



SUCCESSFUL TRANSITION EDUCATION PROGRAM
WILLIAMSON COUNTY JUVENILE SERVICES
MEMORANDUM OF UNDERSTANDING 2025-2026



PURPOSE

As Williamson County, Texas, has a population greater than 125,000, the Williamson County Juvenile Board and the Williamson County Independent School Districts' (ISDs') Board of Trustees (hereinafter "Parties") adopt this memorandum of understanding to operate a Juvenile Justice Alternative Education Program in compliance with the Texas Education Code (TEC Section 37.011). Successful Transition Education Program (S.T.E.P.) educates the Williamson County J.J.A.E.P., C.O.R.E., and Detention students from all ISDs in Williamson County and is for residents of Williamson County only.

S.T.E.P. J.J.A.E.P. is an alternative education campus which allows continued education for students who have committed expellable offenses, Mandatory or Discretionary, in accordance with Texas Education Code Chapter 37 (*Appendix A*). The Parties agree that S.T.E.P. (J.J.A.E.P., C.O.R.E., and Detention) is a cooperative effort between the educational community and Juvenile Services with the primary goals being education, progress toward grade-level performance, rehabilitation, personal accountability, and character development. Students are removed from their home campus and attend school in a facility where behavior is closely monitored, students engage in counseling sessions, and staff works to teach reintegration skills in addition to their academic endeavors.

PARTICIPATING PARTIES

Bartlett ISD	Granger ISD	Liberty Hill ISD
Coupland ISD	Hutto ISD	Round Rock ISD
Florence ISD	Jarrell ISD	Taylor ISD
Georgetown ISD	Leander ISD	Thrall ISD

ADMINISTRATION OF THE PROGRAM

In consideration of mutual covenants, the Parties agree as follows:

- I. The Williamson County J.J.A.E.P. will serve:
 - A. Juveniles as defined by Title 3 of the Family Code and
 - B. All students who qualify under State compulsory attendance law.
- II. S.T.E.P. will operate in a facility owned by Williamson County, Texas, and all costs for furniture, maintenance, and operation of the facility is at the sole cost and expense of the County as approved by the Juvenile Board and Commissioner's Court.

- III. The development and daily administration of S.T.E.P. will be conducted by Georgetown ISD in compliance with the Texas Education Code and in cooperation with Williamson County Juvenile Services as it exists or may be amended.
- IV. Georgetown ISD will operate S.T.E.P. for the benefit of all participating Parties. A handling fee of \$25,000 shall be credited to Georgetown ISD as part of the budget for provision of the services listed below. All ancillary costs associated with administration of S.T.E.P. over and above the handling fee will be outlined in the budget and be the combined financial obligation of all districts other than Georgetown ISD. The handling fee covers:
 - A. All fiscal requirements.
 - B. Selection, training, supervision, and evaluation for all educational personnel.
 - C. Acquisition of educational materials and instructional technology in accordance with Georgetown ISD standards.
 - D. Instructional and administrative computers (laptop hardware, printers, and classroom projection in educational spaces) in accordance with Georgetown ISD technology standards.
 - i. Laptops are the property of Georgetown ISD and are managed in that inventory. Replacement of old hardware is in accordance with Georgetown ISD technology life-cycle timelines.
 - 1. Purchasing and warranty agreements are made by Georgetown ISD.
 - 2. Williamson County staff will image and support the hardware and software according to the standards required for operation on their network. Georgetown ISD will support the hardware only when the repairs qualify for warranty service.
 - ii. Printer services are subject to the contract agreements. Georgetown ISD has in place contracted service providers.
 - 1. Williamson County is responsible for purchase of print supplies.
 - 2. S.T.E.P. staff will schedule repairs and maintenance with the contracted service provider.
 - 3. Printers will be replaced in accordance with Georgetown ISD life-cycle timelines.
 - iii. Physical installment of classroom projection devices and other technology into the facility, including providing the necessary electrical or facility modifications, will be completed by Williamson County.
 - E. Supervision and assessment of S.T.E.P. to include plans to address Special Education, Section 504, and EB/ELL/ESL services.
 - i. Each ISD shall retain the responsibility for their students served through Special Education, Section 504, and EB/ELL/ESL with assistance from S.T.E.P. staff, including providing special services, in accordance with IDEA which guarantees the provision of a Free Appropriate Public Education (FAPE).
 - ii. S.T.E.P. will provide feedback to assist the home campus in developing, reviewing, and revising an individualized education plan (IEP) or individualized accommodation plan (IAP) for each student with a disability to ensure he/she receives all accommodations, modifications, and related services as designated by the IEP or IAP.

