**Bureau of School Improvement**

**Education Program Improvement Process for Department of Juvenile Justice (DJJ) Programs**

**2022-23 Compliance Self-Assessment**

**Name of DJJ School: Year of Monitoring:  One  Two  Three**

**Provision of Educational Services:  District  Contracted Provider – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Leadership Team Completing Self-Assessment** | **District  School** |
| **Name** | **Title** |
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| **Performance Levels and Criteria for Completion of Self-Assessment** | |
| **Not Yet in Place** | Mark indicator as “not yet in place” if the policy or procedure does not exist or needs to be revised to meet statutory and rule requirement. |
| **Partially Implemented** | Mark indicator as “partially implemented” if policy or procedure has been implemented but inconsistencies exist in the implementation and/or oversight of the practice or system. |
| **Fully Implemented** | Mark indicator as “fully implemented” if policy or procedure support effective and consistent collaboration between district and school leadership teams. Data-sharing and monitoring is part of the practice or system. |

| **Statutory and Rule Requirements** | | **Evidence of District and School Systems** | **Not Yet in Place** | **Partially Implemented** | **Fully Implemented** |
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| 1 | Schoolwide Improvement Plan developed, revised and implemented during the education improvement process [Rule 6A-1.099813(4), (6)-(7), Florida Administrative Code (F.A.C.)]. | Schoolwide Improvement Plan. |  |  |  |
| 2 | Educational services delivered through a cooperative agreement [Section (s.) 1003.52(14), Florida Statutes (F.S.)] and contracts for educational services [Rule 6A-6.05281(9), F.A.C.], if applicable. | Cooperative agreement. |  |  |  |
| Contract for educational services, if applicable.  Not applicable |  |  |  |
| 3 | Educational records maintained and student data reported by the district in the Comprehensive Management Information System (MIS) [ss. 1003.51, 1003.52(8) and 1008.385, F.S., Rules 6A-1.0014 and 6A-6.05281, F.A.C]. | District policy to support the statutes and rules, specifically when a contract for educational services exists. |  |  |  |
| District procedures for oversight of school-level implementation. Include frequency. |  |  |  |
| School policies and procedures to support the statutes and rules. Include reporting verification for Surveys 1-5. For residential programs, Survey 9 should also be included. |  |  |  |
| Templates or forms to support policies and procedures. |  |  |  |
| 4 | Instructional calendar developed for a school year comprised of 250 days of instruction distributed over 12 months [s. 1003.01(11), F.S.]. | District procedures for oversight of calendar approval and school-level implementation. Include frequency. |  |  |  |
| School policies and procedures to support the statute. |  |  |  |
| 5 | Common assessment mathematics and ELA administered within 10 school days of initial placement [s. 1003.51(2)(g), F.S., and Rule 6A-6.05281(4)(b), F.A.C.] and prior to exit. | District policy to support the statute and rule. |  |  |  |
| District procedures for oversight of school-level implementation. Include frequency. |  |  |  |
| School policies and procedures to support the statute and rule. Include reporting verification and utilizing the merge and exemption features of the common assessment. |  |  |  |
| Templates, forms or tracking sheets to support policies and procedures. |  |  |  |
| 6 | Career assessment administered within 10 school days of initial placement [s. 1003.51(2)(g), F.S., and Rule 6A-6.05281(4)(b), F.A.C.] | District policy to support the statute and rule. |  |  |  |
| District procedures for oversight of school-level implementation. Include frequency. |  |  |  |
| School policies and procedures to support the statute and rule. |  |  |  |
| Templates, forms or tracking sheets to support policies and procedures. |  |  |  |

