Services - 1-800-252-5400
- Texas Juvenile Justice Department - 1-877-786-7263; submit TJJD Incident Report to [abuseneglect@tjjd.texas.gov](mailto:abuseneglect@tjjd.texas.gov)
- JJAEP Administrator - 915-273-3491 Ext. 2110

Depending on the nature, source, or circumstances surrounding the abuse, staff may be directed to:

- Have the student examined by Nurse and/or Physician.
- Make referral to local law enforcement agencies.
- Contact parents/guardians and advise them of incident.
- Gather as much relevant information as possible pertaining to the sexual assault.
- Student and family should be referred to sexual abuse counseling as soon as possible.
- Service referrals may be to school contracted service providers or any community-based service provider capable of handling the referral and providing appropriate services (such as the Center Against Sexual and Family Violence).

### **K. HIGH SCHOOL EQUIVALENCY**

Students placed in the JJAEP who have struggled within the traditional school setting may have the option to participate in a High School Equivalency Program. This is an option available for any student of the JJAEP and requires pre-testing and possible remedial assistance to get student prepared for the official test. Students interested in this option should first consult with their parents/guardians, Juvenile Probation Officer, and guidance counselor to ensure they meet the following criteria:

- Student must be at least 16 years old to participate in pre-testing and remedial preparation, and have a court order authorizing pursuit of the high school equivalency final testing and certificate; or
- Candidates who are 17 years old must have parent/guardian signature for taking the official testing.

JJAEP students with less than 4 high school credits, will be considered a priority for consideration of a High School Equivalency Program.

### **L. CONSIDERATION OF REMOVAL OF A CHILD**

Consideration will be given as a factor in each decision concerning suspension, removal to a Disciplinary Alternative Education Program, expulsion, or placement in a Juvenile Justice Alternative Education Program, regardless of whether the decisions concern a mandatory or discretionary action, to a student's status in the conservatorship of the Texas Department of Family and Protective Services or a student's status as a student who is homeless.

### **M. TRANSITION FROM AN ALTERNATIVE EDUCATION PROGRAM TO REGULAR CLASSROOM**

As soon as possible after an alternative education program determines the date of a student's release from the program, the alternative education program administrator (Cesar Chavez Academy), shall provide written notice of that date to the student's parent or a person standing in the parental relation to the student and the administrator of the campus to which the student intends to transition to. YISD and receiving district will jointly develop an appropriate written exit plan from the JJAEP and transition plan to the home school. An academic review will be provided to include a review of courses attended, credits earned, credits pending, discipline and behavior progress or follow up areas, state assessment and/or IOWA skills test scores (Pre and Post), and

attendance records for JJAEP term through the JJAEP Exit Transition Meeting facilitated by Cesar Chavez Academy. In order to promote successful transition and long-term success, said exit transition meeting will occur prior to a youth's withdrawal from the JJAEP and will include the home school (returning), Campus Administrator or designee, assigned Juvenile Probation Officer or JPD representative, the student and the student's parent or guardian. The JJAEP Exit Transition Meeting must take place no later than five (5) instructional days after the date of the student's release from an alternative education program (JJAEP).

**N. CONTINUED EDUCATIONAL SERVICES AND ON-LINE INSTRUCTION/ VIRTUAL SETTING**

YISD agrees to continue the provision of personnel and services necessary to operate the JJAEP and implement a Continuity of Operations Plan (C.O.O.P) for online instruction that can provide educational services in accordance with the Texas Education Code, Texas Education Agency, Texas Administrative Code (Chapter 348) and the Texas Juvenile Justice Department. Such C.O.O.P. must address any changes to the JJAEP educational components in the event of a pandemic or natural disaster. Searches will be conducted for safety and security reasons only. The searches procedure may be modified to ensure the safety and security of JJAEP students and staff in light of a pandemic or natural disaster in respect to the existing procedures. Any modifications to the searches procedure must be noted and reported to the JJAEP Administrator.



## EL PASO COUNTY JUVENILE PROBATION DEPARTMENT

### JJAEP STUDENT GRIEVANCE FORM

This form should be completed if you feel that you or someone else has been treated unfairly, contrary to the Student Code of Conduct. Please submit your statement to the Assistant Principal. **If the complaint involves the Assistant Principal, then submit the grievance to the Principal.**

#### JJAEP FACILITY:

- ☐ CCA HIGH SCHOOL  
☐ CCA MIDDLE SCHOOL

Student's Name: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Please explain: \_\_\_\_\_

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Check here if there is more written on the back of this form: ☐

Student's Signature: \_\_\_\_\_

Grievance Received By: \_\_\_\_\_ Date & Time: \_\_\_\_\_

Copies of all Student Grievances and Grievance Reviews are to be forwarded to the JJAEP Administrator, Ramon E. Hernandez at [Ram.Hernandez@epcountytexas.gov](mailto:Ram.Hernandez@epcountytexas.gov)



## **NOTICE TO THE PUBLIC REGARDING ABUSE, NEGLECT AND EXPLOITATION**

The TEXAS JUVENILE JUSTICE DEPARTMENT investigates allegations of abuse, neglect and exploitation in juvenile justice facilities operated wholly or partly by the juvenile board or by a private vendor under a contract with the juvenile board or county that serves juveniles under juvenile court jurisdiction, including: public or private short-term juvenile pre-adjudication secure detention facilities (holdovers); public or private juvenile pre-adjudication secure detention facilities; public or private juvenile post-adjudication secure correctional facilities, except for a facility operated solely for children committed to Texas Youth Commission; public or private non-secure juvenile residential treatment facilities that are not licensed by the Texas Department of Family and Protective Services or Department of State Health Services.

The TEXAS JUVENILE JUSTICE DEPARTMENT investigates allegations of abuse, neglect and exploitation in juvenile justice programs (such as the JJAEP) operated wholly or partly by the juvenile board or by private vendor under a contract with a juvenile board that serves juveniles under juvenile court jurisdiction, including juvenile justice alternative education programs and non-residential programs that serve juvenile offenders under the jurisdiction of the juvenile court.

If you are a member of the public and you have a concern or complaint regarding the health and safety of a juvenile in a juvenile justice facility or program, please contact The TEXAS JUVENILE JUSTICE DEPARTMENT at the following TOLL FREE number:

**1-877-786-7263**  
**(1-877- STOP ANE)**

The TJJD's investigation is limited to whether an allegation or incident of abuse, neglect or exploitation occurred based on the statutory definitions of abuse, neglect and exploitation. Investigators will not address the appropriateness of a disposition by the juvenile court and do not have the authority to override an order issued by a juvenile court.

For more information, please contact an investigator at the TEXAS JUVENILE JUSTICE DEPARTMENT at (512) 424-6700.

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

**EL PASO COUNTY JUVENILE PROBATION DEPARTMENT  
 JJAEP PERSONNEL RECORDS REQUEST  
 Chapter 348 Juvenile Justice Alternative Education Programs**

| HR Reviewer's Name: _____                                                                                                                                    |               |          |                  | Education and Certification |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 | Personal Records                                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Policies and Procedures |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------|------------------|-----------------------------|--------------------------------------------------|-------------------------------------|---------------------------------------------------------------------|-----------------------|--------------------------|-----------------|--------------------------------------------|--------------------------|--------------------|-----------|-----|--------------------|---------------------------------------|------------------------------|------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Print Name and Title _____                                                                                                                                   |               |          |                  |                             |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 |                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Signature _____                                                                                                                                              |               |          |                  |                             |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 |                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Date: _____                                                                                                                                                  |               |          |                  |                             |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 |                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| THE ABOVE SIGNATURE CERTIFIES THAT THE LISTED JJAEP EMPLOYEES HAVE ALL THE ABOVE INFORMATION ON FILE AS REQUIRED BY THE TEXAS JUVENILE PROBATION COMMISSION. |               |          |                  | Bachelor's Degree           | Proof of licensing or certification verification | College or University Accreditation | College, High School Diploma, Certificate or Home School Transcript | Teacher Certification | Special Ed Certification | Job Description | Criminal History Records Check – NCIC/TCIC | LOCAL SEX OFFENDER CHECK | FAST-FINGER PRINTS | FIRST AID | CPR | CPI, IF APPLICABLE | Applicable Certification Verification | Applicable Personnel Actions | Documentation of Employee Qualifications | Certified Letter from the Employing School District's HR, if applicable | New Orientation & JJAEP Policies and Procedures | Documentation of Receipt of the Student Code of Conduct |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                              | EMPLOYEE NAME | POSITION | JJAEP START DATE |                             |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 |                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1                                                                                                                                                            |               |          |                  |                             |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 |                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2                                                                                                                                                            |               |          |                  |                             |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 |                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3                                                                                                                                                            |               |          |                  |                             |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 |                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4                                                                                                                                                            |               |          |                  |                             |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 |                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5                                                                                                                                                            |               |          |                  |                             |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 |                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6                                                                                                                                                            |               |          |                  |                             |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 |                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7                                                                                                                                                            |               |          |                  |                             |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 |                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8                                                                                                                                                            |               |          |                  |                             |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 |                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9                                                                                                                                                            |               |          |                  |                             |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 |                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10                                                                                                                                                           |               |          |                  |                             |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 |                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11                                                                                                                                                           |               |          |                  |                             |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 |                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12                                                                                                                                                           |               |          |                  |                             |                                                  |                                     |                                                                     |                       |                          |                 |                                            |                          |                    |           |     |                    |                                       |                              |                                          |                                                                         |                                                 |                                                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |



# INCIDENT REPORT FORM

Administrative Investigations Division

TEXAS  
JUVENILE  
JUSTICE  
DEPARTMENT

Fill out both sides of form and submit completed form and any additional documentation to:

Email: [abuseneglect@tjjd.texas.gov](mailto:abuseneglect@tjjd.texas.gov)

## REPORTER'S INFORMATION

|                                      |        |               |               |               |
|--------------------------------------|--------|---------------|---------------|---------------|
| Form Completed By Name/Title         |        | Phone #       | Fax #         | Email Address |
| First Person of Knowledge Name/Title |        | Phone #       | Email Address |               |
| County Case ID #                     | County | Incident Date |               | Incident Time |

## LOCATION OF ALLEGED INCIDENT

|                                     |      |       |     |                                                                                                                                                                                                                                                                                                                                                   |  |
|-------------------------------------|------|-------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Name of Department/Program/Facility |      |       |     | <b>Type of Program/Facility</b> (check one):<br><input type="checkbox"/> Pre-Adjudication (Detention)<br><input type="checkbox"/> Post-Adjudication (Secure)<br><input type="checkbox"/> Post-Adjudication (Non-Secure)<br><input type="checkbox"/> Probation<br><input type="checkbox"/> JJAEP<br><input type="checkbox"/> Day Reporting Program |  |
| Address                             | City | State | Zip |                                                                                                                                                                                                                                                                                                                                                   |  |
| Administrator's Name/Title          |      | Phone | Fax |                                                                                                                                                                                                                                                                                                                                                   |  |
|                                     |      |       |     |                                                                                                                                                                                                                                                                                                                                                   |  |

## LAW ENFORCEMENT NOTIFICATION

|                             |     |               |                 |               |
|-----------------------------|-----|---------------|-----------------|---------------|
| Law Enforcement Agency Name |     |               | Person Notified |               |
| Phone                       | Fax | Report Number | Date Notified   | Time Notified |

## SERIOUS INCIDENTS -- Report to TJJD within **24 Hours**

|                                                          |                           |                                                                 |                |  |       |                                                                                                                                           |                                                                                                                                   |     |               |  |  |
|----------------------------------------------------------|---------------------------|-----------------------------------------------------------------|----------------|--|-------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----|---------------|--|--|
| <input type="checkbox"/> Attempted Escape                |                           |                                                                 |                |  |       | <input type="checkbox"/> Attempted Suicide:<br>Referred for Mental Health Services? <input type="checkbox"/> Y <input type="checkbox"/> N |                                                                                                                                   |     |               |  |  |
| <input type="checkbox"/> Escape                          |                           |                                                                 |                |  |       | <input type="checkbox"/> Reportable Injury:<br>Restraint related? <input type="checkbox"/> Y <input type="checkbox"/> N                   |                                                                                                                                   |     |               |  |  |
| <input type="checkbox"/> Escape-Furlough                 |                           |                                                                 |                |  |       | If yes, what type? <input type="checkbox"/> Mechanical <input type="checkbox"/> Physical <input type="checkbox"/> Chemical                |                                                                                                                                   |     |               |  |  |
| <input type="checkbox"/> Youth Sexual Conduct            |                           |                                                                 |                |  |       |                                                                                                                                           |                                                                                                                                   |     |               |  |  |
| <input type="checkbox"/> Youth-on-Youth Physical Assault |                           |                                                                 |                |  |       |                                                                                                                                           |                                                                                                                                   |     |               |  |  |
| YOUTH INVOLVED                                           | Name                      |                                                                 |                |  | DOB   | Age                                                                                                                                       | Race                                                                                                                              |     | Height        |  |  |
|                                                          | Weight                    | Gender<br><input type="checkbox"/> M <input type="checkbox"/> F | Placing County |  | PID   |                                                                                                                                           | Current Location of Youth:<br><input type="checkbox"/> Facility <input type="checkbox"/> Residence <input type="checkbox"/> Other |     |               |  |  |
|                                                          | Name of Parent/Guardian   |                                                                 |                |  | Phone |                                                                                                                                           | Date Notified                                                                                                                     |     | Time Notified |  |  |
|                                                          | Parent/Guardian's Address |                                                                 |                |  | City  |                                                                                                                                           | State                                                                                                                             | Zip |               |  |  |

## ABUSE, NEGLECT, EXPLOITATION, OR DEATH

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report to TJJD and Law Enforcement within <u>24 Hours</u>:</b><br><input type="checkbox"/> Exploitation<br><input type="checkbox"/> Emotional Abuse<br><input type="checkbox"/> Verbal Abuse<br><input type="checkbox"/> Neglect:<br><input type="checkbox"/> Medical <input type="checkbox"/> Supervisory<br><input type="checkbox"/> Physical Abuse<br>Restraint related? <input type="checkbox"/> Y <input type="checkbox"/> N<br>If yes, what type? <input type="checkbox"/> Mechanical <input type="checkbox"/> Physical <input type="checkbox"/> Chemical | <b>Report to Law Enforcement within <u>1 Hour</u> and TJJD within <u>4 Hours</u></b><br><input type="checkbox"/> Death:<br><input type="checkbox"/> Suicide <input type="checkbox"/> Non-Suicide<br><input type="checkbox"/> Sexual Abuse:<br><input type="checkbox"/> Contact <input type="checkbox"/> Non-Contact<br><input type="checkbox"/> Serious Physical Abuse (injury that requires medical treatment):<br>Restraint related? <input type="checkbox"/> Y <input type="checkbox"/> N<br>If yes, what type? <input type="checkbox"/> Mechanical <input type="checkbox"/> Physical <input type="checkbox"/> Chemical |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



| STAFF-ON-YOUTH ALLEGATIONS ONLY |                           |                                                                 |                |       |        |                          |                                                                                                                                   |                          |                          |
|---------------------------------|---------------------------|-----------------------------------------------------------------|----------------|-------|--------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| ALLEGED VICTIM:<br>YOUTH        | Name                      |                                                                 |                | DOB   | Age    | Race                     |                                                                                                                                   | Height                   |                          |
|                                 | Weight                    | Gender<br><input type="checkbox"/> M <input type="checkbox"/> F | Placing County |       | PID    |                          | Current Location of Youth:<br><input type="checkbox"/> Facility <input type="checkbox"/> Residence <input type="checkbox"/> Other |                          |                          |
|                                 | Name of Parent/Guardian   |                                                                 |                | Phone |        | Date Notified            |                                                                                                                                   | Time Notified            |                          |
|                                 | Parent/Guardian's Address |                                                                 |                |       | City   |                          | State                                                                                                                             | Zip                      |                          |
| ALLEGED PERPETRATOR:<br>STAFF   | Name / Title              |                                                                 |                | DOB   | Gender | Re-Assigned              | Resigned                                                                                                                          | Suspended                | Terminated               |
|                                 |                           |                                                                 |                |       |        | <input type="checkbox"/> | <input type="checkbox"/>                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
|                                 |                           |                                                                 |                |       |        | <input type="checkbox"/> | <input type="checkbox"/>                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
|                                 |                           |                                                                 |                |       |        | <input type="checkbox"/> | <input type="checkbox"/>                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |

| YOUTH-ON-STAFF ASSAULTS ONLY |                                                                                                                               |                |  | TJJD will <u>not</u> investigate these incidents; however, it is important that we collect this data. Please report all assaults on staff to local law enforcement <u>and</u> TJJD. |      |               |                                                                 |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------|-----------------------------------------------------------------|
| ALLEGED VICTIM:<br>STAFF     | Name / Title                                                                                                                  |                |  | DOB                                                                                                                                                                                 | Race |               | Gender<br><input type="checkbox"/> M <input type="checkbox"/> F |
|                              | Was the staff injured? <input type="checkbox"/> Y <input type="checkbox"/> N                                                  |                |  |                                                                                                                                                                                     |      |               |                                                                 |
|                              | If Yes: Was medical treatment needed? <input type="checkbox"/> Y <input type="checkbox"/> N<br>Briefly describe any injuries: |                |  |                                                                                                                                                                                     |      |               |                                                                 |
| SUSPECT:<br>YOUTH            | Name                                                                                                                          |                |  | DOB                                                                                                                                                                                 | Age  | Race          |                                                                 |
|                              | Gender<br><input type="checkbox"/> M <input type="checkbox"/> F                                                               | Placing County |  |                                                                                                                                                                                     | PID  |               |                                                                 |
|                              | Name of Parent/Guardian                                                                                                       |                |  | Phone                                                                                                                                                                               |      | Date Notified |                                                                 |
|                              | Parent/Guardian's Address                                                                                                     |                |  | City                                                                                                                                                                                |      | State         | Zip                                                             |

| DESCRIPTION OF INCIDENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <b>THIS SECTION MUST BE COMPLETED.</b> Supplementary attachments may <u>not</u> replace the narrative.</li> <li>• The details of the incident should include <u>who, what, when, where, why, and how</u>, including a description of any injuries and the type of medical treatment provided. Use additional pages if necessary.</li> <li>• <b>NOTE:</b> If the first person of knowledge is not the person who is submitting this form, the first person of knowledge must attach a signed, dated statement.</li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| APPROVAL                                                                                                          |                       |      |
|-------------------------------------------------------------------------------------------------------------------|-----------------------|------|
| <b><i>I do hereby attest that the information I provided is true and correct to the best of my knowledge.</i></b> |                       |      |
| Printed First and Last Name                                                                                       | Signature<br><b>X</b> | Date |

# Ysleta Independent School District

## 2024-2025 DISTRICT CALENDAR

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

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

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

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

| November |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
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|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |

| December |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
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| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 | 31 |    |    |    |    |

### July

1-5 District Holiday  
8-18 Student Registration  
15-18 New Teacher Induction  
19 Teacher Prep Day  
22-26 Professional Development  
29 First Instructional Day/ First Day of the First Semester

### August

26 Parent Conference / Full Day Instruction (High School)  
27 Parent Conference / Full Day Instruction (Middle School)

### September

2 Labor Day/District Holiday  
18 Parent Conference / Full Day Instruction (Elementary School)  
27 End of 1st Nine Weeks  
30 Fall Intersession

### October

1-4 Fall Intersession  
7-11 Fall Break  
14 Professional Development / No Students  
31 Early Release Campus PD / Students Half-Day (4 Hours)

### November

11 Veteran's Day/ District Holiday  
25-29 Thanksgiving Break

### December

3 English I EOC  
4 Biology and US History EOC  
5 English II EOC and Algebra I EOC  
20 Early Release/ Students Half-Day (4 Hours)  
23-27 End of First Semester/ End of 2nd Nine Weeks  
30-31 Winter Break  
Winter Break

### January

1-3 Winter Break  
6 Holiday Exchange Day  
7 Professional Development  
8 First Day of Second Semester/ Students Report Back to School  
20 Martin Luther King Jr. Day/ District Holiday

### February

17 Parent Conference/ Full Day Instruction (High School)  
18 Parent Conference/ Full Day Instruction (Middle School)  
19 Parent Conference/ Full Day Instruction (Elementary School)  
28 End of 3rd Nine Weeks

### March

3-7 Spring Intersession  
10-14 Spring Break  
17 Professional Development / No Students

### April

8-11 STAAR Testing  
15-17 STAAR Testing  
18 Good Friday/ District Holiday/ Inclement Weather Make-Up Day  
22-25 STAAR Testing

### May

26 Memorial Day/ District Holiday/ Inclement Weather Make-Up Day  
30 Early Release/ Students Half-Day (4 Hours)  
End of Second Semester/ Last Instructional Day

### June

24-26 EOC Retest  
30 District Summer Holiday

### July

1-4 District Summer Holiday

Teacher Work Days 187

Instructional Days

Semester 1 87

Semester 2 89

### Legend:

|                                                                                     |                               |                                                                                     |                           |
|-------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------------------|---------------------------|
|  | Holiday/Non-Duty Day          |  | Beginning/End of Semester |
|  | Professional Development      |  | End of Grading Period     |
|  | STAAR/EOC Testing             |  | Parent Conference         |
|  | Inclement Weather Make-Up Day |  | Holiday Exchange          |
|  | Student Registration          |  | Early Release             |
|  | Intersession                  |                                                                                     |                           |

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| January |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
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| 19      | 20 | 21 | 22 | 23 | 24 | 25 |
| 26      | 27 | 28 | 29 | 30 | 31 |    |

| February |    |    |    |    |    |    |
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| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 |    |

| March |    |    |    |    |    |    |
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| 23    | 24 | 25 | 26 | 27 | 28 | 29 |
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| April |    |    |    |    |    |    |
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| 13    | 14 | 15 | 16 | 17 | 18 | 19 |
| 20    | 21 | 22 | 23 | 24 | 25 | 26 |
| 27    | 28 | 29 | 30 |    |    |    |

| May |    |    |    |    |    |    |
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| 4   | 5  | 6  | 7  | 8  | 9  | 10 |
| 11  | 12 | 13 | 14 | 15 | 16 | 17 |
| 18  | 19 | 20 | 21 | 22 | 23 | 24 |
| 25  | 26 | 27 | 28 | 29 | 30 | 31 |

| June |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
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| 8    | 9  | 10 | 11 | 12 | 13 | 14 |
| 15   | 16 | 17 | 18 | 19 | 20 | 21 |
| 22   | 23 | 24 | 25 | 26 | 27 | 28 |
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| July |    |    |    |    |    |    |
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| 20   | 21 | 22 | 23 | 24 | 25 | 26 |
| 27   | 28 | 29 | 30 | 31 |    |    |

**IN THE STATE OF TEXAS  
COUNTY OF EL PASO**

**INTERLOCAL AGREEMENT  
FOR THE ESTABLISHMENT AND OPERATION OF  
EL PASO COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAMS  
PURSUANT TO CHAPTER 37 OF THE TEXAS EDUCATION CODE**

This Interlocal Agreement is made by and between the El Paso County Juvenile Board, hereinafter referred to as the “Board”, and the Ysleta Independent School District, hereinafter referred to as “YISD”, Ysleta Board of Trustees, hereinafter referred to as “YISD Board”; El Paso Independent School District, Anthony Independent School District, Canutillo Independent School District, Socorro Independent School District, Fabens Independent School District, San Elizario Independent School District, Tornillo Independent School District, and Clint Independent School District, hereinafter collectively referred to as “Districts” and individually as a “Participating District”, and are joined for purposes of establishing the respective responsibilities of the Board and the Districts. Nothing herein shall create a direct contractual relationship between the Districts and YISD in its capacity as provider agent or provider of Juvenile Justice Alternative Education Program (JJAEP) services.

