

# STUDENT Code of Conduct



As Approved by the Montgomery County Juvenile Board on August 2nd, 2024.

## **Chapter 1                      Welcome Statement**

### Section 1.01

Welcome to the Montgomery County Juvenile Justice Alternative Education Program (JJAEP). The administration and staff at the JJAEP are dedicated to providing your child with a structured and safe learning environment in which he/she can make academic improvement while emphasizing appropriate behavioral changes needed for them to succeed at their home campus and in society. The Conroe Independent School District provides certified and highly qualified teachers to help students meet all of their educational needs. The Montgomery County Juvenile Probation Department provides administrative staff, Juvenile Probation Officers (JPO), Juvenile Supervision Officers (JSO), and a mental health counselor who are responsible for the operations, discipline and counseling aspects of the program. The administrators, faculty and staff are dedicated professionals who are committed to providing students with the best possible education. The purpose of this Code of Conduct is to provide you with information about the JJAEP, how the school operates and what is expected of parents and students while enrolled. We sincerely hope that this information will be beneficial to students and parents during the school year.

## **Chapter 2                      Purpose**

### Section 2.01

The Montgomery County JJAEP is a joint and cooperative effort between all of the school districts in Montgomery County and the Montgomery County Juvenile Justice System. The program is for students in Montgomery County who have been expelled from their home campus or are court ordered by the Juvenile Court. The JJAEP provides an opportunity for students to remain in school to continue to earn promotion and graduation credits.

### Section 2.02

The academic mission of the JJAEP is to allow students to perform at grade level. The program will focus on English/Language Arts, Mathematics, Science, Social Studies, and Self-Discipline. The JJAEP offers eligible and qualified students the opportunity to study for a High School Equivalency Certificate (GED).

## **Chapter 3                      Term of Expulsion**

### Section 3.01

Students are required to ***successfully*** (a successful day is defined in Chapter 14, section 14.06) complete the number of expulsion days assigned by his/her home campus in the JJAEP. **A student may not be allowed to exit the JJAEP until this requirement is met and the JJAEP Administrator has approved the completion.**

### Section 3.02

If the student is court ordered into the program, he/she is required to attend the JJAEP until released by the court.

## **Chapter 4                      Transportation**

### Section 4.01

Transportation services to and from the JJAEP are provided by all school districts EXCEPT for Willis ISD, Splendora ISD, and Montgomery ISD. Willis ISD does NOT offer transportation for students, while Montgomery and Splendora ISD's ONLY provide transportation to the JJAEP in the morning.

Parents from those school districts that do not provide transportation in the afternoon must provide transportation home. It is the responsibility of parents to contact the Transportation Center to set up arrangements for transportation. It is also the responsibility of parents to transport their child to any other program or group outside or away from the JJAEP.

Parents from the Willis school district will be responsible for both morning and afternoon transportation due to no transportation being provided. Parents must ensure that students are picked-up no later than **4:30PM**. If picking up students by **4:30PM** becomes a persistent problem, the parents may be summoned to appear in court before the Juvenile Judge.

### Section 4.02

**Riding the bus is a privilege and any misbehavior or disruption on the bus or at the bus stop may lead to a loss of bus privileges.** The JJAEP facility rules, Code of Conduct, Behavioral Code, and dress code applies to bus transportation. Bus drivers and/or monitors may write a referral for violation of the rules. ***Violations may result in various consequences, including but not limited to loss of bus privileges and/or demotion.*** Bus privileges may be suspended indefinitely as a result of serious or persistent referrals. Buses begin leaving the JJAEP at 3:15PM. Students that do not ride the bus home in the afternoon are required to be signed out by a legal guardian or approved responsible adult at 3:15PM. Some buses may leave later than 3:15PM if the drivers have other routes that must be completed before beginning their JJAEP routes.

### Section 4.03

Parents are permitted to make carpool arrangements with other parents of the JJAEP students under the following conditions:

- The student is from a school district that does not provide transportation in the afternoon.
- The parent is the driver and must supervise the students at all times.
- The students go directly to school or home and do not have any further contact.
- Written consent is provided by the child's parent, giving the child permission to ride with the other parent.

The JJAEP staff is not responsible if one party fails to provide transportation as agreed upon (i.e., if the student with whom their child rides home with is absent or goes home early). The JJAEP staff may terminate carpooling privileges if deemed necessary. The JJAEP Probation Officers may supply a list of parents who are interested in carpooling; however, parents are solely responsible for arranging transportation.

#### Section 4.04

If a student is to be picked up by someone other than the parent/guardian, a note or fax must be given to the attendance officer at least 24 hours in advance. The note/fax must include the student's name, the person's name picking up the student and be signed by the parent (notes/faxes will be confirmed by staff via telephone). **Students will only be released to a designee 18 years of age or over. This person must present a valid Texas Driver's license when picking up the student.**

#### Section 4.05

Students are not allowed to drive any motorized vehicle on the JJAEP campus.

### **Chapter 5                      Attendance**

#### Section 5.01

Attendance is mandated by state law and will be strictly enforced. The student and/or guardian may be fined for truancy or a student may be placed on Juvenile Probation through the Juvenile Court. The JJAEP reports truancy to the home school district, Intake Officer, Probation Officer and when appropriate, to the Juvenile Court or Justice of the Peace.

#### Section 5.02

The home school district sets the length of stay for each student assigned to the program (not applicable for court ordered students). If a student is absent, **whether the absence is excused or unexcused**, he/she will not receive attendance credit for the day and the day will not count towards his/her expulsion.

#### Section 5.03

The JJAEP opens at 6:45AM. Students should NOT be dropped off before this time as no supervision will be provided. Students must be signed in each morning by 7:15AM. **If a student signs in after 7:15AM he/she will be considered tardy.**

#### Section 5.04

Absences will be made up on a day for day basis. After 10 unexcused absences/tardies, a student will be referred to a Justice of the Peace Court for Failure to Attend (Truancy).

#### Section 5.05

If a student is ill, has fever of 100°F or higher, or physically injured and will not be able to attend school, the JJAEP requires **both** a phone call (before 7:15AM on the day of the absence) and written documentation (the first day the student returns to school) from the

parents/guardians. Failure to provide both will result in unexcused absences. If a note on a physician's letterhead is falsified, the falsification will be reported to the appropriate authority and the absence will be considered unexcused. The expulsion term may also be extended.

#### Section 5.06

In the event a student misses 3 or more days within a week or 3 consecutive days due to illness, documentation stating the **nature of the illness** from a licensed physician will be required upon returning to the JJAEP. Failure to provide this documentation will result in unexcused absences.

#### Section 5.07

If a student needs to be picked up early for a doctor's appointment, Probation Officer meeting, etc., notice of at least 24 hours shall be given to the Attendance Officer. A note from the doctor, Probation Officer, etc., is required upon returning to the JJAEP. This must be strictly adhered to; failure to give notice and provide documentation will result in an unexcused absence and/or unsuccessful day.

## **Chapter 6                      Medical**

#### Section 6.01

Parents of students with a communicable or contagious disease are asked to telephone the school so that other students who may have been exposed to the disease may be alerted. Students with certain conditions such as nausea with vomiting, diarrhea, untreated bacterial infections, scabies, impetigo contagiosa, ringworm of the scalp, common cold with a fever, infectious forms of conjunctivitis and pediculosis (head lice) shall not attend school.

#### Section 6.02

If a student becomes ill at school it is the student's responsibility to notify their Juvenile Supervision Officer and complete the appropriate sick call form. At that time the Juvenile Supervision Officer will notify the JSO Supervisor who will make a determination as to what action needs to occur next. The Administrator will also be notified of all health concerns and must approve the release of a student to go home. The contacts listed on the Student Health Form will be called to pick up the student.

#### Section 6.03

If the student has a significant medical history regarding a specific condition, it is imperative this information be communicated **in writing** at the time of enrollment. If the student develops an acute problem after enrollment, a physician's evaluation will be required and documentation be provided to the JJAEP.

#### Section 6.04

If a student has a medical condition that limits his/her ability to participate in the activities associated with the JJAEP, **documentation from a licensed physician is**

**required within 2 working days.** This documentation must contain a diagnosis and clearly specify any limitations. Parents may also excuse a student with a written note 2 days every nine week period. Any limitations beyond that will need a doctor's note. If this documentation is not provided, a student's days may be considered as unsuccessful until such time as appropriate documentation is provided to the JJAEP staff.