| **Statutory and Rule Requirements** | | **Evidence of District and School Systems** | **Not Yet in Place** | **Partially Implemented** | **Fully Implemented** |
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| 7 | Individualized progress monitoring plan (PMP) developed for all students [s. 1003.52(7), F.S., and Rule 6A-6.05281(5)(c), F.A.C.]. | District policy to support the statute and rule. |  |  |  |
| District procedures for oversight of school-level implementation. Include frequency. |  |  |  |
| School policies and procedures to support the statute and rule. Include name of progress monitoring assessment. |  |  |  |
| PMP template and other templates or forms to support policies and procedures. |  |  |  |
| 8 | Students placed in courses that reflect the student’s assessed educational and transition needs, by a certified school counselor from the program school district or program personnel who are responsible for providing guidance services under the supervision of the school district’s school counselor [Rule 6A-6.05281(5)(b), F.A.C.]. | District policy to support the rule. |  |  |  |
| District procedures for oversight of school-level implementation. Include frequency. |  |  |  |
| School policies and procedures to support the rule (e.g., review of academic records, academic advisement, class scheduling, approval of credits earned, and diplomas issued). |  |  |  |
| Templates or forms to support policies and procedures. |  |  |  |
| 9 | Education transition plan developed upon entry and maintained during the course of a student’s stay [s. 1003.52(10), F.S., and Rule 6A-6.05281(5) (a-b), F.A.C.].  Key personnel involved in entry and re-entry transition activities [Rule 6A-6.05281, F.A.C.]. | District policy to support the statute and rule. |  |  |  |
| District procedures for oversight of school-level implementation. Include frequency. |  |  |  |
| School policies and procedures to support the statute and rule for entry through re-entry activities, including the development of the education transition plan upon entry and involvement of key personnel. |  |  |  |
| Education transition plan template and any templates or forms to support policies and procedures. |  |  |  |

| **Statutory and Rule Requirements** | | **Evidence of District and School Systems** | **Not Yet in Place** | **Partially Implemented** | **Fully Implemented** |
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| 10 | High school equivalency examination exit option (performance-based exit option model) and high school equivalency (GED®) preparation courses and instruction provided to student candidates [s. 1003.52(3), F.S., and 6A-6.05281(6)(b)2., F.A.C.]. | District policy to support the statute and rule. Must include submission of the performance-based exit option (PBEO) model application to FDOE. |  |  |  |
| District procedures for oversight of school-level implementation. Include frequency. |  |  |  |
| School policies and procedures to support the statute and rule. Must include policy for underage waivers, criteria for candidates, GED or PBEO model choice and corresponding diploma codes. |  |  |  |
| Templates or forms to support policies and procedures. |  |  |  |
| 11 | Employability skills and career planning addressed in curriculum and courses that lead to industry certification provided [s. 1003.52(5), F.S., and Rule 6A-6.05281(6)(b)1., F.A.C.]. | District career and technical education (CTE) plan and procedures for coordination of CTE, applying for Perkins V grants, registering career courses and oversight of reporting of industry certifications. |  |  |  |
| School policies for offering courses leading to industry certification and procedures for reporting earned industry certifications. |  |  |  |
| Templates or forms to support policies and procedures. |  |  |  |
| 12 | One course in career and education planning must be completed in grades 6, 7, or 8 and must result in a completed personalized academic and career plan for the student [s. 1003.415(6)(e), F.S.]. | District procedures for oversight of school-level implementation. Include frequency. |  |  |  |
| School policies and procedures to support the statute. |  |  |  |
| Templates or forms to support the policies and procedures. |  |  |  |

| **Statutory and Rule Requirements** | | **Evidence of District and School Systems** | **Not Yet in Place** | **Partially Implemented** | **Fully Implemented** |
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| 13 | Opportunities to earn and transfer high school credits provided to students including grade credit recovery and grade forgiveness [ss. 1003.52(9), 1003.436(1), 1003.4282(5), F.S., and Rules 6A-1.0955(3) and 6A-1.09941, F.A.C.].  Academic transcript and student academic history maintained by the district, including each course completed by the student and credits and partial credits earned while in the program [s. 1003.52(8)-(9), F.S.]. | District procedures for oversight of school-level implementation. Include frequency. |  |  |  |
| School policies and procedures to support statutes and rules. |  |  |  |
| Master course schedule and other templates or forms to support policies and procedures. |  |  |  |
| 14 | Access to virtual school courses and blended learning [ss. 1003.52(4) and 1003.498, F.S., Rule 6A-6.05281, F.A.C.]. | District policy to support statutes and rule. |  |  |  |
| District procedures for oversight of school-level implementation. Include frequency. |  |  |  |
| School policies and procedures to support statute and rule. |  |  |  |
| 15 | Core courses taught by qualified instructional personnel [s. 1003.52(14)(g), F.S.].  Use of noncertified instructional personnel who possess expert knowledge or experience in their fields of instruction must be consistent with the requirement of Rule 6A-1.0502, F.A.C. | District procedures for: oversight of school-level implementation; school board approval or notification of out-of-field teachers; and reporting of teacher certification to MIS. |  |  |  |
| School policies and procedures to support the statute and rule. Include process for school board approval or notification of out-of-field teachers and reporting of teacher certification to MIS. |  |  |  |
| 16 | Instructors of career-themed courses must meet the requirements of Rule 6A-1.0503, F.A.C., and hold an industry certification identified on the CAPE Industry Certification List or the Postsecondary Industry Certification funding list pursuant to Section 1008.44, F.S. | District procedures oversight of school-level implementation and reporting of teacher certification to MIS. |  |  |  |
| School policies and procedures to support the statute and rule. |  |  |  |

