

Johnson County Juvenile Justice Alternative Education Program

*Serving school districts located in Alvarado, Burleson,
Cleburne, Crowley, Godley, Grandview, Joshua, Keene,
Mansfield, Rio Vista and Venus.*

2011-2012 Student Handbook & Code of Conduct

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To report an allegation of abuse, neglect, or exploitation of a child in any community juvenile justice program or facility, contact the Texas Juvenile Probation Commission at 1-877-786-7263.

Forward

The Johnson County Juvenile Board has outlined the board's responsibilities concerning the establishment and operation of the Johnson County Juvenile Justice Alternative Education Program (JCJJAEP) through a Memorandum of Understanding with the school districts in Johnson County.

Section 37.001 of the Texas Education Code requires each school district to adopt a student code of conduct for the district. Likewise, Section 37.011 (c) requires a Juvenile Justice Alternative Education Program to adopt a student code of conduct. Should there be any discrepancy or need for interpretation, such authority shall rest with the governing board of the JCJJAEP, which is the Johnson County Juvenile Board or its designee.

Mission

Academically, the mission of the JCJJAEP is to enable students to perform at grade level, and to provide an instructional program that facilitates an increased level of student academic progress in the areas of reading and math. The JCJJAEP will provide a setting that effectively guides the behaviors of students into more positive results demonstrated by complying with social, school, and community rules; mastering educational requirements; and practicing honesty, responsibility, and respect for self and others.

Goals

It is the goal of the JCJJAEP to reduce delinquency, increase offender accountability, and rehabilitate offenders through a comprehensive, coordinated, community-based juvenile services system.

I. ENROLLMENT

Texas Education Code Section 37.010 (a) requires that “every expelled student who is not detained or receiving treatment under an order of the juvenile court must be enrolled in an educational program”. Therefore, students who have been expelled or removed from their home school district shall/may be placed in the JCJJAEP for a period of time as set forth in the Memorandum of Understanding (MOU).

ATTENDANCE

Students are required to attend school on a daily basis. It is the responsibility of the parent/guardian to assist the student in arriving to school on time each day, arranging for timely pick-up each day, and communicating with the JCJJAEP regarding absences and tardies. Attendance will be taken each day and reported to the appropriate school districts and probation officers (if applicable).

School begins at 8:00 a.m. and dismisses at 3:00 p.m. Students are required to arrive no earlier than 7:45 a.m. and be picked up no later than 3:30 p.m. each day. Students must be in attendance at least four (4) academic hours in order to be counted present.

Students will be subject to a loss of points if they arrive late (after 8:00 a.m.) or leave early (before 3:00 p.m.) without an acceptable excuse (e.g. court, doctor). **Three (3) or more unexcused tardies may result in an unsuccessful day.**

Students may be excused for temporary absence for the following reasons:

- Documented health appointment;
- Documented court proceeding;
- Death in immediate family;
- Established religious holy days; or
- Any other reason determined acceptable by the Deputy Director.

The parent/guardian or student must notify the office by calling no later than 8:30 a.m. on any day the student is expected to be absent or tardy. Failure to call may result in an unexcused absence or tardy. Students must provide a written note upon returning to school after any absence. Failure to provide a written note may result in an unexcused absence. **IMPORTANT: Both a phone call and a written note are required prior to any absence or tardy being considered excused.**

If a student is absent three (3) consecutive days or on three (3) separate occasions within a four-week period for illness, a note from the doctor may be required.

Upon entering the building, students must be searched before entering the classrooms. Students will be required to sign-in and sign-out each day. Students are not allowed to leave campus at any time without first obtaining permission of a JCJJAEP staff.

Any student's failure or refusal to comply with the attendance requirements will result in disciplinary action as set forth in the student code of conduct and/or charges being filed on the student for Failure to Attend and/or the parent/guardian for Parent Contributing to Non-Attendance.

Failure to Attend and/or Parent Contributing to Non-Attendance charges will be filed by the school district if the student fails to attend school for:

- 3 or more days or parts of days in a 4-week period; or
- 10 or more days or parts of days in a 6-month period without excuse.

According to Texas Education Code Section 25.092, "a student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered".

TRANSPORTATION AND STUDENT PARKING

Transportation of students to and from the JCJJAEP shall be the responsibility of the student and his/her parent/guardian. Transportation for identified special education students will be determined by the school district.