The purpose of this Agreement is for the establishment by the Board of a JJAEP approved by the Texas Juvenile Justice Department (TJJD) and operated by the YISD, for the Districts’ students as permitted by § 37.011(e) of the Texas Education Code. This Agreement will serve to combine into one system the operational, programmatic, and educational standards for the JJAEP required by the Texas Education Code § 37.011(e) and Title 37, Chapter 348 of the Texas Administrative Code. The JJAEP shall serve, and the El Paso County Juvenile Probation Department shall be responsible for funding, only placements of students enrolled in the Participating Districts who have been expelled from school for conduct for which expulsion is mandatory under Texas Education Code §37.007(a), (d), and (e). El Paso County JJAEP is dedicated to providing a safe, inclusive, and productive educational environment for students expelled from their home schools under Texas Education Code, Chapter 37. Academically, the mission is to enable students to perform at grade level, while empowering them to achieve both academic and personal development. The program shall be located at YISD’s Cesar Chavez Academy, 7814 Alameda Ave, El Paso, Texas, 79915.

**DUTIES OF THE JUVENILE BOARD AND JJAEP ADMINISTRATOR**

For provision of JJAEP services, in consideration for YISD's operation of the educational component of the JJAEP and acting provider for the JJAEP, the Juvenile Board, by and through the County of El Paso, agrees to pay YISD the amount approved per day by the Texas Juvenile Justice Department for each YISD or other Participating District student’s enrollment in the JJAEP, utilizing state-appropriated funds from the Texas Juvenile Justice Department funds for the applicable school year, and pass-through funding provided by the Participating Districts. Texas Juvenile Justice Department funds include settle-up funds due to unexpended year-end balances. It is understood by YISD that the daily rate of compensation for educational services is determined by the State of Texas and is subject to change throughout the year. Said fee will be paid to the attention of YISD's Chief

Financial Officer on a quarterly basis, with the first payment due December 15 of the applicable school year, with all fees paid no later than 60 days following the conclusion of the respective school year.

The Board and the JJAEP Administrator will monitor compliance and performance and will conduct an annual JJAEP Performance Review between the conclusion of the school year and prior to the next school year to determine JJAEP effectiveness. The JJAEP Administrator will also conduct an annual JJAEP Management Review of the overall JJAEP operations before the beginning of the next year. The JJAEP Administrator will provide copies of both reports to the YISD School Board President, Trustees, and the Superintendent within 30 days of Juvenile Board review.

## **DUTIES OF YISD AND THE DISTRICTS**

YISD shall provide facilities, personnel, and services necessary to operate on the Board's behalf, a JJAEP approved by the Texas Juvenile Justice Department as outlined under Texas Administrative Code, Chapter 348, as permitted by § 37.011(e) of the Texas Education Code ("JJAEP Services"). The educational components of the JJAEP shall be subject to the policies adopted by the YISD Board of Trustees. YISD shall follow the programmatic and process components of the JJAEP as outlined in the El Paso County Juvenile Probation Department's JJAEP Policies, Procedures and Standards, and Texas Administrative Code Standards under Chapter 348. Based on current capacity under building code regulations, YISD is required to have no more than 32 students placed at JJAEP at one time; therefore, YISD shall have no obligation to enroll in JJAEP more than 32 students ("capacity").

YISD agrees to continue the provision of personnel and services necessary to operate the JJAEP and implement a Continuity of Operations Plan (C.O.O.P) for online instruction that can provide educational services in accordance with the Texas Education Code, Texas Education Agency, Texas Administrative Code (Chapter 348), the Texas Juvenile Justice Department, Department of Public Health, and the Local Health Authority. Such C.O.O.P. must address any changes to the JJAEP educational components in the event of a pandemic or natural disaster. YISD agrees to provide a copy of YISD JJAEP Plan of Action that outlines instructional time (synchronous/asynchronous, traditional, hybrid, online), student and staff safety plan, transportation, meal and searches plans, attendance recording keeping plan, and other matters related to operations before the beginning of SY 2024-2025 and as the plan is revised throughout the school year in relation to JJAEP matters.

Each Participating District, including YISD, agrees to fulfill requirements pursuant to this Agreement and as outlined in the El Paso County Juvenile Probation Department's JJAEP Policies, Procedures and Standards and the Texas Administrative Code Standards in order to facilitate a successful transition to and from the JJAEP.

## **TERMS OF PLACEMENT DUE TO EXPULSION**

In order to be expelled for placement in the JJAEP, a Participating District must expel students pursuant to a mandatory expulsion offense listed in § 37.007(a), (d), or (e) of the Texas Education

Code. A list of the applicable **MANDATORY EXPULSIONS OFFENSE CODES** is included in (**EXHIBIT “A”**) attached hereto. Furthermore, to be accepted for placement in the JJAEP, a student must be expelled for a minimum of 75 school days. The maximum term may not exceed 180 program days, except for an expulsion involving a firearm, for which the maximum term is one calendar year. The maximum term may not exceed one calendar year unless the student has been expelled for longer than one calendar year, in accordance with law and Participating District policy. Pursuant to § 37.011(k)(3) of the Texas Education Code, a student may be placed in the JJAEP if the student engages in serious misbehavior, as defined by § 37.007(c). However, under this Agreement, El Paso County and YISD shall only accept students expelled for mandatory offenses as outlined in Exhibit A.

To be placed in JJAEP, a student must be aged ten (10) and over and in the 6<sup>th</sup> grade or higher. The Participating District will fully consider all mitigating factors, exhaust all appeals, and explore all alternative DAEP placements before determining to place the student in JJAEP. The Participating District is aware and agrees that eligible elementary students who are ten (10) years of age and in the 6<sup>th</sup> grade shall be placed and will receive educational services with middle school students at Cesar Chavez Academy’s Middle School. Such placement in JJAEP will not exceed twenty (20) school days, and enrollment of any elementary school student will not require YISD to add or reassign staff to meet teacher-to-student ratios at secondary levels. All Participating Districts acknowledge and accept that YISD may, but is not required to, separate middle school students from high school students at JJAEP.

The Participating District must provide a copy of the expulsion notice and all required information to the El Paso County Juvenile Probation Department pursuant to § 37.007 of the Texas Education Code and § 52.041 of the Texas Family Code no later than two (2) school days after the final appeal hearing is concluded and the decision to expel is upheld. Failure to provide such written notice shall result in the student remaining in the Participating District's alternative education program. The expulsion packet must include the expulsion notice and parent/guardian notification containing the student’s name, DOB, ID number, TSDS number, Law Enforcement Agency (LEA) report number, expulsion term (specific end date), review date, and any special programs such as SPED or 504 documentation.

Upon JJAEP formal acceptance by the JJAEP Administrator, the Participating District agrees to immediately provide all necessary school withdrawal and educational records, including transcripts and any special education paperwork, to the JJAEP Campus to ensure the development of an appropriate and timely JJAEP entry educational plan within three (3) school days of the JJAEP acceptance determination. Required school records are outlined in the **JJAEP SCHOOL RECORDS REQUEST FORM (EXHIBIT “B”)**.

The Participating District(s) and JJAEP Campus agree to timely and collaboratively facilitate the completion of the JJAEP Intake at the JJAEP Campus within seven (7) to ten (10) school days of JJAEP acceptance. The aim will be to minimize a student’s unnecessary delay or lapse in JJAEP attendance or access to educational services under JJAEP. Although a student may be accepted into JJAEP, enrollment in the JJAEP may be delayed due to capacity limits or other special circumstances. In those situations, the parties agree to provide at least three (3) school days

advance notice prior to the scheduled intake. Any youth placed in the sending school's Disciplinary Alternative Education Program (DAEP), while pending intake or on the waiting list for JJAEP placement will have those days towards credited towards their JJAEP term of placement.

If students are expelled and accepted into the JJAEP but do not enroll because their parents/guardians withdraw them, the student will remain eligible for JJAEP expulsion upon re-enrollment in a local school district. However, the expelling school district must hold another expulsion hearing and provide a new expulsion term along with the required expulsion packet. Participating Districts shall adhere to the guidelines established under Texas Education Code §§ 37.302, 37.303, 37.304, 37.305, 37.306, 37.307, 37.308, 37.309, 37.310, and 37.311 for students placed in a JJAEP due to an offense requiring sex offender registration. Participating Districts must also adhere to the expulsion term guidelines outlined in this Agreement.

In the event that JJAEP enrollment is at 90% of capacity, a waiting list shall be established for acceptance into JJAEP. Pending acceptance, Participating Districts may place expelled students in their own district's DAEP. Students shall be accepted into JJAEP in the order placed on the waiting list; provided, however, that a student will be accepted only if there are a minimum of forty-five (45) days remaining in the term of expulsion. Students expelled for violence, a felony terroristic threat, or a firearm offense will have priority on the waiting list and will be accepted for placement in JJAEP up to the 100% capacity limit. Additionally, JJAEP will not accept any referrals within the last three weeks of YISD's instructional school year. Referrals submitted during this period shall be denied placement, and the referred student will remain the responsibility of the Participating District to place in its own DAEP for the remainder of the school year.

## **SPECIAL CIRCUMSTANCES AFFECTING LENGTH OF PLACEMENT**

YISD agrees to provide capacity for thirty-two (32) students. However, the Parties agree that special circumstances may arise if JJAEP reaches 90% of capacity, or if any one Participating District has more than 67% of the students enrolled in JJAEP. In such cases, the Parties agree that YISD, may limit the length of a student's placement at JJAEP to a maximum of one hundred (100) school days, with the "75-day placement review" occurring at an earlier date acceptable to the Participating District. Such limitation shall not apply to students expelled for offenses involving firearm or those determined by the Participating District, with the concurrence of the JJAEP Administrator, to present an ongoing threat to the safety of other students or district employees.

In the event a student enrolled in the JJAEP commits an infraction that violates the YISD or JJAEP Student Code of Conduct, YISD may take disciplinary action as per the JJAEP Student Code of Conduct. Such action may extend the student's term of expulsion and JJAEP placement.

## **TERMS OF EXIT**

A JJAEP student must be removed from the JJAEP upon completion of the earliest of the following: completion of the court-ordered supervision or deferred prosecution terms and conditions, completion of the expulsion term which was the basis of the JJAEP placement, a Participating

District decision to remove the JJAEP student from JJAEP placement due to 75-day (or earlier if special circumstances exist) placement review hearing decision, decline or dismissal of the JJAEP felony charge by the Court or Prosecutor, withdrawal from JJAEP by student's parent/guardian, or withdrawal from JJAEP due to "Inactive" Status of thirty (30) consecutive school days. 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.

The Participating District agrees to attend and cooperate with YISD in the JJAEP Exit Transition Meeting to jointly develop an appropriate written exit plan from the JJAEP and transition plan to reintegrate the student into his/her home school. An academic review will be provided, including a review of courses attended, credits earned, credits pending, attendance records, discipline reports, follow-up areas, state assessments and/or IOWA skills test scores (Pre and Post). As part of the JJAEP Exit Transition Meeting, the Participating District agrees to initiate the development of the student's return schedule, outline strategies that will be implemented upon the student's return to home school, and link the student to the Community In Schools (if applicable), the graduation coach, the at-risk coordinator or designated Participating District staff charged with support and re-entry services. In order to promote a successful transition and long-term success, the JJAEP Exit Transition Meeting will occur prior to the youth's withdrawal from the JJAEP and will include the home school (returning) Campus Administrators or designee, YISD Campus Administrators, assigned Probation Officer or JPD representative, the student and the student's parent or guardian.

For a student expelled and placed in a JJAEP for a term of 75 school days or more, Participating Districts agree to attend a review upon the student's 75<sup>th</sup> school day in JJAEP placement to consider early removal from the JJAEP based on the youth's academic progress and/or other factors that may compel an early release from the JJAEP. On a case-by-case basis, upon the commencement of the school year, the JJAEP will hold, and Participating Districts will attend a placement review for returning JJAEP students who carried over from the prior school year, have met the 75<sup>th</sup> day placement day in JJAEP, and are recommended for early release based on progress and/or other factors. The JJAEP agrees to facilitate placement review hearings and coordinate with the student's home district/campus.

## **CURRICULUM AND ATTENDANCE**

YISD shall provide a JJAEP which will serve students from YISD and Participating Districts. The JJAEP will comply with all applicable requirements under Chapter 37 of the Texas Education Code, the State Board of Education, Texas Administrative Code Chapter 348, and the Texas Juvenile Justice Department. This includes, but is not limited to, providing a curriculum in English Language Arts, Mathematics, Science, Social Studies, Self-Discipline, and a high school equivalency program that meets requirements under Texas Administrative Code, Chapter 348.206 (b)(3) and administration of assessment instruments under Subchapter B, Chapter 39 (State Assessment) of the Texas Education Code. All students enrolled in the JJAEP must take the statewide assessment as required under Section 39.023 of the Texas Education Code. YISD and Participating Districts agree

to the use of the online version of the Iowa Test of Basic Skills (ITBS), a nationally standardized achievement test and development of an academic plan tailored to each student's educational needs based on the ITBS data. Each student serving a minimum of seventy-five (75) school days shall be pre-tested no more than ten (10) school days after enrollment into the JJAEP, and each student serving a minimum of sixty-five (65) school days in the JJAEP will be post-tested prior to exit from the JJAEP.

YISD shall work with student and their parents/guardians to review the student's academic progress at least twice during JJAEP placement and establish a specific graduation plan for high school students. At a minimum, an educational review will occur at the JJAEP Intake and at the JJAEP Exit Transition Meeting. During the intake meeting, YISD shall require the participation and input of the student's corresponding counselor or assistant principal from the Participating District to assist in decisions regarding student retention or promotion in accordance with applicable law and YISD policy. YISD reserves the right to conduct transition or grade placement conferences to better determine grade promotion for any students placed at JJAEP near the end of the school year.

The JJAEP shall operate for at least 7 hours a day for 180 school days, equating to 75,600 minutes of school. These minutes include lunch and passing times and do not include early release, bad weather, or waiver days. A JJAEP student is noted as present if the student attends instructional time for a minimum of 4 hours per day. Attendance days are verified using sign-in sheets and attendance records for each enrolled JJAEP student. If a JJAEP student is detained/incarcerated, absent for a minimum of 10 consecutive school days, documented as a runaway, has an extended illness or medical reason, or is admitted for inpatient services, the student will be noted as inactive status. Such coding shall not be counted as absent or present from the JJAEP. A student maintained on inactive status for 30 consecutive school days shall be withdrawn on the 31<sup>st</sup> inactive day.

The JJAEP must provide the Juvenile Probation Department with monthly attendance records of all students enrolled in the JJAEP. YISD agrees to complete the **JJAEP MONTHLY ACTIVITY REPORT (MAR) (EXHIBIT "C")** on a monthly basis on or before the 3<sup>rd</sup> calendar day of each month. If the 3<sup>rd</sup> calendar day of a month falls on a weekend or holiday, the report is due the next business day. YISD agrees that subsequent payments pursuant to this Agreement shall be paid based upon the information reported on the JJAEP attendance records and Monthly Activity Report (MAR).

YISD agrees to serve youth up to the compulsory school attendance age, which has been raised to the student's 19<sup>th</sup> birthday. YISD shall utilize attendance procedures that encourage campus staff to engage with families to determine the root causes of failure to attend school. Parents/Guardians should immediately be notified of any unexplained absence, followed by other interventions such as phone calls and/or home visits to find the issue behind repeated unexcused absences. If an issue preventing attendance is identified, the JJAEP Campus Administrator or designee should determine appropriate Truancy Prevention Measures (TPM) and adhere, as much as possible, to the El Paso County Truancy Prevention Plan. TPM may include a plan to address specific behaviors contributing to truancy, counseling, mediation, or in-school or out-of-school suspension. If truancy measures as outlined in the El Paso County Truancy Prevention Plan fail, then YISD shall refer students to the District Attorney's Office or Truancy Court authorities in accordance with the



timelines for JJAEP youth, which is within two (2) school days. YISD must have written policies and procedures specifying which staff member is responsible for reporting absences by email transmission to the sending school and frequency. The JJAEP Administrator must be copied on said email transmission.

YISD agrees to provide written notification of school matters to a JJAEP student who is 18 years or older and acknowledges that notification is not required to be given to a parent or guardian unless the student has provided written consent, the student has a disability and has provided consent as outlined under Chapter 1357 of the Texas Estates Code, or the student is a dependent as defined in Section 152 of the Internal Revenue Code and notification is required under the Individuals with Disabilities Education Act (IDEA) before the student reached 18 years of age.

## **PLACEMENT OF STUDENTS WITH DISABILITIES / ADMISSIONS, REVIEW, AND DISMISSAL**

YISD shall provide educational services to those students eligible under the Individuals with Disabilities Education Act (IDEA), § 504 of the Rehabilitation Act of 1973, and English as a Second Language (ESL) programs. The placement of a student with a disability receiving special education services into the JJAEP must comply with Title 20 of the United States Code, Chapter 33. Special education services must continue to provide all related services as outlined in the student's Individualized Education Plan (IEP).

Participating Districts may expel a student with a disability identified under the Individuals with Disabilities Education Act (IDEA) or §504 of the Rehabilitation Act of 1973 for mandatory expulsion offenses involving weapons, illegal drugs, controlled substances, or inflicting serious bodily injury on another person at school, on school premises, or at a school function (Title 20 of the United States Code § 1415(k) and Title 34 of the Code of Federal Regulations § 300.520) only after a duly constituted Admission Review and Dismissal (ARD) or § 504 committee meeting is held. If the ARD or 504 committee determines that the alleged misconduct is not a manifestation of the student's disabilities, the student may be expelled for a minimum of seventy-five (75) school days, but only **up to forty-five (45) days** if the alleged misconduct *is* a manifestation of the student's disabilities.

Participating Districts agree to invite a representative of the JJAEP Campus to an incoming JJAEP student's ARD committee meeting as a non-consensus member. The Participating District shall provide reasonable notice of the ARD committee meeting to the JJAEP Campus Administrator and the JJAEP Administrator. As such, the JJAEP Campus Administrator or designee agrees to attend the incoming JJAEP student's ARD committee meeting. Attendance of said meeting is essential in preparation of the incoming students' special education service needs.

If a student is enrolled in special education services, the Participating District must provide a copy of the Admission, Review, and Dismissal (ARD) report. The ARD committee documentation must be maintained for each special education eligible student to include the most recent full and complete ARD meeting documentation, the manifestation determination ARD meeting documentation, and the most recent evaluation of eligibility for special education services.

If the JJAEP suspects that a student who has not been previously qualified as a student with disabilities under IDEA may be eligible for services in the future, it shall refer the student to their school district of residence for possible referral and evaluation in accordance with applicable statutes and regulations.

## **ESL SERVICES**

The JJAEP, in collaboration with the sending Participating District, must ensure that a non-English-speaking student or a student who speaks English as a second language receives ESL services and instruction appropriate to address their needs, as determined by a Language Proficiency Assessment Committee (LPAC). These determinations must be documented.

## **TRANSPORTATION SERVICES**

Transportation of students attending the JJAEP will be the sole and exclusive responsibility of the student's Sending District. Neither the JJAEP, nor the Educational Fiscal Agent is responsible for transportation of students sent by other Districts attending the JJAEP, including students with disabilities who require transportation as a related service. Before making the decision to place an expelled student at JJAEP, the Participating District shall determine the student's access to transportation to JJAEP and put a transportation plan in place. The Sending District's transportation plan for its student(s) must acknowledge and adhere to YISD's board approved calendar (**EXHIBIT "H"**) then in place; and in doing so, observe all YISD approved Professional Development days, early release, holiday closures, intersession, Spring Break, start and end of instructional year, and other calendar conflicts and shall make any modifications necessary to its student transportation plans. If a transportation issue is identified after placement at the JJAEP, an emergency meeting with all involved parties, including an invitation to parents/guardians, will be held. Should transportation be an ongoing barrier to attendance, the student may be exited from the JJAEP and returned to the sending school district.

## **POLICY AND PROCEDURES AND STUDENT CODE OF CONDUCT**

YISD shall follow the programmatic and process components of the JJAEP as outlined in the **EL PASO COUNTY JJAEP POLICIES, PROCEDURES AND STANDARDS**, attached hereto as (**EXHIBIT "D"**). References in Exhibit D to "JJAEP Campus" shall refer to YISD's JJAEP Campus and its operations and staff unless the context clearly indicates otherwise. YISD shall establish and enforce the **EL PASO COUNTY JJAEP STUDENT CODE OF CONDUCT** (**EXHIBIT "E"**) to supplement, but not replace, the YISD Student Code of Conduct in accordance with Texas Education Code § 37.001 and as required by Texas Education Code § 37.011(c).

YISD, the JJAEP Campus, and the JJAEP Administrator agree to engage in collaborative activities and attend quarterly meetings to educate, discuss, and problem-solve any areas of concern, as well as provide updates on policy revisions or legislative changes that may impact JJAEP Campus operations and services. These meetings and activities shall be used to enhance or make changes to the El Paso County JJAEP Policies, Procedures and Standards, the El Paso County JJAEP Student Code of Conduct, and the El Paso County JJAEP Memorandum of Understanding. All documents

must be approved by the El Paso County Juvenile Board, YISD School Board, and Participating Districts' School Boards, and must be submitted to the Texas Juvenile Justice Department.

## **JJAEP EDUCATIONAL STAFF**

JJAEP educational staff members shall be employees of YISD and shall be subject to the personnel policies of the YISD and their respective Employee Code of Conduct. YISD further agrees that, if applicable, it shall comply at its sole expense with the requirements of Section 22.0834 of the Texas Education Code, "Criminal History Record Information Review of Certain Contract Employees," any applicable rule(s) adopted by the Texas Commissioner of Education, High School/College Board Policies and other policies and requirements of such statute and rule(s), and shall certify that any "Covered Employees" and/or JJAEP staff members as described in this paragraph, do not have a "Disqualifying Criminal History". YISD shall ensure that all JJAEP staff members, including temporary, seasonal, substitute employees, or volunteers have completed and passed a background check **prior to having "direct" contact with JJAEP students**. YISD agrees for all JJAEP employees (including substitutes that will work within a JJAEP for six (6) weeks or more) operating under the JJAEP to attend the JJAEP New Employee Orientation and the JJAEP Annual Refresher as applicable.

YISD agrees to complete the **JJAEP HR RECORDS AND CERTIFICATION FORM (EXHIBIT "F")** for each employee assigned by YISD to work with JJAEP students. YISD will provide verification that any required certifications are current, and that the individual has completed all training required by this chapter. YISD shall certify through the signature of the authorized Human Resource representative that their employee meets the required qualification for the position held. For carry-over YISD employees, the **JJAEP HR RECORDS AND CERTIFICATION FORM (EXHIBIT "F")** shall be re-certified yearly and submitted to JPD/County no later than October 15<sup>th</sup> for each year.

YISD agrees to comply with Texas Administrative Code, Chapter 348.200(g)(4) regarding adequate number of supervision staff members. YISD must ensure that all JJAEP employees (including substitutes that will work within a JJAEP for six (6) weeks or more) that do not meet the "professional" (certified teachers, student aides, paraprofessionals, nurse, physicians, commissioned law enforcement officers, etc.) designation remain current through YISD training on Crisis Prevention Intervention, CPR, and First Aid training. Teacher aides and Community in School (CIS) Coordinators are exempt from obtaining the Community Activities Officer (CAO) certification approved by TJJD as they are not employed by a juvenile probation department or juvenile facility.

Pursuant to Texas Administrative Code § 350.100, the JJAEP is considered a Juvenile Justice Program, and thus any YISD employees must adhere to the standards outlined under Texas Administrative Code, Chapter 358 (Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents) for students served under the JJAEP. YISD must assure that its employees and JJAEP Campus Administrators are familiar and adhere to the Texas Administrative Code, Chapter 358, *Identifying, Reporting, Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents; and required timelines; and Prison Rape Elimination*

*Act.* These statutory provisions require individuals to report physical, sexual, and/or mental health child abuse, neglect, and exploitation within specific timelines and require that all JJAEP campus personnel emphasize a zero-tolerance policy regarding any forms of sexual and physical abuse.

In the event of such incidents, YISD personnel shall also complete the **TJJD INCIDENT REPORT FORM (EXHIBIT “G”)** and the **TJJD INTERNAL INVESTIGATION REPORT FORM (EXHIBIT “G-1”)** and transmit these forms along with any applicable documentation via email and phone call to: [1-877-786-7263](tel:1-877-786-7263) and [abuseneglect@tjtd.texas.gov](mailto:abuseneglect@tjtd.texas.gov) and to JPD/County. YISD also agrees to report incidents to law enforcement as required by Texas Administrative Code Chapters 348, and/or 358 and will also forward the report to the JJAEP Administrator via email by next workday.