- iii. A S.T.E.P. representative must be invited to and will attend ARDs, MDRs, and Section 504 meetings in an advisory capacity to provide information but will not be considered deciding members regarding student placement.
 - iv. Special Education services will be provided in the least restrictive environment appropriate to meet the student's educational needs.
 - v. A continuum of placement options is available to meet the unique needs of each eligible student. The availability of S.T.E.P./ Williamson County staff, allowed student groupings, and court advisements will be taken into account when determining placement.
 - vi. Special Education instruction is provided by appropriately certified staff within an instructional day commensurate with that of students without disabilities.
 - F. Report cards at the conclusion of grading periods (2 per semester) to each student's home campus and the parent/guardian. Grades will be calculated accordingly using all grades provided by the home campus, interim placement(s), and grades earned at S.T.E.P.
 - G. Attendance reporting to the student's home campus.
 - i. Students who are absent 10 consecutive days will be considered inactive in the J.J.A.E.P. program. After 30 consecutive absences, the student will be withdrawn.
 - ii. The home campus is responsible for filing truancy charges for students in discretionary placements. S.T.E.P. and Williamson County will provide records to assist in this process. Williamson County will file truancy charges for students in mandatory placements.
- V. Williamson County Juvenile Services will provide:
 - A. Supervision in the form of Juvenile Supervision Officers at a rate no less than 1 officer per 8 students.
 - i. The ratio may temporarily increase to 1:12 for no more than 30 school days if the Juvenile Services Chief, S.T.E.P. Principal/Director of Education, and Facilities Director agree.
 - ii. Teachers may provide 1-to-1 education supervision at the discretion of the S.T.E.P. Principal and Facility Administrators if they are trained in CPI, given a facility radio, and are comfortable without a Juvenile Supervision Officer present. The ratio may temporarily increase to 1:3 if the Juvenile Services Chief, S.T.E.P. Principal/Director of Education, and Facilities Director agree.
 - B. The required school uniform consisting of two pair of pants, fitted undershirts, and S.T.E.P. polo-style shirts. The parent/guardian is responsible for providing undergarments, socks, and shoes.
- VI. As part of the consideration of this Agreement, and until modification of the Parties, the Parties agree to provide funding for the 2024-2025 school year per the budget as listed in the Agreement (*Appendix B & C*).
 - A. All funds paid to Georgetown ISD to be expended on S.T.E.P. counselor, support staff, nurse, case managers, and fringe benefits for these positions will be transferred to Williamson County for disbursement.
 - B. Application for all state and federal funding relating to education for delinquent youth (Title I, Part D, Subpart 2) will be the responsibility of

Georgetown ISD. All funds received shall be expended on reasonable and applicable budget requests outlined in the annual Campus Improvement Plan. A portion of Title I funds will be allocated to continue funding of:

- i. 2 Case Managers serving all districts. Up to \$25,000 will be requested towards covering the cost of these services. In the event the Title I fund request is not approved at the federal level, or the funds awarded do not cover the cost for the Case Managers, the cost for the services may be included in the general budget to be shared by all Parties.
- ii. Character Education Teacher during the school year and summer school (up to \$50,000).

EXPULSION CRITERIA

- I. Expellable Offenses
 - A. For a list of the most common mandatory and discretionary offenses, see *Appendix A*. The full regulations are outlined in TEC 37.007.
 - B. Students may be placed at the J.J.A.E.P. through order of the Court, conditions of release from a detention facility, or a Deferred Prosecution Agreement.
 - C. In the event that charges are not filed, the Juvenile Prosecutor declines to prosecute the case, the case is dismissed by the Court, or adjudication determines the charge to be “not true,” the sending district shall be notified and they shall determine if the expulsion will be upheld or if the responsibility for educational services shall be returned to the sending district, relative to TEC Chapter 37. If the expulsion is upheld, the maximum expulsion length will be 30 days.
- II. Expulsion Length
 - A. A student who commits a mandatory offense, preferably verified by a report generated by local law enforcement, **MUST** be expelled to the J.J.A.E.P. for up to 1 school year at the sending district’s discretion, consistent with their Student Code of Conduct.
 - B. A student who commits a Title 5 Felony offense off campus, preferably verified by a report generated by local law enforcement, **MAY** be expelled to the J.J.A.E.P. for up to 1 school year at the sending district’s discretion, consistent with their Student Code of Conduct.
 - C. A student who commits an offense listed in TEC 37.007 other than a mandatory offense or a Title 5 Felony offense **MAY** be expelled to the J.J.A.E.P. for up to 120 school days at the sending district’s discretion, consistent with their Student Code of Conduct.
 - D. If the district decides to include summer school in the expulsion, it must be stated in the Placement Order and the expulsion may not extend beyond the summer program of the current school year unless the student fails to complete the summer program as ordered.
 - E. Expelled students may earn an extension of up to 25 days (see chart in III.B.i) for unacceptable conduct in accordance with the J.J.A.E.P. Student Code of Conduct.
 - F. Expelled students may earn time off their expulsion up to 25 days (see chart in III.B.i) for outstanding conduct in accordance with the J.J.A.E.P. Student Code of Conduct.