Students may be eligible to ride the City/County Transportation (**Cletran**) provided by the City of Cleburne. The student's parent/guardian is fully responsible for the scheduling and payment of this service. For more information, please contact the City/County Transportation directly at **817-641-1800** or view their website at <http://www.ci.cleburne.tx.us/cletran.aspx>.

Written permission from the parent/guardian is required for a student to walk or ride his/her bicycle home or ride with another student or parent/guardian.

Students who are lawfully licensed may be permitted to drive to the JCJJAEP according to the following guidelines:

- Provide a valid driver's license and proof of liability insurance;
- Register vehicle with the JCJJAEP;
- Park vehicle in designated parking lot/area;
- Do not place or keep any illegal or prohibited articles or materials in vehicle while on school property;
- Do not loiter in vehicle before or after school; and
- Turn keys into JCJJAEP staff upon arrival each day.

Students are fully responsible for the security and contents of vehicles driven or parked on school property. The JCJJAEP has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by law and/or the JCJJAEP.

Any student's failure or refusal to comply with the transportation and/or student parking requirements will result in disciplinary action as set forth in the student code of conduct and/or the restriction of the student's driving privilege to and from the JCJJAEP.

DRESS CODE

The following dress code (including uniform and grooming requirements) has been established by the JCJJAEP in order to provide a safe and healthy school environment, to instill discipline, and to promote a positive learning experience for all students.

Uniform

- Solid black shirt (long or short sleeve; no writing);
- Khaki pants (full length; no cargo, carpenter, or utility pants/pockets);
- Solid black or brown belt (no large or decorated belt buckles); and
- Black, brown, or white closed-toe, closed-heel shoes (no colored laces; no boots).

Uniform Restrictions

- Shirt must be of appropriate size and tucked in at all times.
- Pants must be of appropriate size and worn properly at all times. No sagging.
- Appropriate undergarments must be worn at all times, but must not be visible.
- Belt and shoes must be worn at all times.
- Students shall be in uniform at all times while on school campus. This includes prior to entering and until exiting the building each day.
- During cold or inclement weather, students may wear outerwear clothing (jacket, coat, “hoodie”, toboggan) to school; however, no outerwear clothing will be permitted to be worn in the classroom. All outerwear clothing must be removed upon entering the building, will be subject to search, and must be kept in designated area.

Grooming

Every student is expected to present him/herself in a clean, well-groomed manner.

The following will not be permitted to be worn by any student:

- Extreme haircuts, colors, styles, or shaved designs (including eyebrows)
- Mustaches, sideburns, soul patches, goatees or beards
- Hair accessories
- Excessive cosmetics/make-up
- Nail polish
- Artificial fingernails, eyewear (contacts), or mouthpieces (“grills”)
- Jewelry or piercings
- Unnatural body markings (tattoos, hickies, etc. must be covered from view at all times)

Any student who reports to school with a newly visible tattoo and/or hickey after his/her initial enrollment will be subject to the loss of program days as determined by the Deputy Director.

Any deviations from the uniform or grooming requirements must have prior approval from the Deputy Director.

Final decisions regarding acceptable dress code rest with the Deputy Director. Any student's failure or refusal to comply with the dress code, including uniform and/or grooming requirements, will result in disciplinary action as set forth in the student code of conduct.

CONTRABAND AND PROHIBITED ITEMS

Students are not allowed to bring personal item(s) of any kind onto the campus of the JCJJAEP (unless noted otherwise in this handbook or with prior approval of the Deputy Director). Contraband or prohibited items includes, but is not limited to:

- Purses, wallets, or backpacks
- Money (cash or change)
- Food, drinks, candy, or gum
- Cell phones, cameras, music players, or other electronic devices
- Lighters, matches, cigarettes, or tobacco products
- Prescription, over-the-counter, or illegal drugs
- Drug paraphernalia
- Weapons, or items that can be used as weapons

All such items will be confiscated. Illegal items will be turned over to law enforcement. At the discretion of the Deputy Director, all other items may be discarded, returned to the student at the end of the day or upon exit from the program, or may only be released to a parent/guardian. Possession of contraband or prohibited items by a student will result in disciplinary action as set forth in the student code of conduct.

SEARCHES

All students shall be subject to a pat-down search and/or metal detector screening under the following conditions:

- Upon arrival and prior to entering the classroom each day;
- Upon exiting and re-entering the facility for any reason; and/or
- Any time there is reasonable suspicion that contraband is being concealed.

