



Maryland

DEPARTMENT OF
JUVENILE SERVICES

Office of the Inspector General (OIG)
Quality Assurance Unit – Education Audit Team

Cheltenham Youth Detention Center School Audit

Audit Date(s): December 3, 2024

Location: Cheltenham Youth Detention Center
11003 Frank Tippet Rd
Cheltenham, MD 20623

School Principal: Aaron Hippolyte
Superintendent: Christian Munoz

QA Education Audit Team: Ty Blackwell, Lead QA Specialist
Chasity Leffall, QA Specialist
Landon Saunders, QA Specialist

Kevin Hoefs

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Director of Quality Assurance

1.8.25

Date



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ENTRANCE CONFERENCE:

On December 3, 2024 an Entrance Conference was conducted by Ty Blackwell, Lead QA Specialist. In attendance was Dr. Aaron Hippolyte, Principal. The QA Audit Team discussed the audit process and addressed any questions.

REVIEW PROCESS:

- The school was notified 10 business days prior to the actual start of the audit. This timeframe allowed the gather the student files and collect requested information

- Audited the records and information for all students enrolled in the school from July 1, 2024 until November 8, 2024.

EXIT CONFERENCE

On December 3, 2024 an exit conference was conducted with Dr. Aaron Hippolyte. Preliminary findings of the audit were discussed with Dr. Hippolyte.

NO.	Standard	Data Source	Findings
Assessment and Records			
AR-1	Students will receive an educational assessment upon admission to the facility within 5 business days	File review	<p>A review of the 47 files of students admitted to the school during the summer audit period indicated that 16 of 47 (34%) students received an educational assessment upon admission within 5 business days.</p> <p>Note: One student exited early.</p> <p>A review of the 58 files of students admitted to the school during the first quarter audit period indicated that 6 of 58 students received an educational assessment upon admission within 5 business days.</p> <p>Note: One student had his high school diploma.</p>
AR-2	Students will be reassessed at the 90 day mark to determine gains in reading and mathematics	File review	There were no students during the audited period that reached the 90 day assessment mark.
AR-3	Students will be reassessed in 90 day increments to measure reading and math gains	File review	There were no students during the audited period that reached the 90 day assessment mark.
AR-4	Student records are requested upon facility admission	File review	A review of the 47 files of students admitted to the school during the summer audit period indicated that 44 of 47

NO.	Standard	Data Source	Findings
	from the LEA within 1 JSEP school day		<p>records (94%) were requested from the LEA within the first JSEP school day.</p> <p>A review of the 58 files of students admitted to the school during the first quarter audit period indicated that 56 of 58 records (97%) were requested from the LEA within the first JSEP school day.</p>
AR-5	Student records are received from the LEA within 2 school days of request	File review	<p>A review of the 47 files of students admitted to the school during the summer audit period indicated that 35 of 47 records (74%) were received from the LEA within 2 days of the request</p> <p>A review of the 58 files of students admitted to the school during the first quarter audit period indicated that 51 of 58 records (88%) were received from the LEA within 2 days of the request</p> <p>Note:</p> <ul style="list-style-type: none"> One student exited early in the first quarter.
AR-6	Record review and credit audit is completed and reviewed with the student within 3 JSEP school days of records being received	<ul style="list-style-type: none"> File review Review of Individual Learning Plans 	<p>Summer A review of the 47 files and ILPs of the students admitted to the school during the summer audit period indicated that 16 of 47 records were reviewed with the student within 3 JSEP schools days of records being received</p> <p>Note: One student refused their assessment and one student exited early.</p> <p>1st Quarter: A review of the 58 files and ILPs of the students admitted to the school during the first quarter audit period indicated that 16 of 58 records were reviewed with the student within 3</p>

NO.	Standard	Data Source	Findings
			JSEP schools days of records being received
Schedule of instruction and Attendance			
SA-1	The education program operates at least 220 school days and a minimum of 1,320 school hours during a 12-month period.	<ul style="list-style-type: none"> • Review of School calendar • Review of facility cameras 	<p>A review of school calendar indicated that the education program is scheduled to provide instruction that exceeds the 220 days and 1,320 hours minimum for instruction.</p> <p>During the audited period, the school was scheduled for 40 days during the Summer semester. 240 school hours. A review of the facility cameras indicated the school met for the prescribed days and hours.</p> <p>During the audited period, the school was scheduled for 45 days during the first quarter. 270 school hours. A review of the facility cameras indicated the school met for the prescribed days and hours.</p>
SA-2	There is a written calendar that states the specific days and total number of days for educational programs.	Review of School calendar	<p>The written calendar indicated that the school was scheduled for a total of 40 days for the Summer semester.</p> <p>The written calendar indicated that the school was scheduled for a total of 45 days for the 1st quarter</p>
SA-3	There is a written schedule for each school that states the beginning and end of the 6-hour school day and the specific time periods during the school day when the areas of	<ul style="list-style-type: none"> • Review of School schedule • Review of the Facility Schedule 	A review of the school schedule indicated that there was a schedule outlining a six hour school day. The school schedule indicated that school began at 8:00 AM and ended for lunch and a break at 11:35 AM for every class. The second half of the school starting at 1:10 PM. With the school day ending at 3:35 PM.