- G. The length of placement for students Court-ordered to the J.J.A.E.P. is subject to judicial discretion. Students placed through Deferred Prosecution Agreements shall not exceed 6 months.

H. Expulsion orders must include the expulsion length as counted in school days.

III. Release from the J.J.A.E.P.

- A. Court-Ordered J.J.A.E.P. students must abide by the Court's decision, but behavior and Observation Log reports shall be made available to the Court by request. These students shall not be released until designated by the Court.
- B. Students expelled by their school district must meet the expected conduct criteria as outlined in the J.J.A.E.P. Student Code of Conduct to be released on time.
- i. Students can reduce or extend their placement time based on expected conduct as outlined in the J.J.A.E.P. Student Code of Conduct. The maximum amount of earned early release or extended time corresponds to the original expulsion length.
 1. 30-day expulsion = max 5 days early release/extension
 2. 45-day expulsion = max 10 days early release/extension
 3. 60-day expulsion = max 15 days early release/extension
 4. 90 to 100-day expulsion = max 20 days early release/extension
 5. Expulsions 120 days plus = max 25 days early release/extension
 - ii. In the event a student is not successfully meeting conduct expectations on a consistent basis, a minimum of 10 days prior to the student's scheduled return date (after completion of original number of expulsion days plus extension) the J.J.A.E.P. Transition Team will contact the sending district to determine if the expulsion should be extended further. If so, a due process hearing should be held and updated expulsion orders submitted.
 - iii. Students whose release date has been extended past the end of the school year may be provided the opportunity to earn days towards release in summer school.
 - iv. Students who reach their last day must attend the full day unless given specific permission by the J.J.A.E.P. Administration.
 - v. Home districts have discretion to waive extensions earned and allow a student to return to their home campus upon completion of the original expulsion days regardless of the student's conduct at the J.J.A.E.P. The J.J.A.E.P. Transition Team will periodically update the home district of the student's standing.
 - vi. If a student is scheduled to return to their home campus near the end of the semester but in a collaborative team approach the parent, home district, and J.J.A.E.P. Administration determine it is in the best interest of the student to finish the semester at the J.J.A.E.P., an extension will be allowed.
 - vii. Students with 10 or fewer days remaining on their expulsion at the end of the school year will be released to begin the new school year at their home campus.

ADMISSION PROCEDURES

I. School District Responsibilities

Contact the J.J.A.E.P. Transition Team upon notification of the alleged expellable offense in order to schedule a date/time for an expulsion hearing (a Juvenile Services representative MUST be present at the hearing and have had the opportunity to review the expulsion paperwork prior to the scheduled hearing):

John Rinn	Case Manager	512-943-3593	john.rinn@wilcotx.gov
Tara Stewart	Principal/Director of Ed	512-943-3268	tara.stewart@wilcotx.gov
Amy Jordan	Facilities Administrator	512-943-3227	amy.jordan@wilcotx.gov

- a. Provide required paperwork to the J.J.A.E.P. Transition Team at least 48 hours in advance of the hearing, to include:
 - i. Notice of Expulsion Hearing Letter
 - ii. Waiver of Rights Letter (if applicable)
 - iii. Birth Certificate
 - iv. Social Security card
 - v. Health/Immunization Records
 - vi. Disciplinary Record including Behavior Threat Assessment
 - vii. Attendance Record
 - viii. Cumulative Report Card (current year)
 - ix. Student Schedule with Withdrawal Grades
 - x. Transcript & Graduation Plan (if HS credits have been earned)
 - xi. STAAR/STAAR EOC Records
 - xii. Special Programs Records
 1. EB/ELL/ESL/LEP – LPAC & TELPAS
 2. Section 504 – current IAP including BIP if applicable
 3. Special Education – current IEP including BIP, FIE, and/or psychological evaluation if applicable
- b. Invite the S.T.E.P. Special Programs Coordinator and Principal to participate in the Manifestation Determination Review (MDR) proceedings regarding the potential expulsion:

Elyse Tatum	Special Programs Coord.	512-943-3272	elyse.tatum@wilcotx.gov
Tara Stewart	Principal/Director of Ed	512-943-3268	tara.stewart@wilcotx.gov

- c. At the conclusion of the expulsion hearing, email a copy of the Expulsion Order to the J.J.A.E.P. Transition Team, who will schedule an intake with the family.
- d. If the parent waives the right to a hearing, send the waiver with the expulsion paperwork. The J.J.A.E.P. Transition Team will review the paperwork and schedule an intake with the family within 48 hours.
- e. If attempts to contact the designated Juvenile Services/S.T.E.P. representatives are unsuccessful, please contact one of the following:

DJ Jones	Asst. Facilities Administrator	512-943-3233	deandra.jones@wilcotx.gov
Jamie Maas	Director of Facilities	512-943-3249	jamie.maas@wilcotx.gov