## **RECORDS AND RETENTION**

YISD shall maintain and make available for inspection, audit, or reproduction by an authorized representative of El Paso County, the El Paso County Juvenile Probation Department, or the State of Texas, or Federal government, books, documents, and other evidence pertaining to the cost and expenses of the operation of the JJAEP under this Agreement, hereinafter called the “Records.” YISD shall maintain Records and documents for a minimum of seven (7) years after the end of the contract period. In the event that any litigation, claim, or audit involving these “Records” commences before the seven (7) year period expires, the YISD contractor must retain “Records” and documents for not less than seven (7) years or until all litigation, claims, or audit findings are resolved; whichever is later.

## **SUPPLEMENTARY PROGRAM FUNDING**

Each Participating District agrees to allow YISD to submit a grant for eligible JJAEP funds from the State and to reasonably cooperate in submission of such application. Priority of funds obtained from the State will be utilized to offset educational expenses of Participating District, including YISD, and any remaining funds may be allocated for the expansion and improvement of the JJAEP.

## **EFFECTIVE DATE**

This Agreement shall become effective on July 29, 2024, regardless of the date of execution by the parties. The parties agree that the authorized signature of any other Participating District who may join by counterpart creates a binding offer of such Participating District to participate in the establishment and operation of the JJAEP and shall be effective as to all signatories at such time as it is signed by YISD.

## **TERMINATION**

This Agreement shall be in effect until July 31, 2025. The “Board” or “YISD” may give 30 days’ written notice of termination. Notice of termination by any Participating District received by the YISD shall constitute effective notice of termination as to such party only and shall be effective at the end of

the then current contract year. The interlocal may be renewed for a maximum of two (2) one (1) year options upon written agreement by the YISD and the El Paso County Juvenile Board.

YISD, Participating Districts, and the Juvenile Board agree that changes to the JJAEP Policy, Procedures and Standards, JJAEP Student Code of Conduct, and JJAEP Interlocal Agreement, may be approved with written agreement by YISD and the El Paso County Juvenile Board.

## **NOTICE**

Notice to parties under this Agreement shall be sent by certified mail, return receipt requested, to those persons identified below in this agreement attached hereto and incorporated herein for all purposes and such persons as may be identified for purposes of notice by Districts which have joined in the Agreement by counterpart and maybe represented in this agreement. (See attached listing of contacts and address information).

## **SEVERABILITY**

If any part of this Agreement is held to be illegal, such part shall be deemed severable, and the remaining parts shall nevertheless be binding.

## **ENTIRE AGREEMENT**

This Agreement constitutes the entire Agreement between the parties, and any prior understandings, written or oral agreements between them, are merged into the Agreement.

## **INSPECTION OF RECORDS**

Upon request by a party, all records of YISD made and kept pursuant to this Agreement are available for inspection at any time mutually convenient to YISD and the party, subject to the requirements of the Family Educational Rights and Privacy Rights Act (FERPA) as outlined in Title 20 of the United States Code § 1232g and the Texas Government Code Chapter 552, Public Information Act. Any cost of such inspection or copying shall be borne by the party requesting said services.

## **EXECUTION**

This Agreement may be executed jointly or in counterpart, and the authorized signature upon a counterpart of any Participating District, whether or not named above, creates the same binding commitment between the parties as if the Participating District had jointly executed this document, provided this Agreement is executed by YISD.

## **EQUAL EMPLOYMENT POLICIES**

YISD affirms that it is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, genetic information, or age in its programs, activities, or employment.

## **FAILURE TO PAY**

In the event the Board fails to make payments to YISD under the terms and conditions of this Agreement within the times set forth herein, YISD may terminate this Agreement, but only if the Board has failed to make such payments following thirty (30) days' written notice to cure from YISD. YISD may not terminate this Agreement after giving such notice unless YISD has first made itself available to meet with the Board to attempt in good faith to resolve the matter.

## **IMMUNITY**

Nothing herein shall waive or reduce the sovereign immunity of the parties hereto or broaden the limited waiver of immunity provided by the Texas Tort Claims Act (TTCA) and the Texas Education Code § 37.011(o).

## **CHANGE OF CAMPUS LOCATION**

A notice of a change of campus location shall be given thirty (30) days in advance or as soon thereafter as possible. An amendment to this Agreement is not required for purposes of a change of campus.

## **CONFLICT RELATED DOCUMENTS**

In the event of a conflict or inconsistency related to the subject matter hereof between any of the terms of the following documents, the following order of precedence shall control: The El Paso County Juvenile Probation Department Policies, Procedures and Standards for Juvenile Justice Alternative Education Program and its accompanying exhibits.

**YISD INTERLOCAL SY 2024-2025**  
**CONTACTS AND ADDRESS INFORMATION**

| School District                                                                                | Address                                                          |
|------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Clint Independent School District<br>James R. Pendell, Board President                         | 14521 Horizon Boulevard<br>El Paso, Texas 79928                  |
| Fabens Independent School District<br>Sylvia Gonzales, Board President                         | 821 NE "G" Avenue<br>Fabens, Texas 79838                         |
| San Elizario Independent School District<br>Eduardo Chavez, Board President                    | 1050 Chicken Ranch Road<br>San Elizario, Texas 79849             |
| Socorro Independent School District<br>Michael A. Najera, Board President                      | 12440 Rojas Drive<br>El Paso, Texas 79928                        |
| Tornillo Independent School District<br>Marlene Bullard, Board President                       | 19200 Cobb Avenue<br>Tornillo, Texas 79853                       |
| Ysleta Independent School District<br>Cruz A. Ochoa, Board President                           | 9600 Sims Drive<br>El Paso, Texas 79925                          |
| El Paso Independent School District<br>Israel Irrobali, Board President                        | 1014 N. Stanton Street<br>El Paso, Texas 79902                   |
| Anthony Independent School District<br>Angel J. Cuellar, Board President                       | 840 6 <sup>th</sup> Street<br>Anthony, Texas 79821               |
| Canutillo Independent School District<br>Armando Rodriguez, Board President                    | 7965 Artcraft Road<br>El Paso, Texas 79932                       |
| El Paso County Juvenile Probation Department<br>Rosie Medina, Chief Juvenile Probation Officer | 6400 Delta Drive<br>El Paso, Texas 79905                         |
| El Paso County Juvenile Board<br>Honorable Yahara Lisa Gutierrez, Chairperson                  | 500 E. San Antonio Avenue,<br>Suite 1105<br>El Paso, Texas 79901 |

**JJAEP SY 2024-2025 INTERLOCAL EXHIBIT LISTING**

**EXHIBIT A - MANDATORY EXPULSIONS OFFENSE CODES**

**EXHIBIT B - JJAEP SCHOOL RECORDS REQUEST FORM**

**EXHIBIT C - JJAEP MONTHLY ACTIVITY REPORT (MAR)**

**EXHIBIT D - EL PASO COUNTY JUVENILE PROBATION DEPARTMENT JJAEP  
POLICIES, PROCEDURES, AND STANDARDS**

**EXHIBIT E - EL PASO COUNTY JJAEP STUDENT CODE OF CONDUCT (SCC)**

**EXHIBIT F - JJAEP HR RECORDS AND CERTIFICATION FORM**

**EXHIBIT G - TJJD INCIDENT REPORT FORM**

**EXHIBIT G-1 - TJJD INTERNAL INVESTIGATION REPORT FORM**

**EXHIBIT H - YISD 2024-2025 SCHOOL CALENDAR**



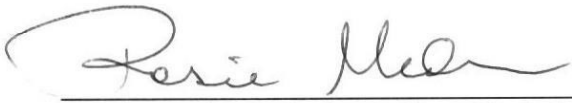
IN WITNESS WHEREOF, THE PARTIES EXECUTE THIS AGREEMENT:

**EL PASO COUNTY JUVENILE BOARD**

By:   
Honorable Judge Yahara Lisa Gutierrez  
65<sup>th</sup> District Court

Date: 8-1-2024

**APPROVED AS TO CONTENT:**

  
Chief Juvenile Probation Officer, Rosie Medina

8/1/2024  
Date

IN WITNESS WHEREOF, THE PARTIES EXECUTE THIS AGREEMENT:

ATTEST:

YSLETA INDEPENDENT SCHOOL DISTRICT

By: Kathryn R. Lucero  
Kathryn R. Lucero, Board Secretary

By: Cruz A. Ochoa Jr.  
Mr. Cruz A. Ochoa, Board President

Date: 06/18/2024

Date: 06/18/2024

Chief Counsel for YISD

By: Priscilla Mata  
Priscilla Mata

Date: 06/18/2024



**CANUTILLO INDEPENDENT SCHOOL DISTRICT  
FINANCIAL SERVICES DIVISION/PURCHASING**

**Contract Routing and Approval Form**

| FOR PURCHASING OFFICE USE ONLY |  |                         |  |
|--------------------------------|--|-------------------------|--|
| Contract Request Received      |  | Assigned Contract No    |  |
| Routed for Internal Approval   |  | Contract Fully Executed |  |
| Routed for Vendor Approval     |  | Notification To Proceed |  |

**CONTRACT APPROVAL PROCESS:** 1. All agreements **shall** be routed through the purchasing office. 2. Purchasing will review for compliance and determine procurement method(s). 3. Be advised that some agreements may require Legal Counsels review 4. Following final review, purchasing will route for additional signature(s), either district personnel and/or supplier. to ensure receipt of fully executed documents. 5. Purchasing will notify requestor when process has been completed.

**NO SERVICES SHALL COMMENCE WITHOUT AN EXECUTED AGREEMENT AND AN APPROVED PURCHASE ORDER**

**IT IS THE REQUESTORS RESPONSIBILITY TO SUBMIT ALL DOCUMENTS PERTAINING TO THE SERVICE REQUESTED WITH AMPLE TIME TO ALLOW FOR FULL PROCESS. MUST INCLUDE Vendor agreement, vendor quote, vendor terms, any other docs related to the service, etc. This Contract Routing and Approval form is required to ensure we have the information needed to route documents for the necessary signatures.**

**THIS FORM MUST BE COMPLETED BY THE REQUESTING CAMPUS/DEPARTMENT**

**Must check off Contract Type:** ☐ Professional Service ☐ Contracted Services ☐ Vendor Agreement ☐ Term Contract ☐ Interlocal  
☐ Lease Agreement ☒ MOU ☐ MOA ☐ Construction ☐ Other \_\_\_\_\_

Campus/Department: Student Support Services

Campus/Department Contact person: Dr. Monica Reyes, Executive Director

Contact Number: 915-877-7650 Requestors email: mreyes@canutillo-isd.org

Contract Title: Interlocal Agreement with El Paso County Juvenile Justice Alternative Education Program

Contract Description: Grade level instruction services provided by El Paso County And Ysleta ISD for students who are placed in the JJAEP .

**VENDOR INFORMATION – MUST PROVIDE ALL INFORMATION LISTED BELOW:** Required to obtain all necessary signatures.

Vendor/Company Name: El Paso County JJAEP

Vendor Full Address: 6400 Delta Drive, El Paso, Tx 79905

Name of Representative: Ramon E. Hernandez representatives' email: Ram.Hernandez@epcountytexas.gov

Rep. Office Phone: (915) 273-3491 Ext. 2110 Rep Mobile Number: (915) 549-6450

Vendor's Authorized Signer: Honorable Judge Yahara L. Gutierrez Signer's email: ylgutierrez@epcounty.com

Contract Amount: N/A Funding Source: N/A

Account No(s): N/A

Anticipated Start Date: 9/1/24 End Date: 9/1/25

Is this a New Agreement? ☐ Yes ☒ No

Is this Agreement a renewal? ☒ Yes ☐ No If yes; specify the reason for renewal, what is it replacing? School Year 2024-2025

Agreement Term: 9/1/24 Does agreement term include renewal options? ☐ Yes ☒ No

If yes, specify renewal options: \_\_\_\_\_

Does agreement require Insurance coverage? ☐ Yes ☒ No **If yes, route agreement to Human Resources department for review, and to provide the necessary insurance requirements.**

Human Resources staff review: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this approval request form, I, the budget authority confirm that the agreement attached has been reviewed and all necessary documents pertaining to this agreement are being submitted.

Budget Authority Signature: Monica Reyes Date: 9/13/2024

☐ **Attachments: Must submit vendor agreement and all pertaining documents, quotes, etc., with this routing form.**

Purchasing review: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## El Paso County JJAEP Interlocal Agreement for SY 2024-2025

3 messages

**Ramon Hernandez** <Ram.Hernandez@epcountytx.gov> Thu, Aug 8, 2024 at 12:16 PM  
To: mreyes <mreyes@canutillo-isd.org>, Christine Hernandez <chernandez@canutillo-isd.org>, Salvador Garcia <sgarcia@canutillo-isd.org>, Elizabeth Sida <esida@canutillo-isd.org>, "acangas@canutillo-isd.org" <acangas@canutillo-isd.org>  
Cc: Salvador Leos <S.Leos@epcountytx.gov>

Good Afternoon CISD Partners,

Attached for your review and approval is the executed **El Paso County JJAEP Interlocal Agreement for SY 2024-2025**. I've also included the appendices, which include the participating district's signature page.

The El Paso County Juvenile Board unanimously approved this Interlocal Agreement on August 1, 2024. We greatly appreciate your patience, support, and continued collaboration.

Please note, there have been no significant changes to the operation of the program, including the terms and conditions of JJAEP placement. The only update is an added clause under transportation services, ensuring that each participating district's transportation plan aligns with YISD's calendar (Exhibit H). This includes YISD Professional Development days, early releases, holiday closures, and the start and end times of instructional days.

Thank you in advance, and I look forward to our continued collaboration with Canutillo ISD.

Respectfully,



**Ramon E. Hernandez**  
Diversionary and JJAEP Administrator | Juvenile Probation Department  
(O) (915) 273-3491 Ext. 2110 | (C) (915) 549-6450  
6400 Delta Drive, El Paso, Texas 79905  
Ram.Hernandez@epcountytx.gov  
\* Compassion \* Professionalism \* Resilience \*

### 11 attachments

-  **El Paso County JJAEP Interlocal Agreement for SY 2024-2025.pdf**  
900K
-  **EXHIBIT A - MANDATORY EXPULSION OFFENSE CODES.pdf**  
112K
-  **EXHIBIT B - JJAEP SCHOOL RECORDS REQUEST FORM.pdf**  
248K 560
-  **EXHIBIT C - JJAEP MONTHLY ACTIVITY REPORT (MAR).pdf**  
156K

-  **EXHIBIT D - EL PASO COUNTY JUVENILE PROBATION DEPARTMENT JJAEP POLICIES, PROCEDURES, AND STANDARDS.pdf**  
1079K
-  **EXHIBIT E – EL PASO COUNTY JJAEP STUDENT CODE OF CONDUCT (SCC).pdf**  
462K
-  **EXHIBIT F - JJAEP HR RECORDS AND CERTIFICATION FORM.pdf**  
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-  **EXHIBIT G - TJJD INCIDENT REPORT FORM.pdf**  
220K
-  **EXHIBIT G-1 – TJJD INTERNAL INVESTIGATION REPORT FORM.pdf**  
163K
-  **EXHIBIT H - YISD 2024-2025 SCHOOL CALENDAR.pdf**  
451K
-  **CANUTILLO ISD SIGNATURE PAGE SY 2024-2025.pdf**  
9K

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**Monica Reyes** <mreyes@canutillo-isd.org> Tue, Sep 10, 2024 at 2:44 PM  
To: Steve Blanco <SBlanco@bomwlaw.com>  
Cc: Salvador Garcia <sgarcia@canutillo-isd.org>, Araceli Cangas <acangas@canutillo-isd.org>, Elizabeth Sida <esida@canutillo-isd.org>, Purchasing Department <purchasing@canutillo-isd.org>

Good afternoon Mr. Blanco.

Attached is the annual JJAEP Interlocal Agreement. The 2024-2025 agreement is the same document as last year with one change. Page 8 of 16 in the interlocal agreement (attachment 1) under Transportation Services outlines a new responsibility for our district to adhere to the Ysleta school calendar and ensure our students will receive transportation on days where Canutillo ISD will be closed, but Ysleta ISD is having school.

For further clarification, please see email below from Ramon Hernandez, JJAEP Administrator.

Upon your approval/revisions, this item will be placed on the October school board meeting for board approval.

Thank you.

**Regards,**

**Dr. Monica Reyes**  
**Executive Director of Student Support Services**  
**Canutillo ISD**  
**Off: (915) 877-7650 Fax: (915) 877-7665**

CANUTILLO ISD NONDISCRIMINATION STATEMENT

*The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.*

*El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Arcraft Rd., El Paso, TX 79932.*

[Quoted text hidden]

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**11 attachments**

-  **El Paso County JJAEP Interlocal Agreement for SY 2024-2025.pdf**  
900K
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163K

 **EXHIBIT H - YISD 2024-2025 SCHOOL CALENDAR.pdf**  
451K

 **CANUTILLO ISD SIGNATURE PAGE SY 2024-2025.pdf**  
9K

**Steve Blanco** <SBlanco@bomwlaw.com>

Tue, Sep 10, 2024 at 3:13 PM

To: Monica Reyes <mreyes@canutillo-isd.org>

Cc: Salvador Garcia <sgarcia@canutillo-isd.org>, Araceli Cangas <acangas@canutillo-isd.org>, Elizabeth Sida <esida@canutillo-isd.org>, Purchasing Department <purchasing@canutillo-isd.org>

Good afternoon, this is fine as to the agreement. I assume the calendar issue is one CISD agrees to accept?

[Quoted text hidden]



[Read more](#)

*The Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities and programs, including career and technical education (vocational programs). For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources*

*Division: (915) 877-7423, [7965 Arcraft Rd., El Paso, TX 79932](#).*

*El Distrito Escolar Independiente de Canutillo no discrimina por motivos de raza, color, religión, sexo, género, origen nacional, edad, discapacidad, estado militar, información genética o cualquier otra razón prohibida por la ley en sus prácticas laborales, o en la prestación de servicios educativos, actividades y programas, incluida la educación profesional y técnica (programas vocacionales). Para obtener información adicional sobre la política de no discriminación del Distrito Escolar Independiente de Canutillo, comuníquese con la División de Recursos Humanos: (915) 877-7423, [7965 Arcraft Rd., El Paso, TX 79932](#).*

**IN WITNESS WHEREOF, THE PARTIES EXECUTE THIS AGREEMENT:**

**ATTEST:**

**CANUTILLO INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_  
Board Secretary

By: \_\_\_\_\_  
Mr. Armando Rodriguez, Board President

Date: \_\_\_\_\_

Date: \_\_\_\_\_



# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: \_\_\_\_\_

Subject/Title for Agenda Posting: Approval of the Agreement between Canutillo Independent School District and the City of El Paso to participate in any emergency event, mainly immunizations/vaccinations/treatment centers during a state of emergency. 

Justification Statement: Canutillo ISD and the City of El Paso shall enter into an agreement to collaborate in effectively responding to the local health authority that large scale immunization or treatment is necessary as a control measure for an outbreak of communicable diseases.

Purpose of Agenda Item:

Item Type:

☒ Information ☒ Discussion

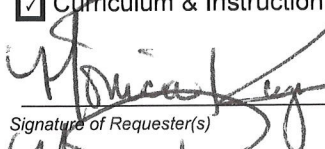
☒ Action

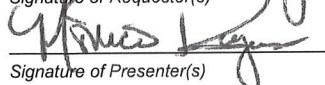
☒ Curriculum & Instruction

☐ Human Resources

☒ Business Services

Staff Responsible:

  
Signature of Requester(s)

  
Signature of Presenter(s)

9/23/2024

Business Services Approval (Initials)

Date

### Agenda Summary:

This agreement between Canutillo ISD and the City of El Paso is to collaborate in effectively responding to the local health authority that large scale immunization or treatment is necessary as a control measure for an outbreak of communicable disease. Canutillo ISD will provide the assistance to the City by making personnel and facilities available to the immunization or treatment of Canutillo ISD staff and their immediate families. This is considered a closed Point of Dispensing (POD) agreement.

RECOMMENDATION: Administration recommends the approval of the Agreement between CISD and the City of El Paso.

PRIOR BOARD ACTION: Yes      AWARDED: 9/22/20      AWARDED AMOUNT: N/A

AMOUNT(S): N/A

ACCOUNT NO(S):  
N/A

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)  
N/A

REQUESTING DEPARTMENT:  
Student Support Services Department

### CONSEQUENCES OF NON-APPROVAL:

CISD facilities and staff will not enter into a collaboration with The City Of El Paso to participate in emergency events of immunizations and vaccination treatment centers to benefit the Canutillo ISD staff and their immediate families. 

IMPLEMENTATION TIMELINE:  
2024-2025 school year

ATTACHMENT(S):  Signature page for the City of El Paso, Agreement Regarding Mass Prophylaxis Dispensing Closed Point of Dispensing between City of El Paso and School District.





STATE OF TEXAS                    )   **Agreement Regarding Mass Prophylaxis Dispensing**  
                                              )   **Closed Point of Dispensing**  
COUNTY OF EL PASO            )   **(Canutillo Independent School District)**

This Mass Prophylaxis Closed Point of Dispensing (POD) Agreement (Agreement) is entered into between the City of El Paso (City), a home rule Texas municipality, and the Canutillo Independent School District (School District), organized under the Texas Education Code, Chapter 11, separately (Party) and collectively (Parties).

**WHEREAS**, under a grant from the Texas Department of State Health Services (DSHS), the City is required to plan and prepare for a public health emergency that may result from natural or man-made causes; and

**WHEREAS**, during such an emergency, it may be necessary to immunize or treat all or large numbers of people in the area served by the City; and

**WHEREAS**, prior public health experience with mass immunizations has shown that schools are well suited to this activity due to their location within the community and the facilities available to the schools; and

**NOW THEREFORE**, in consideration of the mutual promises, covenants and conditions expressed hereinafter, be it known that the City and School District of the foregoing, the Parties hereto agree as follows:

## **I. PURPOSE**

To assist in effectively responding to declarations by the Texas Department of State Health Services or the local health authority that large scale immunization or treatment is necessary as a control measure for an outbreak of communicable disease, School District agrees to provide assistance to the City by making personnel and facilities available for the immunization or treatment of their staff and families.

## **II. OBLIGATIONS OF SCHOOL DISTRICT**

School District accepts the following obligations:

- a. To request vaccines according to the number of individuals to be vaccinated (employees, number of employee's immediate family members, contractors, etc.).
- b. To assume responsibility for administering the vaccine (mass prophylaxis) to those individuals identified above by the School District's trained staff at the site chosen by the School District and with no liability assumed by the City.
- c. To utilize pharmaceuticals in accordance with the policies and procedures outlined in the School District's own Mass Prophylaxis Prevention Plan including the number of people to receive

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prophylaxis (employee population, number of family members, contractors, etc.) (to be provided to and kept on file with the City of El Paso's Department of Public Health).

- d. To supply or arrange for all equipment, vaccine, supplies and personnel necessary to administer any vaccine or medication for the public health event/emergency.
- e. To provide a designee with the authority to receive vaccinations from the City of El Paso Department of Public Health.
- f. To provide regular updates to the City of El Paso Department of Public Health in regard to dispensing population, vaccination logistics and operations.
- g. To train and educate all of the School District's staff that will be utilized in administering operations on School District's protocols and procedures.
- h. To retrieve vaccines at the site chosen by the City and to provide security for said medication during transport.
- i. To not charge any individuals for the administration of the vaccine provided through this Agreement.
- j. To provide an emergency point of contact information to ensure timely notification of any events that may impact the operations.
- k. To secure any unused vaccines and dispensing documentation until the time that a designee for the School District can receive and return to the City of El Paso Department of Public Health.
- l. To compile and file an After Action Report (ARR) with the City of El Paso Department of Public Health identifying shortfalls and accomplishments of the operation.