#### Section 6.05

**If a student is new to any Montgomery County I.S.D., a new TB Skin Test is required. It must be read within 48 hours and results recorded. The responsibility of this task falls on the parent of the new student.**

#### Section 6.06

No student will be allowed to carry medication while at school. If a student requires medication at school the following standards **MUST** be complied with:

- All medication must be in the original container and labeled with the student's name, the name of the medication, dosage, the time period for which the medication is prescribed, the prescribing physician's name and a phone number for the physician or pharmacy. If over-the-counter medication is prescribed, it must be in a sealed (unopened) container accompanied with a doctor's note, which states why the student is required to take the particular medication.
- A parent/guardian must complete a Medication Permission Form. **NO MEDICATIONS WILL BE GIVEN TO A STUDENT WITHOUT PARENTAL PERMISSION AND A PRESCRIPTION FROM A DOCTOR.**
- No medication will be sent home with a student. All medication will be returned to an adult only.
- Parent(s) must pick up medication and/or empty medication bottles within five (5) working days of a student's withdrawal from the program. After this deadline, it will be destroyed.
- Medications must be given to a Juvenile Supervision Officer by a parent/guardian. No medications will be accepted from a student. Any student bringing medications on to the premises will be subject to disciplinary action and/or charges being filed for delinquent conduct. The medication will be confiscated and secured by the JSO Supervisor until a parent/guardian comes to the school and verifies that the prescription is valid.

#### Section 6.07

A student may carry prescription asthma medication, provided the following:

- The above medication standards are met.
- The student's parent/guardian signs a form giving the student permission to self-administer the medication.
- The medication is taken in accordance with the physician's directions. The parent/guardian must provide a signed statement from the prescribing physician stating that the student has asthma, is required to carry the medication at all times,

is capable of self-administering the medication and the times or circumstances under which the medication may be administered.

## **Chapter 7                      Searches and Inspections**

### Section 7.01

All students shall be subject to daily and random searches, which shall include same gender staff pat down searches and/or use of electronic scanning devices. Any person or object in any area used by the JJAEP may be searched if reasonable suspicion exists and approved by the JJAEP Administrator. Drug detection canines may be brought, unannounced, onto the premises to perform searches for illegal substances.

### Section 7.02

Any illegal contraband found during searches will be turned over to the JJAEP Administrator and the student may face charges filed through the CISD Police Department. **Any contraband (including extra clothing worn under the specified uniform items) that is not of an illegal nature will be released only to a parent/guardian. Parents/guardians have 3 working days to pick up these items. After that time items may be disposed of, and the JJAEP is not responsible for the replacement of the item.**

**On the third such infraction of a student being found to have contraband in their possession during a single expulsion period, the JJAEP Administer or designee has the authority to retain, until the end of the student's expulsion, any all contraband discovered from the student. The student's parent/guardian is required to pick up the item/s within three (3) working days of the last day of the student's expulsion, or risk forfeiting the item/s completely.**

### Section 7.03

All students will undergo a daily inspection under the supervision of their Juvenile Supervision Officer, JSO Supervisor or other JJAEP staff. Inspections will check for deficiencies in appearance, knowledge of the Student Code of conduct and/or compliance with standards of instructions.

## **Chapter 8                      Emergency Procedure Drills**

### Section 8.01

Students, teachers and JJAEP staff will participate in emergency procedure drills. When drills are conducted, students shall follow the directions of the JJAEP staff quietly and in an orderly manner. Emergency evacuation routes shall be posted in the school facilities.

### Section 8.02

In the event of dangerous weather or disaster, the JJAEP will follow the closing of the Conroe ISD. Notification of school closings will be done through local television and radio stations and the CISD webpage.

## Chapter 9

## Meals

### Section 9.01

Students are responsible for providing their own lunch. The JJAEP requires all students to have a healthy, nutritious and balanced meal. Staff will inspect lunches daily during morning searches. All non-packaged food shall be individually wrapped in a clear, see-through zip-lock bag. A sandwich is defined as two slices of bread with cold cuts & cheese or peanut butter & jelly.

### Section 9.02

Students are required to bring a freshman meal unless incentives have been earned in accordance with Chapter 16, Section 16.02. A freshman meal shall consist of the following:

- Up to 2 sandwiches
- Fresh fruit
- Fresh vegetable
- New Sealed Water Bottle (20oz bottle maximum)

### Section 9.03

If a student qualifies for the Assisted Lunch Program, he/she will continue to receive this service. **Parents must fill out new forms for the JJAEP during the orientation process or if outside of Conroe ISD, they must ensure that the sending district forwards the forms to CISD Child Nutrition.**

### Section 9.04

Students will be given a minimum of fifteen minutes to eat lunch. Talking is not allowed. Sharing of food is forbidden. Any food not eaten will be put in the garbage can. Students will sit at their desk during lunch.

### Section 9.05

**Unauthorized meals or individual lunch items will be confiscated and thrown away. Authorized lunch items are discussed in Chapter 16, Privileges and Incentives, Section 16.02.**

### Section 9.06

Students that need a school lunch will sign up for a lunch each morning during the morning sign in. Students that pay for a school lunch will bring **no more money than the price of a school lunch**. The JJAEP does not maintain lunch accounts and is not responsible for any money that is brought in excess to the price of a school lunch.

Students that do not bring a lunch or bring money to buy a school lunch can still sign up for an alternative lunch. **Students that arrive to school after 8:00 A.M. will need to bring a lunch as the school lunch list will be turned in to the cafeteria by that time.**

## Chapter 10                      Uniforms and Personal Appearance

### Section 10.01

All students will be issued the following items:

- 1 T-shirt or polo style shirt (appropriate color for level)
- 1 JJAEP binder
- 1 Sweatshirt or sweater (appropriate color for level during the colder months)

### Section 10.02

Students will provide the following uniform items:

- One pair of **solid black athletic** shoes (no boots, dress shoes or casual shoes) with no prominent logos. The shoes must remain clean and free of any graffiti. Shoestrings will be solid black and must be tied at all times. Shoes with Velcro fasteners are acceptable. **No slip-ons** (exceptions may be made for Seniors and Honors with prior approval). Any unacceptable shoe type worn will be confiscated (possibly until the end of the student's expulsion), and the student will be required to wear Department issued shoes until the student's parent/guardian can bring in the proper shoes or until the end of the program day.
- One pair of khaki ("Docker" or "Dickie's" style) pants with no prominent logos. Pants shall fit around the waist so that they do not fall below the hips nor shall they be excessively tight or excessively long. Baggy pants and low-cut pants are not authorized. Any rips or tears must be sewn. **Jean style (rivets on the pockets, denim material and/or double-stitching), cargo pants, and skinny jeans are not authorized.** Pants pockets must be able to be turned inside-out for daily searches, and any small extra pockets must be removed.
- One solid brown or black leather-type belt (no design/decoration) with a plain open-faced buckle. The belt shall be laced through every loop with the end of the belt tucked in the pants if excess in length. Woven style or cloth belts are not authorized.
- White or black socks with no designs or logos, excluding a small brand logo.

### Section 10.03

Students are not allowed to wear shorts for any reason other than as required for medical purposes approved by the Administrator and school nurse.

**Jackets are prohibited to be worn to the JJAEP UNLESS the outside temperature drops below 45°F.** Jackets with inappropriate symbols or logos are strictly prohibited. If a jacket is worn to the JJAEP, it must be provided to staff upon preparing for search.

Jackets will be stored away during the school day, and students are allowed to pick up their jacket upon being released for the day.

#### Section 10.04

Students will be held accountable for maintaining their uniforms on a daily basis. This includes not only washing but also ironing and mending (as necessary).

#### Section 10.05

Accountability of issued items is the responsibility of the student and the parent. Any issued items lost, stolen or damaged (outside normal wear and tear) will be paid for within 5 working days of losing/damaging the item. Failure to pay for the item will result in the student not earning points for successful days. All items must be paid for before a student's academic records are released, upon completion of the program. The following is a list of uniform prices:

▪ J.J.A.E.P. Binder	\$5.00
▪ Sweat Shirt	\$25.00
▪ T-Shirts	\$20.00

#### Section 10.06

Proper wear of the uniform is as follows

- T-shirt will remain tucked into the pants at all times
- Pants will be worn with the waist band approximately 1 inch above the hip bone.\*\* If the pants are too long, the pant legs should be rolled up so that the bottom of the pant leg does not drag on the ground. The pants will not be tucked into the shoes or socks. All buttons and fasteners will be buttoned and fastened at all times.
- Continuous sagging will result in student being placed in a jump suit.
- Shoe laces shall be properly tied outside the shoes and Velcro fasteners closed at all times.
- Students who are granted authorization to wear alternative shoes must actively engage in all aspects of the JJAEP curriculum, including participation in recreational activities and physical education.
- No jewelry to include but not limited to the following: rings, earrings, necklaces, piercings, chains or bracelets. The only exceptions to this rule are medical alert bracelets required by a physician and the inexpensive wristwatches that Senior/Honor Level Students may wear. Any persistent wearing of unauthorized jewelry may be discarded at the approval of the administrator.
- **Appropriate undergarments shall be worn and all under garments shall remain covered at all times. Due to Physical Education class, females are required to wear a sports bra and males are required to wear brief style underwear. Underwear should be covered by pants at all times.**
- These rules apply anytime a student is on the JJAEP campus, riding on school transportation, appearing in court or participating in JJAEP evening programs.

