

# Student Code of Conduct Denton County Juvenile Probation Juvenile Justice Alternative Education Program



## I. OUR MISSION STATEMENT

It is our mission to provide a quality education that is flexible and responsive to the learning rates and styles of students, and enables the students to perform at or above grade level. We will work in cooperation with the Independent School District (ISD), the Court, and each family to enable students to function responsibly in the classroom and community. We will train students in good citizenship. Our staff will teach and demonstrate behavior that supports conformity to positive group norms and prepares students to return to their home campuses.

## II. OUR GOAL

It is our goal to assist students in achieving behavior that conforms to a positive academic environment while at the Juvenile Justice Alternative Education Program and when they return to their home campuses.

## III. LEGISLATIVE MANDATE

The Denton County Juvenile Justice Alternative Education Program (JJAEP) was created pursuant to Senate Bill 1, passed by the Texas legislature in 1995. Students are placed in the JJAEP after being expelled from the public-school setting.

Reports of referrals to the Denton County Juvenile Probation Department and Denton County JJAEP may be exchanged and shared with the Texas Department of Public Safety (TXDPS) Crime Records Service.

## IV. SCHOOL

The Denton County JJAEP is located at 214 S. Woodrow Lane, Denton, Texas 76205. The school is located adjacent to the Juvenile Probation Department, Charlie J. Cole building.

## V. JJAEP STAFF

The Denton County JJAEP staff consists of the following:

JJAEP Administrator: The JJAEP Administrator is responsible for the management of JJAEP.

JJAEP Supervisor: The JJAEP Supervisor is a certified juvenile probation officer and is responsible for the daily operations of JJAEP.

Teachers: The Denton County JJAEP contracts with the Lewisville Independent School District for educational personnel. Each classroom is led by a certified teacher. Some teachers have additional certifications in Special Education and English as a Second Language (ESL). Teaching assistants may be available to provide additional support to students and teachers.

Case Managers/Probation Officers: JJAEP Case Managers are certified juvenile probation officers. The Case Managers provide intake services for and ongoing supervision of students in the program. Case Managers are the contacts for parents of students enrolled in JJAEP. Case Managers also act as the liaison between the students and their home campuses.

Drill Instructors: Drill Instructors are certified juvenile supervision officers who have specialized training in providing drill instruction to juveniles. Students attending JJAEP participate in physical training and drill instruction each day. The drill instructors assist the educational staff in maintaining order in the classroom for the security of students and staff.

JJAEP Counselor: The Denton County JJAEP contracts with a Licensed Professional Counselor (LPC), with additional licensing in Chemical Dependency (LCDC). The counselor provides individual counseling, family counseling, group programs, Relapse Prevention Plans and the completion of Full Drug Assessments. The counselor is on campus daily during school hours to provide the services previously listed and crisis intervention when needed.

*JJAEP Staff may not accept any gift or favor from students or students' parents. Staff shall maintain an appropriate relationship with students enrolled in the program and may not contact students outside of school hours unless conducting official business.*

## VI. DAILY OPERATION

The Denton County JJAEP follows the Lewisville Independent School District (LISD) calendar for school days, staff development days, holidays and bad weather days. Students placed in the Denton County JJAEP shall attend school daily, Monday through Friday, in accordance with the LISD calendar. Students must be in school from 8:30am to 5:00pm.

## VII. DAILY SCHEDULE

6:00am-8:30am - check in  
8:30am-8:45am - homeroom  
8:45am-9:45am - physical training  
9:45-10:00am - inspection  
10:00am-12:30pm - instructional time  
12:30pm-1:05 pm - lunch  
1:05pm-4:00pm - instructional time  
4:00pm-5:00pm - drill instruction & group programming

The daily schedule is subject to change based on student enrollment, weather and other program factors.

## VIII. ATTENDANCE

The JJAEP will record all attendance in compliance with the attendance accounting systems utilized by the LISD. The JJAEP shall provide the appropriate ISD with copies of the attendance records and reports generated by the JJAEP's attendance accounting system.

Unauthorized absences are major program rule violations and unless corrected, disqualify students from returning to public school. JJAEP students who violate attendance rules may face additional corrective action including being placed in Juvenile Detention. Program attendance requirements cannot be satisfied while the

student is in Juvenile Detention, when placed in a hospital, an in-patient program, or a residential placement facility. Attendance requirements may only be met when the student is in attendance at JJAEP

To the extent possible, remote instruction and other programming may be approved by the JJAEP supervisor for students with long-term (10 school days or more) contagious illness who have written documentation from a health care professional stating their need to be out of school. This documentation must state the specific date range the student needs to participate in remote instruction and programming.

