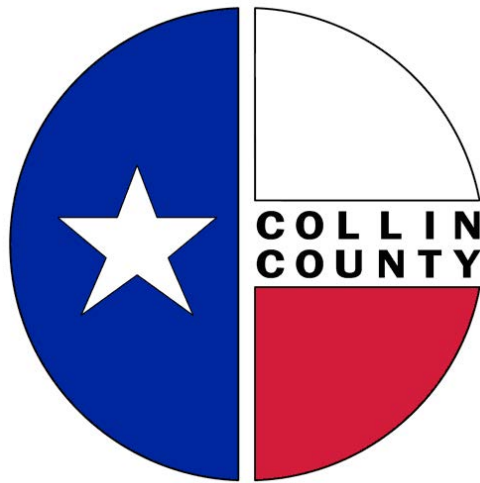


Collin County JJAEP

Juvenile Justice Alternative Education Program

2025-2026

Student Code of Conduct Handbook



4690 Community Ave.
McKinney, TX 75071
972-548-6458

School Hours 7:15 a.m. – 2:40 p.m.
Monday – Friday

This handbook is intended to be an accurate and reliable representation of the policies and procedures of the Collin County Juvenile Justice Alternative Education Program. Due to changes in county policies, department policies and the needs of the program and families we serve, amendments to this handbook may be necessary. It is the policy of the Collin County JJAEP that when any significant changes are made effecting daily operations, all program staff, students, and parents/guardians will be notified.

Revised 2025

JJAEP Coordinator	Blake Bourland	972-548-6492	bbourland@co.collin.tx.us
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School Resource Officer	Officer Fischer	972-548-6415	efischer@co.collin.tx.us

Chapter 1 Welcome

1.01

Welcome to the Collin County Juvenile Justice Alternative Education Program (JJAEP). The academic mission of the Collin County JJAEP is to provide a high quality education that allows students to perform at grade level and beyond. McKinney ISD provides certified teachers to help students meet all of their educational needs. The staff at the JJAEP is committed to providing our students with a structured and safe environment in which they can make academic improvements while emphasizing appropriate positive behavioral growth to succeed at their home campus and in society. While providing daily instruction, supervision, and educational support, the Collin County JJAEP prioritizes establishing positive relationships between students and educators.

Chapter 2 Purpose and Admission

2.01

This program is for students who have been expelled from their home campus. The JJAEP provides an opportunity for those students to continue to earn academic credits.

Chapter 3 Terms of the Expulsion

3.01

Each student is required to successfully complete the expulsion period assigned by their home district.

Chapter 4 Transportation

4.01

Please contact the bus transportation services at the student's district to be notified of pick-up and drop-off times and to review their policies and procedures. Riding the bus is a privilege and any misbehavior or disruption on the bus or at the bus stop may lead to loss of bus privileges. Bus privileges may be suspended indefinitely as a result of serious or persistent referrals. Some school district's transportation requires notification if your child will not need scheduled transportation on a specific school day. Not reporting this to the transportation department for their school district could result in bus suspensions or possible termination of bus privileges.

Students that do not use transportation provided by their home campus need to be dropped off between 7:15 and 8:00, and picked up at 2:40 at the JJAEP entrance doors.

4.02

Students are not allowed to drive to the JJAEP. Under no circumstances should a student drive to the JJAEP campus.

4.03

Non-bus riders must have prior transportation arranged before they come to school. JJAEP staff is not required to call and set this up. If staff has not been notified by 2:00 p.m. by a parent/guardian, students are required to use current arrangements as usual. Meaning, if a student rides the bus to school they will have to ride the bus home.

Non bus riders will only be allowed to leave with persons authorized by parent/guardian. Authorized person must be over the age of 18 with a valid driver's license to pick up a student and staff must have prior knowledge of this before we will release a student for alternative transportation.

4.04**Home Campus bus transportation numbers:**

ALLEN ISD	Not Offered
ANNA ISD	Not Offered
BLUE RIDGE ISD	972-658-9028
COMMUNITY ISD	Not Offered
FARMERSVILLE ISD	972-782-8241
FRISCO ISD	469-633-6150
MCKINNEY ISD	972-542-8316
PLANO ISD	469-752-0792
PRINCETON ISD	469-952-5400 ext.2
PROSPER ISD	Not Offered
WYLIE ISD	972-429-2313 or 972-429-2316

Collin County staff will not arrange non-district transportation.

Chapter 5 Attendance and Absences

5.01

A child between the ages of 6 and 19 is required to attend school each day during the instructional year unless otherwise legally exempt or excused. In keeping with the public school attendance laws in the State of Texas, students will be required to attend a minimum of 90% of the scheduled school days for each semester. Violation of these attendance laws will be reported to the Probation Office, District Attorney's Office, and school districts.

5.02

To receive credit for a class, a student must attend class at least 90% of the time that class is offered and are passing that class.

5.03

Students are responsible for requesting any missing work from their teacher if they have been absent from that class. It is on the teacher's discretion if make-up work will be accepted on absences that were unexcused.

5.04

Home campuses set the length of expulsion for each student that is assigned to this program. If a student is absent, (excused or unexcused) they may not receive attendance credit for that day and the day may not count towards the length of the expulsion.

5.05

JJAEP Officers are on duty to supervise students from **7:15 am - 3:00 pm. Students should not be dropped off before or picked up after that time as no supervision will be provided.** Students arriving after 8:00 will be recorded as tardy.

5.06

Attendance will be reported to home campuses weekly. After the 10th day of unexcused absence within a 6 month period, the school district will be notified of this truant conduct.