II. Juvenile Services Responsibilities

- a. Upon notification of an expulsion hearing, the Department will assign a representative to be present at the hearing.
- b. If the student is expelled, the representative will inform the student and parent/guardian of action, if any, to be taken by the Department.
- c. An intake meeting will be scheduled as soon as possible following the expulsion hearing, preferably immediately following the hearing or within 24 hours/the next school day. Intake includes a review of all J.J.A.E.P./S.T.E.P. requirements and expectations, a tour of open facilities, and an opportunity for questions to be answered.
- d. If the student is already under court supervision, the Juvenile Court will decide whether to amend the conditions of probation to incorporate J.J.A.E.P. placement.
- e. If the student is not under prior court supervision, the Court Officer may refer the case to the Juvenile Prosecutor who will give prompt notice of the deferred prosecution or file a petition alleging the student is in need of supervision or has engaged in delinquent conduct. If a petition is filed, the Juvenile Prosecutor may include J.J.A.E.P. placement in the disposition order.
- f. If a student fails to complete their term of expulsion, his/her case may be referred to the Juvenile Prosecutor for court action.

TRANSPORTATION

- I. The sending school district is responsible for transportation to and from S.T.E.P. each day in regular session based on the S.T.E.P. school calendar. In cases where the sending district's calendar is not aligned with the S.T.E.P. calendar, the sending district is still responsible for transporting students to S.T.E.P.
 - a. The S.T.E.P. school calendar is separate from the Georgetown ISD school calendar.
 - b. In the case of inclement weather or other emergency circumstances, S.T.E.P. will close only if Georgetown ISD or Williamson County closes their facilities.
- II. If a student's behaviors are disruptive to the extent that his/her school district transportation is suspended, the parent/guardian will assume responsibility for transportation. Ineligibility will be coordinated through the designated Juvenile Services representative and the sending school district.
- III. If the sending school district includes the summer school session in the Expulsion Order, transportation arrangements shall be made according to the specific ISD policy.
- IV. Parents/guardians will be responsible for transportation for students whose release date has been extended past the end of the school year and are choosing to earn points/days towards release during summer school.
- V. Transportation should deliver and pick up students to S.T.E.P. per the decided school hours, with delivery no later than 8:10 am. Problems with transportation will be reported to the school district by S.T.E.P. staff.

TRANSITION FROM S.T.E.P.

- I. Every student assigned to the J.J.A.E.P. is assigned a Case Manager and a S.T.E.P. Teacher Advocate who will assist the student as they return to their home campus. A Field Juvenile Probation Officer may also be assigned to assist with the transition.
 - a. During the school year, a transition meeting, either in person or virtual, will be set up prior to the student's completion of their placement in the JJAEP program to ensure supports, services and/or safety plans are in place prior to re-enrollment.
 - b. A transition meeting for students returning to their home campus after the completion of the school year should be held prior to the new school year beginning to ensure supports, services and/or safety plans are in place prior to re-enrollment.
- II. The Case Manager and/or Juvenile Probation Officer and S.T.E.P. Registrar are responsible for notifying the home school district of the student's progress at the J.J.A.E.P. In anticipation of the student's return to their home campus, information will be forwarded including:
 - a. Attendance Record
 - b. Behavioral Reports
 - c. Grades/Report Cards (including current schedule)
- III. All districts are encouraged to contact S.T.E.P. at 512-943-3255 to inquire about student progress while assigned to the J.J.A.E.P. To ensure a continuity of services and support, the Case Manager or designee will coordinate a transition meeting with the home campus prior to the student's release.

INTER-AGENCY SHARING OF EDUCATIONAL RECORDS

- I. A school district superintendent or designee shall disclose information contained in a student's educational record to a juvenile service provider as required by section 58.0051 of the Texas Family Code. Educational Records include information related to the student's:
 - a. Identity
 - b. Special needs
 - c. Educational accommodations
 - d. Assessment or diagnostic test results
 - e. Attendance records
 - f. Disciplinary records
 - g. Medical records
 - h. Psychological diagnoses
- II. A juvenile service provider that receives confidential information under this section shall:
 - a. Certify in writing that the juvenile service provider receiving the confidential information has agreed not to disclose it to a third party, other than another juvenile service provider, and
 - b. Verify the identity of a student involved in the juvenile justice system, and
 - c. Provide delinquency prevention or treatment to the student.

- III. Per Section 58.106 of the Texas Family Code (HB 1106), information contained in the juvenile justice information system is confidential for the use of the department and may not be disseminated by the department except:
 - a. With the permission of the juvenile offender to military personnel of the state or the United States.
 - b. To a person or entity to which the department may grant access to adult criminal history records as provided by Section 411.083, Government Code.
 - c. To a juvenile justice agency.
 - d. To the Texas Juvenile Justice Department (T.J.J.D.) for analytical purposes.
 - e. To the office of the Independent Ombudsman of the T.J.J.D.
 - f. To a county justice or municipal court exercising jurisdiction over a juvenile.