- Students not in proper uniform will wear an alternative jumpsuit as provided by the department, and the student's parent/guardian will be contacted to bring in a proper uniform for their child.
- At the discretion of the JSO Supervisor or designee, any student who is out of uniform may pay 30 JJ Bucks instead of losing points.

#### Section 10.07

The final determination as to the appropriateness of particular uniform items will be at the discretion of the JSO Supervisor and/or the Administrator. Failure to comply with uniform standards may result in privileges being revoked.

#### Section 10.08

Tattoos, Body Piercings, and self-inflicted cutting/scratching

- Tattoos and body piercings are not authorized (this includes any permanent or temporary marks on the body). Any tattoos received after entering JJAEP will result in a reduction to Freshman level and an unsuccessful week (5 unsuccessful days).
- Existing tattoos must remain covered at all times. A black marker may be used to blacken in small tattoos. If tattoos are too large to blacken out, then a long sleeve black t-shirt may be worn underneath the issued JJAEP t-shirt (only as approved by the JSO Supervisor/Administrator)
- Any pre-existing body piercings must be removed before the student enters the program
- Tattoos may be photographed and placed in the student's file
- At the discretion of the JSO Supervisor, students who have sores, scratches, or scarring from self-inflicting cutting/scratching may be required to wear a long sleeve black t-shirt. (may be added to the student's permanent uniform requirements).
- Piercings, plugs, and spacers are strictly prohibited. Any student found wearing these items will have them confiscated and disposed of.

#### Section 10.09

General Grooming Standards

- **Students will shower, shave, brush their teeth, and wear deodorant on a daily basis**
- **Fingernails shall not exceed the tips of the fingers. False fingernails are not authorized. Fingernails must be clean and clipped at all times.**
- Make-up and fingernail polish are prohibited
- No artificial cosmetics of any kind are allowed (i.e., eye lashes, lash strips, lash extensions, etc.)
- Contact lenses that are extreme colors **will not be worn.**
- No "notching" or shaving the eyebrows. Any violation of this standard will result in a demotion to Freshman level and 5 unsuccessful days.

- Extreme haircuts are unauthorized (i.e. “extreme edging” or females that shave their hair, etc.). All edging must follow the natural hairline and shall not be edged more than ¼ inch. The final determination as to whether a haircut is appropriate or not will be made by the JSO Supervisor or Administrator.
- Hickies are not allowed. If a student comes in with a hickey, it will result in demotion to Freshman level and 5 unsuccessful days.

### Male Grooming Standards

- The standard haircut for males at the Freshman level is with a #2 guard on the clippers, and the student must be in compliance with this requirement by the third day of attendance. If the student is not in compliance with the required haircut on the third day of attending the JJAEP program, JJAEP staff will provide the necessary haircut. Furthermore, if the student refuses to comply with any element of the haircut requirements set forth in this Handbook, the student’s assigned JPO and the Juvenile Judge will be notified of the non-compliance.
- Sideburns are not authorized below the lobe of the ear. Designs, shapes, skinny or pointed sideburns are not authorized.
- The standard haircut for males at the Sophomore, Junior and Senior levels is hair short enough not to touch the ears or shirt collar and should not be in the eyes or face.
- **Students must get their hair cut before their second day of enrollment in JJAEP. If this does not occur, the Juvenile Supervision Officers will administer a haircut (shaved with a #2 guard on the clippers).**
- Juvenile Supervision Officers will check hair length regularly during inspections and haircuts will be administered as necessary to maintain compliance with these instructions.
- Students must maintain the standards above, unless privileges have been earned. If the haircut is not maintained to the standards above, a Juvenile Supervision Officer will shave the student’s head with issued clippers (a fade will not be given by a Juvenile Supervision Officer).
- If there is any question regarding whether a haircut meets the standard, the JSO Supervisor or Administrator shall make the final determination.
- Facial hair is not allowed and must be shaved at home, on a daily basis if necessary. Facial hair is defined as any hair that grows below the inner opening of the ear. Students who enter the facility unshaven shall lose points and may be required to shave at school if not in compliance with this rule.

### Female Grooming Standards

- Hair must be put up in a high “bun” unless privileges have been earned. “Pony tails” and “pig tails” are allowed for Sophomore and Junior levels. If longer than

chin length, hair must be kept off the collar, out of the face (pinned back) and present a neat appearance at all times.

- Hair holding devices must be **black** or **brown** and will be placed inconspicuously in the hair. Elastic hairbands and bobby pins are allowed to prevent the student's hair from falling down.
- Hair clips and claws are strictly prohibited.
- **All hair must be to their natural color. Dying (to include highlights), bleaching, extensions or wigs are not authorized. Point loss will occur daily until the hair is dyed back to a natural color.**
- Students have one day to be in compliance with this standard. The standards must be maintained throughout the duration of the expulsion/placement in JJAEP.

The Director of Montgomery County Juvenile Probation has the discretion to waive the gender specific haircut and grooming standards.

*Failure to comply with the uniform and personal appearance standards may result in unsuccessful days, an extension of the student's expulsion, and/or will be reported to the student's JPO and the Juvenile Court. If a student continues to be non-compliant with uniform standards, they may be required to wear the designated JJAEP jumpsuit until further notice.*

## Chapter 11                      Responsibilities of Parents/Guardians and Students

### Section 11.01

The parent/guardian shall:

- **make every effort to provide for the physical needs (including meals) of the student,**
- **assist the student in obeying the rules and regulations,**
- **be responsible for the student attending school on each assigned school day at the appropriate time and shall report absences and tardiness to the attendance office promptly,**
- **provide transportation to and from school if the student is denied bus service,**
- **accompany the student to his/her first day of attendance in the JJAEP and attend the JJAEP orientation. The student will not be enrolled without a parent/guardian or designated custodian present,**
- **attend and participate in all activities related to the student's enrollment and attendance in the JJAEP,**
- **ensure that his/her child is properly attired for school (the parent/guardian may be called to bring the student the proper uniform attire),**
- **notify the Attendance Officer and Juvenile Probation Officer within 24 hours of a change of address and/or phone number (excluding weekends and holidays),**
- **notify the JSO Supervisor and/or Juvenile Probation Officer of any significant behavior (good or bad) at home,**
- **complete the mandatory JJAEP Parenting Empowerment Program,**

- provide proper supervision of their student at all times,
- contact the Attendance Officer for information regarding their child's expulsion days, and
- review and sign the student's point sheet every evening.

### Section 11.02

While in JJAEP all students will comply with the following rules:

- obey all federal, state, and municipal laws,
- notify the JJAEP probation officer within 24 hours of any change of address and/or telephone number,
- obey their parents,
- attend all school classes regularly and obey school regulations,
- be at home by 6PM Sunday through Thursday, and by 7PM Friday and Saturday unless with a parent/guardian or adult approved by the parent/guardian
- do not use drugs, alcohol, inhale intoxicating vapors, or become involved with the manufacturing, sale, or use of any dangerous substances,
- will not carry any weapon including knives,
- submit to testing for drug/alcohol use,
- attend any individual or group counseling if directed to do so by their Probation Officer,
- will not associate or communicate in any way with any other JJAEP student outside of school or JJAEP sanctioned activities this includes but is not limited to text messaging, instant messaging and social websites (i.e. Facebook, Instagram, Snapchat),
- attend all activities assigned by their Probation Officer,
- will wear the JJAEP uniform when appearing in court,
- will not attend any school sponsored activity on or away from any school campus or you may be charged with Criminal Trespassing,
- will not associate with \_\_\_\_\_.

## Chapter 12                      The role of the Juvenile Intake/Probation Officer

### Section 12.01

Students are referred to the JJAEP when they are expelled from their home campus. The expulsion may be a result of committing certain delinquent offenses at school or for serious misbehavior while in a Disciplinary Alternative Education Program. Therefore, every student enrolled in the JJAEP will be assigned a Juvenile Intake/Probation officer. While in the program, the students are required to follow all rules and regulations. The intake/probation officer helps to ensure that the student abides by and understands these rules.

Every student, along with the parents/guardians, is **REQUIRED** to meet with the intake/probation officer for an initial intake. The purpose of this intake is to gather information, answer questions, and to assess any needs the student might have. If there is

a possibility that the student's case will involve any court action then it will also be discussed at this intake meeting.

Together with the cooperation of parents/guardians and the services of the Montgomery County Juvenile Justice Department, the students will be given the opportunity to successfully complete the JJAEP.