The Following Absences with Documentation may be Excused:

- Medical, Dental, and Mental Health appointments scheduled for the student
- Medical illness of the student
- Juvenile or other court proceedings for the student
- Death or serious illness of an immediate family member
- Military visitation for active member of the immediate family

Attendance Procedures:

- The parent or guardian must contact the child's case manager and report each absence, prior to the start of classes (by 8:30am).
- If the parent or guardian fails or is unable to report each absence, the child is responsible for contacting his/her case manager prior to the start of classes.
- The parent or guardian must send a note the next school day, which includes the date of the absence and the reason for the absence. An email from the parent is acceptable.
- Absences exceeding two consecutive days or three or more absences will require a doctor's note.
- Scheduled off-campus appointments will require a note or documentation from the provider and include the arrival and departure time.
- If the child is tardy without reasonable justification and/or absent, the result will be a loss of program points and may add to the number of days in the program.

## IX. MEDICATIONS

Our medications policy is developed and enforced to ensure medication administration practices provide for the health and wellbeing of all JJAEP students.

- When a student is prescribed a clinically necessary medication and the dosage schedule requires that the medication be administered during the JJAEP school day or requires the medication to be immediately available for the student to treat life-threatening conditions, the parent, guardian, custodian or adult-aged student must deliver the medication to the JJAEP Supervisor or designee and provide any applicable authorizations, written statements from healthcare providers, and/or individual healthcare plans:
  - Upon enrollment of the student at the JJAEP;
  - No later than the next school day when the physician responsible for the student's treatment has made a change to the medication; and/or
  - No later than the next school day following the prescription of a new clinically necessary medication for the student.
- The student will be denied enrollment when prescribed clinically necessary medications, required authorizations, written statements from healthcare providers, and/or individual health plans have not been received by the JJAEP.
- Medication will not be accepted into the JJAEP unless:
  - The medication appears to be in the original, properly labeled prescription dosage container in which it was dispensed; or

- The medication appears to be in the original, properly labeled commercial container when the medication is a non-prescription medication or a prescription medication sample; and
  - The medication does not appear to be expired.
- Medication presented for acceptance into the JJAEP will be accepted only from:
  - The student's parent, guardian, or custodian;
  - The student when:
    - The JJAEP Supervisor has authorized delivery of the medication by the student and;
    - The parent, guardian, or custodian has completed and signed a Medication Use Form; and
    - The form accompanies the medication on arrival at the JJAEP; or
    - The student is 18 years of age or older and the adult-aged student has completed and signed a Medication Use Form and submitted the form with the medication;
  - A healthcare provider; or
  - A healthcare provider's designee.
- Medication Acceptance:
  - Medication accepted into the JJAEP must be accompanied by a written request to administer the medication that has been signed by the student's parent, guardian, or custodian or the adult-aged student.
  - Medication may only be accepted into the JJAEP by the JJAEP administrator, JJAEP supervisor, a caseworker, the Drill Instructor Shift Leader, or a health care professional.
  - Medication amounts will be count-verified upon arrival.
  - The delivering person must sign the Medication Use Form.
  - Any new medications delivered, or medication changes made subsequent to the completion of the Medication Use Form, will require a new Medication Use Form to be executed for the additional medication or the medication changes.
  - Medication may not be delivered to the JJAEP by a student unless:
    - The parent, guardian or custodian communicates a compelling reason for why they are unable to deliver the student's medication; and
    - The JJAEP Supervisor has authorized delivery of the medication by the student; or
    - The student delivering the medication is an adult-aged student.
  - The presentation of insulin and/or diabetes management equipment and supplies will be considered a request for diabetes care while at school and the parent, guardian, custodian or the adult-aged student must provide a copy of the student's diabetes management and treatment plan:
    - Before or at the beginning of the school year;
    - On enrollment of the student at the JJAEP;
    - Upon change to the plan by the physician responsible for the student's diabetes treatment; and/or
    - As soon as practicable following a diagnosis of diabetes for the student.

- Students who are prescribed asthma medication, anaphylaxis medication or insulin will be permitted to possess and self-administer said medication or provide other related self-care while attending the JJAEP.
- Prior to permitting the discretionary self-administration of asthma or anaphylaxis medication by a student, the JJAEP must have been provided with:
  - A written authorization, signed by the parent, guardian, custodian or adult-aged student, for the student to self-administer the prescription medicine while on JJAEP property or at a JJAEP-related event or activity; and
  - A signed written statement from the student's physician or other licensed health care provider that states:
    - The student has asthma or anaphylaxis and is capable of self-administering the prescription medicine;
    - The name and purpose of the medication;
    - The prescribed dosage for the medication;
    - The times at which or circumstances under which the medication may be administered; and
    - The period for which the medication is prescribed.
- The JJAEP must be provided with a copy of the school's individual health plan (IHP) for a student with diabetes who will need care while attending the JJAEP from the school in which the child was enrolled.
- A student with an IHP will be permitted to provide self-care and management of the student's diabetes, to include:
  - Performing blood glucose level checks;
  - Administering insulin through the insulin delivery system the student uses;
  - Treating hypoglycemia and hyperglycemia;
  - Possessing on the student's person or permitting the secure storage of any supplies or equipment necessary to monitor and care for the student's diabetes; and
  - Otherwise attending to the management and care of the student's diabetes in any area of the JJAEP or while at any JJAEP-related activity.
- Destruction of medications and disposal of medication administration materials:
  - Upon a student's exit, unused medication amounts will be count-verified and:
    - Released to the student's parent, guardian, or custodian;
    - Released to the adult-aged student as applicable; or
    - Released to the Health Services Coordinator or a Juvenile Health Services Specialist for proper disposal if not retrieved by the parent, guardian, custodian or adult-aged student after having been given notice to retrieve the unused medication.
  - Reasonable efforts will be made to notify the parent, guardian, custodian, or adult-aged student that unused medication remains at the JJAEP.
  - When medication remains unclaimed for a period of one week following the notification to or the reasonable efforts to notify the parent, guardian, custodian or adult-aged child; the medication will be given to the Health Services Coordinator or a Juvenile Health Services Specialist for proper disposal.