The JCJJAEP may utilize specially trained dogs to sniff out and alert officials to the current presence of concealed prohibited items (drugs, alcohol, and weapons). The visits will be unannounced and will include a search of vacant classrooms, vacant common areas, parking areas and vehicles. If a dog alerts to a specific location, the area is subject to search by JCJJAEP officials and/or law enforcement. If a student is found to be in possession of any type of illegal substance or weapon, a referral to law enforcement will be made.

MEALS

School lunches will be prepared by Cleburne ISD and provided to all students each day that school is in session. Students are not allowed to bring any outside food or drinks unless approved by the Deputy Director.

MEDICATIONS

Students who require the administration of medications (prescription or over-the-counter) are subject to the following guidelines:

- All medication must be delivered to the JCJJAEP by the parent/guardian;
- A “Request to Dispense Medication” form signed by the parent/guardian must be on file prior to any medication being administered;
- All medication must be in its original container and be properly labeled;
- All unused medication must be returned to the parent/guardian by a JCJJAEP staff only; and
- No student shall be in possession of medication (prescription or over-the-counter), belonging to the student or someone else, at any time.

Any student’s or parent’s failure or refusal to strictly comply with these requirements will result in the JCJJAEP being unable to administer the student’s medication and/or disciplinary action for the student as set forth in the student code of conduct.

COMPUTER USAGE

Computers are provided for the students to use for educational purposes only.

Unauthorized use of the computers includes, but is not limited to:

- Accessing, or attempting to access, the Internet (unless teacher permission is granted for working on a school related project);
- Communicating electronically through e-mail, chat rooms, instant messaging, or any other forms of direct electronic communications;
- Downloading or installing any type of information (including pictures, music, videos, etc.);
- Accessing, playing or listening to any type of media (including games, music, videos, etc.) that is not a part of the assigned curriculum;
- Altering or changing any program settings or computer features;
- Writing, typing, or drawing anything that may be considered abusive, obscene, sexually oriented, gang related, harassing, threatening or illegal;
- Causing physical damage to the computer, monitor, mouse, headphones, etc.;
- Tampering with another student’s computer or assignments; and/or
- Attempting to or successfully accessing or circumventing log-on or password information of another student or staff.

Computer usage is monitored by the JCJJAEP and the Johnson County IT Department. Any misuse of the computers by a student will result in disciplinary action as set forth in the student code of conduct and/or the loss of grade(s)/credit(s).

PHOTOGRAPHS

A photograph of each student will be taken upon their admission into the program and kept in the student's file for identification purposes.

DRUG TESTING

The JCJJAEP may conduct random drug tests. The tests are of no cost to the parent/guardian. The results will be used to monitor compliance with the terms of the program and to recommend and refer the student to needed treatment or interventions. The student's parent/guardian, and probation officer (if applicable), will be advised of the results.

SCHOOL PROPERTY

Students are expected to help maintain the building, facilities, and all school/county property. Students are to refrain from damage, destruction or misuse of any school/county property, including such items as desks, computers, books, etc. Any damage to or misuse of school/county property by a student will result in disciplinary action as set forth in the student code of conduct.

HARASSMENT

Students are prohibited from engaging in offensive verbal or physical conduct of any nature directed towards another student. This includes, but is not limited to: name calling, teasing, sexual comments/harassment, racial comments, or touching. This prohibition applies whether the conduct is by word, gesture or physical contact. Instances of harassment should be reported to a JCJJAEP staff member immediately. Any harassment by a student will result in disciplinary action as set forth in the student code of conduct.

HAZARDOUS OR INCLEMENT WEATHER CONDITIONS

The JCJJAEP will follow Johnson County business closings and delays in the case of hazardous or inclement weather conditions. If during school hours, the JCJJAEP staff will notify parents/guardians if an early release is deemed necessary. If after school hours, students and parents/guardians should check any one of the following media sources to determine if Johnson County businesses, to include the JCJJAEP, will be closed or starting late:

- KCLE (radio)
- NBC5 (TV)
- www.nbcdfw.com (website)
- www.jjaep.org (website)
- www.johnsoncountytexas.org (website)

II. ACADEMICS

CURRICULUM

The JCJJAEP will provide instruction in the following required courses:

- English Language Arts
- Mathematics
- Science
- Social Studies
- Self-Discipline; and
- A high school equivalency program (GED).

Elective courses will be offered as available. In the event the JCJJAEP does not offer a required or elective course, the school district may choose to:

- Continue to provide the necessary materials for the student to complete the course for credit;
- Accept credit for a similar course; or
- Require the student to make-up the course upon returning to the district.