### **III. OBLIGATIONS OF THE CITY**

City accepts the following obligations:

- a. To notify the School District of a mass prophylaxis activation determination by previously established channels.
- b. To provide mass prophylaxis dispensing specific training/education opportunities to School District's staff that School District has identified for such activity.
- c. To provide pre-public health event/emergency planning and technical assistance, including training exercises regarding how to properly develop and implement School District's mass prophylaxis dispensing plan, supply lists, **POD** layouts, fact sheets, dispensing algorithms, etc.
- d. To ensure readiness of medication for pick up by School District. To provide training on inventory management to staff designated by School District.

- e. To provide School District with the medical protocols regarding dispensing activities including but not limited to, dosing, follow-up procedures and releasable information regarding the public health event /emergency.
- f. To provide School District with consultation and assistance as needed and available for the given public health event/emergency.
- g. To make arrangements for the receipt of any unused vaccines/ medication as well as copies of dispensing documentation from School District after termination of the public health event/emergency.
- h. To provide technical assistance and consultation (After Action Report) to School District immediately after implementation of School District's mass prophylaxis dispensing plan to determine what did or did not work and how to improve said plan, to the extent that said technical assistance and consultation is available.
- i. Compensation and Consideration. This Agreement does not obligate the City to purchase any items or to pay School District for the services described in this Agreement. The Parties to this Agreement shall not exchange between each other goods or services for monetary remuneration.

#### IV. MUTUAL AGREEMENTS

The Parties mutually agree as follows:

- a. After accomplishing the development of a mass prophylaxis dispensing plan and after being successfully trained by the City on said plan implementation, School District would be considered a Closed **POD**, defined as an entity that does not dispense medications to the "general public" but only the School District's designated population to include employees and employees' immediate family members.
- b. School District's participation is completely voluntary. School District may not be available to participate as a Closed **POD** during a public health event/emergency. Alternatively, the City may choose to not utilize School District as a Closed **POD** during a public health event/emergency. If School District is unavailable or if the City chooses to not utilize School District as a Closed **POD**, School District would not be considered a Closed **POD**. If not considered a Closed **POD** by the City, then School District's employees and employees' family would be required to attend a public/open POD operated by the City of El Paso's Department of Public Health and not be treated as or considered to be a Closed POD, despite the existence of this Agreement.

#### V. NO INDEMNIFICATION

The Parties expressly agree that neither Party shall have the right to seek indemnification or contribution from any other Party for any losses, costs, expenses, or damages directly or indirectly arising, in whole or in part, from this Agreement.



## **VI. EFFECTIVE DATE, TERM, AND TERMINATION**

- a. The Effective Date of this Agreement shall be the last date appearing on the signature pages at the end of the Agreement.
- b. This Agreement shall begin on the Effective Date and shall terminate five (5) years from the Effective Date unless terminated earlier in accordance with paragraph 6 (c) below.
- c. This Agreement may be terminated by either Party after thirty (30) days written notice to the other Party, via certified mail, return receipt requested.

## **VII. NOTICES**

All notices, communications, and reports under this Agreement shall be either hand delivered, faxed or mailed, postage prepaid in the United States Postal Service, to the respective Parties at the respective addresses shown below, unless and until either Party is otherwise notified in writing:

City: Attn: City Manager  
P.O. Box 1890  
El Paso, TX 79950-1890  
Telephone: 915-212-0033

Copy to: City of El Paso Department of Public Health Director  
5115 El Paso Drive  
El Paso, Texas 79905-2818  
Telephone: 915-212-6502  
Fax: 915-212-0167

SCHOOL DISTRICT Canutillo Independent School District  
ATTN: Executive Director, Student Support Services  
P.O. Box 100  
Canutillo, Texas 79835  
Telephone: (915) 877-7650  
Fax: (915) 877-7665

## **VIII. HIPAA**

The confidentiality of each patient's protected health information will be maintained and secured as mandated by the Health Insurance Portability and Accountability Act (HIPAA).

## **IV. MISCELLANEOUS PROVISIONS**

- a. Jurisdiction and Venue. This Agreement shall be governed and construed under the laws of Texas. Venue shall be in El Paso County, Texas.

b. Severability. All agreements, covenants, or provisions contained herein are severable, and in the event any of them shall be held to be invalid by any court of competent jurisdiction, this shall be interpreted as though such invalid agreement, covenant, or provision were not contained herein.

c. Assignment. The Parties may not assign the obligations or rights under this Agreement to any person or entity without the prior written consent of the other Party. Any attempt to assign this Agreement without the consent of the City shall be considered an event of default and may be grounds to terminate the Agreement.

d. Independent Contractors. The Parties are each independent contractors. No partnership, joint venture, or joint enterprise is intended to be created by this Agreement, nor any principal, agent, or employer/employee relationship. Neither Party has, and neither Party shall attempt to assert, the authority to make commitments for or to bind the other Party to any obligation.

e. Entire Contract; Counterparts. The Agreement constitutes the entire contract between City and School District regarding the services to be provided. Any agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect. This Agreement may be executed in any number of counterparts, each of which will be deemed to be the original but all of which shall constitute one and the same document.

f. Amendment. No amendment or modification to this Agreement or any provision of this Agreement shall be effective unless in writing and agreed to by both Parties.

g. Governmental Function. The Parties expressly agree that, in all things relating to this Agreement, the City and School District are performing governmental functions, as defined by the Texas Tort Claims Act. The Parties further expressly agree that every act or omission of the City or of School District that, in any way, pertains to or arises out of this Agreement falls within the definition of a governmental function.

h. Compliance with Laws. The Parties acknowledge that each is subject to applicable federal and state laws and regulations, and policies and requirements of various accrediting organizations. Accordingly, each Party will enforce compliance with all applicable laws, regulations, and requirements and will make available such information and records as may be reasonably requested in writing by the other Party to facilitate its compliance, except for records that are confidential and privileged by law.

i. Headings. The headings of sections and subsections of this Agreement are for reference only and will not affect in any way the meaning or interpretation of this Agreement.

j. Merger. This Agreement reflects the final, complete, and exclusive understanding of the Parties, and may not be waived, altered, or modified except by written agreement of the Parties.

*(Signature pages follow.)*

**Signature page for the City of El Paso, Agreement Regarding Mass Prophylaxis Dispensing  
Closed Point of Dispensing between City of El Paso and School District.**

**APPROVED** on this the\_\_ day of \_\_\_\_\_,2024.

**CITY OF EL PASO**

\_\_\_\_\_  
Dionne Mack  
City Manager

**APPROVED AS TO FORM:**

\_\_\_\_\_  
*Mona Heydarian*  
Mona M. Heydarian  
Assistant City Attorney

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
*Veerinder Taneja*  
Veerinder Taneja, MBBS; MPH  
Department of Public Health

*(School District's signature page on following page.)*

**Signature page for School District, Agreement Regarding Mass Prophylaxis Dispensing  
Closed Point of Dispensing between City of El Paso and School District.**

**APPROVED** on this the \_\_\_\_ day of \_\_\_\_\_, 2024.

**Canutillo Independent School District**

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Dr. Pedro Galaviz  
Superintendent

# Board of Trustees

## Executive Summary of Board Agenda Item

Meeting Date: 10/22/2024

Memorandum of Understanding between Canutillo ISD and The Higher Education Coordinating Board, to  
Subject/Title for Agenda Posting: provide high school counselors access to Apply Texas Counselor Suite.

Justification Statement: The MOU will provide counselors with access to Apply Texas Counselor Suite data regarding high school senior's college application status. The MOU will assist in ensuring all seniors have applied to at least three post-secondary schools.

Purpose of Agenda Item:

☐ Information ☒ Discussion

☒ Action

Item Type:

☐ Curriculum & Instruction

☐ Human Resources

☒ Business Services

Staff Responsible:



Signature of Requester(s)

Maria G. Villarreal

10/2/2024

Signature of Presenter(s)



Business Services Approval (Initials)

10/15/2024

Date

### Agenda Summary:

This Memorandum of Understanding between Canutillo ISD and The Higher Education Coordinating Board ensures that high school counselors will have the necessary access to the Apply Texas Counselor Suite data regarding high school senior's college application status. The Apply Texas Counselor Suite is the database utilized by the state to track in state college applications.

RECOMMENDATION: Administration recommends the approval of the MOU between Canutillo ISD and The Higher Education Coordinating Board.

PRIOR BOARD ACTION: No

AWARDED: N/A

AWARDED AMOUNT: N/A

AMOUNT(S): N/A

ACCOUNT NO(S):  
N/A

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)  
Memorandum of Understanding

REQUESTING DEPARTMENT:  
Student Support Services Department

### CONSEQUENCES OF NON-APPROVAL:

Neither the counselors nor the district will have access to data regarding our senior classes college application status through Apply Texas.

### IMPLEMENTATION TIMELINE:

School years 2024-2025, 2025-2026, 2026-2027, 2027-2028

ATTACHMENT(S): MOU Document





Agreement No. 2025-01179-NCA

**Financial Aid and Admissions Application Filing Status Information Sharing  
Agreement for Texas Public School District or Charter Schools**

**Section 1. Parties**

**State Agency**

Texas Higher Education Coordinating Board, or “THECB”  
1801 N. Congress Ave., Ste. 12.200, Austin, TX 78701  
P.O. Box 12788, Austin, TX 78711-2788

**Participating Public School District or Charter**

CANUTILLO ISD  
7965 Artcraft  
El Paso, Texas 79932

In Process

This Participation Agreement (Agreement) is executed between THECB and the named District, above. At times, THECB and District may be referred to singularly as “Party” and plurally as “Parties.”

**Section 2. Term of Agreement**

The term of this Agreement begins upon execution by all Parties. The Agreement continues unless terminated by either Party or by operation of law as provided herein.

**Section 3. Definitions**

*For the purposes of this Agreement, the following definitions apply:*

- 3.1. *ApplyTexas Counselor Suite* – The dashboard provided by THECB allows Authorized Personnel at Local Education Agencies (LEA) to access student-level information on Free Application for Federal Student Aid (FAFSA) and Texas Application for State Financial Aid (TASFA) filing status, as well as the status of *ApplyTexas* admissions applications.
- 3.2. *Authorized Personnel* – Employees of the LEA/District, secondary school, or eligible entity who require access to the FAFSA Filing Status Information to determine the completion status of a student’s FAFSA and facilitate providing assistance to such students in completing the FAFSA, including both paid and non-paid staff and authorized agents such as contractors, subcontractors, volunteers, or other parties to whom the LEA, secondary school, or eligible entity has outsourced any of its services or functions. All Authorized Personnel must be under the direct control of the LEA with respect to the use and maintenance of Institutional Student Information Record (ISIR) Data.

Authorized personnel will also have access to TASFA filing information, as well as the status of *ApplyTexas* admissions applications.

- 3.3. *District* – School District or Charter School created in accordance with the laws of Texas that have primary responsibility for implementing the state’s system of public education; also referred to as a Local Educational Agency.
- 3.4. *Department* – The United States Department of Education.
- 3.5. *Established Relationship* – Relationship where the student FAFSA applicant is enrolled in a secondary school under the legal authority of the LEA, or the LEA otherwise is providing services to the FAFSA applicant. In the case of a secondary school, an Established Relationship exists where the student FAFSA applicant is enrolled in the secondary school itself or the secondary school otherwise is providing services to the FAFSA applicant.
- 3.6. *FAFSA* – The Free Application for Federal Student Aid form, authorized by The Higher Education Act of 1965, (HEA) Section 483, which is the Department’s common application for determining the need and eligibility of a student for federal student aid.
- 3.7. *Filing Status Information* – Data elements provided by THECB to Districts for use by high school counselors to track student progress on applications submitted through the *ApplyTexas* system and whether students have completed financial aid forms required under Texas Education Code (TEC), §28.0256, including FAFSA or TASFA applications. The Counselor’s Suite displays the following student-level data:
  - 3.7.1 Each student’s name, date of birth, email address, phone number, and high school graduation date, as provided from application information in *ApplyTexas*. The Counselor’s Suite displays institutions where students applied through *ApplyTexas* and the submission status of these applications.
  - 3.7.2 FAFSA or TASFA Filing Status information including only Student’s first name; Student’s last name; Student’s date of birth; Student’s ZIP Code; completed submission date; processed date; a Selected for Verification flag (e.g., Selected for verification: Yes or No); and a Financial Aid completion flag, (e.g., completed: Yes or No).
- 3.8. *ISIR* – The Institutional Student Information Record is the output document resulting from the submission of a FAFSA to the Department and includes the data received, system generated data results and FAFSA Filing Status Information.

- 3.9. *TASFA* – The Texas Application for State Financial Aid, authorized by TEC, §61.07762, which is utilized by participating institutions of higher education in Texas in determining the need and eligibility of a student for state financial aid.

#### **Section 4. Purpose of Agreement & Authority**

The purpose of this Agreement is to establish the conditions under which THECB will provide to the Districts certain data received or generated by the Department concerning FAFSA applicants to disclose limited ISIR information to LEAs or secondary schools that have an Established Relationship with the student.

The HEA, as amended, 20 U.S.C. 1001 et seq. provides that ISIR data (including FAFSA Filing Status Information) may be used “to identify student applicants to determine whether or not a graduating secondary student has filed the application in coordination with local educational agencies or secondary schools to encourage students to complete the application.”

To encourage and assist students with the completion of a FAFSA, the Department allows state agencies such as THECB to disclose the FAFSA Filing Status Information of a student to an entity with an Established Relationship with the student, including a school district. (Updates to the FAFSA Completion Initiative and Means-Tested Benefits Outreach (April 8, 2024, General 24-35.)

Additionally, this Agreement permits the THECB through the *ApplyTexas* Counselor Suite to disclose limited student-level information to Districts from the *ApplyTexas* admission application and the TASFA.

#### **Section 5. Obligations of District**

- 5.1 *Designation of Primary Contact(s).* District has designated in Section 6.11 of this Agreement an individual or individuals within District to serve as the primary point of contact between THECB and District regarding the Agreement, including compliance with the Agreement’s terms.
- 5.2 *Limitations on Usage.* District shall only utilize FAFSA Filing Status Information for purposes consistent with section 483(a)(3)(B) of the HEA, as detailed in this Agreement and as enacted at the time this Agreement is fully executed or as thereafter may be amended. THECB may disclose a student’s FAFSA Filing Status Information to a District that has been approved by the Department’s Secretary of Education if the District has an Established Relationship with that Student. District shall only use all other Filing Status Information for purposes consistent with this agreement.
- 5.2 *Usage of Authentication Process.* Authorized Personnel seeking to access student-level information through the *ApplyTexas* Counselor Suite shall complete the authorization process through the local Education Service Center (ESC).

- 5.3 *Appropriate Data Security.* District shall utilize appropriate privacy, data security, and information safeguarding provisions, including all requirements contained in Section 6.
- 5.4 *Compliance with FERPA.* District shall comply, as applicable, with the requirements of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g and its regulations codified at 34 CFR part 99) in disclosing any personally identifiable information from students' education records.
- 5.5 *Additional Data Protections.* District shall comply, as applicable, with:
  - 5.5.1 TEC §61.07762, which states that personal information maintained by THECB for TASFA purposes is confidential and not subject to disclosure under Chapter 552, of the Texas Government Code;
  - 5.5.2 TEC §61.031(d), which states, "Notwithstanding any other provision of law, information that relates to a current, former, or prospective applicant or student of an educational institution and that is obtained, received, or held by the board for the purpose of providing assistance with access to postsecondary education is confidential and excepted from disclosure under Chapter 552, Government Code, and may only be released in conformity with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g);" and
  - 5.5.3 Tex. Gov't Code §552.114, which states "information in a record of an applicant for admission to an educational institution, including a transfer applicant" is confidential and excepted from the requirements of the Public Information Act (PIA) "if it is information in a student record at an educational institution funded wholly or partly by state revenue."
- 5.6 *Disclosures only Made to Authorized Personnel.* THECB shall only disclose Filing Information to Authorized Personnel for authorized purposes as indicated in Section 3.
- 5.7 *Limits on Redisclosure.* District shall not re-disclose or share the Filing Status information obtained from THECB in personally identifiable form other than (1) to the applicant and to the applicant's parents if the applicant is under age 18, to the applicant if the applicant is age 18 or older or enrolled in a post-secondary institution, or to any other party with the consent of the applicant or the consent of the applicant's parents if the applicant is under the age of 18, or (2) if required to do so by law and if such use is consistent with all applicable privacy laws, including the privacy provisions of section 483 of the HEA, 20 U.S.C. 1090, the Family Educational Rights and Privacy Act (20 U.S.C. 1232g), and all applicable Texas laws.

- 5.8 *Unauthorized Use Prohibited.* Any use, disclosure, or re-disclosure of Filing Status Information not specified in Section 4, is unauthorized and prohibited and will be considered a material breach of this Agreement.
- 5.9 *Responsibility for Authorized Personnel.* District shall ensure that Authorized Personnel are informed about and aware of the prohibitions regarding the use, disclosure, and re-disclosure of any data and information provided under this Agreement.
- 5.10 *User Management.* District agrees to actively manage user accounts and notify its local ESC within 2 (two) business days of any change in Authorized Personnel.

## **Section 6. Additional Privacy, Confidentiality, and Security**

- 6.1. *Information Safeguarding.* District shall protect the integrity of Filing Status Information received under this Agreement from unauthorized access, use, or re-disclosure.
- 6.2. *All Necessary Steps.* District shall take all steps necessary to safeguard the confidentiality, integrity, and availability of the data received. District shall restrict access to the data provided or created under this Agreement to only those Authorized Personnel who need the data to perform their official duties in connection with the uses of the data authorized in this Agreement.
- 6.3. *Confidential Nature of Data.* District shall advise all Authorized Personnel who have access to the data of the confidential nature of the data, the safeguards required to protect the data, and criminal sanctions for noncompliance under applicable federal, state, or local laws, including violations of the Internal Revenue Code (IRC) that may lead to criminal and/or civil penalties pursuant to 26 U.S.C. §§7213; 7213A; and 7431 for the willful, unauthorized disclosure and inspection of tax return or return information that includes punishable fines or imprisonment. Penalties also include civil action for damages against an officer or employee who has inspected or disclosed, knowingly or by reason of negligence, taxpayer(s) tax return or return information in violation of any provision of IRC §6103.
- 6.4. *Safeguards Required.* District shall develop, implement, maintain, and use reasonable and appropriate administrative, technical, and physical security measures to preserve the confidentiality, integrity, and availability of all data electronically maintained or transmitted pursuant to this Agreement. District will share the data provided or created under this Agreement under the immediate supervision and control of Authorized Personnel in a manner that will protect the confidentiality of the data, so that unauthorized persons cannot retrieve any data by computer, remote terminal, or other means. Systems personnel must enter personal identification numbers, or utilize other equally secure processes, when accessing data on the Parties systems.

District represents that it has a sound data security program, one that protects both data at rest and data in transmission.

- 6.5. *Termination for Noncompliance.* Notwithstanding any other term of this or any other Agreement, THECB retains the right to terminate District's access to Filing Information data without advance notice as necessary to ensure the security of data and disclosure of data in compliance with this Agreement.
- 6.6. *Report Unauthorized Disclosure within Two Hours.* District shall, within two hours of discovery, report to THECB any use and/or disclosure of data not authorized by this agreement or in writing by THECB at [privacyoffice@highered.texas.gov](mailto:privacyoffice@highered.texas.gov) via encrypted email to ensure THECB can comply with its state and federal reporting obligations. In the notification to the THECB, District shall identify (i) the nature of the unauthorized use, disclosure, or re-disclosure; (ii) the Filing Status Information used, disclosed, or re-disclosed; (iii) the person or entity, if known, who made the unauthorized use or received the unauthorized disclosure, or re-disclosure; (iv) what the District has done or will do to notify affected persons to mitigate any deleterious effect of the unauthorized use, disclosure, or re-disclosure; and (v) what corrective action the District has taken or will take to prevent future similar unauthorized use, disclosure, or re-disclosure.
- 6.7. *Right to Audit.* To the maximum extent provided by law, THECB expressly retains the right to audit District's compliance with this Agreement, including obtaining copies of documents from District that demonstrate whether District has breached this agreement.
- 6.8. *Right to Monitor.* The THECB may, at its discretion, monitor District's records, processes, procedures, and electronic systems for compliance with the terms of this Agreement.
- 6.9. *Material Breach.* Any violation of Privacy, Confidentiality, and Security provisions by District shall be deemed a material breach of this agreement.
- 6.10. *Notice.* All formal notices and other communication in connection with this Agreement shall be in writing. With the exception of the requirements of section 6.6, which requires notification to [privacyoffice@highered.texas.gov](mailto:privacyoffice@highered.texas.gov) via encrypted email, all notices must be given by (a) personal delivery, (b) express courier (with confirmation), (c) certified or registered mail, postage prepaid, return receipt requested, or (d) electronic mail to the address specified below. Any notice served shall be deemed given upon receipt by the Party to which it is given or, if mailed by registered or certified mail, upon the earlier of receipt or the third business day following mailing.

THECB's Notice Address

Texas Higher Education Coordinating Board  
1801 N. Congress Ave., Ste. 12.200,  
Austin, TX 78701  
[applytexasmou@highered.texas.gov](mailto:applytexasmou@highered.texas.gov)

District's Notice Address

Maria Villarreal  
CANUTILLO ISD 071907  
7000 Fifth St.  
El Paso, Texas 79835  
[mgvillarreal@canutillo-isd.org](mailto:mgvillarreal@canutillo-isd.org)

- 6.11. *Contacts.* THECB's contact for routine communications related to this Agreement is: **[applytexasmou@highered.texas.gov](mailto:applytexasmou@highered.texas.gov)**.  
**Primary Contact for FILING INFORMATION**  
District's Designation of its Primary Contact for Filing Information (see Section 5.1 herein):

District's Primary Contact

Maria Villarreal  
Director of Student and Community Services  
CANUTILLO ISD 071907  
7965 Artcraft  
El Paso, Texas 79932  
+1 (915) 877-7508  
[mgvillarreal@canutillo-isd.org](mailto:mgvillarreal@canutillo-isd.org)

District may change Primary Contact by submitting new contact information to **[applytexasmou@highered.texas.gov](mailto:applytexasmou@highered.texas.gov)** within three (3) business days.

- 6.12. *False Statements; Breach of Representations.* District represents and warrants that all statements and information prepared and submitted in this document and its appendices are current, complete, true, and accurate. Submitting a false statement or material misrepresentation during the performance of this Agreement is a material breach of this Agreement and may void this Agreement. In the event of a breach of this Agreement, THECB may pursue remedies available to it under this Agreement and applicable law.
- 6.13. *Severability and Waiver.* The invalidity, illegality, or unenforceability of any provision of this Agreement shall in no way affect the validity, legality, or



enforceability of any other provisions. Each and every right granted to the Parties hereunder or under any other document delivered hereunder or in connection herewith, or allowed them by law or equity, shall be cumulative and may be exercised from time to time. Failure by THECB or District at any time to require strict performance of any provision or obligation contained herein shall not constitute a waiver or diminish the rights of either Party thereafter to demand strict compliance. This Agreement shall automatically terminate in the event that changes to state or federal law or regulations make it impractical or unlawful to meet the purpose of this Agreement.

- 6.14. *Destruction:* Any material the District derives from *ApplyTexas* Counselor's Suite to effectuate this Agreement and exists in any form, including physical or electronic, shall be destroyed within 30 calendars days of the material no longer being needed to effectuate the Agreement.

## **Section 7. General Terms and Conditions**

- 7.1. *Termination/Access.* THECB, in its sole discretion, may terminate this Agreement via written notice to District and further may revoke District's or any authorized user's access to *ApplyTexas* Counselor Suite, in whole or in part, without prior notice if THECB in its sole discretion, deems it necessary. District may terminate this Agreement upon twenty (20) business days' written notice to THECB. In the event of a breach, either Party may terminate the Agreement in accordance with Section 7.2
- 7.2. *Breach of Agreement.* Notwithstanding section 7.1, either Party may terminate this Agreement with three (3) business days' written notice to the other Party. In the event of a breach, the breaching Party is responsible for any and all costs associated with the breach including the cost of any notice requirements set forth in state or federal law.
- 7.3. *Amendment.* This Agreement may be modified only by written amendment executed by the Parties.
- 7.4. *Sovereign Immunity.* The Parties stipulate and agree that no provision of, or any part of this Agreement between THECB and District, or any subsequent amendment, shall be construed: (1) as a waiver of the doctrine of sovereign immunity or immunity from suit as provided for in the Texas Constitution and the laws of the state of Texas; (2) to extend liability to THECB or District beyond such liability provided for in the Texas Constitution and the laws of the state of Texas; or (3) as a waiver of any immunity provided by the Eleventh Amendment or any other provision of the United States Constitution or any immunity recognized by the courts and the laws of the state of Texas and the United States. The state of Texas, THECB, and District do not waive sovereign immunity by entering into this Agreement and specifically retain such



immunity and all defenses available to them under the laws of the state of Texas or the common law.