NO.	Standard	Data Source	Findings
	instruction are implemented.		
SA-4	Unit based instruction is provided at a minimum of 6 hours per week to students who are unable to attend the School because of illness or injury.	<ul style="list-style-type: none"> • Review of facility cameras • Review of logbooks • Interview with the school principal 	Unit based instruction was provided to students unable to attend the school because of illness or injury.
SA-5	Students attend class on-time without delay due to residential staffing	<ul style="list-style-type: none"> • Camera Review • Logbook Review • Attendance records 	<p>Summer: Students were late to school for thirty- six separate dates during the summer audited period due to residential staffing.</p> <p>1st Quarter: Students were late to school for forty- five separate dates during the first quarter audited period due to residential staffing.</p>
SA-6	Students attend class on-time without delay due to safety/security issues	<ul style="list-style-type: none"> • Camera Review • Logbook Review • Attendance records 	A review of facility cameras did not indicate that school was delayed due to safety/security issues during this audited period.
SA-7	Students attend class on-time without delay due to education staff shortages	<ul style="list-style-type: none"> • Camera Review • Logbook Review • Attendance records 	A review of facility cameras did not indicate any instances of lateness due to shortages of the educational staff. There was a teacher to receive each class that came to the classrooms.
Special Education Instruction and Related Services			
IEP			
SE-A-1	The number of students identified as	<ul style="list-style-type: none"> • MD Online IEP • File Review 	Summer: There were 23 students admitted during the audited period that were identified as needing/receiving IEP

NO.	Standard	Data Source	Findings
	needing/receiving IEP services	<ul style="list-style-type: none"> • Interview with staff 	<p>services during the audited period during the first quarter.</p> <p>First Quarter: There were 15 students admitted during the audited period that were identified as needing/receiving IEP services during the audited period during the first quarter.</p>
SE-A-2	The percentage of IEPs that are current (received from LEA)	<ul style="list-style-type: none"> • MD Online IEP • File Review • Interview with staff 	<p>Summer: During the summer audit period 14 IEPs were received from LEAs. Ten of 14 (71%) IEPs were current.</p> <p>Note: Three students were released early</p> <p>1st quarter: During the first quarter audit period 22 IEPs were received from LEAs. Twenty of 22 (91%) IEPs were current.</p> <p>Note: Two students were released early</p>
SE-A-3	The number of IEPs that are out of compliance upon JSEP school enrollment	<ul style="list-style-type: none"> • MD Online IEP • File Review • Interview with staff 	<p>Summer: During the summer audit period one students IEP was out of compliance.</p> <p>1st Quarter: During the first quarter audit one students IEP was out of compliance.</p>
SE-A-4	The number of youth who have had an initial IEP meeting within 20 days	<ul style="list-style-type: none"> • MD Online IEP • File Review • Interview with staff 	<p>Summer: During the summer audited period 11 of 14 (77%) students had initial IEP meetings within 20 days of admission.</p> <p>Note: Three students were released early.</p> <p>1st Quarter: During the first quarter audited period 21 of 23 (91%) students had initial IEP meetings within 20 days</p>