5.07

If a student will not be able to attend school, the JJAEP requires a parent/guardian call before 10:00 am to report the absence.

If a student is absent three (3) consecutive days or more, documentation is required stating the nature of the illness from a doctor or clinic.

5.08

Excused absences- Dates that a student is not present for school or arrives late and can provide a doctor's note, dentist note, or court excuse proving that the student was there during the school hours on the day that they were absent from school. This notification should be turned in to the JJAEP administration for verification. A parent/guardian note does not excuse a student's absence.

Unexcused absences- Dates that a student is not present for school and an excuse is not provided. A parent/guardian note or email does not excuse a student's absence but is needed for attendance reports.

5.09

In cases where a student has medical appointments, court hearings, probation appointments, etc. please notify JJAEP staff on the day prior and bring documentation upon returning to JJAEP. Documentation should be turned in within 24 hours of returning back to school. If a student will be out for an extended period of time, we ask that a parent/guardian provide this information to administration. Failure to bring in documentation will result in unexcused absences and assignments may not be available to make up.

5.10

Distance learning attendance- In the event that temporary distance/ online learning is required by state or district guidelines, attendance credit will take the following into consideration:

- Daily progress in the online learning system
- Daily progress via student-teacher interaction
- Completion/ turning-in of assignments by noted due date/ time

Chapter 6 Medical

6.01

If a student becomes ill at school, it is the student's responsibility to let a JJAEP officer know, and at that time the officer will notify administration staff and parent/guardians will be notified.

6.02

If a student has a predetermined medical issue that may prevent them from participating in any physical activities at the Collin County JJAEP, it is imperative this information be communicated in writing during enrollment or within school hours if the issue occurred after the intake process. This includes any limitations the student may have that may prevent them from participating in activities including but not limited to; physical movement restrictions, P.E. related activities, free time activities, etc. Without this knowledge, this may result in the student participating in activities that may cause more medical issues. The Collin County JJAEP, Collin County Juvenile Probation Department is not responsible for any injuries that may occur while your child is enrolled or was enrolled in this program.

6.03

No student will be allowed to carry medication while at school, except for a prescribed inhaler that is prescribed to the JJAEP student enrolled at the program. Please do not send your child to school with another individual's inhaler. If a student requires medication at school, the following standards must be followed:

Prescription Medicines:

1. Medication must be in the original container/ packaging and labeled with the student's name, the name of medication, dosage, the time to be given, prescribing physician's name and phone number.
2. The medication will be self-administered by the student in accordance with the physician/ RX directions.
3. All prescription medication will be stored in a designated area of the school, locked at all times. Only JJAEP staff will have access. A medication log will be kept documenting the time, day, medication, amount, staff signature and student signature.

4. It is the student's responsibility to ask for his/her medication at the scheduled times. JJAEP is not responsible for reminding your child to take their medicine.
5. Once the student has reached the end of their expulsion, any medication remaining will be released to the parent/guardian with a signature, date, and time of release.

Non-prescription medicine:

1. The parent/guardian must provide the medicine by completing the over-the-counter medication form provided during the intake process.
2. It must be in its original packaging and labeled with student's name.
3. We must have specific written instructions, signed by the parent/guardian, as to when the medicine is to be taken or applied by the child. Please be advised that the student can only take the medication while the staff supervises the ingestion or application of the medication.
4. It is the student's responsibility to ask for his/her medication at the scheduled times. JJAEP is not responsible for reminding your child to take their medicine.
5. All non-prescription medication will be stored in a designated area of the school, locked at all times. Only JJAEP staff will have access.
6. Once the student has reached the end of their expulsion, any medication remaining will be released to the parent/guardian with a signature, date, and time of release.

6.04

Medication that is found outside of the medication policy as outlined in the student code of conduct will be treated as an illegal drug and law enforcement will be notified.

6.05

Emergency Medical Treatment

During the enrollment process for the Collin County JJAEP, parents/guardians are informed that if their student severely injured themselves the Collin County JJAEP, administration will call (911) for emergency medical services (EMS). In the event that EMS is called, the Collin County JJAEP administration staff will contact the parent/guardian listed on the intake paperwork and inform them of what happened and what medical facility their child will be transported to. If we cannot reach the parent/guardian we will call the emergency contact, which should be listed in the intake paperwork. We will repeat these procedures until we are able to speak with the parent/guardian. Collin County JJAEP administration will accompany medics to the location in which the student is transported until a parent/guardian can get to the hospital. It is important that all emergency medical forms are kept up-to-date with: (name of family doctor, emergency phone #'s, medication allergies, etc.). Collin County is not responsible for medical costs that may be associated with a student's illness or injury while at the Collin County JJAEP.

6.06

If the student develops an acute problem after enrollment, a physician's evaluation will be required and documentation from a physician must be provided to the JJAEP. The documentation must state the nature of the medical condition and if there are any limitations or restrictions associated to the illness or injury. Staff will also need to know the specific length of time for these restrictions.

6.07

An immunization record will be acquired from a student's home school. It will be reviewed periodically to assure compliance. When an immunization is required, a physician or public health official must validate it.

6.08

If your child has been prescribed glasses, please make sure that your child brings them to the Collin County JJAEP every day for class. It is essential for every student to have the opportunity to learn and be able to comprehend all necessary material.

Chapter 7 Searches

7.01

All students entering the Collin County JJAEP will be subject to a pat-down search, lunch search, and a metal detector screening on a daily basis by the School Resource Officer or the assigned Juvenile Supervision Officer of the same gender at the JJAEP facility.