- 7.5. *Applicable Law and Venue.* This Agreement and any incorporated documents shall be governed by and construed in accordance with the laws of the state of Texas. The exclusive venue of any suit brought concerning this Agreement is fixed in any court of competent jurisdiction in Travis County, Texas.
- 7.6. *Data Ownership.* Unless otherwise indicated by law, THECB retains ownership of all Filing Status Information.
- 7.7. *No Rights Created.* This Agreement constitutes permission only for District to use the data for the limited purposes set forth in this Agreement. Nothing in this Agreement shall be construed to grant District a right of interest in the Filing Status Information. Nothing in this Agreement shall be construed to obligate THECB to provide such data to District.

## **Section 8. Texas Public Information Act and Texas Education Code §61.031**

- 8.1 *Filing Status Information Not Subject to Public Information Act.* Filing Status information is confidential under 483 of the HEA, 20 U.S.C. 1090 and the Family Educational Rights and Privacy Act (20 U.S.C. 1232g) and may not be disclosed under the PIA, nor should such records be shared with the Texas Attorney General for an open record ruling. Tex. Gov't Code §554.114 & Open Records Decision 2009-10185. See *also*, TEC §61.07762 (stating TAFSA data is confidential and not subject to disclosure under Chapter 552, Government Code); TEC §61.031(d), (stating information that relates to a current, former, or prospective applicant or student of an educational institution and that is obtained, received, or held by the board for the purpose of providing assistance with access to postsecondary education is confidential and excepted from disclosure under Chapter 552, Government Code, and may only be released in conformity with FERPA); and Tex. Gov't Code §552.114, (stating information in a record of an applicant for admission to certain educational institutions, including a transfer applicant is confidential and excepted from the requirements of the Public Information Act).
- 8.2 *Confidentiality Required.* District understands and agrees that it is required to keep all Filing Status information confidential. This requirement survives the end of this Agreement.
- 8.3 *Agreement Not Confidential.* This Agreement itself is not confidential and may be disclosed.

**Section 9. Signatures**

The Agreement may only be signed by an authorized District representative.

By signature hereon, the individual below represents and warrants that they are a duly authorized representative of District and have the delegated Board of Trustees authority to bind District in this Agreement.

**CANUTILLO ISD**

By: \_\_\_\_\_  
Name: Pedro Galaviz  
Title: Superintendent of Schools  
Date: \_\_\_\_\_

As an authorized representative of THECB, the undersigned hereby certifies that this Agreement complies with applicable statutes and regulations and authorizes the services to be performed as written above.

AGREED and accepted on behalf of the **Texas Higher Education Coordinating Board**

By: David Troutman, Ph.D.  Digitally signed by David Troutman, Ph.D.  
Date: 2024.08.14 09:12:59 -05'00'  
Name: David Troutman, PhD  
Title: Deputy Commissioner for Academic Affairs  
Date: 8/14/24



## STUDENT SUPPORT SERVICES

### CANUTILLO A Premier District

**TO: Board of Trustees**  
**Dr. Pedro Galaviz, Superintendent**

**FROM: Dr. Monica Reyes, Executive Director, Student Support Services**

**DATE: October 3, 2024**

**SUBJECT: Attendance Committee for each Campus**

Below is the list of names for the Attendance Committee for each campus:

**Alderete Middle School**

Rebecca Alarcon-Clybourne

Nidia Avila

Michelle Belli

Diana Castillo

Brenda Gonzalez

Angela Porras

Rose Salgado

**Bill Childress Elementary**

April Gonzalez

David Aquilani

Dona Descamps

Kristina Brookins

Carla Valdez

Rosa Duran

Fred Flores

Susana Miranda

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**Street Address:**  
7000 Fifth St.  
Canutillo, TX 79835

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**Mailing Address:**  
P.O. Box 100  
Canutillo, TX 79835

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P: (915) 877-7650  
F: (915) 877-7665  
[canutillo-isd.org](http://canutillo-isd.org)

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division: (915) 877-7423 | 7965 Aircraft Dr. | El Paso TX 79932.

Jessie Luna Kinder

Melissa Medlock

Nabil Reyes-valles

Sabina Lazos

Isabel Varela

Martha Bueno

**Canutillo Elementary**

Andrea Esparza

Veronica Frias

Gloria Guerrero

Patricia Martin

Laura Rodriguez

Erika Kihara

Norma Juarez

**Canutillo Middle School**

Alejandra Flores

David Hardison

Christopher Judge

Erika Gamboa

Catherine Sutherland

Vanessa Mendoza

Hector Juarez

Esmeralda Adame

Lisa Roskosky

**Davenport Elementary**

Guadalupe Montanez

Estela Guillen

Vanessa Zenteno

Nallely Gonzalez

Aracely Villagrana

Stefani Romo

Cynthia Estrada

Michelle Chavez

**Garcia Elementary**

Maria Alarcon

Janeth Plaza

Debbie Coppenbarger

Monica Barraza

Samantha Carreon

Ruth Escorza

Christina Urbina

Jenifer Nelson

Maria Aguilar

Cynthia Cuesta

Berthan Grijalva

Rubi Luna

Cynthia Vasquez

Kristi Soforo

Edna Chiu

**Jose Damian Elementary**

Chelsea Anchieta

S. Lucero

Gabriela Romero

L. Martinez

Patricia Lopez

Elvia Troung

Mayla Dayrit

Maria Castillo

**Northwest Early College**

Yelena Kapilevich

Alisa Muir

Austin Campbell

Eliana Alvarez

Kenneth Holzman

Adrian Portillo

Consuelo Diaz

**Reyes Elementary**

Virginia Bernal

Michelle Escobedo

Julia Melendez

Gabriela Espinoza

Dalia Juarez

Rocio Santillano

Daniela Armendariz

Guillermo Noriega

Leslie Hess

Sandra Uribe

**Canutillo High School**

Vicente Enriquez

Jesus Lujan

Jorge Valenzuela

Ernesto Parada

Marissa Venegas

Megan Flores

Veronica Vasquez

Jeffery Moss

Araceli Barrios

# Board of Trustees

Meeting Date: October 2024

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: [Request for CTE Teacher Approval under District of Innovation \(DOI\) for school year 2024-2025](#)

Justification Statement: [Discussion and possible action to approve CTE Teacher for Robotics at Canutillo Middle School and Agricultural Science at Canutillo High School](#)

Purpose of Agenda Item: ☐ Information ☒ Discussion ☒ Action  
Item Type: ☐ Curriculum & Instruction ☐ HumanResources ☒ Business Services

Staff Responsible: [Martha Carrasco, Chief Human Resources Officer](#)  
*Signature of Requester(s)*  
[Martha Carrasco, Chief Human Resources Officer](#)  
*Signature of Presenter(s)*

*Business Services Approval (Initials)* October 2024  
*Date*

Agenda Summary: [Discussion and possible action to approve CTE Teacher for Robotics at Canutillo Middle School and Agricultural Science at Canutillo High School](#)

RECOMMENDATION:

PRIOR BOARD ACTION: AWARDED: AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

REQUESTING DEPARTMENT: [Human Resources](#)

CONSEQUENCES OF NON-APPROVAL: [CTE Teacher staffing shortages may hinder students to receive proper instruction in the area of Robotics and Agricultural Science](#)

IMPLEMENTATION TIMELINE: [School Year 2024-2025](#)

ATTACHMENT(S): [HR Memo](#)







# Canutillo Independent School District Human Resources

*Excellence Through Integrity and Innovation*

## District of Innovation Certification Documentation

School Year 2024-2025

Name: (Last, First, M.) Enciso Brittany

Campus: Canutillo Middle School  
Christopher Judge

Principal: \_\_\_\_\_

Assignment: Robotics/Engineering CTE

Years on Plan: 2 years

### Current Qualifications teacher currently holds:

\_\_\_\_\_  
\_\_\_\_\_  
Bachelor's Degree UTEP  
Mechanical Engineering  
\_\_\_\_\_

### Current Status:

Enrolled in an Alternative Certification Program  
\_\_\_\_\_  
\_\_\_\_\_

Approved for this School year: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

(Attached: Previous year CTE District Credentialing Approval Form)



# Canutillo Independent School District Human Resources

*Excellence Through Integrity and Innovation*

## District of Innovation Certification Documentation

School Year 2024-2025

Name: (Last, First, M.) Benitez, Christina

Campus: Canutillo High School

Principal: Candice Marrufo

Assignment: Agriculture Science CTE

Years on Plan: 2 years

### Current Qualifications teacher currently holds:

Bachelor's Degree NMSU  
Agriculture

Current Status: Transferred credentials from New Mexico to Texas. Needs to test

Approved for this School year: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

(Attached: Previous year CTE District Credentialing Approval Form)





# Canutillo Independent School District Human Resources

*Excellence Through Integrity and Innovation*

**Martha Carrasco**  
*Chief Human Resources Officer*

(915) 877-7423  
FAX (915) 877-7525  
[mcarrasco@canutillo-isd.org](mailto:mcarrasco@canutillo-isd.org)

## MEMORANDUM

TO: Christina Benitez

FROM: Martha Carrasco, Chief Human Resources Officer 

PC: Tracy Andrews, Candice Marrufo

DATE: 10/14/2024

RE: **Teacher Certification**

As a District of Innovation, Canutillo ISD has been approved by the Texas Education Agency to create a certification process for Career and Technical Education Teachers (CTE) who do not hold the State required certification or do not qualify for an allowable permit as described in Subchapter B of Texas Education Code 21.003. You have been identified as a candidate who does not hold the required certificate or is ineligible for an allowable permit. Since you have the required background wage earning experience or hold current licensure in your field of work, you were approved to be hired. You are being placed under the Canutillo Independent School District of Innovation Teaching Plan for the 2024-2025 school year.

The first step in the hiring process is to apply for an approved TX Alternative Certification Program. Once you have applied and been accepted, we can continue with the hiring process. The reason for this, is to verify that your credentials meet the ACP programs qualifications in the correct certification area. You will have two years to obtain your Texas teacher certification.

You will be required to complete the full district training protocol for local credentialing as described on the Canutillo ISD District of Innovation Plan. The district CTE Director and your campus administrators will be monitoring and recording your progress throughout the year. A recommendation to be locally credentialed will be made at the CISD Regular Board Meeting in October.



Street Address: 7965 Artcraft Rd. • El Paso, TX 79932 | Mailing Address: P.O. Box 100 • Canutillo, TX 79835

591 Phone (915) 877-7423 • Fax (915) 877-7407 • [www.canutillo-isd.org](http://www.canutillo-isd.org)

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# Canutillo Independent School District Human Resources

*Excellence Through Integrity and Innovation*

We are here to assist you but it is your responsibility to keep us up-to-date on your certification status. If you have any questions or need assistance concerning your certification status, you can contact the Human Resources Department at any time.

You have been advised of your responsibility regarding certification requirements. Should the requirements not be met, you may be asked to resign or be terminated from your full-time teaching position with the Canutillo Independent School District. As stated in your contract your employment with Canutillo ISD is contingent upon providing and maintaining the required certification. Please sign both copies of this memo and return the original to acknowledge that you received and understand the information provided to you.

---

Employee's Signature

---

Date



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# Canutillo Independent School District Human Resources

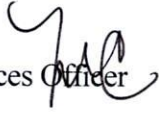
*Excellence Through Integrity and Innovation*

**Martha Carrasco**  
*Chief Human Resources Officer*

(915) 877-7423  
FAX (915) 877-7525  
mcarrasco@canutillo-isd.org

## MEMORANDUM

TO: Brittany Enciso

FROM: Martha Carrasco, Chief Human Resources Officer 

PC: Tracy Andrews, Christopher Judge

DATE: 10/02/2024

RE: **Teacher Certification**

As a District of Innovation, Canutillo ISD has been approved by the Texas Education Agency to create a certification process for Career and Technical Education Teachers (CTE) who do not hold the State required certification or do not qualify for an allowable permit as described in Subchapter B of Texas Education Code 21.003. You have been identified as a candidate who does not hold the required certificate or is ineligible for an allowable permit. Since you have the required background wage earning experience or hold current licensure in your field of work, you were approved to be hired. You are being placed under the Canutillo Independent School District of Innovation Teaching Plan for the 2024-2025 school year.

The first step in the hiring process is to apply for an approved TX Alternative Certification Program. Once you have applied and been accepted, we can continue with the hiring process. The reason for this, is to verify that your credentials meet the ACP programs qualifications in the correct certification area. You will have two years to obtain your Texas teacher certification.

You will be required to complete the full district training protocol for local credentialing as described on the Canutillo ISD District of Innovation Plan. The district CTE Director and your campus administrators will be monitoring and recording your progress throughout the year. A recommendation to be locally credentialed will be made at the CISD Regular Board Meeting in October 24, 2024.



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# Canutillo Independent School District Human Resources

*Excellence Through Integrity and Innovation*

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You have been advised of your responsibility regarding certification requirements. Should the requirements not be met, you may be asked to resign or be terminated from your full-time teaching position with the Canutillo Independent School District. As stated in your contract your employment with Canutillo ISD is contingent upon providing and maintaining the required certification. Please sign both copies of this memo and return the original to acknowledge that you received and understand the information provided to you.

---

Employee's Signature

---

Date



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# Board of Trustees

Meeting Date: October 2024

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Approval for 2024-2025 District and Campus Improvement Plans

Justification Statement:

For action and approval on Goals and Objectives on the District and Campus Improvement Plans

Purpose of Agenda Item:

☐ Information ☒ Discussion ☒ Action

Item Type:

☐ Curriculum & Instruction ☐ HumanResources ☒ Business Services

Staff Responsible:

Julieta Melendez/Program Compliance Director

*Signature of Requester(s)*

Julieta Melendez/Program Compliance Director

*Signature of Presenter(s)*

October 2024

*Business Services Approval (Initials)*

*Date*

Agenda Summary:

As stated in Board Policy CH (Local), any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

For action and approval on Goals and Objectives on the District and Campus Improvement Plans

Attached in order: CES, BCE, DDE, JDE, GES, RES, AMS, CMS, CHS, NWECHS, District

RECOMMENDATION: That recommendation is approved by the Board of Trustees as recommended by administration

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S):

ACCOUNT NO(S):

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)

REQUESTING DEPARTMENT: Human Resources-Program Compliance

CONSEQUENCES OF NON-APPROVAL:

IMPLEMENTATION TIMELINE: 2024-2025 Fiscal Year

ATTACHMENT(S): Improvement plans goals and objectives

Attached in order: CES, BCE, DDE, JDE, GES, RES, AMS, CMS, CHS, NWECHS, District

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**Canutillo Independent School District**  
**Canutillo Elementary School**  
**2024-2025 Performance Objectives**





# **Mission Statement**

**Canutillo Elementary School will provide a safe environment that will enhance the ability for quality learning in order to achieve success as a productive member of society.**

## **Vision**

**Canutillo Elementary will strive to inspire all children to become life-long learners, responsible and respectful of our culturally diverse society.**

## **Canutillo Ethics**

**Student Centered Focus**

**Trustworthiness in Stewardship**

**Commitment to Service**

**Equity in Attitude**

**Honor in Conduct**

**Integrity of Character**

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# Goals

**Goal 1: STUDENT SUCCESS:** \* Student Safety & Well Being \* Academic Growth \* College Career Military Readiness

**Performance Objective 1:** Canutillo Elementary will increase positive discipline strategies through PBIS to foster a positive school climate and decrease the number of referrals by 3% for the 2024-25 school year.

**Performance Objective 2:** Canutillo Elementary will increase its overall ratings by 2% on state performance Domain 1 (Student Achievement), Domain 2 (School Progress), and Domain 3 (Closing the Gaps) by the end of the 2024-25 school year.

**Performance Objective 3:** Canutillo Elementary will increase overall student achievement scores in Reading by 2% in all areas (Approaches, Meets, Master), as reflected in the STAAR scores from 2022-23 school year to the 2024-24 school year provided by the STAAR assessment in May 2025.

**Performance Objective 4:** Canutillo Elementary will meet overall student achievement scores in Math by 2% in all areas of growth (Approaches, Meets, Master), as reflected in the STAAR scores provided by the state at the end of 2024-25 school year.

**Performance Objective 5:** Canutillo Elementary will increase overall student achievement scores in Science by 3% in all areas of progress (App, Meets, Master) as reflected in the 5th grade STAAR scores provided by the state at the end of the 2024-25 school year.

**Performance Objective 6:** Canutillo Elementary will increase its attendance rate from 94.56% to 98% through Positive Behavior Interventions Supports and strategies for the 2024-25 school year.

**Performance Objective 7:** By May 2025, Canutillo Elementary will provide professional development and support on the implementation of MTSS to effectively support all our students and teachers. SEL strategies and services will be incorporated throughout the process.

**Performance Objective 8:** CES will increase and expand awareness in College and Career Readiness, as well as Career Exploration processes with a strategic approach, focusing on 100% of students Prek-5 participating in at least three activities during the 2024-25 school year.

**Performance Objective 9:** By May 2025, CES staff and students will promote leadership skills among the students and grade levels by utilizing individual goal setting data notebooks or data charts in hallways.

**Performance Objective 10:** During the 2024-25 school year, the physical education department will enhance instruction by implementing a variety of activities and having access to resources that not only increase moderate to vigorous physical activity minutes, but also promote a healthy lifestyle and align and reinforce core curriculum standards within the classroom.

**Goal 2: STAFF SUCCESS:** \* Staff Safety & Well-Being \* Professional Learning & Quality Staff \*Staff Satisfaction

**Performance Objective 1:** All Canutillo Elementary teachers will gain expertise in utilizing the Texas Teacher Evaluation and Support System (TTESS) and the Student Learning Objectives (SLOs) embedded into teachers pedagogy for effective instruction as supported through targeted PD by the end of 2024-25 school year.

**Performance Objective 2:** By May 2025, Canutillo Elementary will provide meaningful and grade level appropriate professional development for all campus employees on teaching and learning with technology, using effective skills and implementation of programs for instruction. Listed, but not limited to Zearn, Circle, Tejas Lee, Roots, Learning A-Z, Brain Pop, Apple services and programs, Stemscores, etc

**Performance Objective 3:** By May 2025, CES will provide professional development opportunities to support all classroom teachers that focus on building relationships and effective classroom management strategies which include a bully prevention framework.

**Performance Objective 4:** By May 2025, Canutillo Elementary will promote workplace wellness to improve employee morale and increase productivity and engagement amongst staff and faculty, by participating in five or more activities, workshops, presentations, and/or challenges.

**Goal 3: COMMUNITY ENGAGEMENT AND PARTNERSHIPS:** \*Family Engagement \*Community Partnerships \* Customer Satisfaction

**Performance Objective 1:** Twice a semester, Canutillo Elementary will offer workshops in the core subjects as support to assist parents in improving their child's academic skills and master assessments throughout the 2024-25 school year.

**Performance Objective 2:** Once a month Canutillo Elementary will promote parent engagement and leadership sessions through parent workshops and representation in various committees throughout the 2024-25 school year.

**Performance Objective 3:** Canutillo Elementary will build and maintain two current Partners in Education Program in a meaningful and cooperative manner throughout the 2024-25 school year, in conjunction with our Parent Liaison community outreach at least twice a semester.

**Performance Objective 4:** Throughout the 2024-25 school year, CES will maintain its website and social media outlets with current and relevant information for all internal and external stakeholders and highlight campus events and achievements at a minimum of a monthly basis.

**Goal 4: FISCAL AND OPERATIONAL SYSTEMS:** \* Fiscal Responsibility \* Strategic Allocation of Resources \* Planning for Growth \* Well Maintained Facilities

**Performance Objective 1:** Strategic Budget allocation of Sate Compensatory Education and Title 1 will be completed by September 2024 to successfully provide resources to all students in order to meet student academic and social emotional goals during the 2024-25 school year..

# **Canutillo Independent School District**

## **Bill Childress Elementary School**

### **2024-2025 Performance Objectives**





# Mission Statement

**To provide high quality educational opportunities that will inspire all students to acquire and use the knowledge and skills needed to become leaders and productive citizens in a culturally diverse and technologically sophisticated world.**

## Vision

**Bill Childress Elementary will provide a quality and rigorous education that will enhance the diverse talents and needs of our population. Every child will be challenged to set productive goals for the future and will be given the opportunity to achieve those goals in our ever-changing technological society.**

## Canutillo Ethics

**Student Centered Focus**

**Trustworthiness in Stewardship**

**Commitment to Service**

**Equity in Attitude**

**Honor in Conduct**

**Integrity of Character**

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# Goals

**Goal 1: STUDENT SUCCESS:** \* Student Safety & Well Being \* Academic Growth \* College Career Military Readiness

**Performance Objective 1:** Student Safety & Well Being: By May 2025, the Emergency Operation Plan, Crisis Response, PBIS, and Character Strong will be integrated into the MTSS (Multi-Tiered Systems of Support).

**Performance Objective 2:** Academic Growth: By May 2025, 3rd, 4th, and 5th grade students will increase their STAAR scores in the following areas by 2 points.

**Performance Objective 3:** Academic Growth: By May 2025, 80% of students in PreK-2nd grade will meet end of year reading expectations (fluency, accuracy, and comprehension).

**Performance Objective 4:** College and Career Military Readiness: By May 2025, student organizations and clubs (e.g., StuCo, MDFS, Eagles in Action) will be available for students to realize potential as future leaders.

**Performance Objective 5:** By May 2025, the campus overall attendance will increase from 95.07% to 96.07%.

**Performance Objective 6:** By 2025, students will meet their fitness standards as outlined by their grade level.

**Goal 2: STAFF SUCCESS:** \* Staff Safety & Well-Being \* Professional Learning & Quality Staff \*Staff Satisfaction

**Performance Objective 1:** Professional Learning & Quality Staff: During the 2024-25 school year, staff will receive continuous training to ensure the Professional Learning Communities (PLC) process is being followed to effectively plan for curriculum, assessment, and instruction.

**Performance Objective 2:** Professional Learning & Quality Staff : During the 2024-25 school year, teachers will study the book Teach Happy.

**Performance Objective 3:** Professional Learning & Quality Staff : During the 2024-25 school year, wellness team will plan monthly activities to increase staff satisfaction and well-being.

**Performance Objective 4:** For the 2024-2025 School Year, Staff Satisfaction will increase. As a campus, innovativeness and autonomy will increase by 3 points in the OHI scores.

**Goal 3:** COMMUNITY ENGAGEMENT AND PARTNERSHIPS: \*Family Engagement \*Community Partnerships \* Customer Satisfaction

**Performance Objective 1:** By June 2025, BCE will increase parent participation to expand parent engagement opportunities through monthly parent university classes directly connected to increasing student achievement. Hospitality will be provided.

**Performance Objective 2:** By June 2025, BCE will increase parent engagement and parent leadership through active participation in decision making committees (e.g., LPAC, CIC, Parent Advisory Groups, and MTTs).

**Goal 4: FISCAL AND OPERATIONAL SYSTEMS:** \* Fiscal Responsibility \* Strategic Allocation of Resources \* Planning for Growth \* Well Maintained Facilities

**Performance Objective 1:** By June 2025, campus will purchase all maintenance supplies needed to ensure a safe campus throughout the school year.

**Performance Objective 2:** During the 2024-2025 school year, all State Comp and Title 1 Funds will be properly allocated to serve our at-risk, emergent bilinguals, and economically disadvantaged students. 100% of those funds will be spent to meet the needs of students in those categories.