The JCJJAEP is not required to provide a course necessary to fulfill the student's high school graduation requirements other than a course specified in this section.

All completed coursework will be accepted by the school district and any credit(s) earned by the student while enrolled in the JCJJAEP will be reflected on the student's official school transcript.

All coursework materials (textbooks, pens/pencils, paper, etc.) will be provided by the JCJJAEP and/or school district. Students will not be allowed to bring any personal supplies or materials to the program without prior approval from the Deputy Director.

Self-discipline will be integrated into all areas of the program and will be supported by formal instruction (Life Skills) when available and reinforced by the Student Code of Conduct when necessary.

The JCJJAEP may provide a high school equivalency program (GED) to students who are at least 16 years of age and are at risk of dropping out of school and/or not on schedule with a four-year graduation plan. Consent of the student's parent/guardian and probation officer will be required.

SPECIAL POPULATION SERVICES

Students eligible for or receiving Special Education, English as a Second Language (ESL), or Section 504 services will continue to receive those services while attending the JCJJAEP. The school district will continue to provide any auxiliary services determined necessary for the student which are not available at the JCJJAEP. Auxiliary services may include, but are not limited to: counseling, transportation, interpretive services, and special curriculum.

TUTORIAL SERVICES

The JCJJAEP may offer tutorial services to students in need of assistance in the areas of reading and math. Tutorial services will be conducted on campus during the regular school day.

PRE- AND POST-ASSESSMENTS

Pre- and post-assessments will be administered to students entering and exiting the JCJJAEP in order to help determine the student's current level of functioning in reading and math. The pre-assessment will be administered no more than 15 days after the student is enrolled. The post-assessment will be administered no earlier than one (1) week prior to the student's planned exit to evaluate improvement made during the program.

STATE MANDATED ASSESSMENTS

Students attending the JCJJAEP during state mandated assessment testing dates will be administered the appropriate test(s) at the JCJJAEP. Appropriate testing levels and materials will be determined by the school district. Tests will be administered by a properly trained JCJJAEP teacher or personnel provided by the school district. The student's scores will be reported to the school district.

REPORT CARDS AND TRANSITION PLANS

Report cards will be issued to students at the end of each grading period. The parent/guardian will be required to sign the student's report card and return it to the JCJJAEP. Upon discharge from the program, the JCJJAEP will provide the school district with a written transition plan to include the student's grades and course credits earned.

III. STUDENT CODE OF CONDUCT

Texas Education Code Section 37.011 (c) requires a juvenile justice alternative education program to adopt a student code of conduct in accordance with Section 37.001.

The JCJJAEP has set the following standards for student conduct in the program:

- Demonstrate courtesy, even when others do not
- Behave in a responsible manner, always exercising self-discipline
- Attend class daily and on time
- Be well-groomed and dressed appropriately
- Demonstrate personal integrity in all work and behavior
- Obey all school and classroom rules
- Respect the rights, privileges, and property of others
- Contribute to creating and maintaining a safe and orderly learning environment

PROHIBITED BEHAVIORS AND CONDUCT

The following conduct violations are in addition to those discussed throughout the student handbook.

General conduct violations include, but are not limited to the following:

- Failure to follow staff instructions or directives
- Disrespect toward staff
- Sleeping or laying head down on desk during class time
- Failure to follow classroom rules
- Use of profanity, vulgar, or offensive language, or obscene gestures
- Negative interaction/social skills with peers (name calling)
- Passing notes to or exchanging personal information with other students
- Public display of affection (holding hands, kissing, etc)
- Failure to adhere to dress code
- Talking or running in the hallway
- Disruption of class
- Cheating or copying the work of another student
- Engaging in inappropriate discussions (gangs, sex, violence)
- Physical contact with other students

Major conduct violations include, but are not limited to the following:

- Destruction of property
- Theft
- Assault/fighting
- Possession of illegal drugs or weapons
- Threat to students, staff, or security of the program
- Other law violations
- Other behaviors that require physical intervention or restraint by staff

DISCIPLINARY CONSEQUENCES

The JCJJAEP's behavior management program is designed to provide a safe and secure environment in which students can achieve academic success. All students are expected to comply with the program rules as set forth in the student handbook, code of conduct, and in the classrooms.

A daily point system will be used to monitor student behavior in order to ensure compliance with the program. Students will begin each day with 20 points. A violation of any program rule will result in the loss of point(s). Students must maintain 17 or more points (85%+) for the day to be considered successful. Students will be required to complete a number of successful days as determined by the expulsion order.