## **Chapter 13 Home Campus Activities**

### Section 13.01

By law, students expelled from school and assigned to the JJAEP are not permitted to attend any school-related or school-sponsored (extracurricular) events of any kind, at any time, or in any location; this includes but is not limited to prom, graduation, homecoming, dances, concerts, sports events etc. Doing so may result in the student being charged with criminal trespassing and/or other consequences administered by the JJAEP staff.

## **Chapter 14 Student Behavior and Discipline**

### Section 14.01

Any student referred to the JJAEP is subject to prosecution through the County Attorney's office and being placed on probation and/or being detained in the Juvenile Detention Center (JDC). The referral to the Juvenile Prosecutor's office is at the discretion of the assigned Juvenile Probation Officer but is largely based on a student's behavior while enrolled in the JJAEP.

### Section 14.02

Students are expected to memorize the Behavioral Code, Code of Ethics and Goals, Juvenile Probation/JJAEP staff names, and identify Thinking Errors before being able to level up in the program. After that time, students may be required to recite/recognize all or part of the above listed items at any time while enrolled in the JJAEP. The following timeline of events are required to be followed to level up in the program:

1. By the third day at the JJAEP, students are expected to know the Behavioral Code;
2. By the end of a full week at the JJAEP, students are expected to know all JJAEP staff names; and
3. By the end of the second week at the JJAEP, students are expected to identify Thinking Errors.

Failure to meet this standard may result in a student not earning a portion of their points for that day or could limit their eligibility for promotion to a higher level.

Any student on Sophomore through Senior's level, who is unable to recite/write, from memory, the Behavioral Code or the names of the Juvenile Probation and JJAEP Staff

members, will be given one school day to reach this standard. If the student fails to meet the standard then he/she will lose a level each day until they meet the standard.

#### Section 14.03

Students will stand at the Respect Position (see Chapter 17, Section 17.01) when addressing Juvenile Supervision Officers, the JJAEP Administrator, Juvenile Probation Officers, Teachers or any visitor to the program. **Students will address all adults as Sir or Ma'am. Students are expected to be respectful and courteous to all staff and other students to include the use of the words, "thank you, excuse me, and please."**

#### Section 14.04

**Students shall not discriminate against other students nor use language or behave in a manner that would imply prejudice or discrimination; this includes harassment or bullying. Students will be held strictly accountable for any such violations in behavior and demoted to Freshman Level with possible suspension.**

#### Section 14.05

Students will receive a weekly point record which records the number of points earned for each day attended. The parent must sign this sheet each evening and it must be returned to school the next school day by the student. This is an "inspectable" item during morning searches and inspections. An example of the point record is located at the end of this code of conduct. Failure to bring the point sheet to school due to washing it is not an acceptable excuse.

#### Section 14.06

Failure of a student to earn 16 points in a day will warrant an unsuccessful day and the day will not count towards the student's expulsion. A violation report will be written and submitted for every major infraction or for persistent minor infractions. If a student has two or more unsuccessful days in a one-week period, he/she may be required to stay late (6:00PM) for after school detention, may have to participate in a Saturday CSR Project or may not use their JJ Bucks to purchase incentives for a period of two weeks. They will perform general housekeeping/campus beautification duties during this time. There may be another consequence as deemed appropriate by the JJAEP Administrator. Any noncompliance with consequences will also be reported to the JPO and /or Court.

#### Section 14.07

If a student receives two or more violation reports (major infractions) within a one-week period, he/she will drop to the next lower level. Repeated/multiple or serious infractions may result in the student being placed on probation, and/or being detained in the Juvenile Detention Center. Three violations in one week will result in demotion to Freshman level.

#### Section 14.08

When a student commits a major infraction or has a series of minor infractions (not necessarily for the same offense) Juvenile Supervision Officers will administer consequences and a faculty/staff member will write a violation report containing the

details of the incident. Violation reports will be submitted to the JSO Supervisor and sent to the JJAEP Administrator. These reports may be used in court. Subsequent violation reports will result in the student being referred to the JSO Supervisor and then to the Administrator.

#### Section 14.09

The following is a list of minor violations that warrant a minimum of 1 demerit during the period in which the violation(s) occurred. This list is not an all-inclusive list. **Minor violations can quickly become major violations if the behavior continues after having been addressed by staff.**

1. Failure to comply with uniform/grooming standards
2. Inappropriate writing, i.e. notes to friends, scribbling (2 point demerit)
3. Contraband, i.e. sodas, jewelry, gum, etc. (2 point demerit)
4. Failure to follow procedure (i.e. entering classroom without permission, etc.)
5. Not completing homework (2 point demerit)
6. Not being prepared for class
7. Not staying focused on the assignment
8. Not paying attention while the teacher is instructing class to include sleeping in class
9. Any violation of the Behavioral Code that does not constitute a major violation (i.e. not standing at the respect position while addressing an adult)
10. Unexcused tardy within 15 minutes of sign-in time

The following is a list of major violations that warrant 3 or more demerits during the period in which the violation(s) occurred and an automatic removal from class with staff supervision (if applicable):

1. Unexcused tardy after 15 minutes of sign-in time
2. Contraband
3. Disrespect toward any adult
4. Refusal to comply with instructions
5. Lying, cheating or stealing (will automatically result in demotion to Freshman Level)
6. Defacing school/County property
7. Arguing with JJAEP staff
8. Physical contact with staff or other students and/or physical threats
9. Profanity
10. Disruptive behavior that disrupts the normal procedures (i.e. Making noises)
11. Any law violations
12. Gang writing/drawings
13. Unscheduled latrine break (if not emergency)
14. Removal from class with staff supervision (minimum 4 points deduction)
15. Bullying, harassment or discriminatory remarks (will automatically result in demotion to Freshman Level and possible suspension)
16. Repeated minor violations (within a 1 week period)

17. Navigating to unauthorized websites or apps on JJAEP electronic devices (i.e., computers, laptops, tablets, etc.) will result in demotion to Freshman level and possible loss of technology privileges.
18. Communication between students outside of the JJAEP.
19. Passing notes between students and sharing of personal information, such as social media account information, addresses, phone numbers, etc. (\*automatic one level demotion).

**IMPORTANT NOTICE:** ALL STAFF working in the JJAEP facility, including Conroe ISD employees and Montgomery County employees, are considered Public Servants. Any offense of an assaultive nature toward these employees will result in a felony referral of Assault of a Public Servant being filed. In addition, any student found defacing or destroying JJAEP property, including any portion of the facility, will be referred to the County Attorney's office for Criminal Mischief.

## **Chapter 15                    Level System and Advancements**

**All students eligible for promotion shall be reviewed by the promotion board consisting of JJAEP staff.**

### Section 15.01

The following student level system has been established at the JJAEP. Students must seek advancement through the level system or risk demotion.

### Section 15.02

Levels and expectations:

**Freshman level:** A student on Freshman level is someone that is newly enrolled in the JJAEP or that has been reduced in level or has never achieved a higher level due to misbehavior. Freshman is the first level in the level system. These students should be making an effort to study the code of conduct and pass the sophomore test. They should show self-improvement by having successful days, knowing the required information, following the rules in the code of conduct, and passing classes since enrolling in JJAEP.

**Sophomore level:** A student on Sophomore level is someone who has demonstrated a desire for self-improvement by not having had any serious behavior/discipline issues for at least ten (10) consecutive school days. Sophomore level students are able to effectively participate in Cognitive Skills Development Groups, must exhibit honesty in dealing with their peers and persons of authority, and identify thinking errors when applicable.

**Junior level:** A student on Junior level is someone that has displayed the potential to be a leader by not having had any serious behavior/discipline issues for at least 20 consecutive school days. Junior level students are highly motivated, will assist in

teaching students on lower levels what is expected, and identify thinking errors when applicable.

**Senior level:** Senior level students are those who exhibit leadership within the JJAEP as well as in their community. These students set a positive example by word and behavior, for others to follow. Senior level students meet and exceed expectations as set forth by the JJAEP and the student's respective caseworker. This student leads by example by not having had any serious behavior/discipline issues for at least 40 consecutive school days. Senior level students will display leadership by volunteering to lead activities and being an active participant when they are not leading.

**Honor level:** Honor level is the highest level possible at the JJAEP, and is reserved only for students who display a long-term commitment to excellent behavior and exceptional character. Honor students are expected to be team leaders and assist other students, teachers, and staff as needed. This highest level of Honor is an extension of the Senior level, with all the Senior level expectations included. Honor level is not merely earned for continued good behavior, it is awarded to Senior level students who wish to further their self-improvement goals and ambitions.