**Goal 5:** TECHNOLOGY RESOURCES: \* Apple Refresh 1:1 \* Wireless access/Testing \* Infrastructure/Safety \* Community Connectivity

**Performance Objective 1:** By June 2025, teachers will implement blending learning in the classroom using iPads, headphones, student devices, interactive display boards, teacher devices, and document cameras.

**Performance Objective 2:** By June 2025, BCE will promote a positive climate by keeping stakeholders informed about campus events and activities.

**Goal 5:** TECHNOLOGY RESOURCES: \* Apple Refresh 1:1 \* Wireless access/Testing \* Infrastructure/Safety \* Community Connectivity

**Performance Objective 1:** 100% of CES teachers and staff will implement district and campus technology and have the adequate resources for a safe and functional learning environment effectively throughout the 2024-25 school year and overall student performance.



# **Canutillo Independent School District**

## **Deanna Davenport Elementary School**

### **2024-2025 Performance Objectives**



# Mission Statement

**Deanna Davenport will nurture, empower and provide every student with a high quality education in a safe, respectful and inclusive environment that builds a foundation for lifelong learning.**

## Vision

**Deanna Davenport Elementary will create a vibrant and inclusive educational environment where every student is inspired to dream big, work hard, achieve personal success and be positive citizens of society.**

## Canutillo Ethics

**Student Centered Focus**

**Trustworthiness in Stewardship**

**Commitment to Service**

**Equity in Attitude**

**Honor in Conduct**

**Integrity of Character**

### **In Canutillo ISD, We Believe:**

- **STUDENTS** are empowered to think critically and engage civically and empathetically, as they meet the challenges of building a better world.
- **PARENTS** and **FAMILIES** are welcomed into our schools and District, with meaningful opportunities to actively engage in supporting the social, emotional, and academic needs of their students.

- **FACULTY and STAFF MEMBERS** are respected and valued as dedicated leaders and continuous learners in the educational process.
- **CAMPUS ADMINISTRATORS** build authentic, inclusive, and supportive relationships within their school community through mutual respect and trust.
- **THE SUPERINTENDENT and CENTRAL OFFICE STAFF** are active and engaged listeners who are accountable for ensuring equitable, efficient, and transparent utilization of district resources.
- **THE BOARD OF TRUSTEES** are a unified team who holds each other accountable, treats each other with respect, and represents the district with integrity and honesty.

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Goal 4: FISCAL AND OPERATIONAL SYSTEMS: \* Fiscal Responsibility \* Strategic Allocation of Resources \* Planning for Growth \* Well Maintained Facilities ..... 8

Goal 5: TECHNOLOGY RESOSURCES: \* Apple Refresh 1:1 \* Wireless access/Testing \* Infrastructure/Safety \* Community Connectivity ..... 9

# Goals

**Goal 1: STUDENT SUCCESS:** \* Student Safety & Well Being \* Academic Growth \* College Career Military Readiness

**Performance Objective 1:** By June 2025, 65% of students in Special Education and 3rd-5th grade students taking the STAAR state assessment in reading/writing, math, and/or science will achieve a minimum of approaches.

## HB3 Goal

**Performance Objective 2:** In 2024-2025, DDE students in 3rd-5th grade will improve their STAAR scores to the meets and mastery level in Math, Reading, and Science at a minimum of an additional 5% on all tests.

## HB3 Goal

**Performance Objective 3:** 100% of DDE students in grades PreK-5th will participate in one to two PLTW modules a year.

**Performance Objective 4:** In 2024-2025, 100% of students that are considered highly mobile, ELL, migrant and academically at risk will be identified and will receive an intervention plan through the MTSS/RTI Committee and /or the Student Study Team to graduate with their cohorts.

**Performance Objective 5:** By June 2025, 100% of the students in Pre-K, Kindergarten and 5th grade will participate in activities that facilitate a successful transition from the elementary setting to the middle school setting; Pre-K students at DDE and Santiago Rodriguez Head Start will participate in transition activities to Kindergarten and first grade.

**Performance Objective 6:** By May 2025, DDE will attain an attendance rate of 97.5% or better to support students graduate on time.

**Performance Objective 7:** Students in Pre-K3, Pre-K4, Kindergarten, 1st and 2nd Grade will receive support in reading, math and science through targeted instruction to accelerate their learning and meet grade level standards.

**Performance Objective 8:** All students from Montessori to 5th grade will participate in Physical Fitness activities to promote a healthy living, obtain knowledge of the human body and the benefits of exercise.

**Goal 2: STAFF SUCCESS:** \* Staff Safety & Well-Being \* Professional Learning & Quality Staff \*Staff Satisfaction

**Performance Objective 1:** DDE will increase teacher attendance rate to 97.5% during 2024-2025 school year.

**Performance Objective 2:** During the 2024-2025 school year, 100% of the teachers, paraprofessionals, and administrators will participate in Professional Development in core subjects, PLC's and pedagogy.

**Performance Objective 3:** For the 2024-2025 School Year, DDE Staff Satisfaction will increase. As a campus, Adaptability and Goal Focus will increase and will result in higher OHI scores.

**Performance Objective 4:** During the 2024-2025 school year, DDE teachers will be student centered and reflective on their TTESS goals and self reflection. This will help them create an SLO that will be tailored to their teaching and growth in the areas of Math.

**Goal 3: COMMUNITY ENGAGEMENT AND PARTNERSHIPS:** \*Family Engagement \*Community Partnerships \* Customer Satisfaction

**Performance Objective 1:** Throughout 24-25 school year, DDE will Invite 100% of parents to instructional and parenting meetings through written notices, phone master, web page, social media platforms or other form of communication and a minimum of 5 parents will attend the campus monthly meetings.

**Performance Objective 2:** 100% of objectives and activities described in the DDE Parenting Component of the School Support Division Action Plan will be completed by May 2025.

**Performance Objective 3:** Through community relationships, 100% of DDE students in kindergarten through fifth grade will participate in Career and College Awareness presentations to prepare them for the future.

**Goal 4: FISCAL AND OPERATIONAL SYSTEMS:** \* Fiscal Responsibility \* Strategic Allocation of Resources \* Planning for Growth \* Well Maintained Facilities

**Performance Objective 1:** By December 2024 all campus employees will receive EOP training (Emergency Operation Planning) in emergency protocols and reunification protocols.

**Performance Objective 2:** During the 2024-2025 school year, 100% of DDE staff and students will implement the MTSS & School Wide Positive Behavior Intervention Support (PBIS) framework for establishing the social culture and behavioral supports needed for a school to be an effective and safe learning environment for all students.

**Performance Objective 3:** In 2024-2025, 100% of students at Deanna Davenport Elementary will receive SEL (Social Emotional Learning) instruction and support from classroom instruction and counselor support.

**HB3 Goal**

**Performance Objective 4:** During the 2024-2025 school year, all State Comp and Title 1 Funds will be properly allocated to serve our at-risk and economically disadvantaged students. 100% of those funds will be spent to meet the needs of students in those categories.



**Goal 5:** TECHNOLOGY RESOURCES: \* Apple Refresh 1:1 \* Wireless access/Testing \* Infrastructure/Safety \* Community Connectivity

**Performance Objective 1:** By September 2024 all students will have either a laptop or iPad that has been provided by the District to enhance Project Based Learning and implementation of TEKS throughout the 2024-25 school year.

**Canutillo Independent School District**  
**Jose H. Damian Elementary**  
**2024-2025 Performance Objectives**



# Mission Statement

**Jose H. Damian Elementary will nurture our scholars so that they are healthy, feel safe, are engaged, feel supported, and are challenged through culturally responsive teaching and learning.**

## Vision

**Our Vision at Jose H. Damian Elementary is to inspire all students to become inquisitive thinkers, who confidently and respectfully embrace the global challenges of the future.**

## Canutillo Ethics

***Trustworthiness in Stewardship***

***Scholar Centered***

through the 5 Pillars of teaching the WHOLE CHILD -

1. Healthy; 2. Safe; 3. Engaged; 4. Supported; 5. Challenged

7 Strengths of A Firebird:

Belonging, Curiosity, Friendship, Kindness, Confidence, Courage, and Hope

***Commitment to Service***

***Equity in Attitude***

***Honor in Conduct***

***Integrity of Character***  
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# Goals

**Goal 1: STUDENT SUCCESS:** \* Student Safety & Well Being \* Academic Growth \* College Career Military Readiness

**Performance Objective 1:** By May 2025, the Standard Response Protocol PK-12, Emergency Operation Plan and the Behavior Threat Assessment and crisis response will be fully integrated and implemented through Multi-Tiered Systems of Supports (MTSS)

**Performance Objective 2:** By May 2025, STAAR Performance levels will increase by a minimum of 2% in masters level, 8% in meets, and 8% in approaches.

Masters:

Math from 16%-18%

Reading- 16% to 18%

Science- 8% to 10%

Meets:

Math from 32%-40%

Reading- 34% to 42%

Science- 16% to 24%

Approaches:

Math from 30%-38%

Reading- 29% to 37%

Science- 39% to 47%

**Performance Objective 3:** Throughout the academic school year, PK-2nd grade assessments will increase scores as shown but not limited to TPRI, TKEA, Stemsopes Math, and Renaissance Star.

**Performance Objective 4:** By May 2025, JDE will increase the scholar attendance rate to at least 96%

**Performance Objective 5:** During the 2024-2025 school year, multiple parental and student engagement opportunities will be provided to build strong partnerships across the community to positively impact student exposure to college and career options.

**Performance Objective 6:** By May 2025, multilingual learners to include emergent bilinguals will increase 2% in each category.

Beginning- 19% to 21%

Intermediate- 34% to 36%

Advanced- 34% to 36%

Advanced High- 12% to 14%

**Performance Objective 7:** By May 2025, JDE Scholars will be given the opportunity to participate in extracurricular clubs and activities to include Physical Education

**Goal 2: STAFF SUCCESS:** \* Staff Safety & Well-Being \* Professional Learning & Quality Staff \*Staff Satisfaction

**Performance Objective 1:** By May 2025, Develop effective systems to maintaining a highly qualified campus, anchored through TTESS, all teachers will participate in professional development opportunities that support content and curriculum development in order to improve student achievement.

**Performance Objective 2:** Throughout 24-25 school year, all JDE Faculty will participate in at least 1 research-based learning through literature and professional development.

**Performance Objective 3:** By May 2025, JDE faculty and staff will be provided with the necessary materials, supplies, and capital resources to support teacher activities to include lesson planning, professional development, classroom activities, and JDE operations that foster an environment of student performance and growth.

**Performance Objective 4:** By May 2025, Teacher morale will improve to directly impact teacher retention as measured by surveys. Incentive will be provide throughout the year as well as opportunities for SEL though Wellness Program.

**Goal 3:** COMMUNITY ENGAGEMENT AND PARTNERSHIPS: \*Family Engagement \*Community Partnerships \* Customer Satisfaction

**Performance Objective 1:** By June 2025, JDE will maintain a strong connection with all stakeholders in the community by providing campus events to help meet our academic, community and fiscal goals.



**Goal 4:** FISCAL AND OPERATIONAL SYSTEMS: \* Fiscal Responsibility \* Strategic Allocation of Resources \* Planning for Growth \* Well Maintained Facilities

**Performance Objective 1:** By May 2025, JDE will meet expenditure requirements at 100% for: Special Education, Career and Technology, Gifted and Talented, Compensatory Education, and Emergent Bilinguals, Economically Disadvantaged (Title 1) , and all special populations in order to meet campus academic goals.

**Goal 5:** TECHNOLOGY RESOURCES: \* Apple Refresh 1:1 \* Wireless access/Testing \* Infrastructure/Safety \* Community Connectivity

**Performance Objective 1:** Throughout 24-25 school year, Jose Damian elementary will deliver lessons that integrate technology to provide scholars with opportunities to extend their learning.

**Canutillo Independent School District**  
**Gonzalo & Sofia Garcia Elementary School**  
**2024-2025 Performance Objectives**



# **Mission Statement**

**The mission of the Gonzalo and Sofia Garcia Elementary community is to empower students to succeed in a multicultural setting and to provide a challenging learning environment, thus preparing all students to meet the challenges of a changing global society.**

## **Vision**

**Our vision at Gonzalo and Sofia Garcia Elementary is to inspire all students to become inquisitive thinkers, who confidently and respectfully embrace the global challenges of the future.**

## **Canutillo Ethics**

**Student Centered Focus**

**Trustworthiness in Stewardship**

**Commitment to Service**

**Equity in Attitude**

**Honor in Conduct**

**Integrity of Character**

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# Goals

**Goal 1: STUDENT SUCCESS:** \* Student Safety & Well Being \* Academic Growth \* College Career Military Readiness

**Performance Objective 1: Student Safety & Well Being:**

By May of 2025, Garcia Elementary School teachers and staff will receive Standard Response Protocol PK-12. training, Emergency Operation Planning (EOP) training and crisis response and how to integrate it into the MTSS (Multi-Tier Systems of Support).

**Performance Objective 2: Academic Growth:**

By May 2025, GES 3rd-5th grade students will increase their STAAR scores as follows:

3rd Reading: Approaches from 83% to 88%; Meets from 36% to 41%; Masters from 17% to 22%

3rd Math: Approaches from 73% to 76%; Meets from 35% to 40%; Masters from 2% to 10%

4th Reading: Approaches from 85% to 88% Meets from 33% to 37%; Masters from 10% to 15%

4th Math: Approaches from 66% to 71%; Meets from 23% to 28%; Masters from 7% to 15%

5th Reading: Approaches from 85% to 88%; Meets from 22% to 27%; Masters from 40% to 45%

5th Math: Approaches from 75% to 80%; Meets from 26% to 31%; Masters from 17% to 22%

5th Science: Approaches from 69% to 74%; Meets 10% to 20%; Masters from 8% to 15%

**Performance Objective 3: Academic Growth:**

GES Emergent Bilingual students will demonstrate one year's growth as assessed by TELPAS will increase by 5% of the population to Advanced High by June 2024.

**Performance Objective 4: College Career Military Readiness:**

By May of 2025, Garcia Elementary school will provide parents and students multiple opportunities to build a strong partnership across the community to positively impact students and exposure to college and career options.

**Performance Objective 5:** By the end of the school year 2023-2024, Garcia Elementary School will increase attendance from 94.91% to 97%.

**Performance Objective 6:** During the 2024-2025 school year, all students from Montessori to 5th grade will participate in physical fitness activities and health classes to learn about making healthy choices and the importance of daily physical activity.

**Goal 2: STAFF SUCCESS:** \* Staff Safety & Well-Being \* Professional Learning & Quality Staff \*Staff Satisfaction

**Performance Objective 1:** Student Safety & Well Being:

By May 2025, Garcia Elementary School will provide a safe, positive and secure environment by maintaining or increasing 5% in Positive Behavior Interventions and Supports (PBIS) utilizing the Tiered Fidelity Inventory Assessment Instrument.

**Performance Objective 2:** Staff Satisfaction:

By the end of the 2024-2025 school year, Garcia Elementary will establish a positive school culture that will decrease the gaps in communication and increase school morale.

**Performance Objective 3:** Professional Learning & Quality Staff:

GES Teachers, Instructional Aides, Nurse, Counselor, Librarian and Administrators will participate in professional development opportunities on campus, within the Region 19 area or out of town (in-person or virtual) to support content and curriculum for all students to include our special populations during the 2024-25 school year.

**Goal 3: COMMUNITY ENGAGEMENT AND PARTNERSHIPS:** \*Family Engagement \*Community Partnerships \* Customer Satisfaction

**Performance Objective 1:** By June 2025, Garcia Elementary School will hold an Entitlement and Parent Compact meeting for all stakeholders. Parent compact will be finalized after receiving feedback from parents, teachers, administrators and staff with the purpose to establish expectations in home school connection.

**Performance Objective 2:** Garcia Elementary School will provide multiple parent and community involvement activities, events, and classes to include but not limited to Open House, Parent Teacher conferences days, Parent University classes, PTO meetings, "Coffee with the Principal," Literacy nights, Technology Night to encourage parent participation and to establish a positive and conducive learning environment during the 2024-25 school year.



**Goal 4: FISCAL AND OPERATIONAL SYSTEMS:** \* Fiscal Responsibility \* Strategic Allocation of Resources \* Planning for Growth \* Well Maintained Facilities

**Performance Objective 1:** Strategic Allocation of Resources:

GES budget will be completed by September 2024 to provide resources to all students to meet academic and social-emotional goals. State Comp and Title 1 Funds will be properly allocated to serve our at-risk and economically disadvantaged students. 100% of those funds will be spent to meet the needs of students in those categories.

**Goal 5:** TECHNOLOGY RESOURCES: \* Apple Refresh 1:1 \* Wireless access/Testing \* Infrastructure/Safety \* Community Connectivity

**Performance Objective 1:** Garcia Elementary teachers will implement blending learning in the classroom using Ipads, student devices, interactive display boards, In focus, and document cameras during the 2024-25 school year.

**Canutillo Independent School District**  
**Congressman Silvestre & Carolina Reyes Elementary**  
**2024-2025 Performance Objectives**



# Mission Statement

**Dream Big. Believe and Achieve.**

## Vision

**Our mission is to nurture the whole child and empower them to be contributing leaders of our global society.**

## Canutillo Ethics

*Student Centered Focus*

*Trustworthiness in Stewardship*

*Commitment to Service*

*Equity in Attitude*

*Honor in Conduct*

*Integrity of Character*

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# Goals

**Goal 1: STUDENT SUCCESS:** \* Student Safety & Well Being \* Academic Growth \* College Career Military Readiness

**Performance Objective 1: Student Safety and Well Being:**

By May 2025, the Standard Response Protocol PK-12, Emergency Operation Plan and crisis response will be integrated into the MTSS (Multi-Tiered Systems of Supports)

**Performance Objective 2: Academic Growth:**

By May 2025, TELPAS master levels will increase by 2% from 35% masters in 2023-2024 to 37% in 2024-2025.

**Performance Objective 3: Academic Growth:**

By May 2025, 3rd-5th masters performance levels in STAAR will increase by 5% as defined by the Texas Education Agency.

**Performance Objective 4: College Career Military Readiness:**

By May 2025, RES will host parental and student engagement opportunities to build strong partnerships across the community to positively impact students and exposure to college and career options .

**Performance Objective 5:** By May 2025, Physical Education Teachers will assess the physical well-being of all our students in 3rd-5th grade by utilizing Fitness Gram to allow a comprehensive fitness assessment tools and insightful data, fostering a culture of health, well-being of our students and motivation that will promote daily attendance rates to increase by 2%.

**Goal 2: STAFF SUCCESS:** \* Staff Safety & Well-Being \* Professional Learning & Quality Staff \*Staff Satisfaction

**Performance Objective 1: Staff Safety & Well-Being:**

By May 2025, RES will build a positive school culture to increase teacher and staff morale and cohesiveness to continue being an interdependent campus.

**Performance Objective 2: Professional Learning & Quality Staff:**

By May 2025, RES will develop effective systems to ensure professional development opportunities are provided to all our staff. Content knowledge and instructional strategies learned will be shared during the data driven professional learning communities or in professional development days established by the district and/or the school.

**Goal 3: COMMUNITY ENGAGEMENT AND PARTNERSHIPS: \*Family Engagement \*Community Partnerships \* Customer Satisfaction**

**Performance Objective 1: Family Engagement:**

By May 2025, RES will develop weekly internal and external communication pathways and marketing strategies to increase student attendance rate from 95.91% to 97% through the identification of trends in attendance coding, home visits and teacher contact. Student enrollment will continue to be monitored and transfer requests will be approved on a case to case basis based on the grade level availability.

**Performance Objective 2: Community Satisfaction:**

By May 2025, RES will provide multiple parent and community involvement activities/events to establish a positive home-school connection and excellence in customer service.



**Goal 4: FISCAL AND OPERATIONAL SYSTEMS:** \* Fiscal Responsibility \* Strategic Allocation of Resources \* Planning for Growth \* Well Maintained Facilities

**Performance Objective 1:** Strategic budget allocation for State Comp will be completed by September 2024 to successfully provide resources to all students in order to meet student academic and social-emotional goals throughout the 2024-2025 school year.

**Goal 5:** TECHNOLOGY RESOURCES: \* Apple Refresh 1:1 \* Wireless access/Testing \* Infrastructure/Safety \* Community Connectivity

**Performance Objective 1:** All teachers will establish a consistent well-developed 45 minute block per week for the new required Technology Applications block which include computational thinking, creativity and innovation, data literacy, management, and representation, digital citizenship and practical technology concepts.

# **Canutillo Independent School District**

## **Jose Alderete Middle School**

### **2024-2025 Performance Objectives**



# **Mission Statement**

**WE LOVE KIDS!**

**We will provide an effective teacher in every classroom supported by a quality school environment that will inspire, empower, and impact kids.**

## **Vision**

**Alderete Middle School will nurture a sense of community that is focused on the development of all students to ensure their future success academically, socially, emotionally and physically.**

## **Canutillo Ethics**

**Student Centered Focus**

**Trustworthiness in Stewardship**

**Commitment to Service**

**Equity in Attitude**

**Honor in Conduct**

**Integrity of Character**

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# Goals

**Goal 1: STUDENT SUCCESS:** \* Student Safety & Well Being \* Academic Growth \* College Career Military Readiness

**Performance Objective 1:** For the 2024-2025 school year, AMS will increase performance in all tested core subjects as demonstrated by the state assessments and meet expectations in all areas and raise scores across all content areas and will increase its accountability growth score from at least 2 points from a 79 to an 81.

AMS will sustain mastery performance in Alg. 1 and English 1 and will continue to improve growth in all advanced academics programs that it offers.

**Performance Objective 2:** Throughout 2024-2025, classroom teachers and staff will be able to purchase varied instructional materials to support kinesthetic, and differentiated instruction, that will contribute to our goal of providing equitable learning and high quality instructional outcomes to all of our students. Performance variance among teachers of same content and grade level will be maintained at +/-5% in all classrooms.

**Performance Objective 3:** Offering innovative programs under the Public Service Academies all eligible AMS students will be prepared for high school transition by having the opportunity to earn up to 8 high school credits and be advised of the different graduation and financial aid plans available for graduation throughout the 2024-2025 school year.

**Performance Objective 4:** Intervention programs will be available consistently throughout the 2024-2025 school year to proactively address student academic regression and academic concerns. Interventions will be regularly scheduled through after school tutoring, intersession tutoring opportunities, and summer bridge camp opportunities to close the achievement gaps and address HB1416 requirements.

**Performance Objective 5:** Host an Eagle Legacy Summer Camp for both parents and incoming 6th grade students to facilitate a smooth transition from elementary to middle school by hiring staff to develop, and carry out a camp during the summer.

**Performance Objective 6:** During the academic school year, AMS will improve student health and fitness levels by utilizing data from research-based assessments, including the School Health Index created by the CDC. AMS will ensure that the master schedule is set to ensure all students will be enrolled in a P.E or intramurals class, personnel will be available to support all students, and campus shared spaces plan will be utilized to provide safe physical education classes to accomplish fitness goals.

**Goal 2: STAFF SUCCESS:** \* Staff Safety & Well-Being \* Professional Learning & Quality Staff \*Staff Satisfaction

**Performance Objective 1:** Throughout 24-25 school year, AMS will provide professional development and training to ensure highly qualified campus staff to include teachers, paraprofessionals, counselors, nurse, and administration remain updated with current instructional methods, strategies, and policies in order to enhance student achievement.

**Performance Objective 2:** AMS will improve staff attendance from 94% to 95% and student attendance from 95.7% to 97% for the school year of 24-25.

**Performance Objective 3:** Throughout the 24-25 school year, AMS staff will participate in committees that will allow them to provide feedback, build relationships, collaborate, and enhance their craft based on their roles and responsibilities. Sunshine, CIC, Safety, PLC Leaders, Attendance, EMS, PLCs, LPAC.

**Performance Objective 4:** Throughout the 2024-2025 school year, all AMS teachers will be up to date with PBIS, No Place for Hate and the Emergency Operations Plan (EOP). Teachers will review and follow PBIS, No Place for Hate, and EOP guidelines on a monthly basis to ensure that all stakeholders are within a safe and secure learning environment.