All supervision staff will be trained to conduct an electronic temperature screening and CDC recommended illness symptom questionnaire in the JJAEP entrance prior to the student being allowed to proceed into the search area. Anyone answering “yes” to any of the questions will be sent home and will not be permitted in the building until they are symptom-free and cleared by a medical professional.

Screening Questions:

- Are you experiencing any Covid-19 symptoms (cough, shortness of breath, difficulty breathing, fever above 100F, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
- Have you tested positive for Covid-19 in the last 14 days?
- Have you been in close contact with anyone who has tested positive or has symptoms that suggest they might have Covid-19 in the last 14 days?

This screening area will contain PPE, sanitizing equipment, hand sanitizer, and disposable gloves.

Administration will verify that searching staff has properly equipped themselves with PPE, and that students have access to the sanitizer and provided masks upon entrance. All surfaces and equipment will be cleaned and sanitized after use.

Random pat-down searches can be conducted at any time following the same search criteria. Strip searches and anal and genital body cavity searches are prohibited.

Any contraband or prohibited items will be confiscated and stored securely, to be released at the end of the students’ expulsion. Items will not be released to parents/guardians under any circumstances. Law enforcement officials will be notified of any illegal items or substances found and charges may be filed.

7.02

Approved items:

1. Approved Lunch
2. Wallet- no money, unless approved by staff
3. Keys
4. Behavior/ Homework folders -provided by Collin County JJAEP
5. Jacket or Coat. Jackets or coats will remain in the search area and cannot be worn in the classrooms.
6. Female Products

7.03

Students may NOT bring money to the JJAEP unless pre-approved by staff. Any money found on a student will be confiscated and released on the last day of their expulsion.

7.04

Cell phones or any other electronic devices are NOT allowed at the JJAEP under any circumstances. If a student brings any electronic device to the Collin County JJAEP, that device will be confiscated. JJAEP staff will not release until the last day of the expulsion.

7.05**Drug, Weapons, Gang Free Zone****Drugs on Campus**

Collin County JJAEP supports a drug free school and work place. Any illegal drug on campus is in violation of the JJAEP Zero Tolerance policy. *Please follow the prescription/nonprescription policies when handling those types of drugs.* Illicit drugs and unlawful possession and use of such will result in disciplinary action being taken and notification to law enforcement authorities.

Gang-Free Zone

According to the Texas Education Code Chapter 37 and Sec. 71.028 of the penal code.

Weapons

Only certified police officers acting in the scope of their authority may possess or carry a weapon within the Collin County JJAEP. Any student found to be in possession of a weapon will be in violation of the law and charges will be filed.

7.06**Smoking/ Tobacco Products**

Students may not possess or use tobacco products at school/courthouse, or within 300 feet of school/courthouse property. Cigarettes, E-cigs, lighters, and all tobacco products will be discarded. Under-age students in possession will be reported to law enforcement.

Chapter 8 Emergency Procedure Drills

8.01

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

8.02

In the event that Collin County experiences hazardous weather, follow these procedures:

- If McKinney ISD is closed or delayed, the JJAEP will be closed or delayed.
- If Collin County Government Buildings (offices) are closed or delayed, the JJAEP will be closed or delayed. If delayed, specific times will be posted on the Collin County website.
- Look to see if your child's school district is closed or delayed. If your child takes the bus, then the buses will not run or will be delayed. If delayed, call the ISD's transportation number provided during intake to check the schedule.

Chapter 9 Lunch

9.01

Collin County provides a (one) free lunch to any student at their request, mostly consisting of two sandwiches, fruit, and juice, milk, or water. Students need to request this on the sign-in sheet each morning.

If students choose to bring their own lunch, they can **only** bring:

- Sandwiches / nothing that needs to be heated
- Chips
- Fruit/ Vegetable
- Granola bars (no chocolate)
- Sealed and unused drink (no glass, no energy drink, no alcohol, no CBD)
- No metal silverware or reusable containers
- No dessert/ candy/ sweets

Lunch must be brought in a clear gallon zip lock bag with student's name on it. Lunches will be searched every morning. Anything not approved and pre-opened drinks will be discarded.

9.02

During lunch, students will sit and remain seated where they are assigned. Any left-over food will be thrown away. **Students are prohibited from sharing lunches.**

Chapter 10 Dress Code and Personal Appearance

10.01

Students will be in compliance with the JJAEP Dress Code when they arrive on campus

JJAEP dress code is:

- White shirt with collar (short or long sleeved) Only a solid white or black undershirt is allowed
- Khaki/ tan dress pants (No shorts, skirts, cargo, capris, skinny jeans, joggers, leggings, tight pants)
- Brown or black belt
- White or black shoes with white or black laces (no other colors)
- White or black socks

10.02

Students must wear their clothing as follows:

- Shirts tucked in
- Pants fitting properly, not too tight or baggy. Pants are not to be tucked in shoes/socks or rolled up
- Students shall not wear clothing with holes or stains and must stay neat and clean at all times. No holes in pants.
- No jewelry is allowed at any time (rings, watches, bracelets, body piercings, earrings, spacers, necklaces, etc.)