The level system is based on various criteria. Students are able to earn up to 20 points per day of full attendance. In order for a student to advance through the level system a student must demonstrate to the staff they can meet the following criteria for each level:

For advancement to Sophomore level:

- Earn 200 points
- Maintain an average attendance rate of at least 80% within a 9 week period (if applicable)
- Display a positive attitude and desire for self-improvement
- Have a cooperative attitude and willingness to learn
- Pass the written General Knowledge test for Sophomore level
- Maintain passing grades in all classes
- Has had at least 10 consecutive days without any serious behavior/discipline issues or minor violations. An exception to the minor violation would be one (1) unexcused tardy within the three week period, based on extenuating circumstances and at the approval of supervisory staff.

For advancement to Junior level:

- Meet and maintain the criteria outlined in the Sophomore level
- Earn 400 points
- Maintain an average attendance rate of at least 90% within a 9 week period (if applicable)
- Pass the written General Knowledge test for Junior level
- Has been a Sophomore level student for at least 10 school days

- Display leadership potential by having had at least 20 consecutive school days without any serious behavior/discipline issues or minor violations. An exception to the minor violation would be one (1) unexcused tardy within the three week period, based on extenuating circumstances and at the approval of supervisory staff.

For advancement to Senior level:

- Meet and maintain the criteria outlined in the Junior level
- Earn 800 points
- Maintain an average attendance rate of at least 95% within a 9 week period (if applicable)
- Display leadership daily among his/her peers through word and deed by having had at least 40 consecutive school days without any serious behavior/discipline issues or minor violations
- Pass the written General Knowledge test for Senior level
- Has been a Junior Level student for at least 20 school days

For advancement to Honor level:

- Meet and maintain the criteria outlined in the Senior level
- Earn 1,600 points
- Having at least 80 consecutive school days without any serious behavior/discipline issues or minor violations.
- Has been a Senior level student for at least 40 school days
- Have at least 2 JSO staff recommendations (not including your team's JSO & cannot ask for the recommendation)
- Turn in a completed Honor application to the JJAEP Administrator
- Interview in front of a Department interview board
- Maintain an average attendance rate of 100% attendance within a 9 week period

### Section 15.03

Students who have been diagnosed with a disability will receive the appropriate modifications on written/verbal advancement exams in accordance with the student's Individual Education Plan (IEP).

## **Chapter 16                      Privileges/Incentives**

### Section 16.01

All privileges and incentives must be maintained through good behavior and a positive attitude. The JSO Supervisor and/or Administrator may take privileges, incentives and/or lower a student's level at any time deemed appropriate.

### Section 16.02

Privileges and incentives include but are not limited to the following:

- Freshman Level Students:
  - will wear a green shirt;
  - will sit to eat lunch;
  - will receive 15 minutes to eat lunch; and
  - may be allowed to participate in recreational activities on Friday **if** they earn all successful days that week.
  
- Sophomore Level Students:
  - will wear a blue shirt;
  - will sit to eat lunch;
  - will receive 15 minutes to eat lunch;
  - will move ahead of Freshman level students in line;
  - may participate in recreational activities;
  - will be allowed to wear any type of tennis shoe **JUST ON FRIDAYS** (non-gang color affiliated); and
  - may grow their hair out according to Section 10.09.
  
- Junior Level Students:
  - will wear an orange shirt;
  - will receive 15 minutes to eat lunch;
  - will be allowed to bring crackers, cookies, or chips for lunch;
  - will be allowed to bring juice, flavored water, or sports drink for lunch (no cans or glass bottles and no more than 20oz plastic bottle);
  - will be allowed to move ahead of Sophomore level students in line;
  - may be allowed to go on Field Trips;
  - will be allowed to wear any type of tennis shoe on **THURSDAYS AND FRIDAYS** (non-gang color affiliated); and
  - will be allowed to leave at 2:30 on Fridays.
  
- Senior Level Students:
  - will wear the issued JJAEP maroon shirt;
  - will receive 20 minutes to eat lunch;
  - will be allowed to bring any lunch that does not require utensils, refrigeration or heating;
  - will be allowed to bring sodas for lunch (no cans or glass bottles and no more than 20oz plastic bottle);
  - will be allowed individually packaged candy bars (regular size);
  - will be allowed to let their hair grow (\*males);
  - will be allowed to wear their hair down (\*females);
  - will be allowed to wear makeup (\*females);
  - will be allowed to carry a pen or pencil;
  - will be allowed to assist in leading his/her Problem Solving Group;
  - will be allowed to wear an inexpensive wrist watch;
  - will be allowed to leave at 2:30 on Thursdays and Fridays unless they are struggling in academics;
  - may be allowed to have facial hair that is trimmed and neatly kept;

- will be allowed to wear any type of tennis shoe (non-gang color affiliated);
- may be allowed to purchase food from local restaurant on Fridays at the team JSO's discretion and approval of the JSO Supervisor or Administrator; and
- may be allowed to have a full set of nails (\*females).

NOTE:

\*\*Male Senior Level Students will be allowed to grow their hair but it must remain off the collar and ears and out of the face. Hair must be neatly groomed.

\*Female Senior Level Students will be allowed to wear their hair down but it must remain neat and off of the student's face. Dying/bleaching of hair is still not authorized.

\*Female Senior Level Students will be allowed to wear make-up; however, this will be limited to clear lip gloss/balm, natural colored powder/foundation, and brown or black mascara. Eccentric, exaggerated or trendy cosmetic styles and colors are prohibited.

\*\*\*\*\* Nails must be natural in color and be no longer than "active" length. Nail polish must be a neutral color such as clear coat or pink.

➤ Honor Level Students will:

- wear the issued JJAEP maroon polo shirt and V neck sweater (as appropriate); and
- be allowed all the Senior level privileges plus:
  - leave early at 2:30pm every day;
  - allowed snacks daily (from JJ Bucks program during lunch);
  - may provide staff with lunch money for any day of the week so that staff can bring them lunch from local restaurant (staff must approve the day before);
  - unscheduled latrine breaks (2 per day max);
  - extensions will be allowed provided that the extensions are 14" or less and of the same color as the student's natural hair;
  - only natural highlights will also be allowed, no extreme colors.
  - possible outings once per month (must be approved by the JJAEP administrator); and
  - up to 3 additional administratively approved incentive requests that were submitted in the Honor student's Honor application.

Section 16.03

Students are allowed to earn JJ Bucks in the JJAEP for good behavior, displaying positive leadership, and performing acts of kindness. These JJ Bucks are separate from their daily behavioral points and may only be used on successful days. These may be used to receive incentives such as a movie, snacks, latrine breaks, or appropriate uniform exceptions. All JJAEP students are eligible to earn JJ Bucks, regardless of their level.

**Chapter 17                      Student Operating Procedures**

Section 17.01

General/Daily Activities:

- Students are not allowed to speak unless they are first acknowledged and/or receive permission to speak by an adult or they are answering a question that was directed to them. A student must first raise his/her hand, and then wait for faculty or staff to acknowledge them or give them permission to speak.
- Students must remain in the respect position at all times (head and eyes straight to the front, hands in the small of the back, feet shoulder width apart with the body weight evenly distributed on both legs). Students must ask for permission to move out of the respect position unless directed to do so by a staff member (permission to adjust).
- While seated, students must remain in a modified respect position at all times (head and eyes on the teacher or assignment, hands and forearms flat on top of the desk, sitting correctly in chair with feet, legs under the desk and not in the aisle). Students will not prop their heads up using their hands, books or anything else.
- Students who refuse to move from one location in the building to another may be escorted by trained/certified JJAEP staff. A student will receive verbal instruction by the staff member. After the second instruction, if the student continues to refuse, they will be instructed to move to the location or they will be escorted by the staff member. If they refuse after the third attempt, the JJAEP staff may escort as necessary. Also, if a student is refusing to follow instructions, the JJAEP staff shall give up to three verbal instructions. After the third instruction, the JJAEP staff may assist the student if appropriate.
- Students will only use the JJAEP issued binder to store necessary papers. They will be expected to keep these binders organized at all times. Binders are subject to search/inspection at any time. There shall not be loose sheets of paper in the binder with the exception of the JJAEP Points Record. All papers must have holes punched and be in the binder rings. Writing, drawings or letters that have not been assigned by a staff member will be confiscated.
- All homework assignments must be completed prior to morning searches/inspections and must be done as neatly and accurately as possible. All assignments will begin with the proper heading. Heading format is as follows:
  1. Level, Last Name, First Name/Team
  2. Date (Month, Day, Year)
  3. Subject
- Students will be assigned an area in their respective team rooms to store text books and lunches. Students are expected to maintain all materials in a neat and orderly fashion.

- Students will write using block style letters. Students will not use any type of symbol or anything else that could be viewed as inappropriate.