TERMS OF THE AGREEMENT

- I. Each participating ISD will adopt a Student Code of Conduct in accordance with the Texas Education Code's definition of serious and what constitutes the same.
- II. The Parties agree that the prescribed order of agreement to participate in the J.J.A.E.P. shall be incorporated into each student's case prior to admission and no student shall be exempted from any requirement in those documents. The J.J.A.E.P. Student Handbook outlines staff expectations of students and proper disciplinary actions for violations.
- III. Each student placed at the J.J.A.E.P. must participate in the J.J.A.E.P. program for the full period ordered by the Juvenile Court or the Deferred Prosecution Agreement unless the student's home district agrees to accept the student before that date. Any request for continued placement at the J.J.A.E.P. following successful completion of a Juvenile Court Order or Deferred Prosecution Agreement shall be handled on an individual basis.
- IV. The J.J.A.E.P. will operate at least 7 hours per day and no less than 180 days per school year* unless a waiver is obtained through TJJD to shorten the number of instructional days/hours. The school personnel and students will adhere to the S.T.E.P. school calendar provided at intake. Students with disabilities will be provided a commensurate day with that of students without disabilities in Georgetown ISD. (*Change to 43,200 min/year if HB2040 passes.)
- V. Summer school will be provided for all C.O.R.E. residents. Summer school for J.J.A.E.P. students is contingent upon the availability of State funding. Summer school will operate in June for approximately 100 hours. Emphasis will be on reading and math instruction in addition to credit recovery.
- VI. The average daily attendance for Detention residents, C.O.R.E. residents, and J.J.A.E.P. students shall remain with the ISD in which the student is enrolled, excluding the mandatory expulsions which shall be retained by the County (*Appendix C*).
- VII. Students who have moved out of Williamson County since their offense and are brought to Detention or C.O.R.E. by law enforcement for that same offense will be attributed to the school of residence where the student was enrolled at the time of the offense. The average daily attendance for the resident will remain with that school.
- VIII. Georgetown ISD and Juvenile Services shall develop, adopt, and enforce written operation policies for the operation of the J.J.A.E.P. which will conform to T.J.J.D.'s standards for J.J.A.E.P.s.

- IX. This Agreement contains the entire agreement of the Parties with respect to the matters contained herein and may not be modified except by the mutual written agreement of the Parties hereto.
- X. This Agreement shall remain in effect for the duration of the 2025-2026 school year.
- XI. This Agreement will be reviewed and updated if necessary at the conclusion of the 2025 fall semester and 2026 spring semester.
- XII. The Parties agree to meet annually to discuss the progress of the program and revise this agreement to address any additional needs.
- XIII. This Agreement shall be construed in accordance with the laws of the State of Texas and all obligations created hereunder shall be performable in Williamson County, Texas.
- XIV. Any notice provided for under the terms of this Agreement by either Party to the other shall be in writing, may be by registered or certified mail, return receipt requested, properly addressed to the entity. Any Party may change the address to which notice may be sent to that Party by giving notice of such change to the other Parties in accordance with the provisions of this Agreement.
- XV. This Agreement shall refer to and be binding upon the herein listed entities and their successors and assigns. All participants in expulsion hearings are required to follow the guidelines established in this Agreement.
- XVI. The individuals executing the Agreement on behalf of the respective Parties represented to each other and to others that all appropriate and necessary action has been taken to authorize the individual executing the Agreement to do so on behalf of the Party for which his or her signature appears, that there are no other parties or entities required to execute this Agreement in order for the same to be an authorized and binding agreement on the Party, and that each individual affixing his or her signature hereto is authorized to do so and such authorization is valid and effective on the date hereof.
- XVII. This Agreement may be executed in a number of identical counterparts, each of which shall be deemed as original for all purposes.

CONFIRMATION OF AGREEMENT

Approved by the Williamson County Juvenile Board on the _____ day of _____, 2025.

_____ Chairperson, Juvenile Board

Approved by the _____ ISD Board of Trustees on the _____ day of _____, 2025.