## X. ACADEMICS

The Denton County JJAEP provides course instruction in the core subjects of Math, Science, Social Studies, Language Arts and General Equivalency Diploma (GED) preparation. Electives are not offered unless the student is a graduating senior and the elective(s) are approved by the JJAEP Administrator and/or JJAEP Supervisor. Parents of students attending the JJAEP will receive notice of a child's academic progress at least every 120 school days. We encourage parents to contact their student's case manager more frequently for updates on academic and behavioral progress.

All materials will be supplied to the students. Students must be responsible for all issued materials. Students must not write on or damage books, desks, computers, folders or other school equipment.

ALL MATERIALS ARE ON LOAN TO STUDENTS. STUDENTS MUST NOT WRITE ON OR DAMAGE THESE ITEMS.

Students shall report all inappropriate writings or drawings to the teacher. The supplies/materials are not to be removed from the classroom without the permission of the teacher.

## XI. PHYSICAL TRAINING

All students are expected to participate in daily physical training (PT), and consistently demonstrate their highest level of physical ability. A completed sports physical exam must be submitted to the student's Case Manager within 5 school days of enrollment. **Students without a completed physical within 5 days will lose the daily PT points (3 points) until the completed physical is submitted. This may add to the number of days in the program.**

If a student is unable to participate in PT, the student shall bring a physician's order, in writing, indicating how long the student is to be excused from PT. Students not clear for PT for an extended period while under medical care will report to school each day in their uniform; PT clothing will be left at home until they are clear to participate.

Students unable to participate in PT will be in study hall and required to complete academic course work. If caught up and passing assignments, students will review the Student Code of Conduct (SCOC) before being provided reading material.

With a note from a parent, a student may be excused from physical training without a physician's order due to illness or injury for only one day per six weeks.

It is strongly recommended that your child eat a good breakfast and drink plenty of water each day before attending school.

## XII. ADDITIONAL PROGRAMS

Students attending the JJAEP may be required to participate in counseling, substance abuse prevention programs and other programs upon availability and/or need.

Students shall submit to random drug testing at the request of the JJAEP staff. The day a student is advised to submit, the UA must be completed prior to Drill and Ceremony (D&C) at 4pm. Refusal to complete drug testing or testing positive is a Major Rule violation, and will result in consequences including but not limited to: drop in rank, drop to Blue Shirt status, and being referred to Juvenile Detention. Parent/guardians may be responsible for the cost of the testing.

Students may be required to complete a substance abuse screening (SASSI) and/or full substance abuse evaluation if deemed necessary by the case manager due to suspected or known drug use. Parents/guardians may be responsible for the cost of the evaluation.

Parents/guardians may be required to participate in counseling with their child, individually and/or with the JJAEP staff.

Vocational, educational, and multiple career information and options may be provided to students by volunteers and guest speakers.

### XIII. PARTICIPATION

Students are required to participate fully in all activities related to the program as directed by staff.

Parents/guardians are required to participate in one office visit either in person or via conference call with the case manager assigned to their student once per month until the student exits the JJAEP.

### XIV. SECURITY

Students attending school at the JJAEP are subject to a search of their person and a search of their personal property before entering or re-entering any classroom or County building.

Students that are permitted to drive to school are subject to a search of their automobile. If a student driver is detained in Juvenile Detention or Adult Jail, arrangements shall be made by the parent or guardian to remove the student's vehicle from the JJAEP campus/County Property within 2 days.

Students may be required to submit to a search at other times if there is Probable Cause to believe the student is concealing contraband. Contraband means property not approved in the Student Code of Conduct.

JJAEP students may be subject to monitoring by audio and/or video methods.

Students are to leave the campus of the JJAEP immediately after the school day is completed unless pre-approved by the JJAEP Supervisor to remain on the campus.

During the period of expulsion, students are not permitted on any campus or at any school related activity of the expelling ISD. Criminal trespass charges may be filed by the expelling ISD.