### Section 17.02

#### Morning Arrival:

- Upon arrival at the JJAEP, all students will enter the building and line up as directed by staff.
- Students will then prepare for morning searches. Shoes, belts and sweatshirts (when issued) will be removed, shirts will be un-tucked, and all pockets turned inside out. Students will place their shoes, lunches, binders and other items on the search table, when directed by a staff member. After placing the items on the search table, the students will line up facing the walk-through metal detector.
- Students will walk through the metal detector when directed to do so by a staff member. Once through to the other side of the metal detector, students will be instructed to assume the pat down search position.
- Male students will face the wall, extend their arms, place the backs of the hands against the wall, step back away from the wall, and stand with their feet more than shoulder width apart. Male Juvenile Supervision Officers will conduct a thorough pat down search. Once the pat down search is completed, the students will move to the sign in table and sign in. If no male staff member is available, female staff will visually inspect the male student's uniform. Female staff will NOT perform pat down searches on male students.
- Female students will assume the same position as the male students but will also take down their hair. Female JJAEP staff will conduct a thorough pat down search. If no female staff members are available, a male staff member will visually inspect female student's uniform. Once the pat down search is completed, female students will move to the sign in table and sign in. Male staff members will NOT perform pat searches on female students.
- After signing in, students will retrieve their items from the search table when directed by staff and move to their respective team formation area. Students will line up in a **single-file line** (one behind the other) as directed by staff.
- Students will only get dressed once they are in line, including putting on their shoes. Juvenile Supervision Officers will then give students further instructions.

### Section 17.03

#### Hall Travel:

- Students are not allowed to be in the hallway unless under the instruction and supervision of a JJAEP staff member.

- All students will travel on the right side of the hallway in front of staff members at a brisk walk at all times. Students will walk in a modified Respect Position everywhere they go.
- All students will carry their books in the hand that faces the middle of the hallway.

#### Section 17.04

##### Latrine Break:

- Students will have scheduled latrine breaks throughout the day
- Students will be supervised at all times by a same gender JJAEP staff while using the latrine
- An inspection will be conducted and a student will be required to wipe or clean any messes that he/she made while using the latrine

#### Section 17.05

##### Entering the classrooms/team rooms/offices:

- Students will stand in the doorway at the Respect Position, slap three times loudly on the door frame. Students will then remain at the doorway in the Respect Position until further instructions are given. Only the first student in a group must “knock” on the door.

#### Section 17.06

##### Independent Reading:

- Independent Reading (IR) is a student’s opportunity to choose a book to read from the JJAEP Library. This book will be with him/her throughout the academic day. For this reason, we insist that students do not take these books home. If a student takes a book home and leaves it at home, he/she will lose a minimum of 1 point for each class period the next day, unless within 3 days of enrollment. If a student should accidentally take a book home, they should bring it back the next day. The book will be confiscated during check-in. A minimum of 1 point will be deducted for not following instructions (taking the book home). If a student is ever unable to locate his/her IR book, they must see the JJAEP Librarian as soon as possible. For Honor level students and select Senior level students an electronic reading device with e-books may be provided as appropriate. Honor level students may take a library book home to read if desired.
- Once a student has completed reading his/her IR book, they will need to see the JJAEP Librarian in order to take a computerized quiz (Accelerated Reader) over

the book. Points and scores from these quizzes will be factored into students' Independent Reading grades.

- Students will have an opportunity to choose another IR book upon the completion of each book read. Inside the library, if a student should pull a book from the shelf and decide that they don't want it, they should put it back where they found it. If they are seen returning a book to the wrong spot on a shelf, 2 points will be deducted. Students may ask the JJAEP Librarian for assistance, if necessary.

#### Section 17.07

##### Afternoon Dismissal:

- After the last assembly of the day, students will sign out on the sign-out roster. It is the responsibility of each student to ensure that he/she legibly signs out every day. Failure to do so could result in loss of attendance credit for that day and/or loss of points.
- **Only parents/guardians or designated adults are allowed to enter the building to pick up students. Appropriate attire is required at all times. If a parent is dressed inappropriately, he/she will be asked to wait outside until their child can be released. Only children under the age of 13 are also allowed to enter the building during dismissal but must remain with their parents at all times. Anyone who causes a disruption in the building or on the JJAEP campus will be asked to leave.**
- Parents/guardians must remain in the designated waiting area. Under no circumstances are parents/guardians allowed to enter the JJAEP restricted area without an escort.
- Students may not exit the building until instructed to do so by staff. At that time students must exit the building with the appropriate parent/guardian or bus driver.

#### Section 17.08

##### Physical Activities:

- The JJAEP will provide daily physical activities (weather permitting) for students eligible to exercise. Physical activities shall include a warm-up, stretching, and the activity itself. Examples of physical activities are jumping jacks, push-ups, sit-ups, and other general calisthenics or sports.
- All physical activities shall be approved by the Conroe I.S.D., P.E. teacher of record.
- If a student is not allowed to participate due to medical reasons, an alternate activity will be provided that is within the medical guidelines of the student's ability.

- Alternative indoor activities shall be utilized in situations of extreme temperature or inclement weather (below 45F and in excess of 95F). Appropriate attire (sweatshirts) shall be provided to all students when necessary.
- Water breaks shall be provided at least every 30 minutes during outdoor physical fitness activities.

## **Chapter 18                      Counseling**

### Section 18.01

During enrollment to the JJAEP, the student and parents/guardians are asked to sign the Release of Information and Consent to Treat forms. This allows the student to be assessed by a mental health counselor to determine his/her appropriateness for any counseling services.

### Section 18.02

Counseling services are offered to empower the students to develop and maintain the skills necessary for academic and behavioral success. Services offered include: substance abuse and anger management groups, individual counseling, and family counseling. Psycho-educational groups and life skills groups are scheduled intermittently as well. Placement into groups or into individual or family counseling will be based upon the initial assessment and/or referral by the JPO. In addition, crisis intervention services are available on an as-needed basis.

### Section 18.03

Each student will participate in cognitive restructuring skills training with his/her team. These programs are designed to help the students understand that even when things happen that are out of their control, they always have the ability to choose how they will react to the situation. Problems, self-made or by circumstance, can become the stepping stones to a more successful life. It is a program of success, designed to help the students examine who they are so they can better understand their thoughts and their decision making habits. These programs will help them understand that the secret to real success is in wanting something so bad that you are willing to make the sacrifices necessary to get it.

### Section 18.04

#### **Program Ethics and Goals**

- 1. Take responsibility for your own actions**
- 2. Strive to be a leader**
- 3. Give and receive help**
- 4. Show respect for others and yourself**
- 5. Avoid using thinking Errors**
- 6. Work hard to improve yourself physically, mentally, and emotionally**
- 7. Maintain a positive attitude**

## **Chapter 19 Student Bill of Rights**

### Section 19.01

All JJAEP students have clearly defined rights that must be recognized by both students and staff. Students will be under the supervision of trained staff personnel at all times.

### Section 19.02

Students have the right to:

- Expect that they will be treated respectfully and impartially
- Be addressed in a positive manner (student, last name or a combination thereof)
- Be informed of the rules, procedures, programs, and schedules concerning the operation of the JJAEP
- Receive appropriate medical treatment
- Report any problems or complaints they have while in the JJAEP without fear of punishment

### Section 19.03

#### Prohibited Sanctions

The following sanctions are prohibited in the JJAEP:

- corporal or unusual punishment, physical abuse, humiliating punishment, and/or hazing;
- not be discriminated against because of race, national origin, color, creed, gender, religion, physical handicap or political beliefs and will have access to all services and programs that are available;
- physical exercise imposed for discipline or intimidation;
- not be sanctioned by another student
- deprivation of food and water; and
- expulsion from the JJAEP.

### Section 19.04

Reporting/Preventing /Treatment: Abuse Neglect, and Exploitation;

In accordance with the Prison Rape Elimination Act of 2003, this facility maintains a zero tolerance policy on sexual abuse and sexual harassment. If you feel you have been sexually assaulted or you feel that you are in danger of being sexually assaulted you are required to report that information immediately to a staff member. Reports of sexual abuse or potential sexual abuse can also be made to The Texas Juvenile Justice

Department at 1-877- STOP-ANE (1-877-786-7263). Other methods of reporting sexual abuse or potential abuse are to use the facility's grievance system, or tell a teacher, medical professional, your parent(s), probation staff, attorney, or any other adult you trust. You will not get into trouble if you are a victim of any type of abuse and report it.

To minimize the risk of being sexually abused you are encouraged to stay near staff members at all times, remain in the main hallway or classrooms because they are being video recorded and avoid being alone with others.

This facility shall provide ongoing medical and/or mental health evaluation and treatment to all known victims of sexual abuse by facility personnel. The evaluation and treatment shall include appropriate follow-up services, treatment plans, and when necessary, referrals for continued care following their release from the program. The level of medical and mental health care provided to victims shall match that community level of care generally accepted by the medical and mental health care communities.