_____ Chairperson, District Board of Trustees

TEXAS JJAEP EXPULSION OFFENSE LIST

as of 8/15/23

OFFENSE	LOCATION	EXPULSION	TEC CODE	NOTES
Bullying encourages a student to commit or attempt suicide; incites violence against a student through group bullying; releases or threatens to release intimate visual material of a student	(Involving Students)	Discretionary	37.0057(b)	
False Emergency Alarm/Report	(Involving the School)	Discretionary	37.007(b)(1)	Reference: Penal Code 42.06
Serious Misbehavior While in DAEP deliberate violent behavior, extortion, coercion, public lewdness, indecent exposure, criminal mischief, personal hazing, or harassment of a student or district employee	On Campus	Discretionary	37.007(c)	Must have documented continued serious misbehavior despite documented behavioral interventions tried while at the DAEP.
Abusable Volatile Chemical	On Campus / Within 300 ft OR at School Activity	Discretionary	37.007(b)(2)(B)	
Alcohol, THC, or Marijuana: selling, giving, delivering, possessing, using, or being under the influence	On Campus / Within 300 ft OR at School Activity	Discretionary	37.007(b)(2)(A)	
Misdemeanor Controlled Substance or Dangerous Drug: selling, giving, delivering, possessing, using, or being under the influence	On Campus / Within 300 ft OR at School Activity	Discretionary	37.007(b)(2)(A)	
Felony Controlled Substance or Dangerous Drug: selling, giving, delivering, possessing, using, or being under the influence	On Campus / Within 300 ft OR at School Activity	Mandatory	37.007(a)(3)	
Breach of Computer Security equipment or system owned by or operated on behalf of a school district AND knowingly alters, damages, or deletes district property or information or commits a breach of any other computer, network, or system	(ISD System)	Discretionary	37.007(b)(5)	
Criminal Mischief: Punishable as a Felony	On Campus	Discretionary	37.007(f)	Reference: Penal Code 28.03
Possession of a Firearm	On Campus	Mandatory	37.007(e)	1yr expulsion unless special circumstances
	Within 300 ft	Discretionary	37.007(b)(3)(B)	
Unlawfully Carrying a Weapon or offense relating to prohibited weapons	On Campus OR at School Activity	Mandatory	37.007(a)(1)	Reference: Penal Code 46.02/46.05.
NOTE: If law enforcement is not involved, the maximum expulsion length is 30 days per the MOU.				

OFFENSE		LOCATION	EXPULSION	TEC CODE	NOTES
VIOLENCE	Aggravated Assault, Sexual Assault, Aggravated Sexual Assault, Arson, Murder, Capital Murder, Attempted Murder, Indecency with a Child, Aggravated Kidnapping, Aggravated Robbery, Manslaughter, Criminally Negligent Homicide, Continuous Sexual Abuse of a Young Child or Disabled Individual	On Campus OR at School Activity	Mandatory	37.007(a)(2)	
	Assault with Bodily Injury <i>Against a School District Employee or Volunteer</i>	Within 300 ft	Discretionary	37.007(b)(3)(A)	
		On Campus / Within 300 ft OR at School Activity	Discretionary	37.007(b)(2)(C)	Reference Penal Code 22.01(a)(1) and 22.053
	Deadly Conduct	On Campus / Within 300 ft OR at School Activity	Discretionary	37.007(b)(2)(D)	Recklessly places another in imminent danger of serious bodily injury. Reference Penal Code 22.05
	Offense Against Another Student Aggravated Assault, Sexual Assault, Aggravated Sexual Assault, Murder, Capital Murder, Attempted Murder, or Aggravated Robbery	Off Campus	Discretionary	37.007(b)(4)	
	Retaliation Against a School Employee/Volunteer Assault with Bodily Injury	On or Off Campus	Discretionary	37.007(d)	Reference Penal Code 36.06
	Retaliation Against a School Employee/Volunteer Aggravated Assault, Sexual Assault, Aggravated Sexual Assault, Arson, Murder, Capital Murder, Attempted Murder, Aggravated Kidnapping, Aggravated Robbery, Manslaughter, Criminally Negligent Homicide	On or Off Campus	Mandatory	37.007(d)	
	Terroristic Threat	Involving/Against the School	Discretionary	37.007(b)(1)	Reference: Penal Code 22.07
	NOTE: If law enforcement is not involved, the maximum expulsion length is 30 days per the MOU.				
	TEC 37.0081 DISCRETIONARY PLACEMENT: The school district Board of Trustees may expel a student for involvement* in a Title 5 offense or Aggravated Robbery, regardless of the date, location, or student enrollment status at the time of the offense, if the student's presence in the regular classroom threatens the safety of other students or teachers, will be detrimental to the educational process, or is not in the best interest of district students.				

A student expelled by the Board of Trustees for these reasons shall be subject to that placement until the student graduates from high school, the charges are dismissed or reduced to a misdemeanor offense, or the student completes the term of the placement or is assigned to another program.

*Involvement includes arrested for or charged with, referred to a juvenile court for allegedly engaging in, received deferred prosecution for, found by a court or jury to have engaged in, has been convicted of, or received probation or deferred adjudication for the offense.

