

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.*

2016-2017 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 Justice Department 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. 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. GENERAL PROVISIONS

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 student's home district and probation officer (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 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. **Three (3) or more unexcused tardies may result in an unsuccessful day.** Students in attendance less than four (4) academic hours will be counted absent.

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 Program Administrator.

No more than three (3) days of illness (consecutive or on separate occasions) will be excused with a parent note. Any absence over three (3) will require a doctor's note to be excused.

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 being considered excused.**

Students are required to sign-in and sign-out each day. Students will only be released to a parent/guardian or other authorized person who will be required to sign for the student upon pick-up. Students are not allowed to leave campus at any time without first obtaining permission from a staff member.

Truant conduct is defined as a student being absent (without excuse) on 10 or more days or parts of days within a six-month period in the same school year.

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 Truant Conduct and/or the parent/guardian for Parent Contributing to Non-Attendance.

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 student's home district. 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 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.cleburne.net/Index.aspx?NID=148>.

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;
- Turn key(s) into a staff member upon arrival each day;
- 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
- Do not transport passengers to or from the JCJJAEP without prior approval of the Program Administrator.

Students are fully responsible for the security and contents of vehicles driven or parked on school/county property. The JCJJAEP has the right to search a vehicle driven to school by a student and parked on school/county 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 or displayed by any student:

- Extreme haircuts, colors, styles, or shaved designs (including eyebrows)
- Mustaches, sideburns, soul patches, goatees or beards
- Hair accessories
- Cosmetics/make-up
- Nail polish
- Artificial fingernails, special effects/colored eyewear, or mouthpieces ("grills")
- Jewelry or piercings
- Unnatural body markings (tattoos, hickies, temporary drawings/markings, etc.)

Any deviations from the uniform or grooming requirements must have prior approval from the Program Administrator. 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 Program Administrator.

Final decisions regarding acceptable dress code rest with the Program Administrator. 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 Program Administrator). Contraband or prohibited items includes, but is not limited to:

- Purses, wallets, or backpacks
- Money (cash or change)
- Paper, pens, pencils (school supplies)
- Food, drinks, candy, or gum
- Cell phones, cameras, music players, or other electronic devices
- Lighters, matches, cigarettes (including e-cigs), or other 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 Program Administrator, all other items may be discarded, returned to the student at the end of the day or upon exit from the program, or 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 will be searched by pat-down and/or with the use of an electronic scanning device 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 a staff member 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.

PHOTOGRAPHS

A photograph of each student will be taken upon his/her enrollment into the program and kept in the student's file for identification purposes.

MEALS

Students will be provided lunch each day that school is in session. School lunches will be prepared by Cleburne ISD and provided at no cost to the student. No outside food or drinks are allowed unless approved by the Program Administrator. No student will be denied a lunch meal as a sanction or disciplinary measure.

MEDICATIONS

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

- 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 delivered to a staff member by the parent/guardian;
- All medication must be in its original container and be properly labeled;
- All medication must be stored in a locked box and located in a secure area inaccessible to students;*
- Medication will be dispensed by a staff member only;
- The distribution of all medication will be routinely logged by a staff member;
- All unused medication must be returned to the parent/guardian by a staff member; and
- No student shall be in possession of medication (prescription or over-the-counter), belonging to the student or someone else, at any time.

*Prescription asthma medication, such as an inhaler, may be kept in the custody of a staff member for ease of access as needed by the student. All other procedures regarding student medications shall be followed as stated above.

Any student’s or parent/guardian’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.

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.

COUNSELING

Counseling services will be made available to all students. Services may vary depending on the individual student needs. Counseling may be provided by a JCJJAEP or Juvenile Services staff member and/or an appropriate private service provider.

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 staff member immediately. Any harassment by a student will result in disciplinary action as set forth in the student code of conduct.