10.03

Dress Code and Grooming Standards

- Students are responsible for maintaining their uniform to be neat, clean, and free from undesirable odors; this includes not only washing and drying but ironing as necessary.
- No wigs, sunglasses, hats, and baseball caps are prohibited
- Hair dyed an unnatural hair color is prohibited
- Unnatural colored contacts are prohibited
- Nail polish, lipstick, gloss and lip balm is not allowed
- Fingernails shall be plain and trimmed. No paint, polish, acrylic or underlays
- Notching or shaving of eyebrows is prohibited
- Any clothing and hair style that brings unnecessary attention or is not within the uniform dress code is considered disruptive and unacceptable
- Hair shall be neat and clean, and groomed as to not cover the eyes or interfere with student's vision or be a distraction to the learning environment
- Bangs should be above the eyebrows.
- Black or white headbands only
- Visible passion marks are not acceptable
- No layering of clothes (one pair of socks, no shorts/pants/tights are allowed under pants or layering of bras)
- One white or black undershirt is allowed (short or long sleeved)
- Long hair must be put in a ponytail or braid and out of the student's face at all times
- Pants are to be worn at the hip bones, no sagging is allowed

10.04

The final determination for appropriateness and compliance with the Dress Code will be at the discretion of JJAEP administration. Failure to comply with this dress code policy will result in disciplinary actions, including but not limited to a loss of points, parent requirement to bring appropriate dress code items, I.S.S., suspension, or student wearing a juvenile detention jumpsuit or shoes for the day. Multiple dress code violations may result in further disciplinary action.

10.05**Tattoos**

All existing tattoos will be covered by some means while on campus (sleeve, bandage, etc.) Students must arrive at school with them covered. A dress code violation will result if not covered.

Upon registration, all visible tattoos may be photographed and stored in our Juvenile Probation database and may be used to identify possible gang affiliation or any other identification purposes. Photos may be taken of any new tattoos that a student gets while still enrolled at JJAEP, as well.

Chapter 11 Trespassing

11.01

CRIMINAL TRESPASS. (a) A person commits an offense if the person enters or remains on or in property of another, including residential land, agricultural land, a recreational vehicle park, a building, or an aircraft or other vehicle, without effective consent and the person:

- (1) Had notice that the entry was forbidden; or
- (2) Received notice to depart but failed to do so

(b) For purposes of this section:

- (1) "Entry" means the intrusion of the entire body
- (2) "Notice" means:

(A) Oral or written communication by the owner or someone with apparent authority to act for the owner;
 (B) Fencing or other enclosure obviously designed to exclude intruders or to contain livestock;
 (C) A sign or signs posted on the property or at the entrance to the building, reasonably likely to come to the attention of intruders, indicating that entry is forbidden;
 (D) The placement of identifying purple paint marks on trees or posts on the property provided that the marks are:

- (i) Vertical lines of not less than eight inches in length and not less than one inch in width;
- (ii) Placed so that the bottom of the mark is not less than three feet from the ground or more than five feet from the ground; and
- (iii) Placed at locations that are readily visible to any person approaching the property and no more than:
 - (a) 100 feet apart on forest land; or
 - (b) 1,000 feet apart on land other than forest land; or

Students who are expelled from their home campus to the JJAEP are not permitted to attend any School related events sponsored by their home campus. In doing so, the student may be charged with criminal trespassing.

11.02

Collin County JJAEP operates as a closed campus. This means that a student may not leave unless he or she has received authorization and has been signed out according to established procedures. Students 18 years of age may not sign themselves out for any reason, unless permitted by administration. Collin County JJAEP operates under confidentiality and at no time should a student be represented to the public without the written consent or acknowledgment of the parent/guardian.

11.03

A student present anywhere on property other than at the JJAEP without permission could be considered trespassing. By signing this handbook, you acknowledge that you understand the trespass rules. Your signatures constitute a clear and precise understanding. Violations of this order may be reported to law enforcement.

11.04

Students are required to follow their approved schedule for the JJAEP. Students must report to the class in which they are assigned to and are not allowed to go to any other classroom unless permission from staff is given.

Chapter 12 Student Behavior and Discipline

12.01

While enrolled at the Collin County JJAEP, students are responsible for their behavior. The teachers are there to provide a proper education in preparation for the future. Collin County JJAEP probation/ supervision officers are present to assure every student abides by the policies and procedures of the Collin County JJAEP, and any court-ordered school-related conditions of release, if applicable. Students are responsible for following all rules, procedures, schedules, and directions from staff while at the JJAEP. Students will show respect through words and actions for others and themselves. Staff and visitors will be addressed as **“Mr.”, “Ms.” Or “Officer” and their name at all times.**

12.02

Staff will document in behavior folders if any of these rules have been violated. Violations of these rules and any other policies in this handbook will result in loss of points and disciplinary action if necessary.

12.03

Any student that is on probation will have daily/ weekly behavior, grades, and attendance reports sent to their probation officers, home campus, and their parent/ guardian. For students who are not on probation, these weekly reports will be given to their home campuses as well as the parent/guardian.

12.04

Below are prohibited actions. Disciplinary actions can consist of but not be limited to: verbal warning, loss of points, parent/guardian contact, Probation Officer contact, I.S.S., suspension, sending district contact, repeating an unsuccessful expulsion day. These actions can be repeated if necessary.

1. Out of dress code
2. Failure to walk in a single file line on right hand side of hallway/ Hands behind back
3. Not in possession of behavior folder
4. Failure to have a hall pass/ permission from staff to be on the hallways
5. Talking without permission
6. Running or horse playing
7. Out of seat without permission
8. Failure to follow verbal directions from staff
9. Disrespectful actions/ Profanity/ Inappropriate conversation
10. Interfering or interrupting in conversations not directed toward you
11. Drawing/ Note writing
12. Cheating
13. Sleeping/ Propping Head/ Not working/ Off-task
14. Destroying Property
15. Stealing
16. Throwing objects
17. Removing Assignments/Books or Folder from classroom without permission
18. Gum/Food in classroom or outside of lunch area/ sharing food or drink
19. Touching students or staff
20. Manipulating staff
21. Inappropriate use of technology

Chapter 13 Behavior Management System

13.01

Each student is responsible for carrying a folder with a color representing the Officer group in which they are assigned. The folder will contain their class schedule, school rules, and a point sheet. Students earn daily points for behavior, participation, and following the rules of the program.