Abuse, Neglect, Exploitation, and/or Harassment by any individual having contact with any child/client under the jurisdiction of the Department is strictly prohibited (abuse includes physical, sexual, and emotional). Individuals include staff members, contractors, volunteers, and any other person working under the auspices of a Department facility or program. In order to protect a child's/client's physical and emotional welfare, staff are prohibited from subjecting children/clients to corporal punishment of any nature; threats, derogatory remarks, or other verbal abuse directed toward the child/client or his parents/guardian. Deprivation of meals, sleep, or medical care is also prohibited from being used as disciplinary action. Juveniles have the right to report to TJJD any alleged abused, neglect, and/or exploitation, including death.

## **Chapter 20 Student Concerns and Grievance Procedures**

### Section 20.01

A Student Concern Form is available to any student who has an issue or concern that is not informally resolved with staff and does not meet the requirements of a grievance.

A Student Concern Form is available to each student in their Student Code of Conduct, upon request from staff, and from a wall file located in the main hallway. During the school day, students are required to ask staff permission to complete and turn in a Student Concern Form. A student may complete a Student Concern Form on their own time, and submit the form in the student box without staff permission or assistance at the beginning and end of the school day.

Upon receiving a Student Concern Form, the JJAEP Supervisor or designee will:

- submit a copy of the Student Concern Form to the JJAEP administrator;
- review the circumstances surrounding the concern and complete the staff portion of the form; and
- provide the student with a written response within 5 school days after the Student Concern was submitted.

### Section 20.02

Upon admission into the JJAEP, students will be informed of their right to grieve any behavior or disciplinary action of staff or other students. Grievances that have not been resolved informally shall be filed according to the procedures outlined below. All grievances will be handled expeditiously and without threat of reprisal against the individual filing the grievance.

### Section 20.03

- Informal Resolution

Students should first try to resolve a grievance against a staff member informally. If an informal resolution cannot be made, the student should complete a Grievance Form and submit it to the JSO Supervisor. If assistance is needed to complete the grievance form, the Juvenile Supervision Officers or JSO Supervisor should provide this assistance.

- Filing a Grievance

Students will have full access to forms, and upon request will be provided a blank form at the earliest available opportunity. Grievances will also be available in a wall file in the hallway. The grievance forms must contain the name of the student, date and time, the person or policy grieved, and the nature of the grievance. The Grievance form should be submitted to the JSO Supervisor or placed in the student box in the hallway. The JSO Supervisor will immediately notify the JJAEP Administrator. The JSO Supervisor will then investigate and respond in writing to grievances within 3 school days of receiving the grievance. Students may appeal the findings of the JSO Supervisor to the JJAEP Assistant Deputy Director. The Deputy Director will be notified of all complaints against staff members. No reprisals will be taken against anyone using or participating in this process, and retaliation by staff is strictly prohibited. Upon request, a copy of each grievance, including the response, will be provided to the student's parent, guardian or custodian. Grievances are not to be filled out during academic time and cannot disrupt the operations of the program. The deadline for a student to submit an appeal is (7) seven school days after receiving the initial response, and the student will receive a response within 10 school days after submitting an appeal.

### Section 20.04

The following are some examples of non-grievable circumstances:

A loss of points  
Team assignment  
The time school starts and ends  
Grades

## **Chapter 21 Distance Learning Guidelines**

### Section 21.01

#### **Distance Learning/Education Continuity Guidelines**

Should the JJAEP have to participate in remote learning, the following Education Continuity instructions will be given:

- Students and parents will need to participate in all aspects of distance learning. Parents will need to ensure that their child is actively logging into their accounts and are completing the assignments. Failure to log in and complete assignments will result in students not receiving credit towards days served for their expulsion, students will be counted absent and it will be reported to their home campus.
- If a student does not have access to a computer, one will be issued to the student. If the student does not have access to WiFi, paperwork assignments will be provided. These assignments will need to be completed and returned in order to receive credit towards their classes and expulsion days.
- Communication must also be maintained with teachers and JJAEP staff. Parents and students will need to be in communication with their teachers either through email and/or phone in order to receive and give information about any school work or any issues they may be having. Daily contacts with the students will be made either by phone and/or emails from the teachers and JSOs/JPOs. This is to ensure that students/parents have the equipment/supplies and information needed to be successful during the distance learning.

\*\*\*Please remember: Regardless of why the students are in JJAEP, they will be highly encouraged to participate in their education continuity plan so that they can receive attendance credit towards their expulsion days. Failure to do so, can extend their expulsion days as well as affect their credits and class grades. Any non-compliance with these guidelines will be reported to the probation officers, the courts and the school districts.

Montgomery County JJAEP  
Student Concern Form

Student Name: \_\_\_\_\_

Nature of Concern:

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Student Signature

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Date/Time

Supervisor Response:

\_\_\_\_\_  
Date/Time Received

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Supervisor Signature

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Date/Time

Response Received: \_\_\_\_\_  
Date/Time

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Student Signature



## **Chapter 21                      Program Completion**

### Section 21.01

In order to successfully complete the program a student must accomplish the following:

- Successfully complete the number of assigned expulsion days
- Receive Administrator approval
- Return all uniforms and school supplies issued or borrowed. This should occur on the last day of attendance. Failure to do so will result in the JJAEP holding a student's school records until all materials are returned.
- The dress code for the last day of school shall be the same as stated in the code of conduct with the exception of the t-shirt. A white t-shirt shall be worn by males with their JJAEP t-shirt and sweatshirt (if applicable) washed and neatly folded. Females must wear a solid color t-shirt (not white) that is modest in style and not tight fitting.

### Behavioral Code

1. I will follow all the rules of the JJAEP.
2. I will comply with all the requests and orders given to me by JJAEP staff.
3. I will assist the JJAEP staff in maintaining safety, order and discipline.
4. I will respect myself and demonstrate courtesy to others at all times.
5. I will stand/sit in the modified Respect Position at all times.
6. I will raise my hand and wait to be called on before I speak.
7. I will keep my hands, feet and everything else to myself.
8. I will be responsible for my property at all times.
9. I will maintain my uniform standards at all times on and off campus.
10. I will pay full attention and participate in class at all times.

Juvenile Probation and JJAEP Staff

Director, Juvenile Probation Department	Mr. Gusler
Deputy Director, Juvenile Probation Department	Mr. Sutton
Administrator, Assistant Deputy Director, JJAEP	Ms. Saucedo
Juvenile Supervision Officer Supervisor, JJAEP	Mr. Rivera
Quality Development Supervisor	Mr. Henderson
Secretary/Attendance Officer	Ms. Salazar
JJAEP Mental Health Counselor	Ms. Tazelaar
Juvenile Probation Officer	Ms. Monreal
Juvenile Probation Officer	Mr. Lopez
Juvenile Supervision Officer	Mr. Matamoros
Juvenile Supervision Officer	Ms. Walker
Juvenile Supervision Officer	Ms. Diehl
Juvenile Supervision Officer	Ms. Allen
Juvenile Supervision Officer	Mr. Liddic

### **J.J.A.E.P. Phone Numbers**

- |  |                              |
|--|------------------------------|
| 1. Administrator, JJAEP                    | Ms. Saucedo<br>936.538.3620  |
| 2. Principal, JJAEP                        | Mr. Eldridge<br>936.709.8100 |
| 3. JSO Supervisor/Probation Officer, JJAEP | Mr. Rivera<br>936.538.3629   |
| 4. Secretary/Attendance Officer, JJAEP     | Ms. Salazar<br>936.538.8168  |
| 5. Mental Health Counselor, JJAEP          | Ms. Tazelaar<br>936.538.3255 |
| 6. Probation Officers, JJAEP               | Ms. Monreal<br>936.538.3621  |
|  | Mr. Lopez<br>936.538.3623    |
| 7. Student Success Coordinator, CISD/JJAEP | Ms. Long<br>936.538.3622     |
| 8. JJAEP Fax                               | 936.538.3611                 |

## TRANSPORTATION CONTACTS

DISTRICT	OFFICE #
The Woodlands	832-592-8800
Oakridge	832-592-8850
Conroe	936-709-7916
New Caney	281-577-8680
Splendora	281-689-4322
Montgomery	936-276-2300
Magnolia	281-252-2221

Note: It is ultimately the parent's responsibility to arrange transportation and to give notice if your child will not be riding the bus for the day. Please refer to Chapter 4: Transportation in your child's code of conduct.