S.T.E.P. STAFF		\$1,304,066	NOTES
Principal / Director of Education (226)		\$121,249	
Health / Science (187)* + Lead Teacher		\$73,514	Education staff salaries include an approximate raise proposed by Georgetown ISD but are contingent upon the outcome of the 89th Legislative Session. If a lesser raise is approved, the budget will be adjusted accordingly.
Math / Social Studies (187)*		\$73,134	
ELA / ESL / Social Studies / Tech Apps (187)* + Technology Coordinator		\$72,414	
Bilingual / ESL / Generalist / Math / Spanish (187)* + ESL Coordinator		\$71,574	
Generalist / Science / Special Education (187)*		\$71,574	
PE / Service Learning (187)*		\$71,274	Admin Asst Stipend for WCJS Duties = \$5,000
Art / ESL / Social Studies (187)* + Testing Coordinator		\$70,889	Lead Teacher Stipend = \$3,000
ELA / Generalist / Math / Special Education (187)*		\$70,214	Special Programs Coordinator Stipend = \$3,000
Math / Special Education (187)* + Special Programs Coordinator		\$68,224	Testing Coordinator Stipend = \$1,000
Generalist / Social Studies / Special Education (187)*		\$67,724	Technology Coordinator Stipend = \$1,000
ESL / Math (187)*		\$67,324	
Art / Electives (187)*		\$63,184	* indicates \$1,700 stipend for extra duties/training required by teachers in residential facilities
PE / Special Education (187)*		\$62,924	Education Specialist salary covered by Title I funds up to \$50,000
ELA / ESL (187)*		\$61,024	
ELA / ESL / Health / PE / Social Studies (187; 50%)*		\$35,787	
Music / Social Studies (187; 50%)*		\$30,812	(# contract days)
Instructional Asst / GED Coordinator (185)		\$30,860	Doctoral degrees indicated in green;
SPED Behavior Instructional Asst (185)		\$27,860	Masters degrees indicated in blue.
Administrative Assistant/Registrar (215)		\$52,389	
Administrative Assistant/Registrar (215)		\$40,118	
Education Specialist (192)		\$0	
ADDITIONAL COSTS		\$362,800	
Case Managers (2)		\$101,000	
Fringe Benefits: Education Staff		\$114,000	
J.J.A.E.P. Counselor		\$49,500	
J.J.A.E.P. LVN		\$42,500	
J.J.A.E.P. Receptionist		\$33,000	
Sudden Link (T-1 Line / Students)		\$3,000	
Summer GED Coordinator Extra Duty		\$800	
Summer School (3 Teachers): 100 hours @ \$30/hr		\$9,000	
Supplies/Materials		\$10,000	
GEORGETOWN ISD HANDLING FEE		\$25,000	
TOTAL ESTIMATED BUDGET FOR 2025-2026:			\$1,691,866

WILLIAMSON COUNTY JUVENILE SERVICES PLACEMENTS APRIL 2024 - MARCH 2025

J.J.A.E.P.																C.O.R.E.										DETENTION									
Mandatory								Discretionary																											
General		SPED		General		SPED		General		SPED		General		SPED		General		SPED		General		SPED		General		SPED		BILLABLE DAYS							
#	Days	#	Days	#	Days	#	Days	#	Days	#	Days	#	Days	#	Days	#	Days	#	Days	#	Days	#	Days	#	Days	#	Days	#	Days						
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
BARTLETT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
COUPLAND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
FLORENCE	0	0	0	0	0	2	71	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
GEORGETOWN	3	182	0	0	6	125	8	111	5	376	4	356	4	356	28	349	19	439	13	0	0	0	0	0	0	0	0	0	0						
GRANGER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0						
HUTTO	3	116	0	0	2	39	0	0	1	6	2	214	14	166	9	143	568	0	0	0	0	0	0	0	0	0	0	0	0	0					
JARRELL	0	0	0	0	4	256	3	54	1	38	2	82	4	21	6	94	545	0	0	0	0	0	0	0	0	0	0	0	0	0					
LEANDER	0	0	1	20	1	7	1	4	2	33	7	640	23	207	19	218	1109	0	0	0	0	0	0	0	0	0	0	0	0	0					
LIBERTY HILL	0	0	0	0	9	209	3	39	0	0	1	4	3	32	1	29	313	0	0	0	0	0	0	0	0	0	0	0	0	0					
ROUND ROCK	1	16	7	198	3	55	1	26	6	276	10	616	47	608	17	234	1815	0	0	0	0	0	0	0	0	0	0	0	0	0					
TAYLOR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	396	0	0	0	0	0	0	0	0	0	0	0	0	0					
THRALL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0					
TOTALS	7	314	8	218	27	762	16	234	15	729	28	2118	129	1405	80	1346	6594																		

FISCAL RESPONSIBILITY

BILLABLE DAYS	% OF TOTAL PLACEMENT DAYS	SUBTOTAL (COST OF DAYS)	% OF INDIRECT COST	SUBTOTAL (HANDLING FEE)	TOTAL RESPONSIBILITY
0	0.00%	\$0	0.00%	\$0	\$0
0	0.00%	\$0	0.00%	\$0	\$0
77	1.17%	\$19,464	1.59%	\$398	\$19,862
1756	26.63%	\$443,891	n/a	\$0	\$443,891
13	0.20%	\$3,286	0.27%	\$67	\$3,353
568	8.61%	\$143,582	11.74%	\$2,935	\$146,517
545	8.27%	\$137,768	11.26%	\$2,816	\$140,584
1109	16.82%	\$280,339	22.92%	\$5,731	\$286,070
313	4.75%	\$79,122	6.47%	\$1,617	\$80,739
1815	27.53%	\$458,805	37.52%	\$9,379	\$468,184
396	6.01%	\$100,103	8.19%	\$2,046	\$102,149
2	0.03%	\$506	0.04%	\$10	\$516
6594	100%	\$1,666,866	100%	\$25,000	\$1,691,866

% SUBTOTAL DAYS (excluding GISD days) X \$25,000 (GISD Handling Fee) +
% TOTAL DAYS (including GISD days) X \$1,666,866 (remaining budget)
= TOTAL RESPONSIBILITY

DATE 5/8/25



WILLIAMSON COUNTY J.J.A.E.P. & S.T.E.P.