13.02

Positive Reinforcement

The JJAEP staff encourages students through positive reinforcement, which can include; snack shack passes, dress code passes, lunch parties, movies, etc.

Students will have the opportunity to earn points every class period, break, and lunch; which can be used to acquire positive reinforcement rewards.

Point System Scoring:

0 = Off-task / non-compliant

1 = Some reminders needed to follow school rules or participate appropriately

2 = Excellent / On-task / No reminders needed

13.03

Behavior Folder Reporting

Behavior Folders and copies of any incident reports will go home every Friday, unless scheduled otherwise due to school closure.

Students must have PARENT/GUARDIAN sign the behavior point sheet and students must return it the following day:

- Lost folders- only one replacement folder will be provided during the length of the student's expulsion. Student will not receive another folder if they lose the replacement folder; student will not earn points for the remainder of their expulsion.
- Forgotten / Unsigned Folders on Monday – Student will not receive points for that week.

Behavior Point Folder sheets will also be made available to the student's home campus and Probation Officer (if applicable) to help track the student's progress at the JJAEP.

13.04

The following is an example of the behavior point sheet that students will bring home weekly for parent/guardian acknowledgment. These sheets will have progress notes showing violations of policies and procedures, praise comments from teachers or staff, and any additional comments from staff. These progress notes are very important and are designed to monitor student progress on a weekly basis. Students will bring folders home every Friday and students must return them with parent/ guardian signature on Monday.

*Please be advised that this is a once- a-week notification. More information available upon request.

0 = Off-Task /
Non-Compliant

1 = Some
Reminders
Needed

2 = Excellent /
On-Task

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Dress Code	No 0 / Yes 5	No 0 / Yes 5	No 0 / Yes 5	No 0 / Yes 5	No 0 / Yes 5
Home Room	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2
1st Period	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2
2nd Period	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2
Breaks	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2
3rd Period	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2
4th Period	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2
Lunch	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2
5th Period	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2
6th Period	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2
7th Period	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2	0 / 1 / 2

Daily Points Earned:	/ 25	/ 25	/ 25	/ 25	/ 25
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100 - 124 Points = Snack Shack Pass

125 Points = Clothing Pass

Date / Period: Comments:

PARENT / GUARDIAN SIGNATURE: _____

13.05**Grade Reports**

JJAEP grade reports reflect a cumulative and current average for each class in which a student is enrolled while attending the Collin County JJAEP at mid-term and the end of the 9 week grading period. A zero is given for any missing or late assignment due to an absence. The zero will be replaced once the student makes up the work and the current grade will be adjusted.

13.06

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

- Corporal punishment, physical abuse, humiliating punishment or hazing
- Physical training
- Deprivation of food and water
- One student sanctioning another
- Use of a locked room for disciplinary removals
- The use of electronic monitoring equipment as a substitute for continuous visual supervision
- Expulsion

13.07**Academic Ethics Policy**

Collin County JJAEP requires students to conduct themselves ethically and honorably by completing their own work. Academic Dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course and graduation requirements. Academic Dishonesty is harmful and may violate not only Campus rules, but also local, state, and federal laws which may result in criminal charges. Behaviors or actions that are deemed to be Academically Dishonest are as follows:

- Plagiarism
- Talking during an exam, or working together without permission from Teacher
- Copying another student's test, answer sheet, daily assignment, and/or project
- Allowing others to copy your work
- Using outside resources, unless expressly allowed by Teacher, to complete an assignment, test, and/or project.
 - -These resources may be, but are not limited to textbooks, crib/cheat sheets, technology, and/or notes
- Stealing/Selling/Buying an exam/assignment/project
- Altering Grades in Gradebook/Behavior Folder
- Bribery/Blackmail

Disciplinary Actions**Category 1 Offense:**

Cheating, Copying, Plagiarism, Talking during testing, Turning in someone else's work as your own:

- Actions Taken:
 - Student(s) involved will receive a grade of "0"
 - No Make Up work will be accepted in place of the assignment
 - Teacher Report will be filed with Officer
 - Student's assigned Supervision Officer will determine further disciplinary action

Category 2 Offense:

Stealing/Selling an exam/assignment/project, Altering Grades, Bribery/Blackmail:

- Actions taken:
 - Same as category 1
 - 3 day In-School Suspension (ISS)
 - Student's assigned Supervision Officer will determine further disciplinary action

When a student is found to have violated this policy, the procedure will be as follows:

- The Teacher will document the violation in the Student's Behavior Folder.
- The Teacher will take appropriate action listed above and report it to the student's assigned Supervision Officer.

- The Supervision Officer will enforce the Disciplinary Action in accordance with the established Student Code of Conduct.

Chapter 14 Student Suspension/ In-School Suspension (ISS)

14.01

By law students cannot be expelled from the Collin County JJAEP. Students can be suspended from the JJAEP for student code of conduct violations. This action will be based on the number of write-ups, incidents, and officer redirections that a student receives. All course work will be provided to the student to complete for full credit. A verbal and written notice will be provided by the student's assigned Officer to the parent/guardian at this time. Once parents/guardians are notified of the suspension, parent/guardians will be required to pick up their child. If a parent is unable to get their child the student will be placed in I.S.S. for the remainder of that day. The suspension will begin after notification has been given and the student is removed from the campus.