Students shall not engage with the general public or with persons from the adjacent MKOC homeless shelter when coming to or leaving school. Students are asked to report to staff in writing any aggressive, inappropriate or unusual contact made by the general public or homeless persons when coming to or leaving school.

Students arriving at school during non-regular check in hours (after 8:30am or leaving school early) must be signed in or out at the JJAEP front desk. These arrivals and departures must be logged on the JJAEP Sign-In & Sign-Out Sheet at the front desk.

Visitors, including parents or guardians, must enter through the security vestibule and check in at the JJAEP front desk. Visitors will not be permitted into the educational wings of the building without authorization and will be accompanied by JJAEP staff.

All visitors to JJAEP are subject to a metal detector search of their person and a search of their personal property upon entering the campus. Visitors may be sent to the security entrance of Juvenile Probation (Charlie Cole building) during non-regular check in hours. It is recommended that visitors leave their bags, purses and personal belongings locked in their vehicles.

Students, parents or guardians, and visitors may be required to submit to temperature screening, the use of hand sanitizer, and other preventative measures prior to entering the building. Admittance may be denied if you are experiencing symptoms of a contagious illness. If you are denied admission, you must provide written clearance from your medical provider to return to the Denton County JJAEP. JJAEP will follow the safety protocols regarding contagious illnesses as recommended by the Denton County Public Health Department and the guidelines of the Lewisville ISD. The protocols may be subject to change and notification will be provided to the students and parents/guardians.

The Denton County JJAEP is a Zero Tolerance for Sexual Abuse campus. Specific information regarding this policy will be explained by the case manager during the intake, and is outlined on the Zero Tolerance for Sexual Abuse notice in the JJAEP orientation folder.

At no time shall parents, guardians, family members, visitors or other public person(s) video or audio record (including cell phone recording) the students of JJAEP in attendance at the program. This includes Drill & Ceremony activities in the recreation yard prior to and during dismissal. Student identities shall remain protected and confidential.

## XV. DRESS CODE AND PERSONAL APPEARANCE

Military uniforms are the mandatory dress code for students attending the Denton County JJAEP. Students are not permitted to wear issued uniforms outside of school activities or functions.

### Student will be issued

2 pair of military fatigues  
1 belt  
1 pair of boots

### Parents must provide: Physical Training (PT) Gear

Males - white crew neck t-shirt  
Females - gray crew neck t-shirt and white, black, or neutral sports bra

Gray crew neck t-shirt /gray crew neck sweat shirt  
Gray athletic shorts /gray sweat pants (draw string)  
Socks: white or black (no logos)  
Running shoes: white or black with coordinating laces only (no flamboyant colors; minimal logos)  
Gray or black knit hat/gray or black gloves (as necessary due to weather)

Students are expected to wear their uniforms as listed above. Physical Training (PT) Gear should not be too tight or too baggy. Layering of clothing is not permitted unless wearing sweat shirts or sweat pants in cold weather. Wearing multiple t-shirts, multiple shorts or



shorts under sweat pants or fatigues is not permitted. Tank tops and dry fit short sleeve tops are permitted and may be worn under t-shirts during physical training) activities.

There is no cost to the family for the uniforms issued by the JJAEP UNLESS A CHILD DAMAGES, DESTROYS, OR FAILS TO RETURN THE PROPERTY UPON COMPLETION OF THE PROGRAM. Parents or guardians will be required to pay for uniform items that are not returned or purposely damaged. Denton County may file criminal charges if the replacement value of the damaged item(s) exceeds \$100.00.

Replacement costs

Military boots- \$60.00	T-shirts- \$ 8.00
Military fatigues - \$40.00	P.T. pants - \$10.00
Belts - \$ 8.00	P.T. shirts - \$10.00

Personal Items: Students are permitted to bring:

- Non- spray deodorant
- Comb or brush
- Colorless, odorless chap stick

Student's hair must be clean, neat and well groomed. Hair on males must be short on top, cut off the collar and above the ears. The hair will be tapered: the outline of the student's hair conforms to the shape of the head, by curving inward to the natural termination point at the base of the neck. The hair shall not drape or hang over the eyebrows. Hair on females must be pulled back away from the face with a plain ponytail holder in a bun style for longer hair, or a plain hair clip or bobby pins for shorter hair. Females may not wear decorative hairstyles or accessories of any kind, including hair bands or hair extensions. Males may not wear ponytails, cornrows, braids, dreadlocks or any style other than a basic haircut. Designs or patterns cut into the hair are not permitted. Students may not use hair gel or dye or tint their hair while attending JJAEP:

- Eyebrows may not be cut;
- Facial hair is not permitted. Mustaches or beards are not permitted;
- Sideburns may not be longer than the middle of the ear;
- Student's may not wear make-up;
- Nails must be trimmed short. Only clear nail polish may be worn;
- Shirts must be clean and unwrinkled, and tucked in at all times;
- Pants shall be worn above the hips;
- Pants must be clean and ironed;
- No sandals or slippers;
- No hats, jewelry, watches or sunglasses; and
- Hickies are prohibited. Students shall cover hickies while attending JJAEP. Parents will be responsible for providing the bandages for their child.
- Tattoos on students shall be covered by bandages provided by parents while attending JJAEP. Students are not permitted to get new tattoo(s) while attending JJAEP. Doing so is a violation of the Student Code of Conduct and will result in point loss and possible demotion of rank.

The purpose of the grooming standard is to teach conformity to rules by presenting a neat and uniform appearance. The student will conform and maintain the standard while in the program. The final approval of an appropriate haircut and grooming standard will be made by the Drill Instructors. A violation of the grooming standards and a failure to comply with the set guidelines will result in a warning to correct the deficiency. Failure to correct the violation will result in consequences including: re-directive exercises, point loss and/or loss of rank.

## XVI. ELECTRONIC DEVICES

Students are prohibited from having on their persons any electronic devices during school programming hours.

## XVII. CONTRABAND

- Jewelry
- CD players and other portable electronic audio/video devices, electronic tablets, headphones, cameras, electronic games, MP3 players except when authorized for educational purposes
- Drugs, alcohol or tobacco products, including electronic cigarettes, electronic pipes, vaporizers or related products
- Weapons of any kind
- Pornography
- Any other item determined by administration that is or may be disruptive to the education environment or compromise safety and security

## XVIII. CELL PHONES

Only students who ride the DCTA train, walk or ride a bike to JJAEP will be approved to bring a cell phone to school. Earbuds may accompany cell phones. Written permission for the cell phone must be included in the consent for riding the train, walking or riding a bike signed by the parent/guardian. The cell phone and earbuds will be turned in to staff at morning check-in and placed in a secure cabinet in JJAEP administration area. The cell phone will be returned to the student at dismissal each day. The cell phone is for emergency purposes only and will not be used during school hours.

IF A STUDENT BRINGS CONTRABAND OR TURNS IN AN APPROVED CELL PHONE AND EARBUDS TO JJAEP, THE ITEM(S) WILL BE COLLECTED AND RETURNED TO THE PARENT OR STUDENT AT THE END OF THE SCHOOL DAY. THE JJAEP WILL NOT BE RESPONSIBLE FOR COLLECTED ITEMS INCLUDING CELL PHONES AND EARBUDS THAT ARE LOST, DAMAGED OR STOLEN.

## XIX. TRANSPORTATION

Transportation to and from the JJAEP shall be the responsibility of the student's parents. Parents or guardians must provide the case manager with contact information of any responsible adult(s) who are at least 18 years old and will transport the student to or from JJAEP. Students will not be released to any unauthorized person(s).

Students who drive to school must

- Have a valid Texas driver's license.
- Proof of liability insurance covering the driver.
- Written permission from the parent to drive to school.
- Be punctual and remain on campus until they are dismissed by program staff.
- Not provide other students a ride to or from school.
- Leave their cell phones in their vehicle.

All car stereos must be kept at a low volume level while on County property.

For the purposes of safety, student and parent drivers must maintain a speed of no more than 10MPH while on County property.

The Denton County JJAEP Administrator or Supervisor may revoke a student's driving privileges if the student exhibits behavior that is illegal or deemed reckless.

Denton County Transit Authority (DCTA) provides transportation to the city of Denton. Guidelines and rules of DCTA may be obtained from the student's case manager.

- Parents must provide written consent giving the student permission to ride DCTA; the letter must contain the schedule of times, the amount of fees, and the location of the drop off and pick up stations.
- The student shall go directly to school in the morning and directly home following arrival on the DCTA.

## XX. GRIEVANCES

The formal grievance system is designed to solve problems.

- With staff permission, talk if at all possible, to the person whom you believe has wronged you. See if you can come to an agreement and settle the issue.
- If you are unable to resolve the problem, talk to a program staff member. See if they can help you come to an agreement and settle the issue.
- If the problem remains unsolved, write on paper or provided form all the circumstances related to the grievance or mistreatment including any witnesses and state clearly what happened. Submit the completed form to the JJAEP Supervisor.
- Students may write out their grievance at home with the assistance of their parent/guardian.
- Grievances may be placed in a sealed envelope and given to the staff for review.
- The JJAEP Supervisor will review the grievance with you and attempt to solve the problem within two working days. The student will receive written a response within 5 school days after submitting the grievance. Upon request, the parent/guardian will be provided a copy of the grievance and response.
- If the JJAEP Supervisor is unable to resolve the issue with you an appeal may be submitted, to the JJAEP Administrator or designee. The student will receive written response within 10 workings after submitting an appeal. The decision of the JJAEP Administrator or designee is final.
- Retaliation by any staff or student for submitting a grievance is prohibited.
- Loss of Daily Program Points is NOT a grievance matter.

## XXI. TRANSITION SERVICES

In order for an exit to be recommended to the ISD and the student be returned to his/her home campus, the student must have maintained a positive behavior level, not be on Blue Shirt/Off Program Status (as defined on page 11 of the Student Code of Conduct), have demonstrated consistent academic progress and receive favorable recommendations from the program staff and the JJAEP Supervisor. The program staff shall consistently encourage the students to achieve the most positive behavioral level by earning the highest rank possible for the time frame of their expulsion.

Students only become eligible for return to the regular school setting after the term of their expulsion and if they are eligible for admission in the public-school system according to the school district's procedural policy and state and federal law.

Upon completion of the JJAEP, an exit meeting will be scheduled with the student, the JJAEP staff, the parent, and personnel from the student's home school district to address the student's return to the regular school system. The exit meetings will be scheduled by the student's case manager at a time most convenient for all parties involved. Students are to wear PT gear on the day of their exit from the program; street clothing is not permitted.

Transition services are provided as a part of the entrance and exit process from JJAEP to the home school.

## XXII. SCHOOL CLOSINGS

The decision to close the Denton County JJAEP based on inclement weather will be made prior to 6:30am by the Lewisville ISD. If the Lewisville ISD is closed or will have a late start due to inclement weather, so will the Denton County JJAEP. School closing decisions are reported to television channels 4 (KDFW), 5 (KXAS), 8 (WFAA), 11 (KTVT), 23 (KUVN), and 39 (KXTX) along with radio stations WBAP (820 AM), KWRD (100.7 FM), KHKS (106.1 FM), KLIF (570 AM), KPLX (99.5 FM), KRLD (1080 AM), and KVIL (103.7 FM).

## XXIII. BEHAVIOR MANAGEMENT

The JJAEP's behavioral management system is designed to teach pro-social skills and appropriate classroom behaviors necessary for success in school and in the community. The behavioral system is composed of a level system used to provide positive re-enforcement and when necessary, penalties for violations.

Level System: The level system is designed to encourage and teach responsible behavior. Students will earn daily program points, benefit from this system, and learn from the clear and consistent consequences of their behavior and the behavior of others. The level system consists of the following levels:

For each level of advancement and as long as the student's behavior is appropriate for the day, the student may receive the following privileges:

1. Cadet
  - Permitted early release at 2pm on Friday, if the following criteria have been met Friday through Thursday:
  - No absences
  - Passing and assignments complete (All assignments and grades are due Wednesday to be eligible for Friday's Early Release (ER); ER List is published Thursday morning.)
  - No unexcused tardiness
  - Earn a minimum of 60 points per day
  - Must participate in PT
2. Private
  - All of the privileges of Cadet
  - Permitted to bring \$2.00 to school for the purchase of one snack
3. Private First Class
  - All privileges of Private
  - May bring \$4.00 for the purchase of one snack and one drink
  - May participate in special program details (ex: lunch duty, off campus community service projects)
4. Corporal
  - All privileges of Private First Class
  - May bring \$5.00 for two snacks and one drink
  - May bring \$12.00 for the weekly earned lunch program
  - May participate in recreational activities
  - May participate in Thursday On Campus Sergeant's time (2-4pm) if the following criteria has been met Friday through Wednesday:
    - No absences
    - Passing and assignments complete
    - No unexcused tardiness
    - Earn a minimum of 60 points per day

- Must participate in PT and show motivation during all physical activities: PT, corrective exercises and assigned duties
- May not have documentation of misbehavior on daily point sheets (no warnings)

All students begin at cadet status. Students may only advance one level at a time. To earn the level of corporal the student must pass a review board.

A drop in rank or multiple ranks (depending on the severity of the violation(s) shall occur if a student violates a Major Rule (as outlined in this code), is detained in Juvenile Detention or Adult Jail, or has persistent violations of the SCOC. Academic failure due to lack of effort or noncompliance is subject to demotion of rank.

A student shall remain on Blue Shirt/Off Program Status if they are detained in Juvenile Detention or Adult Jail for a period of less than three school days and they entered the facility while on Blue Shirt/Off program Status.

**Behavior Expectations:**

*Each student is expected to:*

- Demonstrate courtesy and respect for others.
- Behave in a responsible manner.
- Attend all classes regularly and on time.
- Participate fully in all activities as directed by staff.
- Obey all program and classroom rules.
- Respect the rights and privileges of other students and staff.
- Respect the property of others, including Denton County property and facilities.
- Cooperate with or assist the staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.
- Maintain honesty and integrity in all issues regarding school work and interaction with staff.

**Major Rule Violations:**

*Students are prohibited from:*

- Leaving school grounds or school-sponsored events without permission.
- Scuffling or fighting.
- Bullying (abusive treatment by means of force or coercion).
- Stealing.
- Engaging in physical or sexual contact.
- Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any sexual conduct, including requests for sexual favors.
- Inappropriate or indecent exposure of a student's private body parts.
- Possessing any knife, razor, chain, or any other object deemed inappropriate by school personnel.
- Engaging in conduct punishable as a felony.
- Attempting or committing assault.
- Making a terroristic threat.
- Possession, using or under the influence of illegal drugs, alcohol, or illegal inhalants.
- Possession with the intent to sell or distribute illegal drugs (including look-alike drugs, or any substance being distributed or sold as drugs), alcohol, or illegal inhalants.
- Selling or distributing prescription drugs.

- Refusal to complete a drug test when directed by staff.
- Possession, use or intent to use any substance or device designed to falsify drug test results.
- Testing positive for any substance(s) on the drug test.
- Truancy or refusal to attend JJAEP.
- Forgery of parent/guardian's signature (examples: Progress Report, Absence Note, Behavioral Notice Letter...).
- Involvement in communicating with other students in the program at any time on campus or off campus without staff permission. Communication is defined as verbal, exchange of addresses, exchange of phone numbers, e-mail addresses, notes, sending messages through an intermediary, or any form of communication (including but not limited to text messaging and the internet, i.e., Face Book, Instagram, Snapchat, Twitter)

#### Minor Behavior Violations:

*Students are prohibited from:*

- Cheating or copying the work of another.
- Throwing objects that can cause bodily injury or property damage.
- Engaging in non-verbal communication.
- Directing profanity, vulgar language, or obscene gestures toward other students or staff.
- Gambling or any form of wagering.
- Damaging or vandalizing property.
- Littering, spitting, defacing, or damaging property.
- Hazing or harassment.
- Failing to comply with directives given by staff.
- Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person).
- Contacting, by any means, other students enrolled in the Denton County JJAEP.
- Forcing and individual to act through the use of force or threat of force.
- Name calling, ethnic or racial slurs, or derogatory statements.
- Engaging in any misbehavior that gives staff reasonable cause to believe that such conduct will disrupt the program or incite violence.
- Possession or distribution of pornographic materials.
- Possessing, smoking, or using tobacco products.
- Using program computers without the permission of the staff.
- Possessing lighters, matches or pyrotechnic devices, including but not limited to, such items as fireworks, smoke bombs, and the like.
- Violating dress and grooming standards as communicated in the Student Code of Conduct.
- Possession of drug paraphernalia.
- Engaging in acts of criminal mischief.
- Behaving in a manner that contains the elements of the offense of public lewdness.
- Behaving in a manner that contains the elements of the offense of indecent exposure.
- Involvement in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
- Serious misbehavior that disrupts the learning process of another student, or that threatens the safety and wellbeing of other students or staff.
- Persistent misbehavior which is two or more disruptions of the program.

#### Consequences of Violating the Student Code of Conduct:

Students who violate the SCOC may be subject to being placed in the Denton County Juvenile Detention Center, having charges filed, and/or having their probation orders or JJAEP orders modified or revoked. A student whose behavior shows disrespect for others, including interference with learning and a safe environment, will be subject to disciplinary action. Program rules and the authority of Denton County to administer discipline apply whenever the interest of Denton County is involved on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The Denton County Juvenile Probation Department has disciplinary authority over a student during the regular school day and while the student is going to and from school on Denton County or ISD transportation and;

- While the student is participating in any activity during the school day on school grounds;
- While the student is in attendance at any school-related activity, regardless of time or location;
- For any school-related misconduct, regardless of time or location;
- When retaliation against a school employee occurs or is threatened, regardless of time or location and;
- While under Orders of Release or Terms and Conditions of Probation from the Juvenile Court and/or enrolled in the Denton County JJAEP.

Behavior management discipline is used to correct misconduct and to encourage students to be positive citizens of the school community. When determining proper disciplinary action staff are required to consider the seriousness of the student's offense, the student's age, grade level, frequency of misbehavior, attitude, the effect of the misconduct on the program environment and statutory requirements.

A student who violates program or classroom rules may be disciplined by one or more of the discipline management techniques listed below. Violations of the law will be reported to the appropriate law enforcement agency and charges will be filed.

*The following discipline management techniques may be used alone or in combination for misbehavior violating the Student Code of Conduct or program or classroom rules:*

- Verbal correction or reprimand.
- Cooling-off time or "time-out".
- Seating changes within the classroom. Reassignment of homeroom class.
- Counseling by staff.
- Parent-teacher conferences.
- Temporary confiscation of items that disrupt the education process.
- Loss of points.
- Behavioral contracts.
- Sending the student to the office or other assigned area, or in-school suspension.
- Detention.
- Assigned school duties other than class tasks.
- Withdrawal of privileges, such as participation in extracurricular activities.
- Withdrawal or restriction of transportation privileges.
- Additional physical training.
- Referral to "off program" status (blue shirt): a student is placed on "off program/blue shirt" status if he/she fail to earn the required 60 daily points 3 of 5 school days. When on this status the student must earn 3 consecutive days of 60 daily points before the student is back on his/her rank. Attendance days while on "off program/blue shirt" status does not count as successful days towards the completion of a student's expulsion period. Additionally, while on this status a student is not eligible for favorable action or privileges including: attending field trips, receiving weekly awards, participating in Thursday On Campus Sergeant's Time, participating in Friday Earned Early Release, participation in the monthly

Perfect Attendance luncheon, or participating in Perfect Attendance Early Release (Wed-Fri). Additional PT time will be assigned to this status.