Disciplinary action will be correlated to the seriousness of the violation. The following discipline management techniques may be used, alone or in combination, for behavior prohibited by the student handbook, code of conduct or classroom rules:

- Verbal correction
- Cooling-off time or "time-out"
- Loss of daily points (may accumulate for repeated violations)
- Loss of program days
- Removal from classroom (isolation)
- Classroom reassignment
- Restriction of privileges
- Student-parent-teacher-staff conference
- Behavior contracts
- Special assignments (reports, essays)
- After school detention
- At-home suspension (not to exceed 3 days)
- Referral to Juvenile Services (detention, violation of probation, court)
- Referral to law enforcement (citation, criminal charges, arrest)

Removal From Classroom

At times, a situation may arise when a student's behavior in the program becomes so extreme or disruptive that he/she cannot remain in the classroom. The student may first be removed from the classroom to meet one-on-one with a JCJJAEP staff and/or the program administrator in an attempt to redirect the behavior. If the behavior cannot be redirected, secure detention may be an option. Students who are not eligible for secure detention will be kept apart from other students until the behavior is redirected and/or a parent, guardian or custodian can be contacted to come take possession of the student.

Removal From Program

Every reasonable effort will be made to avoid the removal of a student from the program. Non-compliance with rules will be addressed using the lowest discipline necessary to redirect the behavior. If these sanctions are not effective, the program administrator will meet with the student's supervising juvenile probation officer and teacher(s) for an informal

status hearing to discuss alternatives. If it is determined that the student should not remain in the program, a formal court hearing may be scheduled. This hearing may result in the removal of the student from the program and ordered into a residential placement or placed in the custody of the Texas Youth Commission (TYC).

Restraints

Designated staff are trained in personal restraint techniques. Personal contact and/or restraint techniques will be utilized when necessary to enable the student to regain control of him/herself for the following reasons: to prevent or stop the student from engaging in serious aggressive behavior, or to protect the safety of the student, other students, staff or property.

Personal contact and restraint techniques in this context means:

- Touching for positive redirection
- Physical escort of student to another area
- Holding arms and/or legs of a student
- Full physical restraint of body
- Juvenile probation officer and/or law enforcement personnel may utilize mechanical restraints when necessary for safety

PROHIBITED SANCTIONS

The JCJJAEP prohibits the following sanctions:

- Corporal punishment, physical abuse, humiliating punishment, or hazing;
- Deprivation of food and water;
- One student sanctioning another; or
- Expulsion from the JCJJAEP.

GRIEVANCE PROCEDURES

Students may file a grievance regarding mistreatment or complaints of programmatic issues. Grievances will be handled in a confidential manner in order to protect the student from retaliation of any form. The grievance must be completed on a *grievance form*, which can be obtained from any JCJJAEP staff. The grievance will be submitted to the program administrator who has two (2) school days to meet with the student to resolve the matter. The student may appeal the outcome of the grievance to the Director of Juvenile Services. In the event the grievance is submitted directly to the Director of Juvenile Services, the student may appeal the outcome to the Juvenile Board. A copy of the student's grievance form will be provided to the student's parent, guardian or custodian within two (2) school days as well as maintained on file.

SEXUAL ABUSE

The JCJJAEP has a zero tolerance policy on sexual abuse of students, including sexual contact and sexual harassment.

- Prevention and Intervention – The JCJJAEP shall make every effort to prevent sexual abuse from occurring within the program by adhering to the following safeguards: maintain the appropriate staff-to-student ratio as set forth by the Texas Juvenile Probation Commission; provide continual, visual supervision of the students by one or more staff members at all times; utilize video surveillance in the classrooms, office and hallway; and offer intervention and awareness programs when available.
- Minimize Risk – The rules of the JCJJAEP have been designed with the safety and security of all students in mind. Therefore, students are required to abide by all rules of the program at all times in order to reduce the risk of incidents of sexual abuse from occurring.
- Reporting – If a student feels he or she has been sexually abused or is in danger of being sexually abused, the student is required to report that information to a staff member immediately. In the event a staff member receives a report of abuse or suspected abuse, he or she shall immediately notify law enforcement and the Texas Juvenile Probation Commission. A student may also make a report directly to a local law enforcement agency or to the Texas Juvenile Probation Commission by calling 1-877-STOP-ANE (1-877-786-7263).
- Treatment – In the event an incident of sexual abuse is reported, the JCJJAEP shall make the appropriate referral to a medical and/or mental health professional for evaluation and/or treatment of the victim.