| **Statutory and Rule Requirements** | | **Evidence of District and School Systems** | **Not Yet in Place** | **Partially Implemented** | **Fully Implemented** |
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| 17 | Recruitment and training of teachers who are interested, qualified or experienced in educating students in juvenile justice programs. Juvenile justice programs shall have access to the substitute teacher pool used by the district school board [s. 1003.52(11), F.S., and Rule 6A-6.05281(7), F.A.C.]. | District policy to support the statute and rule. |  |  |  |
| District procedures for oversight of school-level implementation. Include frequency. |  |  |  |
| School policies and procedures to support the statute and rule. |  |  |  |
| 18 | Performance of duties and responsibilities of all instructional, administrative and supervisory personnel employed by the school district must be evaluated (s. 1012.34, F.S.). | District policy to support the statute when employed by the district or a contracted educational provider. |  |  |  |
| District procedures for oversight of school-level implementation. Include frequency. |  |  |  |
| School policies and procedures to support the statute. |  |  |  |
| Evaluation tool, template and forms to support the policies and procedures. |  |  |  |
| 19 | Textbooks, access to technology, instructional support and resources provided to students commensurate with that of students in non-DJJ schools [s. 1003.52(11), F.S., and Rule 6A-6.05281(9), F.A.C.] | District policy to support the statute and rule. Must include approval of curriculum and technology, and determination of instructional support (e.g., paraprofessionals, reading coaches) and frequency of support. |  |  |  |
| District procedures for oversight of school-level implementation. Include frequency. |  |  |  |
| School policies and procedures to support the statute and rule. Must include adopting textbooks, providing technology and assessing instructional support (e.g., paraprofessionals, reading coaches) and frequency of support. |  |  |  |
| Templates or forms to support policies and procedures. |  |  |  |

| **Statutory and Rule Requirements** | | **Evidence of District and School Systems** | **Not Yet in Place** | **Partially Implemented** | **Fully Implemented** |
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| 20 | Instruction and related supports provided to students with Individualized Education Plans (IEPs) [Rule 6A-6.05281(2)(c), F.A.C.].  Services and accommodations under Section 504 [s. 1000.05, F.S. and Rule 6A-19, F.A.C.].  Provisions of quality planning for a successful transition of a student with a disability to postsecondary education and career opportunities and development of an IEP transition plan (s. 1003.5716, F.S.). | District procedures for communication of district Exceptional Student Education (ESE) policies and procedures and oversight of school-level procedures and Vocational Rehabilitation (VR)/pre-employment transition services referrals. |  |  |  |
| District policy to support the statute and rule for Section 504. |  |  |  |
| School procedures for ensuring implementation of district ESE and Section 504 policies and procedures. Include procedures for designating a VR/pre-employment transition services referral contact. |  |  |  |
| Templates or forms to support policies and procedures. |  |  |  |
| 21 | Student records transferred within five school days of transfer to another school [s. 1003.51(l), F.S. and Rule 6A-6.05281(3)(d), F.A.C.].  An exit portfolio provided for each student when discharged from the program [s. 1003.51(2), F.S., and Rule 6A-6.05281(5), F.S.]. | District policy to support the statutes and rule. |  |  |  |
| District procedures for oversight of school-level implementation. Include frequency. |  |  |  |
| School policies and procedures to support statutes and rule. |  |  |  |
| Templates or forms to support policies and procedures. |  |  |  |

Comments: