

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



## OUR MISSION STATEMENT

It is our mission to provide a quality education, flexible and responsive to the learning rates and styles of students. We will work in cooperation with the Independent School Districts (ISD), Courts, and families enabling 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 prepare students to return to their home campuses.

## 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.

## PROGRAM DESCRIPTION

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.



## FACILITY

The Denton County JJAEP is located at 214 S. Woodrow Lane, Denton, Texas 76205. The program utilizes eight classrooms, located adjacent to the Juvenile Probation Department.

## 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 certification 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 and ongoing supervision to students in the program. Case Managers are the contact personnel for parents of students enrolled in JJAEP. Case Managers also act as the liaison between the student and his/her home school.

Drill Instructors: Drill Instructors are certified 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 and are responsible for the security of students and staff.

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

## DAILY OPERATION

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

## DAILY SCHEDULE

6:00am-8:30am - check in  
8:30am-8:45am - home room  
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

Scheduling is flexible and subject to change based on student enrollment, weather and other program factors.

## ATTENDANCE

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

Refusal to attend the JJAEP or unauthorized absences is considered a major program rule violation and the department may file truancy charges.

Persistent refusal to attend JJAEP may result in the student being placed in Juvenile Detention. Program attendance requirements cannot be satisfied while the student is in the custody of Juvenile Detention.

### 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 8:45am).
- 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.
- A doctor's note will be required for absences exceeding a period of two days or if absences become excessive.
- A note is required when a student misses school for an appointment. This may include a medical, counseling or legal appointment. The note must be completed by the provider and include the arrival and departure time from the appointment.
- If the child is tardy or does not bring a note for being tardy and/or absent the result will be a loss of program points and may add to the number of days in the program.

## MEDICATIONS

1. Prescription medication must be in the original prescription container, prescribed to the student, with the directions for administration, the doctor's name, and the pharmacy phone number attached.
2. Over-the-counter medications must be in unopened containers or bubble packs.
3. A parent or guardian must authorize program staff to administer any prescription medications by completing the Medication Use Form.
4. A parent or guardian can authorize program staff to administer over-the counter medications such as Ibuprofen or antacids on an emergency basis by completing the Student Health Card.
5. All medication shall be kept in a secure cabinet in the JJAEP workroom. Medication will be monitored and administered by the caseworkers and/or JJAEP Supervisor.

6. Administration of all prescription medication must be in accordance with the doctor's orders. Over the counter medication must be in accordance with parental instruction.
7. Students must initial the medication distribution form when receiving medication. This form becomes a part of the student's permanent record.
8. **Prohibited over-the-counter medications:** Candy flavored cough drops or gum laxatives.
9. **All** medications brought on campus must be immediately turned in to program staff along with a completed Medication Use Form. Students may not have any medications in their possession or on their person.

## 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.

## 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 will need to provide 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 before being provided a free reading novel.

With a note from a parent, a student may be excused from physical training **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.

## 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. Refusal to complete drug testing or testing positive is a Major Rule violation of the Student Code of Conduct, 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.

## 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.

## SECURITY

Students attending school at the JJAEP are subject to a search of their person and 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 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.

#### ENTERING THE JJAEP FACILITY

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 search of their person and 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 outside locked in their vehicle.

**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.**

#### 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  
V-Neck t-shirts or sweatshirts are not permitted  
Grey crew neck t-shirt /grey crew neck sweat shirt  
Grey athletic shorts /grey sweat pants (draw string)  
Socks: white or black; no logos  
Running shoes: white or black with coordinating laces only; no flamboyant colors; minimal logos  
Grey or black knit hat/grey or black gloves (as necessary due to weather)

Students are expected to wear their uniforms as listed above. PT Gear should conform to figure by not being 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 (PT) activities.

There is no cost to the family for the uniforms issued by the JJAEP UNLESS YOUR 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 this occurs.

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 present a neat and uniform appearance. The student will conform and maintain the standard while in the program. While the student may receive a haircut that in his opinion is in compliance with the standard, the final interpretation will be based on the input and recommendation of 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: redirective exercises, point loss and/or loss of rank.

## ELECTRONIC DEVICES

Students are prohibited from bringing to JJAEP any electronic devices including, but not limited to:

- Cell Phones/IPads
- CD players/IPods
- Headphones
- Cameras
- Electronic games
- MP3 players

IF A STUDENT BRINGS A PROHIBITED ITEM TO JJAEP, INCLUDING JEWELRY AND WATCHES, THE ITEM(S) WILL BE CONFISCATED AND RETURNED AT THE END OF THE EXPULSION. The JJAEP will not be responsible for confiscated items that are lost or stolen.

## 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 (at least 18 years old) who will transport their student to or from JJAEP. Students will not be released to any unauthorized person(s).

The following documentation is required prior to a student being approved for driving privileges:

- A valid Texas driver's license
- Proof of liability insurance covering the driver
- Written permission from the parent

Students who drive to school must be punctual and must remain on campus until they are dismissed by program staff. **Under no circumstances may a student give another student a ride to or from school.**

Parents and students must keep car stereos 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.

Students are permitted to ride the Denton County Transit Authority (DCTA) under the following conditions:

- 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.
- The student may only possess: uniform, boots, transportation pass and/or cash for the transit; student may not possess contraband and/or Prohibited Electronic Devices as listed in this code.
- If a bag is necessary to carry the student's uniform due to riding a bike to and from the DCTA station, it must be a clear bag with minimal pockets.

- Behavioral problems must not occur as a result of students riding the DCTA. Citations may be issued by law enforcement for violations on the transit. A student's privilege to ride the transit can be revoked and criminal trespass charges can be filed by law enforcement.
- Disruptive or noncompliant behavior not reported to law enforcement but reported by the DCTA station supervisor to JJAEP staff may result in point loss.
- It is recommended that the parent purchase a weekly or monthly DCTA pass. Law Enforcement may issue citations to students for failure to have a transit ticket.

## TOBACCO PRODUCTS

The JJAEP Facility is a smoke free zone. Students are not permitted to smoke or have tobacco products at any time on any part of the County property. Smokeless tobacco, electronic cigarettes, electronic pipes, vaporizers or related products are prohibited.

Students are not permitted to smoke or have tobacco products, including electronic cigarettes, electronic pipes, vaporizers or related products at any time while going to and from the DCTA stations or while riding on the DCTA.

## GRIEVANCES

The formal grievance system is designed to solve problems.

1. 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;
2. 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;
3. Write on a 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.
4. The JJAEP Supervisor will review the grievance with you and attempt to solve the problem within two working days.
5. If the JJAEP Supervisor is unable to resolve the issue with you an appeal may be submitted to the JJAEP Administrator or designee. The decision of the JJAEP Administrator or designee is final.
6. Loss of Daily Program Points is NOT Grievable.

## 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.

## 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).

## 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 reinforcement 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 tardies
  - Earn a minimum of 60 points per day
  - Must participate in PT
2. Private
  - All of the privileges of Cadet
  - Permitted to bring \$1.50 to school for the purchase of one snack
3. Private First Class
  - All privileges of Private
  - May bring \$3.00 for the purchase of one snack and one drink and
  - May participate in special program details (ex: lunch duty, off campus community service projects)
  - 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 tardies

- Earn a minimum of 60 points per day (Corporal); earn 62 points per day (Private First Class)
- 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)

4. Corporal

- All privileges of Private First Class
- May participate in program field trips
- May participate in recreational activities
- May bring \$4.00 two snacks and one drink and
- May bring \$10.00 for the weekly earned lunch program

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 less than three school days and they entered the facility while on Blue Shirt/Off program Status.

Behavior Expectations:

*Each student is expected to:*

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

Major Rule Violations:

*Students are prohibited from:*

1. Leaving school grounds or school-sponsored events without permission.
2. Scuffling or fighting.
3. Stealing.
4. Engaging in physical or sexual contact.
5. 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.
6. Inappropriate or indecent exposure of a student's private body parts.
7. Possessing any knife, razor, chain, or any other object deemed inappropriate by school personnel.
8. Engaging in conduct punishable as a felony.

9. Attempting or committing assault.
10. Making a terroristic threat.
11. Possession, using or under the influence of illegal drugs, alcohol, or illegal inhalants.
12. 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.
13. Selling or distributing prescription drugs.
14. Refusal to complete a drug test when directed by staff.
15. Possession, use or intent to use any substance or device designed to falsify drug test results.
16. Testing positive to any substance/s on the drug test.
17. Truancy or refusal to attend JJAEP.
18. 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 text messaging and the internet, i.e., MySpace, Face Book, Twitter)

Behavior Violations:

*Students are prohibited from:*

1. Cheating or copying the work of another.
2. Throwing objects that can cause bodily injury or property damage.
3. Engaging in non-verbal communication.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Gambling or any form of wagering.
6. Damaging or vandalizing property.
7. Littering, spitting, defacing, or damaging property.
8. Hazing or harassment.
9. Bullying (abusive treatment by means of force or coercion).
10. Failing to comply with directives given by staff.
11. Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person).
12. Contacting, by any means, other students enrolled in the Denton County JJAEP.
13. Forcing and individual to act through the use of force or threat of force.
14. Name calling, ethnic or racial slurs, or derogatory statements.
15. Engaging in any misbehavior that gives staff reasonable cause to believe that such conduct will disrupt the program or incite violence.
16. Possession or distribution of pornographic materials.
17. Possessing, smoking, or using tobacco products.
18. Using program computers without the permission of the staff.
19. Possessing lighters, matches or pyrotechnic devices, including but not limited to, such items as fireworks, smoke bombs, and the like.
20. Violating dress and grooming standards as communicated in the Student Code of Conduct.
21. Possession of drug paraphernalia.
22. Engaging in acts of criminal mischief.
23. Behaving in a manner that contains the elements of the offense of public lewdness.
24. Behaving in a manner that contains the elements of the offense of indecent exposure.

25. Involvement in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
26. Serious misbehavior that disrupts the learning process of another student, or that threatens the safety and wellbeing of other students or staff.
27. 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;

1. While the student is participating in any activity during the school day on school grounds;
2. While the student is in attendance at any school-related activity, regardless of time or location;
3. For any school-related misconduct, regardless of time or location;
4. When retaliation against a school employee occurs or is threatened, regardless of time or location and;
5. 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.

## PROTECTING STUDENTS

It is the policy of the JJAEP that the following sanctions are prohibited regarding student discipline:

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

Sanctions are not administered in a way that will 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:

### *Redirective physical activity*

All directed physical activity shall be constructive and not excessive. Staff shall ensure that physical activity is appropriate for each individual child.

Pushups- will be done in sets of 25.

Bend and thrust- will be done in sets of 25.

Side straddle hop- will be done in sets of 25.

Lines- 1-3 sets.

The student is required to sound off and ask permission to recover during 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.

## CLASSROOM RULES AND PROCEDURES

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

1. Students must knock before entering the classrooms. Students may not enter a classroom when staff is not present.
2. 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".
3. 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.
4. Only one person may leave his/her seat at a time with staff permission.
5. Physical contact between students is prohibited.
6. 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.
7. Students will follow directions from staff. Students will respond immediately without complaining or arguing.
8. Students shall act as positive role models among their peers.
9. 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.
10. 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.
11. Students will keep their work area neat and turn in all supplies at the end of class.

12. Students will not enter any building without staff's permission.
13. 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.
14. 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.
15. Students may look at point sheets in the morning during homeroom and in the afternoon during homeroom.
16. 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.
17. 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.
18. 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.