NO.	Standard	Data Source	Findings
			of admission. Note: Two students were released early.
SE-A-5	Youth receive instruction as outlined by the IEP	<ul style="list-style-type: none"> MD Online IEP File Review Interview with staff 	<p>Summer: A review of 14 IEPs and student files indicated that 11 youth were receiving instruction as outlined in their IEPs during the summer audit.</p> <p>Note: Three students were released early.</p> <p>1st Quarter: A review of 23 IEPs and student files indicated that 20 youth were receiving instruction as outlined in their IEPs during the first quarter.</p> <p>Note: Three students were released early.</p>
IEP Implementation			
SE-B-1	Youth receive related services as outlined by the IEP	<ul style="list-style-type: none"> MD Online IEP File Review 	<p>Summer: A review of 14 IEPs and student files in the summer indicated the 8 youth were receiving related services as outlined in their IEPs.</p> <p>Note: Three students were released early.</p> <p>1st Quarter: A review of 23 IEPs and student files indicated the 10 youth were receiving supplementary aids as outlined in their IEPs during the first quarter.</p> <p>Note: Four students were released early.</p> <p>Summer:</p>
SE-B-2	Youth are provided supplementary aids as outlined by the IEP	<ul style="list-style-type: none"> MD Online IEP File Review 	<p>Summer: A review of 14 IEPs and student files indicated the 11 youth were receiving supplementary aids as outlined in their IEPs during the summer</p>

NO.	Standard	Data Source	Findings
			<p>Note: Two students were released early</p> <p>1st quarter: A review of 23 IEPs and student files indicated the 19 youth were receiving supplementary aids as outlined in their IEPs during the first semester</p> <p>Note: Three students were released early.</p>
IEP Documentation			
SE-C-1	IEPs are current and are reviewed at least annually while in continuous custody/care	<ul style="list-style-type: none"> MD Online IEP File Review 	<p>A review of IEPs indicated that 11 of 14 IEPs were current for the summer semester</p> <p>A review of IEPs indicated that 20 of 23 IEPs were current for the first quarter.</p> <p>Note: Three students were released early for the summer semester. Two students were released early for the first quarter.</p>
Evaluations			
SE-D-1	Students are evaluated at least triennially.	<ul style="list-style-type: none"> MD Online IEP File Review 	<p>A review of Special Education files indicated that 11 of 14 evaluations were up to date for the summer semester</p> <p>A review of Special Education files indicated that 20 of 23 evaluations were up to date for the first quarter</p> <p>Note: Three students were released early for the summer semester. Two students were released early for the first quarter.</p>
Child Find			
SE-E-1	Procedures are implemented to identify students who are currently identified as students who require special education services	<ul style="list-style-type: none"> MD Online IEP File Review 	<p>A review of Child Find procedures indicate a process for identifying students admitted to the school who required special education services. A review of student records found no students who were receiving special education services prior to admission that were not identified by the school.</p>

NO.	Standard	Data Source	Findings
SE-E-2	Procedures are implemented to identify students who may be in need of special education services.	<ul style="list-style-type: none"> MD Online IEP File Review Interview with staff 	A review of Child Find procedures indicate a process for identify students who may be in need of special education. During the audited period no students were identified.
SE-E-3	The number of students identified who qualify for special education services not previously identified	<ul style="list-style-type: none"> MD Online IEP File Review Interview with staff 	A review of Child Find procedures outline a process to identify previously unidentified students who may qualify for special education services. During the audited period no students were identified.
Teacher Certification			
TC-1	All Education staff have valid certifications	Review information from the Superintendent and DJS HR Certification Manager	A review of certifications indicated that at the time of the audit all of the teachers held current certificates.
Instruction			
I-1	Instruction is provided to students to achieve credit requirements and assessments necessary to progress towards the standards for graduation from a public high school in Maryland	<ul style="list-style-type: none"> File review Review of Monthly Reports Interview with the principal 	A review of grade reports and transcripts show that the students earned credits and assessments allowing the students to progress toward graduations.
I-2a	The number of core credits issued towards graduation requirements versus attempted during the semester	<ul style="list-style-type: none"> Powerschool File review 	Of the 123 core credits attempted, 92 were issued towards graduation requirements
I-2b	The number of elective credits issued towards graduation requirements versus	<ul style="list-style-type: none"> Powerschool File review 	Of the 64.5 elective credits attempted, 55 credits were issued towards graduation requirements

NO.	Standard	Data Source	Findings
	attempted during the semester		
I-3	The number of students who completed their course of study and were issued a MD High School Diploma	<ul style="list-style-type: none"> • Powerschool • File review 	A review of student files indicated that no students were issued a Maryland High School diploma during the audited period
I-4	The number of students who obtained GED waiver	<ul style="list-style-type: none"> • Powerschool • File review 	<p>A review of student files and Powerschool indicated that one students obtained GED waivers during the summer audited period.</p> <p>A review of student files and Powerschool indicated that two students obtained GED waivers during the first quarter audited period.</p>
I-5	The program offers students preparation courses for the GED examination	<ul style="list-style-type: none"> • Review of education policy and procedures • Interview with Principal 	A review of the program indicates that the school does provided GED preparation courses.
I-6	The number of GED sections passed per student versus The number attempted	<ul style="list-style-type: none"> • File review • Review of Monthly Reports • Interview with the principal 	<p>The number of GED sections passed per student versus the number attempted during the summer audited period was 1 out of 4 (25%)</p> <p>The number of GED sections passed per student versus the number attempted during the first quarter audited period was 3 out of 7(43%)</p>
I-7	The number of GEDs obtained	<ul style="list-style-type: none"> • File review • Review of Monthly Reports 	A review of student files and information provided the principal indicated that no GED was obtained during the audited period