- Demotion in Rank(s).
- Removal from program to Juvenile Detention.

## XXIV. PROTECTING STUDENTS

The following sanctions are prohibited regarding student discipline:

- Corporal Punishment, physical abuse, humiliating punishment and hazing.
- Physical exercises imposed for discipline or intimidation. Exception: physical exercise may be used for discipline only if: 1) the JJAEP operates an intensive physical activity program; 2) the JJAEP has established written policies and procedures that include limitations on the types of physical activity that may be used for discipline; and 3) the physical exercise does not cause bodily duress (i.e., physical punishment to the body).
- Deprivation of food and water.
- One student sanctioning another.
- Expulsion from JJAEP.

Sanctions are administered in a way that will not degrade or humiliate the student. JJAEP personnel ensure the control of juveniles through methods of positive reinforcement in order to shape appropriate behavior. Whenever any sanction method is used, the JJAEP staff will model appropriate problem-solving skills by addressing the student regarding his/her behavior.

### *Warnings*

When a rule violation occurs or a behavior violating the Code of Conduct occurs; the teacher will immediately address the student about the specific violation, why the conduct is a problem, what the possible consequences for continued violations are and a plan for correcting the behavior. When the redirection is concluded, the student is returned to the program/class. If the student disregards a teacher's directives and continues inappropriate behavior/conduct the following will occur:

### *Re-directive physical activity*

*All re-directive physical activity shall be constructive and not excessive (limited to one set per incident). Staff shall ensure that re-directive physical activity is appropriate for each individual child.*

*Pushups, Bend and thrusts, and side straddle hops are the only sanctioned re-directive physical activity and will not exceed 25 per incident.*

*Line Drills: one to three sets per incident.*

The student is required to sound off during and ask permission to recover at the conclusion of re-directive physical activity sanctions.

### *Case worker referrals*

The student may be referred to the caseworker.

### *Supervisor referrals*

The student may be referred to the JJAEP Supervisor.

### *Detention*

The student may be referred to the Denton County Juvenile Detention if a major rule violation occurs, or for any continuous behavioral violations at JJAEP.



## XXV. CLASSROOM RULES AND PROCEDURES

Students are expected to comply with all of the following rules. Failure to follow the rules will result in point loss and/or additional consequences as outlined.

- Students must knock before entering the classrooms. Students may not enter a classroom when staff is not present.
- Students are expected to be respectful to all staff. Students are required to address all staff as "Mr.," "Ms." or "Mrs.," whichever is appropriate." Drill Instructors will be addressed as "Sergeant." If the student is unsure of a staff's last name, he/she are to ask. When a student is requesting and receiving help from staff, the words "please" and "thank you" should be used. Students are also expected to say "Yes, Sir" or "Yes, Ma'am". Students will raise their hands and ask permission to speak. Students will not make comments or join a conversation they are not directly involved in unless given permission from staff.
- Only one person may leave his/her seat at a time with staff permission.
- Physical contact between students is prohibited.
- Students will keep their feet flat on the floor at all times. Hands must be placed on the desk, away from the face. Students will not put their heads down on the desks or sleep in class.
- Students will follow directions from staff. Students will respond immediately without complaining or arguing.
- Students shall act as positive role models among their peers.
- Students are responsible for informing staff about negative interactions between other juveniles in the program. Students should not become involved in the negative behaviors of other students in the program.
- Students will work only on their assignments as directed by staff. Reading materials not assigned as coursework will only be read if students are current in their coursework, passing their classes, and will only be permitted during free time or homeroom.
- Students will keep their work area neat and turn in all supplies at the end of class.
- Students will not enter any building without staff's permission.
- Students may not doodle on papers, folders, books or any JJAEP property. Drawings, projects and other assignments shall not include nor glorify inappropriate or illegal actions or behaviors.
- Students will always use appropriate language. Students will not use nicknames, street names, or gang names. Students may not initiate discussions. Students may not make comments or gestures that are of a sexual nature.
- Students may look at point sheets in the morning during homeroom and in the afternoon during homeroom.
- Students will not discuss their offense(s), reason for expulsion or legal status with other students. Discussions or questions related to this matter will only be addressed with the student's caseworker or program supervisor.
- Except in the case of an emergency, students shall maintain focus on their course work and may only request to speak to drill instructors, case

managers, or the JJAEP Program Supervisor during the morning homeroom period.

- Restroom and water breaks are scheduled prior to each class period or program activity. Except in the case of an emergency, students shall maintain this schedule to minimize classroom or program activity interruptions.