If a student is assigned In-School Suspension (ISS), a phone call and written notification will be given to the parent/guardian detailing the reason for the assigned placement. The number of days in ISS will be determined by Collin County JJAEP administration staff.

Chapter 15 Technology

15.01

County resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's or officer's supervision and for **approved instructional purposes only**. Misuse or destructive behavior will result in disciplinary action or temporary suspension up to 3 days of technology privileges. Online courses will be printed to be completed off-line. Criminal charges or probation violations may also be filed for destruction of property or inappropriate use of technology at the Collin County JJAEP.

Chapter 16 Student Procedures

16.01

General/ Daily activities

- Students must raise their hand and wait for staff to give permission to provide input in class and in the hallways.
- Students must remain in a straight line in the hallways with head and eyes straight in front, hands in the small of the back, feet shoulder width apart. While moving, students must walk with both of their hands behind their backs and walk on the right-hand side
- Violating the hallway rules could result in loss of points in the student's behavior folder.
- Students in the classroom will have their eyes on the teachers or assignment and feet flat underneath the desk. No propping head or sleeping in class
- Students will only use the JJAEP-issued black homework folder and behavior folder (color depends on student's Officer Group). Folders are subject to search/ inspection at any time. Writing, drawing, or any unapproved papers will be confiscated by staff members
- All homework must be complete before morning arrival. Tutoring will be offered between 7:30-8:00 to any student that needs to participate. Tutoring can be assigned by the teacher or requested by the student.
- Student must use their legal names on assignments. Nicknames or other alias will not be accepted.
- The classroom and office phones are for school personnel only. Students are not allowed to use these phones. Messages from a parent/guardian can be relayed to a student if necessary. Student communication will be coordinated through the front office.

16.02

Morning Arrival

- Upon morning arrival, students will enter through the south entrance.
- Students will not be allowed in the building before 7:15 a.m.
- Students must arrive no later than 8:00 a.m.

- Students must be in full dress code once they enter in the building. *Please refer to the dress code in the Student Code of Conduct.*
- Students must sign in on the attendance sheet located in the front waiting area to be counted present. The student's initials and time must be legible.
- If a student brings their lunch, they must place it in the cart to be searched by JJAEP staff located in the front waiting area. Lunch must be in a clear gallon zip lock bag with the student's name on it.
- All students entering the JJAEP will be subjected to a pat-down search and metal detector screening on a daily basis by the Collin County JJAEP School Resource Officer and assigned Juvenile Probation Officer of the same gender as the student. Standard pat-down searches are performed at the Collin County JJAEP. Strip searches and anal and genital body cavity searches are prohibited.
- After being searched, students must report to their assigned Homeroom classroom.

16.03

Hallway

- Students are not allowed to be in the hallways unescorted. When students are moving from one location to another in the building, students must walk on the right-hand side of the hallway, with their hands behind their back.
- Students will carry any folders behind their backs as well.

16.04

Bathroom Break

- Students will have scheduled bathroom breaks throughout the day. *Please refer to the posted bell schedule.*
- Students will be supervised at all times by the same gender JJAEP staff during bathroom breaks.
- Students are required to wipe or clean any messes that they make while using the facilities, unless specified.

16.05

Entering classroom

- Students must enter the room quietly with their hands behind their back. Students will place their behavior folder in the designated area, gather all their required materials, and sit in the appropriate seats assigned by the teacher.

16.06

Independent Reading

- Student will have opportunities to check out books from the library to read after assignments are completed. Books can be checked out up to 5 days and then must be checked back in or out.

16.07

Afternoon Dismissal

- At 2:40 p.m., all students will be escorted out of the south doors.
- Parent/guardian pick-up parking is located on the south side of the building (left side of the bus lane). Parent/guardian pick-up must not interfere with the bus lane.
- All student car-riders must be picked up in the proper designated area. Students are prohibited from walking to their ride outside of the designated pickup area.
- Students are to remain in dress code at all times while exiting the building.
- Only parent/guardian or pre-approved individuals are allowed to pick up students. Only the student's parent/guardian can give permission for authorized persons to pick up their student. Approved person must be over the age of 18 with a valid driver license to pick up a student.

Chapter 18 Counseling Services

18.01

Counseling services are made available to students 16 years old or younger at JJAEP who wish to participate. Students that are 17 years old or older will be referred to outside sources because they are considered legally an adult. The student and parent/guardian are asked to sign a release form for these services. Crisis intervention services are available if needed.

18.02

An academic counselor is available to students while enrolled at the Collin County JJAEP. This counselor is an MISD staff member and has knowledge of credits, graduation information, and any other school related academic matters.

Chapter 19 Complaints and Grievance Procedures

19.01

Students that wish to file a complaint will have the opportunity to file a grievance. The grievance forms are located next to the water fountains in "A" Hall. Grievance procedure and policy provides that each student be afforded one level of appeal on all grievances. Grievances will be collected by the JJAEP Coordinator. A copy of each grievance filed can be provided to the student's parent/guardian within 2 school days upon request. The retaliation by staff against a student for submitting a grievance is prohibited. The student will receive a written response within five school days after submitting the grievance. The deadline for submitting an appeal of the initial response must be no earlier than five school days after the student receives the initial response. The student will receive a written response within 10 school days after submitting an appeal. Grievances are not to be filled out during academic time and cannot disrupt the operations of the program. Students will be allowed time to complete the grievance forms after daily assignments are completed in their classes. Students are prevented from filling out grievances during lecture time or classroom participation time.