# THINKING ERRORS

**POWER PLAY** – *I try to dominate, manipulate and control other. I know the right way to do things, but I prefer to do things “my way.” I view every situation as a win or lose and I will do anything, even wrong or illegal things, to make sure I win.*

**CLOSED CHANNEL** - *I am closed-minded. My communication is the opposite of open communication. I do not reveal my true thoughts and feelings. Also, I do not accept feedback from others.*

**SECRETIVENESS** – *I use secrecy and secrets to control others, make myself feel powerful and continue being criminal. I try to develop secret relationships with others who I think will help me be criminal. I develop some secret relationships with people who I plan to manipulate or abuse. I can also use secrets in treatment to avoid letting other people know me.*

**ENTITLEMENT** – *I think the world owes me. I feel superior to others, even though I have done nothing to earn that feeling. I want others to treat me special and if they don't I get mad....and I get even.*

**KEEPING SCORE** – *I keep track of the times another person confronts me, argues with me, or does me wrong. When I think the other person is wrong, or in a position of weakness, I attack that person. I try to hurt them so I can even the score.*

**SELFISH** – *I do not show care or concern for others. I fail to consider the rights and feelings of others. I do what I want to do, when I want to do it, regardless of who I disappoint or hurt.*

**LYING** – *deception and dishonesty through falsification of the facts. There are three forms of lying:*

- a. *Commission: Making something up that simply is not true*
- b. *Omission: Half-truths; saying partly what is so by leaving out major sections to manipulate the outcome.*
- c. *Assent: Faking agreement with someone (being phony).*

**MAKING FOOLS OF** – I can do this in public or in my mind. I exaggerate the mistakes and weaknesses of others in order to put them down so I can feel superior. If I do this in public, I am trying to raise my status while tearing down another person.

**HOP OVER** – I do not answer questions when I know the answer would be unpleasant. I hop over the question and answer a different question or change the subject. I will try to change the subject or redefine a problem so I don't have to talk about things I don't want to.

**POOR ME** – I try to look like I am hurt or like everyone is picking on me. I try to get others to give me love and support so I won't have to be responsible. I will use this thinking error to get those in authority to switch from holding me accountable to becoming my rescuer.

**UNIQUENESS** – I feel I am different than other. Even though my crime may be similar, I have ways of proving that I am different. I think because I am different, the things that apply to others don't apply to me. This is especially true when it comes to rules, laws, and consequences. I know they apply to others but I believe that if people would just realize how different I was, they would realize that these things don't apply to me.

**VICTIM STANCE** – I try to replace myself as the one who was hurt. When I do this, I try to convince others that I was more hurt than the victim was.

**PET ME** – I do things just to get others to praise me. My heart is not in what I am doing. I am just trying to get others to say “good job” or “atta boy!”

**MR. GOOD GUY/MS. GOOD GAL** – I wear a mask or false front. I give the right answer. I do or say the right thing even though that is not how I truly think and feel. On the outside, I appear to be a good citizen, but underneath this mask is the beating heart of a real criminal person.

**CONFUSION** – I will look confused even though I really know what's going on. I will try to convince others that I do not know what to do or what is expected of me. I will typically use confusion as a way to avoid responsibility or as an excuse for not doing what I was supposed to do.

**ANGER** – *I feel anger in many situations or most of the time. I get angry easily. My anger quickly becomes intense and spreads. I use tantrums, outrage and aggression to express anger. When I am angry, I don't think in a normal, rational way. My anger can lead to hurtful or criminal acts. Sometimes I use anger to shift focus from the problem or me to something else. I also use anger to seek revenge. Sometime I get angry or pretend I am angry so I can control someone or justify hurting someone.*

**HELPLESS** – *I present myself as incapable and unable to do what I am asked. I think if I look helpless, people won't expect much of me and I won't be held accountable.*

**JUSTIFYING** – *I make excuses or explanations to explain away my inappropriate behavior. I try to make something wrong appear like it is not wrong.*

**BLAMING** – *I blame someone or something for causing me to act as I did. I blame others so I can avoid responsibility for my actions.*

**MINIMIZING** – *I discount my inappropriate behavior. I try to make wrong behavior appear insignificant. Sometime I compare my wrong behavior to "worse" behavior, so I don't appear to be so bad.*

**OWNERSHIP** – *I view others as a possession. I act as if I have total control over another person. I ignore the fact that the other person has feelings and needs. I abuse power in the relationship.*

**MIND READING** – *Assuming I know the thoughts, motives, and intentions of others. Not bothering to ask other people what they think or what is important to them.*

**SUPEROPTIMISM** – *I believe I am such a slick, criminal person that no one will catch me or be wise to my criminal tricks and plans. I am aware that if I do wrong and get caught I will get punished, but I think I won't get caught or that if I do get caught I will be able to talk my way out of it.*

**CAN'T WAIT** – *I am impulsive. I do not wait for the proper time to do things. I will not delay my desires. I do it when I want to, even if it's not the right time.*

**PERRY MASON** – I use legalistic arguments to create a cloud of words to confuse and distract others from what is really relevant. I skillfully focus on rules or morals and I hide behind them so that others cannot force me to be responsible. I especially like to ignore the spirit of a law or rule so I can use a literal interpretation to mislead others. I divert attention from real issues by focusing on irrelevant, nit-picking details.

**ZERO STATE** – I feel worthless, like I am a nothing. I think other people can tell I am a zero, or I am afraid that others may discover I am really a nothing. I believe that things will never change – that I will always be a zero. I may engage in illegal or dangerous activities so I can prove to others or myself that I am not a zero.

**CRIMINAL PRIDE** – I take pride in being a criminal. My self-esteem is based on my criminal deeds and accomplishments. Criminal deeds could include criminal offenses or merely breaking rules and feeling proud that I got away with it.

## Merit System/JJ Bucks

The Merit System is a method of rewarding students for positive behavior through incentive JJ Bucks. JJ Bucks will be rewarded to students who exceed the standards of JJAEP Student Code of Conduct and/or perform random acts of kindness. Those students displaying positive leadership roles during their tenure at JJAEP will also have the opportunity to earn incentive JJ Bucks. The student's JSO Advisor will keep track of the student's JJ Bucks on his/her point sheet, with the JSO Supervisor maintaining the bank of JJ Bucks for all students. The JSO will document and notify students of earned JJ Bucks. These JJ Bucks earned by the students can be exchanged for additional privileges and incentive items such as: movie, snacks, candy, soda or juice, free time, and other incentives. Once students earn enough JJ Bucks, they will be allowed to purchase different incentive items and privileges.

At the discretion of the JSO Supervisor, JJ Bucks may also be used as a reprieve from loss of points for improper uniform. Each uniform violation cost 15 JJ Bucks, although this may be canceled at any time due to, but not limited to, an egregious violation; student manipulation of the system; or a pattern of uniform violations.

Items will be available for purchase during lunch on Monday, Wednesday, and Friday. Items will be distributed during team time or movie time on Monday, Wednesday, and Friday.

JJ Bucks will also be rewarded to students for having successful days and perfect days. A successful day at JJAEP (16 + points) is worth 1 ticket and a perfect day (20 points) is worth 2 JJ Bucks. If a student is detained, jailed, or suspended from the program; the student's JJ Bucks will be automatically forfeited and their bank will be at zero upon the child's return to the program.

***\*\*Students with a perfect week will earn a total of 15 JJ Bucks\*\****

### **Incentive items are as follow:**

- **Various Snacks:** During group or movie.
- **Pizza Party or Ice Cream Social:** All team members must have a successful week and also pay **10 JJ Bucks** each (***\*\*these affairs will be a team event\*\****).
- **Free Time:** During lunch students will be allowed to put their head down (\*they are not allowed to color or draw\*) = **3 JJ Bucks**
- **Movie:** During group time = **5 JJ Bucks (Freshman- Fridays ONLY / Sophomore & Junior- Wed & Fri / Senior & Honor- Mon, Wed, & Fri).**
- **Unscheduled Latrine Break** (\*if approved by staff) = **30 JJ Bucks**

**\*\*\*\*\* Fridays Only\*\*\*\*\***

**Female**

**Hair down 30 JJ Bucks**

**Make-up (No exotic or extreme make-up) 30 JJ Bucks**

**Nails (color allowed, No fake nails) 30 JJ Bucks**

**Female/Male**

**Shirt (appropriate ) 30 JJ Bucks**

**Shoes (appropriate ) 30 JJ Bucks**

*Females and Males will be allowed to purchase JJ Bucks to dress down (including: shirt, and shoes) \*\*If student arrives in clothing deemed inappropriate (i.e., offensive, political, etc.), that student will be required to wear a jumpsuit and JJ BUCKS WILL NOT BE REFUNDED.*

*This incentive program is a PRIVILEGE and participation can be denied to student because of the student's withdrawal from the program, negative behavior, manipulation, or unsuccessful days.*

**\*\*INCENTIVES AND PRICES SHALL BE PRE-APPROVED BY JJAEP ADMINISTRATORS, ARE SUBJECT TO CHANGE AT ANY TIME, AND CAN BE ADDED OR REMOVED THROUGHOUT THE YEAR.**