**Goal 3: COMMUNITY ENGAGEMENT AND PARTNERSHIPS: \*Family Engagement \*Community Partnerships \* Customer Satisfaction**

**Performance Objective 1:** AMS will increase parental involvement by providing activities for parents and community members to attend at least once a month throughout the 2024-2025 school year in a language they may understand. These meetings will also be held at different times to accommodate working parents.

**Performance Objective 2:** By June 2024, a minimum of 2 parental seminars and education will be provided to equip parents in helping students set academic goals, attendance, measure progress and address Social Emotional Learning (SEL) at the home. A clear path from K-12 will be provided by parents as they set post-secondary goals with their children.

**Performance Objective 3:** Parent liaison will work on hosting at least one parent academy throughout the school year 2024-2025.



**Goal 4: FISCAL AND OPERATIONAL SYSTEMS:** \* Fiscal Responsibility \* Strategic Allocation of Resources \* Planning for Growth \* Well Maintained Facilities

**Performance Objective 1:** Funding for Title 1 (211) and State Comp (185) will be used for student support for At-Risk prevention (student intervention, staff allocation and training).

**Performance Objective 2:** AMS will implement an MTSS school wide program that will focus on student attendance, academics, discipline & culture building throughout the 2024-2025 school year. Time, training and resources will be allocated to support MTSS initiatives: student support services/ counseling, academic intervention programs, social-emotional learning, and strengthening campus positive culture initiatives to effectively address the diverse needs of students and promote their overall well-being.

**Performance Objective 3:** Allocate resources for ongoing professional development opportunities for teachers and staff to enhance their instructional practices, pedagogical knowledge, and skills. Provide opportunities for teachers to participate in conferences, workshops, and collaborative learning communities to stay updated on best practices and research-based strategies.

**Performance Objective 4:** Allocate resources to increase opportunities for students to participate in extracurricular to include : clubs and organizations that align with the school's goals and priorities. Resources will support with for equipment, facilities, transportation, and staffing.

**Goal 5: TECHNOLOGY RESOURCES:** \* Apple Refresh 1:1 \* Wireless access/Testing \* Infrastructure/Safety \* Community Connectivity

**Performance Objective 1:** AMS will enhance the availability and effective utilization of technology resources to support student learning and achievement throughout the 2024-2025 school year. Teachers will acquire hardware to enhance teaching and student outcomes with use of laptops, smartboards.

**Performance Objective 2:** Alderete Middle School will provide all classrooms with interactive technology & instructional tools that will support differentiation & students learning modes throughout the 2024-2025 school year .

**Canutillo Independent School District**  
**Canutillo Middle School**  
**2024-2025 Performance Objectives**



# **Mission Statement**

**The faculty and staff of Canutillo Middle School will empower students to be the motivational force behind their own future success by modeling citizenship, leadership, and a desire for lifelong learning.**

## **Vision**

**A culture of academic excellence built on collaborative leadership and innovative instruction at Canutillo Middle School will produce accomplished scholars and community leaders able to meet future challenges of an evolving global society.**

## **Canutillo Ethics**

**STUDENT CENTERED FOCUS**

**TRUSTWORTHINESS IN STEWARDSHIP**

**COMMITMENT TO SERVICE**

**EQUITY IN ATTITUDE**

**HONOR IN CONDUCT**

**INTEGRITY OF CHARACTER**

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# Goals

**Goal 1: STUDENT SUCCESS:** \* Student Safety & Well Being \* Academic Growth \* College Career Military Readiness

**Performance Objective 1:** During the school year, student's Master's Reading score for grades 6-8 STAAR will improve from 19% to 20%. Student Masters in Math, for grades 6-8 STAAR and Algebra 1 EOC will improve from 24% to 26%. Student Masters in English 1 EOC will improve from 45% to 46%

**Performance Objective 2:** During the academic school year, CMSSA will provide training, instructional support, and tutors to assist Migrant/migratory, Economically Disadvantaged, English Learners (ELs), SPED, At-Risk, and 504 students in Closing the Gap Performance by 5%. There will be an increased progress measure for ELs (53%-56%) and SPEDs (5%-8%). EL students will improve their rating by 3% in speaking, listening, and writing.

**Performance Objective 3:** During the school year, CMSSA staff and Instructional Coach will work to get out of the Targeted Support area by monitoring 100% of the students identified as needing Response To Intervention (RTI) and conduct follow-up meetings every 6 weeks to ensure student academic success.

**Performance Objective 4:** During the school year, all CMSSA parents will be included in parental leadership opportunities that will allow them to participate in Social Emotional Learning, bullying prevention and at least four campus wide college/career awareness and Military Ready activities to promote interest in post secondary education.

**Performance Objective 5:** During the school year, all teachers will be up to date with PBIS, No Place for Hate and the Emergency Operation Plan (EOP), through PD training and constant communication. Teachers will review PBIS, No Place for Hate, and EOP on a monthly basis to ensure that all stakeholders are safe and secure within the school.

**Performance Objective 6:** During the school year, CMSSA will improve student attendance rate from 95% to 96.6% for the school year.

**Performance Objective 7:** During the academic school year, CMSSA will improve student health and fitness levels by utilizing data from research-based assessments, including the School Health Index created by the CDC.

**Performance Objective 8:** During the academic school year, Canutillo Middle School will provide training/resources to parents of migratory/migrant students on reading strategies in all core subject areas, to improve academic readiness, and information and resources about college/career opportunities.

**Performance Objective 9:** In order to facilitate a smooth 6th-grade student transition from elementary to high school, CMSSA will hire staff, develop and host summer bridge camps during the summer, and increase participation by 5% each year.

**Goal 2: STAFF SUCCESS:** \* Staff Safety & Well-Being \* Professional Learning & Quality Staff \*Staff Satisfaction

**Performance Objective 1:** Professional Development:

During the academic school year, CMSSA will provide professional development for all campus employees in teaching and learning, using social-emotional skills, and providing customer service to all stakeholders.

**Performance Objective 2:** During the academic school year, enhance the physical, emotional, and mental well-being of all staff members by providing a safe and supportive working environment.

**Performance Objective 3:** CMSSA will improve overall staff satisfaction and retention by fostering a positive school culture where staff feel valued, supported, and motivated during the academic school year.



**Goal 3:** COMMUNITY ENGAGEMENT AND PARTNERSHIPS: \*Family Engagement \*Community Partnerships \* Customer Satisfaction

**Performance Objective 1:** During the academic school year, CMSSA will increase parent engagement and parent leadership through active participation in decision-making committees (LPAC, CIC, CNA, CIP, Program Advisory groups, DAC, PBIS etc...) .

**Performance Objective 2:** During the 2024-2025 school year, Canutillo Middle School Leadership will engage with educators and stakeholders to promote growth and advancement of Latino and other minority learners in Texas.

**Goal 4: FISCAL AND OPERATIONAL SYSTEMS:** \* Fiscal Responsibility \* Strategic Allocation of Resources \* Planning for Growth \* Well Maintained Facilities

**Performance Objective 1:** During the academic school year, CMSSA will optimize the allocation of Title 1 & State Comp resources to support high-quality instruction, student support services, and extracurricular activities aligned with the school's goals and priorities.

**Performance Objective 2:** During the academic school year, CMSSA will develop and implement a proactive plan to accommodate the anticipated growth in student enrollment and ensure adequate facilities, resources, and support systems.

**Performance Objective 3:** During the academic school year, CMSSA will ensure that school facilities are well-maintained, safe, and conducive to a positive learning environment for students, staff, and visitors.

**Goal 5:** TECHNOLOGY RESOURCES: \* Apple Refresh 1:1 \* Wireless access/Testing \* Infrastructure/Safety \* Community Connectivity

**Performance Objective 1:** Canutillo Middle School will enhance the availability and effective utilization of technology resources to support student learning and achievement during the academic school year.

**Canutillo Independent School District**  
**Canutillo High School**  
**2024-2025 Performance Objectives**



# **Mission Statement**

**Canutillo ISD is a premier school district with nationally-ranked, multi-literate graduates ready to excel in college, their careers, their community, and in-life.**

## **Vision**

**Canutillo ISD's purpose is to provide high quality educational experiences that will inspire and prepare all students to apply the knowledge and skills necessary to become effective leaders and productive citizens.**

## **Canutillo Ethics**

**STUDENT CENTERED FOCUS**

**TRUSTWORTHINESS IN STEWARDSHIP**

**COMMITMENT TO SERVICE**

**EQUITY IN ATTITUDE**

**HONOR IN CONDUCT**

**INTEGRITY OF CHARACTER**

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# Goals

**Goal 1: STUDENT SUCCESS:** \* Academic Growth\*Student Safety/Well Being \* College Career Military Readiness

**Performance Objective 1: Academic Growth:**

For the 2024-25 school year, CHS will increase student outcomes in attendance for average of 96% by end of the school year.

**Performance Objective 2: Student Safety & Well Being:**

In the 2024-2025 school year, CHS will support and maintain PBIS (positive behavior intervention support) and MTSS systems, school wide, to establish social culture and behavioral supports in an effective, positive learning environment through monthly PBIS, MTSS team meetings in order to reduce campus discipline referrals by 5%, off campus alternative placements by 5% and improved safety student responses through student surveys.

**Performance Objective 3: College Career Military Readiness:**

For the 2024-25 school year, CHS will achieve an 80 percent graduation rate with College, Career, and Military Readiness (CCMR) accountability measures.

**Performance Objective 4: Academic Growth:**

For the 2024 -25 school year, CHS will achieve a minimum passage rate of 70% for English 1, English 2 and Algebra 1 for end of year state assessments.

**Performance Objective 5: Academic Growth:**

For the 2024-25 school year, CHS will support student fitness with curriculum and supplies that increase student outcomes to ensure they participate in moderate to vigorous physical activity demonstrated through teacher observation, grading and assessment.

**Goal 2: STAFF SUCCESS:** \* Staff Safety/Student & Well-Being \* Professional Learning & Quality Staff \*Staff Satisfaction

**Performance Objective 1:** Professional Learning & Quality Staff:

In the 2024-2025 school year, 100% teachers will be provided with BOY and MOY training for specific supports related to MTSS, PBIS, and curriculum updates and through daily campus PLC's where teachers will work with instructional leaders to understand student data along with professional development opportunities as provided in the region.

**Performance Objective 2:** Staff Safety & Well-Being:

For 2024-2025 school year, CHS will use campus wide emergency procedures and security.



**Goal 3:** COMMUNITY ENGAGEMENT AND PARTNERSHIPS: \*Family Engagement \*Community Partnerships \* Customer Satisfaction

**Performance Objective 1:** Family Engagement

For 2024025 school year, CHS will promote community and school-based activities (Eagle fair, CTE night, parent conferences, FAFSA night, Senior/ Parent meetings, Coffee with the Principal) utilizing parent liaison at 100% to recruit and advertise campus activities that are inclusive to families.

**Goal 4: FISCAL AND OPERATIONAL SYSTEMS:** \* Fiscal Responsibility \* Strategic Allocation of Resources \* Planning for Growth \* Well Maintained Facilities

**Performance Objective 1:** Strategic Allocation of Resources : State Comp & Title 1

For the 2024-25 school year, CHS will address drop out and at-risk students to reduce off cohort graduates and minimize dropouts by 80% by allocating Funding for Title 1 (211) and State Comp (185) for At-Risk prevention (drop out, intervention for graduation, staff allocation and training) and intervention for students to improve reading comprehension.

**Goal 5: TECHNOLOGY RESOURCES:** \* Apple Refresh 1:1 \* Wireless access/Testing \* Infrastructure/Safety \* Community Connectivity

**Performance Objective 1:** Hardware resources:

CHS will support student outcomes for 24-25 school year and ensure adequate support to technology as it relates to instructional outcomes. CHS will provide laptops, calculators and headphones.

**Performance Objective 2:** Software resources:

CHS will support both teacher support and student outcomes for 24-25 by providing up to date software which will enhance teaching and learning for writing, math, and reading learning objectives. Software will include student learning platforms to measure student growth.

**Canutillo Independent School District**  
**Northwest Early College High School**  
**2024-2025 Performance Objectives**



# **Mission Statement**

**Northwest Early College High School will promote a highly rigorous learning environment to ensure that students earn the distinguished achievement plan diploma and the associate of arts/science degree from El Paso Community College and transition to a 4 year college/university to pursue a bachelor's degree.**

## **Vision**

**Northwest Early College High School students will be educated in an environment that promotes scholarship, leadership, character education and community service.**

## **Canutillo Ethics**

**Student Centered Focus**

**Trustworthiness in Stewardship**

**Commitment to Service**

**Equity in Attitude**

**Honor in Conduct**

**Integrity of Character**

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# Goals

**Goal 1: STUDENT SUCCESS:** \* Student Safety & Well Being \* Academic Growth \* College Career Military Readiness

**Performance Objective 1:** For the 2024-2025 school year, all students will pass EOC on their first attempt. The number of students earning Master's level will increase by at least 5%.

**Performance Objective 2:** Northwest will retain 95% of our entering freshman class (from freshmen year to sophomore year) as indicated through the enrollment data of the last day of school in May 2025.

**Performance Objective 3:** By May 2025, all students in the class of 2028 will have passed the ELA TSI 2.0. All students enrolled in Algebra II will have passed the math TSI.

**Performance Objective 4:** During the 2024-2025 school year, NWECHS will monitor progress for all students, grades 9-12, including special populations such as EB, SPED, Economically Disadvantaged, 504 and GT, every three weeks to ensure 100% of seniors will graduate College, Career and Military Ready and core complete through EPCC.

**Performance Objective 5:** By May 2025, NWECHS will increase average composite scores on ACT to 23 by providing instruction on ACT prep through our College Readiness Coordinator. Increase core area performances on any examination required to maintain quartile 1 distinctions.

**Goal 2: STAFF SUCCESS:** \* Staff Safety & Well-Being \* Professional Learning & Quality Staff \*Staff Satisfaction

**Performance Objective 1:** In 2024-2025 school year, to ensure the safety of our students, all staff will be trained on emergency operating protocols, and prevention of bullying.

**Performance Objective 2:** For the 2024-25 school year, NWECHS will reach the goal of 98.0% attendance in all grade levels through increased focus on accurate attendance record keeping, use of positive attendance incentives, PBIS strategies, parent meetings, and parent/student attendance plans as needed.

**Performance Objective 3:** In 2024-2025 school year, NWECHS will support all teachers anchored to Texas Teachers Evaluation Support System (TTESS) and Student Learning Objectives (SLO) by providing necessary professional development. In addition, administration and support staff will partake in professional development, both local and out of town, to ensure student growth.



**Goal 3: COMMUNITY ENGAGEMENT AND PARTNERSHIPS:** \*Family Engagement \*Community Partnerships \* Customer Satisfaction

**Performance Objective 1:** NWECHS will plan at least four school-wide events throughout the 2024-2025 academic year addressing student social and emotional needs including teacher professional development.

**Performance Objective 2:** By June 2025, NWECHS will regularly recognize and promote the achievements of our students during our fall semester and spring awards ceremony and through social media.

**Performance Objective 3:** NWECHS will hold quarterly parent meetings throughout the year on various educational/college readiness topics and will recruit for active parent participation in different committees/councils throughout the 2024-25 school year.

**Performance Objective 4:** Student Council and National Honor Society will organize at least four opportunities for community service throughout the 2024-2025 school year.

**Performance Objective 5:** NECHS will effectively use website, school messenger, parent portal, social media and other electronic resources to communicate with stakeholders through monthly updates with any relevant and marketable success of the campus throughout the 2024-2025 school year.

**Goal 4: FISCAL AND OPERATIONAL SYSTEMS:** \* Fiscal Responsibility \* Strategic Allocation of Resources \* Planning for Growth \* Well Maintained Facilities

**Performance Objective 1:** NWECHS will host at least two community events, one per semester, to market our program.

**Performance Objective 2:** By December 2024, NWECHS will promote their campus through at least 2 recruitment events focused on Middle Schools.

**Performance Objective 3:** State Comp and Title 1 Funds will be properly allocated to serve our at-risk and economically disadvantaged students. 100% of those funds will be spent to meet the needs of NWECHS students in those categories by June 2025.

**Goal 5:** TECHNOLOGY RESOURCES: \* Apple Refresh 1:1 \* Wireless access/Testing \* Infrastructure/Safety \* Community Connectivity

**Performance Objective 1:** During the 2024-25 school year NWECHS's technology infrastructure will be able to support various clubs and organizations.

# **Canutillo Independent School District**

## **District Improvement Plan**

### **2024-2025 Performance Objectives**



# **Mission Statement**

**We provide Equitable Opportunities to ensure our future-ready students are empowered to  
Explore, Learn,  
Grow, and Excel.**

## **Vision**

**LEAD today. IMPACT tomorrow.**

## **Canutillo Ethics**

**STUDENT CENTERED FOCUS**

**TRUSTWORTHINESS IN STEWARDSHIP**

**COMMITMENT TO SERVICE**

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# Goals

**Goal 1: STUDENT SUCCESS:** \* Student Safety & Well Being \* Academic Growth \* College Career Military Readiness

**Performance Objective 1:** By May 2025, CISD students in grade levels 3-10 will improve reading language arts (RLA) master level by 2%.

**HB3 Goal**

**Performance Objective 2:** By May 2025, CISD students in grade levels 3-9 will improve math and algebra master level by 2%.

**HB3 Goal**

**Performance Objective 3:** By May 2025, Seniors will be graduating College, Career, and Military Ready (CCMR) increasing the component score from 69 to 75.

**Performance Objective 4:** Graduation rate will increase from 92% in 2022 to 95% for school year 2024.

**Performance Objective 5:** By May 2025, Results Driven Accountability (RDA) rating will decrease from 3 to 1.

**Performance Objective 6:** By May 2025, Canutillo ISD will increase and monitor all student attendance rate from 95.1% to 98%.

**Performance Objective 7:** By May 2025, CISD students in grades Pre K - 2 will demonstrate 2% growth on reading assessments.

**HB3 Goal**

**Performance Objective 8:** Student Safety & Well Being :

By May 2025, all CISD students will demonstrate growth in personal social competencies from 23% to 43%.

**Performance Objective 9:** By May 2025, CISD students in tested grade levels will improve Social Studies master level by 2%.

**Performance Objective 10:** By May 2025, CISD students in grades 3 and up, will demonstrate a 2% growth on science approaches, meets and masters level and participate in STEM offerings.

**Performance Objective 11:** Provide professional development and resources to K-5 teachers to increase their knowledge and ability to teach the new Technology Application TEKS so that all students become literate in their respective grade level technology applications during the academic year 24-25.

**Performance Objective 12:** By May 2025, all CISD students will be familiar with required state-mandated safety drills and respective expectations.

**Performance Objective 13:** Provide Professional Development to C&I personnel to increase their knowledge base in all content areas to include federal programs and funding that will help increase student success during the academic year 24-25.

**Performance Objective 14:** By May 2025, Coordinated School Health (CSH) team will update action plans/calendar, district wide presentations and campus health fairs. Provide prevention educational materials, supplies and fixed assets.



**Goal 2: STAFF SUCCESS:** \* Staff Safety & Well-Being \* Professional Learning & Quality Staff \*Staff Satisfaction

**Performance Objective 1:** Professional Learning and Quality Staff:

By May of 2025, 100% of district administrators will participate in professional development activities to improve leadership capabilities toward improving student outcomes.

**Performance Objective 2:** Professional Learning and Quality Staff: (TTESS)

By May 2025, all campuses will gain expertise utilizing Texas Teacher Evaluation and Support System (TTESS) and Student Learning Objectives (SLOs) embedded into teachers pedagogy for effective instruction as supported through targeted professional development.

**Performance Objective 3:** Staff Satisfaction:

By May 2025, Canutillo ISD staff will increase by 3% annually Teacher Retention rate and Employee Attendance rate.

**Performance Objective 4:** Staff Safety and Well-Being:

By May 2025, all Canutillo ISD personnel will be trained on Safety Response Protocols (SRP). Additionally, personnel will indicate an increase in the learning and retention of protocols through the School Safety Survey .

**Goal 3: COMMUNITY ENGAGEMENT AND PARTNERSHIPS: \*Family Engagement \*Community Partnerships \* Customer Satisfaction**

**Performance Objective 1:** By May 2025, CISD will maintain three collaborative ways for all families to participate in setting student goals, planning for post-secondary education and careers.

**Performance Objective 2:** CISD parents and families will be provided a minimum of 7 training and workshop opportunities on how to actively engage as partners in their children's learning, to include special populations, by May 2025.

**Performance Objective 3:** By May 2025, To increase parent participation, CISD will provide 2 professional developments for campus administration on parent family engagement to expand each campus parent family engagement programs.

**Performance Objective 4:** By May 2025, all CISD campus and district committees will have a minimum of one parent serving as a member on every committee.

**Goal 4: FISCAL AND OPERATIONAL SYSTEMS:** \* Fiscal Responsibility \* Strategic Allocation of Resources \* Planning for Growth \* Well Maintained Facilities

**Performance Objective 1: Fiscal Responsibility:**

By May 2025, Canutillo ISD will maintain a TEA Financial Integrity Rating System of Texas (First) rating of Superior Achievement, will earn five Comptroller Transparency Stars, and will receive no findings in the yearly external audit report.

**Performance Objective 2: Strategic Allocation of Resources:**

By May 2025, Canutillo ISD will decrease administrative cost ratio, maintain its revenue variance to 3% or less, and expenses will not exceed current revenues.

**Performance Objective 3: Planning for Growth:**

By May 2025, Canutillo ISD will continue implementing the strategic plan and review demographic study.

**Performance Objective 4: Well Maintained Facilities:**

By May 2025, Canutillo ISD will provide yearly preventative and corrective maintenance updates, will make use of resources to increase work order productivity, and follow the facility master plan in accordance to budgetary constraints.

**Performance Objective 5:** By May 2025, CISD will utilize stakeholder surveys to measure the implementation and efficacy of an updated safety plan that encompasses protocols, personnel trainings, compliance and progress.

**Performance Objective 6: Business Services/HR:**

By May 2025, Canutillo ISD will reinforce all standard protocols and procedures with consistency and common expectations in departmental practices.

**Goal 5: TECHNOLOGY RESOURCES:** \* Apple Refresh 1:1 \* Wireless access/Testing \* Infrastructure/Safety \* Community Connectivity

**Performance Objective 1: Infrastructure/Safety :**

Throughout the year of 24-25, CISD will continue to refresh its current infrastructure. This will include all access points, switches, etc. Physical security to include cameras, sensors, intrusion systems, panic buttons and emergency telephony services will need to be refreshed.

**Performance Objective 2: Wireless access/Testing:**

Throughout the year of 24-25 the district's technology wireless access points will be renewed with current technology to support enhanced capabilities of technology use in instructional and operations settings. This additionally will support full online testing as specified by state guidelines.

**Performance Objective 3: Infrastructure/Safety:**

Throughout the year of 24-25 the district will implement at least 3 key components by building a physical infrastructure to ensure safety, security and a positive learning environment.

**Performance Objective 4: Connectivity:**

Technology hardware will be refreshed in time for the end of usable life of each machine. Each computer will be in production for 5 years. This includes all end points as they reach the end of usable life.

**Performance Objective 5: Community Engagement:**

By May 2025, 100% of Canutillo ISD campuses will maintain active portfolio of social media accounts with current and relevant information for all internal and external CISD stakeholders.

**Performance Objective 6: Community Engagement:**

Public Information Office (PIO) will develop a marketing plan to promote district strategies and programming in hopes of increasing enrollment by May 2025.

# Board of Trustees

Meeting Date: October 2024

## Executive Summary of Board Agenda Item

Subject/Title for Agenda Posting: Gallagher Benefit Services Revised Consulting Agreement

Justification Statement:

Purpose of Agenda Item:

☐ Information ☒ Discussion ☒ Action

Item Type:

☐ Curriculum & Instruction ☒ HumanResources Business Services

Staff Responsible:

Martha Carrasco, Chief Human Resources Officer

*Signature of Requester(s)*

Martha Carrasco, Chief Human Resources Officer

*Signature of Presenter(s)*

*Business Services Approval (Initials)*

*Date* October 2024

Agenda Summary:

The Gallagher Benefit Service, Inc. has submitted a revised consulting agreement which includes an amended compensation disclosure statement that now requires board approval due to the fact that it is over \$100,000. The original contract was signed on March 21, 2024 for the amount of \$90,000 (did not require board approval) for consulting fees. Now the revised amount includes Commission of \$6.00 PEPM (Per Employee Per Month) which can range from approximately 60,000 to \$65,000+. This amount can vary depending on the number of employees enrolled in the insurance program. It also includes Third Party Compensation for the Pharmacy Plan Management (PBM) of \$175,000.