NO.	Standard	Data Source	Findings
		<ul style="list-style-type: none"> Interview with the principal 	
I-8	The program offers vocational education programs	Review of school schedule and class offerings	<p>A review of program materials indicate that the school offered the following vocational programs:</p> <ul style="list-style-type: none"> CPR/ FA Flagger Servsafe CRD Driver's Permit (Learners) Google IT certification Python Coding certification
I-9	The number of youth enrolled in vocational program	<ul style="list-style-type: none"> File review Review of Monthly Reports Interview with the principal 	A review of student files information provided by the principal indicated that no students were enrolled in vocational programs during the audited period
I-10	The number of youth obtaining certification versus attempt	<ul style="list-style-type: none"> File review Review of Monthly Reports Interview with the principal 	A review of student records and the Certificate databases indicated that 7 out of 7 students obtained or attempted a vocational certification during the audited period.
I-11	The percentage of youth passing their courses upon discharge and return to the community	<ul style="list-style-type: none"> File review Review of Monthly Reports Interview with the principal 	<p>Information for this standard was provided for the entire JSEP system. A review of the data indicated that 64 % of credits were being passed upon discharge and return to the community for the summer semester.</p> <p>Information for this standard was provided for the entire JSEP system. A review of the data indicated that 76 % of credits were being passed upon discharge and return to the community for the first quarter</p>
Post-Secondary Education			
PE-1	The program offers students with diplomas or GED to take college courses	<ul style="list-style-type: none"> Review of Monthly Reports Interview with the principal 	<p>Program information provided by the principal indicated that the school offers the following college options:</p> <ul style="list-style-type: none"> Vocational Certifications

NO.	Standard	Data Source	Findings
			<ul style="list-style-type: none"> • Credit and Non-Credit classes through Frederick Community College • Accuplacer Training
PE-2	Course offerings are a minimum of 2.5 hours per school day	<ul style="list-style-type: none"> • Review of Monthly Reports • Interview with the principal 	A review of a list of post-secondary options provided by the JSEP Superintendent indicates that there are a combination of offerings from local colleges and online certification classes to provide at least 2.5 hours of classes per day.
PE-3	The number of students enrolled in credit bearing college courses	<ul style="list-style-type: none"> • Review of Monthly Reports • Interview with the principal 	An interview with the school principal indicated that five students were enrolled in college credits while in the placement
PE-4	The number of college credits obtained while in placement versus those attempted	<ul style="list-style-type: none"> • Review of Monthly Reports • Interview with the principal 	An interview with the school principal indicated that six students obtained college credits during this audited period.
Re-Entry			
RE-1	The number of students who had a re-entry/transition meeting (Committed Only)	<ul style="list-style-type: none"> • Review of the Re-entry Committed or Detention Youth Log • Review of ASSIST • Student file review 	N/A
RE-2	The number of students whose re-entry meeting was held prior to release from commitment. (Committed Only)	<ul style="list-style-type: none"> • Review of the Re-entry Committed or Detention Youth Log • Review of ASSIST • Student file review 	N/A

NO.	Standard	Data Source	Findings
RE-3	The number of eligible students who returned to their “home school” within their LEA	<ul style="list-style-type: none"> • Review of the Re-entry Committed or Detention Youth Log • Review of ASSIST • Student file review 	N/A
RE-4	The number of students enrolled in an alternative educational placement	<ul style="list-style-type: none"> • Review of the Re-entry Committed or Detention Youth Log • Review of ASSIST • Student file review 	N/A
RE-5	The number of students who remained engaged with their LEA 90 days post release	<ul style="list-style-type: none"> • Review of the Re-entry Committed or Detention Youth Log • Review of ASSIST • Student file review 	N/A
RE-6	The number of credits obtained when transfer occurred mid-quarter or mid-semester	<ul style="list-style-type: none"> • Review of the Re-entry Committed or Detention Youth Log • Review of ASSIST • Student file review 	N/A