SCHOOL PROPERTY AND SUPPLIES

Students will be provided necessary school supplies, such as paper, pencils, calculators, etc. School supplies are the property of the JCJJAEP and should not be damaged, used for personal intent or be taken from the classroom without permission. 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 (including personal use) of school/county property by a student will result in disciplinary action 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.) without teacher permission;
- 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 member.

Computer usage is monitored by the JCJJAEP and the Johnson County technology 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).

HAZARDOUS OR INCLEMENT WEATHER CONDITIONS

The JCJJAEP will follow Johnson County office closings and delays in the case of hazardous or inclement weather conditions. If during school hours, a staff member 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 offices will be closed or starting late:

- KCLE (radio)
- NBC5 (TV)
- Johnson County website
- Other available social media connections

II. ACADEMIC PROVISIONS

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 student's home 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 student's home 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 student's home district. Students will not be allowed to bring any personal supplies or materials to the program without prior approval from the Program Administrator.

Self-discipline will be integrated into all areas of the program and will be supported by formal instruction (Life Skills classes) 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 student's home district will continue to provide any related services determined necessary for the student which are not available at the JCJJAEP. Related services may include, but are not limited to: counseling, transportation, interpretive services, and special curriculum.

LIFE SKILLS CLASSES

The JCJJAEP may offer Life Skills classes to include, but not be limited to the following topics: character development, critical thinking, college/career preparation, personal health and hygiene, etc.

Life Skills classes may be offered once a week or as they become available, and may be facilitated by a JCJJAEP or Juvenile Services staff member or outside volunteer.

Students will be eligible to participate in Life Skills classes based on the age appropriateness of the material to be discussed. While attending Life Skills classes, students will be expected to abide by all applicable rules of the JCJJAEP.

Any student's failure or refusal to comply with the rules while attending Life Skills classes will result in disciplinary action as set forth in the student code of conduct and/or removal from one or more class(es).

TUTORIAL SERVICES

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

PRE- AND POST-ASSESSMENTS

In order to assess student performance in the areas of reading and math, pre- and post-assessments will be administered to all students enrolled in the JCJJAEP. 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.

STATEWIDE STUDENT ASSESSMENTS

Students enrolled in the JCJJAEP at the time of statewide assessments will be given the opportunity to test. The student's home district will be responsible for administering all assessments to include providing all required materials and/or supplies and actively monitoring students at the time of testing. Arrangements may be made to test students at the JCJJAEP or at a campus designated by the 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 student's home district with a written transition plan to include the student's grades and course credits earned.

III. STUDENT CODE OF CONDUCT

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.
- Cooperate to maintain safety, order and discipline.

PROHIBITED BEHAVIORS AND CONDUCT

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

Minor 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
- Talking without permission
- Moving about the classroom and/or hallway without permission
- Use of profanity, vulgar, or offensive language, or obscene gestures
- Negative interaction/social skills with peers (name calling, etc.)
- Passing notes to or exchanging personal information with other students
- Unauthorized use of school/classroom property
- Failure to adhere to dress code
- Disruption of class
- Cheating or copying the work of another student
- Engaging in inappropriate discussions (drugs, sex, gangs, violence, etc.)
- Physical contact with other students (including horseplay, public display of affection, etc.)

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

BEHAVIOR MANAGEMENT

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
- Loss of daily points (may accumulate for repeated violations)
- Loss of program days
- Removal from classroom (isolation)
- Restriction of privileges
- Student-parent-teacher-staff conference
- Behavior contracts
- Special assignments (reports, essays)
- After school detention
- 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 staff member 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 other authorized person can be contacted to come pick-up 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 Juvenile Justice Department (TJJD).

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 staff member. The *grievance form* must then 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 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: providing continual, visual supervision of the students by maintaining the appropriate staff-to-student ratio as set forth by the Texas Juvenile Justice Department; utilizing video surveillance in the classrooms and hallway; and offering 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 Justice Department. A student may also make a report directly to a local law enforcement agency or to the Texas Juvenile Justice Department 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.