RECOMMENDATION:

PRIOR BOARD ACTION:

AWARDED:

AWARDED AMOUNT:

AMOUNT(S): Approximate Total Value \$330,000.00

ACCOUNT

NO(S): 753.41.6299.00.951.00

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid):

REQUESTING DEPARTMENT: Human Resources

CONSEQUENCES OF NON-APPROVAL: Impact to our Insurance program beginning on January 1, 2025

IMPLEMENTATION TIMELINE: 2024-2025 Fiscal Year

ATTACHMENT(S): Gallagher Benefit Services Revised Consulting Agreement

## CONSULTING AGREEMENT

This Consulting Agreement (this "**Agreement**") is made by and between Gallagher Benefit Services, Inc., ("**Gallagher**") and Canutillo Independent School District ("**Client**").

Client wishes to enter into a consulting relationship with Gallagher on the terms and conditions set forth in this Agreement, and Gallagher is willing to accept such a consulting relationship. In consideration of and in reliance upon the terms and conditions contained in this Agreement, Client and Gallagher agree as follows:

### **1. Engagement of Services**

Client hereby engages Gallagher as a professional consultant to provide the consulting and/or brokerage services as more fully described in Exhibit A attached to this Agreement and incorporated herein. During the time that Gallagher is performing services for Client under this Agreement, and for all purposes outlined in this document, Gallagher's status will be that of an independent contractor for Client.

### **2. Term and Termination**

The Effective Date of this Agreement is the date signed and approved by the Client, below in the signature blocks. The term of Gallagher's engagement under this Agreement (the "Consulting Period") will begin as of the Effective Date and will remain in effect for one (1) year from the Effective Date. The Consulting Period will be automatically extended for an additional year on each anniversary of the Effective Date. Either party may terminate this Agreement by giving the other party at least ninety (90) days written notice of its intent to terminate. In the event such termination is effective during the Consulting Period (including any renewed Consulting Period), Client shall be responsible for compensating Gallagher for any services performed prior to the date of termination and Gallagher shall be responsible to Client to continue to provide services until the date of termination of this Agreement.

### **3. Compensation**

As compensation for its services under this Agreement, Gallagher will receive carrier commissions and/or direct fees paid by the Client, as set forth in the Compensation Disclosure Statement attached hereto as Exhibit B. Additional information regarding Gallagher compensation can also be found in Exhibit B. Gallagher shall disclose the amount of commissions payable, if any, to it by each insurance company at the time it presents rates to Client. The parties hereby agree that any Direct Client Fees for Consulting Services specified under Exhibit B shall be increased by an amount not to exceed three percent (3%) annually after the initial Consulting Period under this Agreement, unless otherwise agreed to by Gallagher. Client is responsible for payment of Gallagher's fees (if applicable) within thirty (30) days of invoice receipt. Any amounts not paid when due will accrue interest at the rate of one percent (1%) per month or the highest rate permitted by applicable law, whichever is less. If any amount is not paid in full when due without a good faith basis to withhold, that nonpayment will constitute a material breach of this Agreement.

### **4. Performance and Scope**

(a) Representations and Warranties. Each party represents, warrants and covenants to the other that: (i) it has full power and authority to make, execute, deliver and perform its obligations under this Agreement; (ii) the performance of its obligations pursuant to this Agreement shall be in accordance with all applicable laws; (iii) this Agreement has been duly executed and delivered by an authorized representative of such party and constitutes the legal, valid and binding obligation of such party, enforceable against such party in accordance with its terms; and (iv) there are no other agreements presently in force which would encumber or prevent either party's compliance with any terms of this Agreement.

(b) Standard of Care. Gallagher will perform its duties, responsibilities and obligations with the care, skill, prudence and diligence that a prudent employee benefits consultant or insurance broker acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims under the circumstances then prevailing. As appropriate, Gallagher will coordinate fiduciary review services and other related duties with the plan's claims administrator and/or insurance carrier(s). However, Gallagher generally does not accept any fiduciary duties or obligations with respect to a plan given that these are typically performed by the plan's claims administrator or insurance carriers.

(c) Reliance. In the performance of its duties, Gallagher may rely upon, and will have no obligation to independently verify the accuracy, completeness, or authenticity of, any written instructions or information provided to Gallagher by Client or its designated representatives and reasonably believed by Gallagher to be genuine and authorized by Client.

(d) No Practice of Law. Gallagher will not be obligated to perform, and Client will not request performance of, any services which may constitute the unauthorized practice of law. Client will be solely responsible for obtaining any legal advice, review or opinion as may be necessary to ensure that its own conduct and operations, including the engagement of Gallagher under the scope and terms herein, conform in all respects with applicable State and Federal laws and regulations (including ERISA, the Internal Revenue Code, State and Federal securities laws and implementing regulations) and, to the extent that Client has foreign operations, any applicable foreign laws and regulations.

(e) Subcontractors. Gallagher may cause another person or entity, as a subcontractor to Gallagher, to provide some of the services required to be performed by Gallagher hereunder; provided that Gallagher shall remain responsible for all acts and omissions of any such subcontractors (each of which shall be bound by Gallagher's obligations under this Agreement). Gallagher shall seek prior written approval from Client for any subcontractors providing substantive consulting, professional or managerial services. Prior written approval shall not be required for clerical, office, secretarial, IT back-up, administrative or similar support services.

(f) Conflict of Interest. Gallagher's engagement under this Agreement will not prevent it from taking similar engagements with other clients who may be competitors of Client. Gallagher will, nevertheless, exercise care and diligence to prevent any actions or conditions which could result in a conflict with Client's best interest.

(g) Acknowledgements. In connection with Gallagher's services under this Agreement, Client agrees that:

(i) Although Gallagher will apply its professional judgment to access those insurance companies it believes are best suited to insure Client's risks, there can be no assurance that the insurance companies Gallagher has accessed are the only or are the best suited to insure Client's risks. The final decision to choose any insurance company has been made by Client in its sole and absolute discretion. Client understands and agrees that Gallagher does not take risk, and that Gallagher does not guarantee the financial solvency or security of any insurance company.

(ii) Any compensation of the types described above and disclosed to it does not constitute a conflict of interest and Client expressly waives any claims alleging any such conflict of interest.

(iii) The compensation payable to Gallagher is solely for the services set forth under this Agreement, as detailed in Exhibit A. To the extent any additional administrative, claims representative or other services are required, the parties may enter into a separate agreement covering such additional services.

## **5. Confidentiality**

(a) Confidential Information.

(i) As used in this Agreement, "**Confidential Information**" means any nonpublic, proprietary or personal data and information furnished by either party or its agents or representatives to the other party or its agents and representatives, whenever furnished and regardless of the manner or media in which such information is furnished, which the receiving party knows or reasonably should know to be confidential. Each party shall treat Confidential Information as confidential and only use it in the performance of its obligations under this Agreement.

(ii) The parties acknowledge that Confidential Information includes personal data provided to Gallagher by Client for the benefit of Client and/or its employees to facilitate the performance of services set forth in Exhibit A. Both Parties also agree that the Confidential Information may include information that alone, or in combination with other information, uniquely identifies an individual. Client agrees that Gallagher is permitted to disclose and transfer Client's Confidential Information to Gallagher's affiliates, agents or vendors that have a need to know the Confidential Information in connection with the services provided under this Agreement (including insurance carriers, as necessary, for quoting and/or placing insurance coverages). Gallagher has established security controls to protect Client Confidential Information from unauthorized use or disclosure. For additional information, please review Gallagher's Privacy Policy located at <https://www.ajg.com/privacy-policy/>.

(iii) Both Gallagher and Client agree to comply with all state and federal laws, rules, and orders that relate to privacy and data protection which are, or which in the future may be, applicable to Confidential Information, the services or the performance of obligations under this Agreement. Upon request, Gallagher will cooperate with Client pursuant to applicable law(s) to comply with requests from individuals regarding their personal information.

(b) HIPAA Privacy. Gallagher and Client will each comply with any prohibitions, restrictions, limitations, conditions, or other requirements to the extent they apply to them directly or indirectly pursuant to the Health Insurance Portability and Accountability Act of 1996 ("**HIPAA**") and its implementing regulation concerning privacy of individually identifiable health information as set forth in 45 CFR Parts 160-164, as amended from time to time. When required, Client, as a representative of the health plans, and Gallagher will enter into a separate Business Associate Agreement.

(c) Use of Names; Public Announcements. No party will use, in any commercial manner, the names, logos, trademarks or other intellectual property of the other party without its prior written consent. Except as may be required by law, no party will issue any press releases or make any public announcements of any kind regarding the relationship between the parties without the other party's prior consent.

(d) Aggregated Data. Gallagher shall own any non-identifying, aggregated and statistical data that might be derived from providing services to Client (the "**Aggregated Data**"). Nothing herein shall be construed as prohibiting Gallagher from utilizing the Aggregated Data for purposes of operating Gallagher's business. Gallagher shall not: (i) disclose to any third party any Aggregated Data that reveals Client's identity or its Confidential Information; or (ii) reveal the identity, whether directly or indirectly, of any individual whose specific data might be used by Gallagher on behalf of Client.

## **6. Indemnification Rights and Limitation of Liability**

(a) Indemnification. Each party agrees to defend, indemnify and hold the other party and its affiliates and their respective directors, officers, employees and agents harmless from any and all losses, liabilities, exposures, damages and all related costs and expenses, including reasonable legal fees, to the extent arising from or relating to any third party claims, demands, suits, allegations, or causes or threats of action based on the indemnifying party's: (i) breach of any representation, warranty or covenant made by such party hereunder, or (ii) grossly negligent



acts or omissions or intentional misconduct; provided, however, that the indemnifying party's indemnification obligations hereunder shall be reduced to the extent that such losses and damages arise from the acts or omissions of the other party or its employees or agents.

(b) Limitation of Liability. Notwithstanding any other term or provision of this Agreement, each party shall only be liable for actual damages incurred by the other party, and shall not be liable for any indirect, special, exemplary, reliance, consequential or punitive damages, or for any attorneys' fees other than as described in Section 6(a) above (whether incurred in a dispute or an action against the other, or as alleged damages that any party incurred in any insurance coverage dispute, or otherwise). Furthermore, unless otherwise noted in Exhibit A, the aggregate liability under this Agreement, if any, of either party to the other for claimed losses or damages shall not exceed \$1,000,000. This provision applies to the fullest extent permitted by applicable law.

## **7. Notices**

Any notices, requests or other communications pursuant to this Agreement will be addressed to the party at its address listed below. Such notices will be deemed to have been duly given, (i) if delivered in person or by courier, upon delivery; (ii) if sent by an overnight service with tracking capabilities, upon receipt; (iii) if sent by registered or certified mail, postage prepaid, within five (5) days of deposit in the mail; or (iv) if sent by fax or electronic mail, at such time as the party which sent the notice receives confirmation of receipt by the applicable method of transmittal.

If to the Client: Canutillo Independent School District  
Attention: Martha Carrasco  
7965 Artcraft  
El Paso, Texas 79835

If to Gallagher: Gallagher Benefit Services, Inc.  
Attention: James Wright  
9442 N Capital of Texas Bldg 1, Suite 950  
Austin, Texas 78759

Either party may, by written notice to the other, change the address to which notices to such party are to be delivered or mailed.

## **8. Miscellaneous**

(a) Severability. The various provisions and subprovisions of this Agreement are severable and if any provision or subprovision or part thereof is held to be unenforceable by any court of competent jurisdiction, then such enforceability will not affect the validity or enforceability of the remaining provisions or subprovisions or parts thereof in this Agreement.

(b) Entire Agreement; Amendment. This Agreement, including all exhibits hereto, constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, whether oral or written, between the parties regarding the subject matter hereof. Except for changes in carriers and/or lines of coverage noted in Exhibit B, which may occur upon unilateral approval of Client, this Agreement may be modified or amended only by a written instrument executed by both parties. This Agreement may be executed by the parties in several counterparts, each of which shall be deemed to be an original copy.

(c) Waiver. No covenant, term or condition or the breach thereof will be deemed waived, except by written consent of the party against whom the waiver is claimed. Any waiver by either party hereto of any provision of this Agreement shall not be construed as a waiver of

any other provision of this Agreement, nor shall such waiver be construed as a waiver of such provision with respect to any other event or circumstance, whether past, present or future.

(d) Governing Law; Rule of Construction. This Agreement will be construed, interpreted and enforced in accordance with the laws of the State of Texas without giving effect to the choice of law principles thereof or any canon, custom or rule of law requiring construction against the drafter.

(e) Successors. This Agreement shall be binding upon and shall inure to the benefit of all assigns, transferees and successors in the interest of the parties hereto.

(f) Warranties. Except as expressly set forth in this Agreement, Gallagher makes no other warranties of any kind with respect to the Services, including, without limitation, warranties that may be implied from a course of performance, dealing or trade usage.

(g) Force Majeure. Neither party shall be liable to the other for any delay or failure to perform any of its obligations under this Agreement (other than payment obligations) as a result of flood, earthquake, storm, other act of God, fire, derailment, accident, labor dispute, explosion, war, act of terrorism, sabotage, insurrection, riot, embargo, court injunction or order, act of government or governmental agency or other similar cause beyond its reasonable control.

(h) Assignment. This Agreement shall apply to and bind the successors and assigns of the parties hereto, including, in the event of a party's insolvency, debtors-in-possession and any appointed trustee or administrator. This Agreement shall not be assignable by either party, except with the prior written consent of the other party; provided, however, that either party may assign this Agreement to an affiliate or in the event of a merger or sale, provided the assignee is willing and able to assume such party's obligations hereunder.

(i) Counterparts. This Agreement may be executed in multiple counterparts (including by scanned image or electronic signature), each of which shall be considered one and the same agreement, and shall become effective when signed by each of the parties hereto and delivered to the other party.

(j) Survival of Provisions. Sections 3, 5, 6, and 8 will survive the termination of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on the date first written above.

**CANUTILLO INDEPENDENT SCHOOL DISTRICT**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

\*Date: \_\_\_\_\_

(\*“Effective Date” of the Agreement as specified in Section 2)

**GALLAGHER BENEFIT SERVICES, INC.**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **EXHIBIT A SCOPE OF SERVICES**

Subject to any changes and additions as may be mutually agreed by the parties in writing, availability and delivery of data from the insurance carrier and other third party vendors, Gallagher will provide the following Services to Client on an “as needed” basis:

### **RENEWAL ANALYSIS:**

- Review and evaluate carrier projections
- Prepare “shadow” renewal projection
- Create financial modeling reports
- Coordinate carrier negotiations
- Create employee contribution modeling reports
- Review identified benchmarks of projected plan costs
- Develop “working” rates for Client analysis and approval
- Assist with budget projections
- Provide renewal alternatives with cost impact of benefit plan changes

### **PERIODIC PLAN FINANCIAL REPORTS: (FREQUENCY TO BE MUTUALLY AGREED UPON)**

- Summary of plan costs
- Analysis of actual vs. budget
- Employee contributions
- Large claims tracking
- Identification of costs for specific line of coverage
- Comparison of plan costs to aggregate stop-loss projections, if applicable
- Utilization review
- Comparison to prior claim period
- Plan trends

### **ANNUAL FINANCIAL REPORTS (END OF YEAR ACCOUNTING):**

- Executive summary of program expenses
- Comparison of current costs to renewal costs
- Incurred But Not Reported (IBNR) claims analysis
- Overview of specific Stop-loss projections
- Future plan costs projections
- Dollars saved by contract negotiation
- Percent of benefit dollars paid by employee
- Claims by size
- Physician visit details
- Benefits paid by type of service
- Plan funding/budget comparison

### **CARRIER MARKETING AND NEGOTIATIONS, AS DIRECTED BY CLIENT:**

- Work with Client to develop a strategy to identify goals, analyze program costs and review both current and alternative funding arrangements
- Manage the renewal process with the current carrier to control costs
- Implement carrier renewal strategies with Client
- Develop timeline covering every aspect from RFP preparation to the delivery of employee communications
- Provide analysis of employee disruption report and preparation of geo-access report
- Provide analysis of discounts offered by various carriers by using CPT codes and carrier pricing data

- Manage RFP development that tailors the RFP to the desires, needs and financial directions provided by Client
- Explore alternative funding solutions
- Evaluate vendor responses to track variations in coverage and costs as they are identified
- Conduct finalist interviews to investigate and document intangibles such as personalities, service orientation and responsiveness
- Draft renewal analysis report, based on renewal negotiation, covers program and claims cost projections as well as complete information on benefit designs
- Facilitate decision process by coordinating close collaboration and discussions among the Gallagher team and Client

#### **LEGISLATIVE AND REGULATORY COMPLIANCE SUPPORT:**

- Provide legislative updates, including Compliance Alerts, Webinars, Technical Bulletins and Directions newsletter
- Evaluate plan design to assist with compliance with state and federal regulations
- Provide template or sample compliance notices and enrollment forms as reasonably requested by Client

#### **DAY TO DAY ADMINISTRATIVE ASSISTANCE:**

- Provide assistance to Client's HR/benefits contacts to help with resolving carrier service issues
- Coordinate and participate in annual service meetings with Client and select carriers

#### **EMPLOYEE EDUCATION PROGRAMS:**

- Monthly benefit communication directed to employees
- Educational meetings on coverage and trends

#### **COMMUNICATION MATERIALS:**

- Assist with the drafting and distribution of participant Satisfaction Surveys
- Assist with the drafting and distribution of Open Enrollment-New Member Orientation summary information and any other communications pertaining to the health and welfare program
- Provide annual open enrollment guidance and employee meeting materials
- Assist with participant wellness initiatives, as directed by Client

#### **MARKET BENCHMARKING STUDIES:**

- Local Area Surveys
- Industry Surveys

#### **BENEFIT PLAN DESIGN (OR REDESIGN):**

- Help Client identify business and HR objectives that impact benefits
- Review with Client possible benefit strategies to meet their objectives
- Help Client evaluate/review current scope of benefits package – e.g., types & levels of coverage
- Work with Client to develop funding and contribution strategies
- Assist with budget projections for design alternatives

**EXHIBIT B**  
**COMPENSATION DISCLOSURE STATEMENT**

| Line of Coverage / Service                                                   | Company   | Commission <sup>1</sup> | Third Party Compensation | Direct Client Fees <sup>2</sup> | Effective Date |
|------------------------------------------------------------------------------|-----------|-------------------------|--------------------------|---------------------------------|----------------|
| Consulting Services                                                          | Gallagher | N/A                     | N/A                      | \$7,500 Monthly                 | 4/1/2024       |
| Medical                                                                      | Aetna     | \$6.00 PEPM             | N/A                      | N/A                             | 4/1/2024       |
| Pharmacy Plan Management (PBM) Procurement & Implementation Support (Year 1) | GBS       | N/A                     | \$65,000                 | N/A                             | 4/1/2024       |
| PBM Quarterly Utilization                                                    | GBS       | N/A                     | \$55,000                 | N/A                             | 1/1/2025       |
| PBM Contract Auditing                                                        | GBS       | N/A                     | \$55,000                 | N/A                             | 1/1/2025       |

It should also be noted that:

- Gallagher is not an affiliate of the insurer or vendor whose contract is recommended. This means the insurer or vendor whose contract is recommended does not directly or indirectly have the power to exercise a controlling influence over the management or policies of Gallagher.
- Gallagher's ability to recommend other insurance contracts or vendors is not limited by an agreement with any insurance carrier or vendor and Gallagher is effecting the transaction for applicable plan(s) in the ordinary course of Gallagher business. Thus, pertinent transaction(s) are at least as favorable to the applicable plan(s) as an arm's length transaction with an unrelated party.
- Gallagher is not a trustee of the plan(s) and is neither the Plan Administrator of the plan(s), a Named Fiduciary of the plan(s), nor an employer which has employees in the plan(s).

**For Employers and Plan Sponsors Subject to ERISA:** This Disclosure Statement is being given to the Client (1) to make sure Client knows about Gallagher's and Gallagher affiliates' income before purchasing the insurance product and/or vendor services and (2) for plans subject to ERISA, to comply with the disclosure, acknowledgment and approval requirement of Prohibited Transaction Class Exemption No. 84-24<sup>3</sup>, which protects both Client and Gallagher<sup>4</sup>, and the disclosure requirements under ERISA §408(b)(2), as amended by Div. BB, Title II, §202 of the Consolidated Appropriations Act, 2021. Disclosure must be made to responsible plan fiduciary for the ERISA Plan(s), and Client acknowledges and confirms that this is a reasonable transaction in the best interest of participants in its ERISA Plan(s).

For more information on Gallagher's compensation arrangements, please visit [www.ajg.com/us/about-us/disclosures](http://www.ajg.com/us/about-us/disclosures). In the event a client wishes to register a formal complaint regarding compensation Gallagher receives, please send an email to [Compensation\\_Complaints@ajg.com](mailto:Compensation_Complaints@ajg.com).

<sup>1</sup> Gallagher may receive supplemental compensation from insurance carriers and vendors, normally calculated at the end of each calendar year, that are contingent on a number of factors including the overall number of employer plans represented, plan retention rates, and overall premium growth. Historically, supplemental compensation has ranged, on average, between 0-3% based on specific carrier programs. These plans have no effect on premiums. Further, Gallagher may receive non-cash compensation from plan vendors or service providers that are not in connection with any particular client. If you have any questions regarding direct or indirect compensation received by Gallagher, contact your dedicated Gallagher advisor or refer to

the Gallagher Global Standards of Business Conduct.

- <sup>1</sup> Commissions include all commissions/fees paid to Gallagher that are attributable to a contract or policy between a plan and an insurance company, or insurance service. This includes indirect fees that are paid to Gallagher paid by a third party, and includes, among other things, the payment of "finders' fees" or other fees to Gallagher for a transaction or service involving the plan.
- <sup>2</sup> Direct Fees include compensation to Gallagher paid for directly by the plan sponsor/Client.
- <sup>3</sup> Which allows an exemption from a prohibited transaction under Section 408(a) of the Employee Retirement Income Security Act of 1974 (ERISA).
- <sup>4</sup> In making these disclosures, no position is taken, nor is one to be inferred, regarding the use of assets of a plan subject to ERISA to purchase such insurance.





## OFFICE OF THE SUPERINTENDENT CANUTILLO A Premier District

### MEMO

To: Dr. Pedro Galaviz, Superintendent of Schools  
From: Gustavo Reveles, Director of Communications  
Date: October 15, 2024  
Subject: Request to Add Agenda Item for Nov. 5, 2024, Election Day Closure

I would like to request that an item be added to the agenda for the regular Board of Trustees meeting on October 23, 2024. The agenda item would propose a change to the 2024-25 CISD calendar to close all campuses to students on November 5, 2024, Election Day.

This request is driven by concerns related to campus safety during voting hours. New state laws now prohibit polling locations from locking doors, including those located within school buildings while classes are in session. This conflicts with state mandates requiring schools to secure all doors during the school day. By closing campuses to students on Election Day, we can mitigate any potential safety risks.

The change will not affect employees, who will remain on duty for professional development sessions. In accordance with district policy, staff will be allowed to leave early to vote.

Approval of this request will ensure compliance with state instructional minute requirements and will not affect payroll.

Thank you for your consideration.

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**Street Address:**

7965 Artcraft Rd.  
El Paso, TX 79932

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**Mailing Address:**

P.O. Box 100  
Canutillo, TX 79835

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**P: (915) 877-7444****F: (915) 877-7521****[canutillo-isd.org](http://canutillo-isd.org)**

Canutillo Independent School District does not discriminate on the basis of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or any other basis prohibited by law in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs).

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For additional information regarding Canutillo Independent School District's policy of nondiscrimination contact the Human Resources Division: (915) 877-7423 | 7965 Artcraft Dr. | El Paso TX 79932.