19.02

Zero Tolerance Sexual Harassment/Sexual Abuse Policy

All students and staff are expected to treat other students and JJAEP staff with courtesy and respect; to avoid any behavior known to be offensive; and to stop behaviors when asked or told to do so.

Students must not engage in unwanted and unwelcome verbal and/or physical conduct of a sexual nature directed toward another student or JJAEP staff. This prohibition applies whether the conduct is by word, gesture, or any other conduct, including requests for sexual favors. Allegations of sexual harassment, abuse or misconduct will be investigated by JJAEP staff and reported to law enforcement agencies and the DA's office if necessary. The Texas Legislature has adopted a ZERO-TOLERANCE policy regarding the sexual abuse, including consensual sexual contact, of a child in the custody of the Texas Juvenile Justice Department. Any such violation must be reported. Posters are located around the JJAEP reminding you of the hotline number to call in case you need to report sexual abuse. Additionally, the zero-tolerance policy also applies as part of TJJD's efforts to comply with the federal Prison Rape Elimination Act (PREA)

TJJD Abuse Hotline: (877) 786-7263

This number is answered 24/7 by a real person.

Staff must allow you to use a facility phone to call this number. This is a free call.

THE PRISON RAPE ELIMINATION ACT (PREA) & Other Rules

It is a federal law that helps officials detect, prevent, and reduce rape or sexual abuse against people who are in prisons or juvenile correctional facilities. TJJD Policy sets the rules for reporting and investigating allegations of sexual abuse. Other state laws make it a crime to sexually abuse children and people in custody.

ZERO TOLERANCE FOR SEXUAL ABUSE

Sexual contact at the JJAEP between two people is prohibited – period. There is no such thing as a consensual sexual relationship at JJAEP – not between youth – not between staff and youth.

The JJAEP has zero tolerance for sexual assault or abuse of any student by another student or staff member. Any person who participates in this unlawful act will be referred to law enforcement for prosecution. If you hear a student or staff member talking about inappropriate subject matters of a sexual nature, report this to a program staff or supervisor immediately. As a student you have the right to confidentiality and will not face reprisals or retaliation for filing or reporting any allegation under the PREA law.

WHAT IS SEXUAL ABUSE?

Sexual abuse per TJJD is any sexual contact, indecent exposure, voyeurism, or sexual harassment. This can be from an adult or youth. It may be a sudden sexual attack, or you may be tricked or lured into becoming sexually active with someone over a period of time.

SEXUAL CONTACT is touching your genitals or groin area, anus or buttocks, breasts, inner thighs or any other part of your body in a sexual manner either directly, through clothing, or with an object.

INDECENT EXPOSURE is someone showing you their genitals, buttocks, or breasts.

SEXUAL HARASSMENT is repeated, unwanted comments or behaviors of a sexual nature toward you. This includes threats, extortion, bribery, demeaning or derogatory remarks, or profane or obscene language or gestures.

REPORTING SEXUAL ABUSE AND ASSAULT- If you have information regarding a student who has been sexually assaulted while here at the JJAEP or if you have been a victim of this criminal offense while here at the JJAEP, please notify the program staff, supervisor or superintendent immediately. If you do not feel comfortable doing so, please call: 1-877-786-7263.

TREATMENT AND COUNSELING- If you become a victim of sexual abuse while in this facility you will receive ongoing medical and mental health care. This facility will also provide medical and mental health evaluations and treatment to all known victims of sexual abuse that occurred in this facility. You will also be granted follow-up services, treatment plans, and when necessary, a referral for continued care following your exit from the program.

COUNSELING AND MENTAL HEALTH SERVICES- Collin County Juvenile Services has counseling services available that can address some of your concerns. At any time, if you feel stress or you feel the need to talk to someone about problems that you may be experiencing regarding mental/psychological or emotional problems, or stress related problems in general, please contact our staff or simply ask to speak to a counselor. A counselor from our psychology unit will speak to you in a private setting.

19.03

Zero Tolerance Policy

The Collin County JJAEP has a “ZERO TOLERANCE” policy on: weapons, illegal drugs, alcohol, engaging in gang activity, sexual abuse, bullying, or violent acts: including but not limited to: taunting, teasing, bullying, harassment and any other abusive behavior against a person. Students shall understand that threats or actual acts of physical violence will not be tolerated. Any acts against students, teachers, staff or imminent threats to self, will result in notification of law enforcement authorities and parents/guardians, and will be considered a violation of the condition of release order signed in the 417th court.

Chapter 20 Community Service

20.01

Students will have opportunities to give back to the community and also obtain community service hours if needed. They must be passing their classes and have 90% attendance to participate because they will be completing projects during school hours. Please let the Collin County JJAEP officers know if you need hours, how many hours are needed, and the deadline to have hours completed.

Chapter 21 Research Studies and Experimentation

- (1) The juvenile board must establish a policy that prohibits participation by juveniles in research that employs an experimental design to test a medical, pharmaceutical, or cosmetic product or procedure.
- (2) Participation by juveniles in any other kind of research is prohibited unless:
 - (A) the research study is approved in writing by the juvenile board or its designee; and
 - (B) the juvenile board has established policies that:
 - (i) govern all authorized research studies;
 - (ii) prohibit studies that involve medically invasive procedures; and
 - (iii) adhere to all federal requirements governing human subjects and confidentiality.
- (3) If the juvenile board authorizes a board member or staff member to approve research studies on behalf of the board, the authorization must be in writing.
- (4) Approved research studies must adhere to all applicable policies of the authorizing juvenile board.
- (5) Before a research study approved by the juvenile board begins, the research study must be reported to TJJD in a format prescribed by TJJD.
- (6) Results of a completed study must be made available to TJJD upon request.