OBSERVATION LOG



Student:

Group:

Date:

	Meal 1	Flex	1 st	2 nd	Meal 2	Rec/Group	3 rd	4 th	Level Up
Class Expectations*									
Work Completion*									
Hallway Movement									
Physical Control									
Verbal Control									
Peer Interactions									
Adult Interactions									
Breaks from Class									

Arrival	DC

E: _____ +

M: _____ +

D: _____ = 68

Overall:

E M D

E's and/or D's both require documentation.

MRV or sent home due to behavior = D for the day

Students in ISS may earn no more than an M in any grading period.

*Teachers will assign scores in these areas. Overrides may be made by Principal ONLY.

	EXCEEDS – no corrections or prompting needed	MEETS - baseline	DOES NOT MEET – unresponsive to prompts
Arrival	on time	excused tardy	unexcused tardy
Dress Code	clean uniform; no prompting needed to maintain standards; no personal items	basic expectations met with prompting (tuck in shirt; no sagging; hair up)	jewelry; nail polish; incorrect uniform; brings personal items; multiple prompts to comply
Mealtimes	meets expectations and cleans without prompting	follows staff direction; no talking; cleans with prompting	refusal to follow directions; talking, leaves a mess
Group	encouraging & supportive in addition to other expectations	appropriate communication; pro-social; maintains boundaries; on-task	hurtful comments; not paying attention
Breaks from Class	Only necessary requests to regulate or not needed	asks politely; waits patiently; respectful of time boundaries	excessive requests or time used; demanding
Rec Time	engages in the activity & cheers on others	participates appropriately or sits quietly	physically or verbally disruptive
Hallway Movement	follows expectations patiently with no prompts	no talking; hands behind back; in line; follows directions; only one prompt needed	talks; leaves the line; wandering hands; multiple redirection prompts
Class Expectations	actively contributes to class discussion/activities	alert & paying attention; stays on track with activities	sleeps; stays zoned out; no paying attention to class activity; headphone refusal
Work Completion	quality completion of assigned work without prompting	steady progress and effort on assigned work; chooses correct activity in tutorials	more idle time than productivity on assigned work or priority work in tutorials
Physical Control	stays seated; keeps area clean; treats materials with respect	appropriate with movement, direction of energy, materials & fidgets; hands to self	out of seat without permission; touching other persons or property; physical aggression
Verbal Control	positive language & content, no profanity used, speaks at appropriate times	appropriate volume, language, content & timing; quick & sustained correction with slip ups	use of profanity, inappropriate content, volume or timing; refusal to correct; verbal aggression
Peer Interactions	encouraging words & actions	minds own business & space	negative words or actions; encourages negativity of others
Adult Interactions	polite & respectful; responds quickly; offers to help	reasonably responds to requests;	negative or disrespectful words or actions; delay in response



S.T.E.P.

Successful Transition Education Program

2025 - 2026

Williamson County Juvenile Services

JJAEP * CORE * DETENTION

Su	M	Tu	W	Th	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		

Su	M	Tu	W	Th	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						12

Su	M	Tu	W	Th	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				
						19

Su	M	Tu	W	Th	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	
						20

Su	M	Tu	W	Th	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						14

Su	M	Tu	W	Th	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			
						15

Su	M	Tu	W	Th	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
						18

Su	M	Tu	W	Th	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
						19

Su	M	Tu	W	Th	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				
						17

Su	M	Tu	W	Th	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		
						20

Su	M	Tu	W	Th	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						16

Su	M	Tu	W	Th	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				

	Student/Staff Holiday
	A Days
	B Days

	Staff Comp Day/Student Holiday
	Staff Development/Student Holiday
	Early Release Day

	Grading Periods
	C Days (all classes seen)

Student Days: 180 (Sem 1 = 80; Sem 2 = 90 ; Waiver = 10)
 JJAEP = 7.25 hrs/day; CORE/DETENTION = 435 min/day
 Teacher Days: 187
 Waiver Days: 9/19, 9/22, 10/10, 10/13, 10/14, 11/24-26, 2/16, 4/27

185 Day Instructional Aides 8/6 - 5/27
 192 Day Serv Lrn Specialist 8/6 - 6/5
 215 Day Admin Assist/Registrars 7/22 - 6/23
 updated 4/4/2025