Chapter 22 Standardized Testing Protocols

The Collin County JJAEP will follow the safeguards described in Administrative Code 348.208(d) to maintain the integrity of the standardized testing process and confidentiality of test results.

- All tests will be maintained in a secure setting (e.g., a locked file cabinet) so that staff and students do not have access to the test except while the test is being administered.
- Staff are prohibited from making copies of the test.
- Staff are prohibited from teaching the specific questions on the test
- Unauthorized persons are prohibited from receiving test results, whether hard copy or electronic.
- For statewide standardized tests, the JJAEP must adhere to all testing protocols required by the Texas Education Agency.
- The JJAEP must administer the standardized test selected by TJJD to measure progress in reading and mathematics for students who will be enrolled in the JJAEP for at least 75 school days.
- The pre-test must be administered within 15 days after the student's enrollment.
- The post-test must be administered no sooner than 60 days after the student's enrollment.

Chapter 23 Student Responsibilities and Expectations

21.01

"Students" includes juvenile and adult students

1. Students must know, understand and follow the rules, procedures, schedules and directions of the staff while at the JJAEP
2. Students have the responsibility of respecting others and using appropriate language and behavior
3. Students will concern themselves with only their behavior
4. Students will ignore statements, actions, or comments of other students that may be disruptive or inappropriate. Students will refrain from inappropriate language and other matters deemed inappropriate by the staff or teachers
5. Students have the responsibility of asking for medical treatment if they need it
6. Students have the responsibility to be drug free, alcohol free, and avoid inhaling intoxicating vapors or become involved with the manufacturing, sale or use of any dangerous drugs and must submit to a urinalysis (drug test) upon request from probation staff
7. Students have the responsibility of knowing what they can and cannot bring to the JJAEP.
8. Students have the responsibility to conduct themselves appropriately and cannot pass, distribute, or exchange items on campus
9. Students have the responsibility to care for all of the property of the JJAEP program. The computers, books, and supplies are considered District and County property. Charges can be filed for destruction of these items
10. Students have the responsibility of maintaining their clothes and self in a neat, clean and odor free condition. Hair must allow the eyes to be in full view on the face.
11. Students will complete all assigned work to the degree expected by the teacher to the best of their ability and attend all classes according to their assigned schedule
12. Students have the responsibility of requesting missing work from their teachers when absent
13. Students will refrain from drawing or marking on desks, clothing, books, folders, homework assignments etc. Drawing is only allowed with teacher permission
14. Students have the responsibility to either bring their lunch or request a lunch upon arrival on the attendance sheet at the JJAEP
15. Students are responsible for taking home weekly behavior folders with grades and have parent/guardian sign and return it to JJAEP the following day

Chapter 24 Parent/Guardian Responsibilities

22.01

As students have responsibilities, parents/guardians are required to adhere to specific responsibilities while their child is at JJAEP. It is essential that staff, parents/guardians, as well as students work together to successfully complete of the program.

Parents/Guardians are responsible to:

1. Transport students to and from school on time if school transportation is not available
2. Provide updated addresses and phone numbers to the JJAEP administration staff if changes occur
3. Inform staff of authorized persons who can and cannot pick up their student
4. Ensure your student is in dress-code and complies with the dress-code guidelines
5. Read and sign student's weekly behavior folder
6. Attend school meetings and functions
7. Provide doctor, court, and attorney documentation when applicable
8. Must sign all necessary paperwork needed by the JJAEP staff

Chapter 25 Completion of Program

23.01

In accordance with Texas House Bill 2184:

(b) As soon as practicable after an alternative education program determines the date of a student's release from the program, the alternative education program administrator shall:

- (1) Provide written notice of that date to:
 - a. The student's parent or a person standing in parental relation to the student; and
 - b. The administrator of the campus to which the student intends to transition; and
- (2) Provide the campus administrator:
 - a. An assessment of the student's academic growth while attending the alternative education program; and
 - b. The results of any assessment instruments administered to the student.

(c) Not later than five instructional days after the date of a student's release from an alternative education program, the campus administrator shall coordinate the student's transition to a regular classroom. The coordination must include assistance and recommendations from:

- (1) School counselors;
- (2) School district peace officers;
- (3) School resource officers
- (4) Licensed clinical social workers;
- (5) Campus behavior coordinators
- (6) Classroom teachers who are or may be responsible for implementing the student's personalized transition plan developed under subsection (d); and
- (7) Any other appropriate school district personnel.

(d) The assistance required by subsection (c) must include a personalized transition plan for the student developed by the campus administrator. A personalized transition plan:

- (1) Must include recommendations for the best educational placement of the student: and
- (2) May include:
 - (A) Recommendations for counseling, behavioral management, or academic assistance for the student with a concentration on the student's academic or career goals;
 - (B) Recommendations for assistance for obtaining access to mental health services provided by the district or school, a local mental health authority, or another private or public entity.
 - (C) The provision of information to the student's parent or a person standing in parental relation to the student about the process to request a full individual and initial evaluation of the student for purposes of special education services under Section 29.004: and
 - (D) A regular review of the student's progress toward the student's academic or career goals.

(e) If practicable, the campus administrator, or the administrator's designee, shall meet with the student's parent or a person standing in parental relation to the student to coordinate plans for the student's transition.