

# Lubbock JJAEP

## D.R.A.G.O.N.S

(Discipline, Respect, Attitude, Guidance, Obedience, Nobility, Strength)  
Reviewed on August 6, 2019 by Martin Martinez and Oscar Reyes



Parent/Student Handbook  
**2019-2020**

**Lubbock County JJAEP**  
**2019-2020 Parent/Student Handbook**

**Philosophy**

The Lubbock County Juvenile Justice Alternative Education Program (JJAEP) exists to provide an atmosphere of safety, discipline, and learning for students who have been expelled from the traditional school setting. To succeed we need parental involvement, dedicated staff, and students who want to learn. JJAEP strives to assist students in the successful transition back to the traditional school setting.

The desire of JJAEP is to assist each student in attaining the knowledge necessary to be confident of his/her own uniqueness and to be a learning, functioning, and contributing member of society. It is our mission to assist each individual in understanding and maintaining his/her uniqueness while learning how he/she may best perform in the reality of society.

Students are not ordered to attend JJAEP as a form of punishment. At JJAEP, students who have made poor decisions in the past have the unique opportunity to receive more direct guidance and assistance in developing the skills necessary for becoming successful students and citizens.

## **MISSION STATEMENT**

**The Lubbock County JJAEP is a juvenile justice alternative education program created for students expelled from the public school districts within Lubbock County. At *JJAEP* students are given the opportunity to learn the academic, behavior, and social skills necessary for success in the traditional school setting, as well as the life-skills necessary for a successful transition into adulthood.**

## **GOALS AND OBJECTIVES**

The overarching goal of the JJAEP is to assist each student in the successful transition into a self-disciplined, productive citizen. The measurable objectives include:

1. An increase in the average level of student academic progress that is at least one grade level for each year of instruction in the program;
1. An overall student attendance rate of 86% or greater for the total number of student attendance days for the school year;
1. Reduction of post-adjudication juvenile recidivism rates among JJAEP students;

### **ADMISSION AND EXIT:**

JJAEP provides a juvenile justice alternative education program for students expelled from the public school districts within Lubbock County in compliance with Chapter 37.007 of the Texas Education Code. Admission into JJAEP is based on a student committing one of the following offenses while on school property or while attending a school-sponsored or school-related activity on or off school property.

### **MANDATORY GROUNDS FOR EXPULSION:**

If a student commits an offense that falls under §37.007(a), (d), or (e), then the ISD by law must expel the student, and the grounds for expulsion are considered **mandatory**. Mandatory offenses include (Subject to change by legislation):

- Bringing to school a firearm as defined by federal law. “Firearm” under federal law includes:
  - Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
  - The frame or receiver of any such weapon.
  - Any firearm muffler or firearm weapon.
  - Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.
- Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:
  - A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by explosion or burning substance or any device readily convertible to that use).
  - An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear. **OR** Any knife including a pocketknife.
  - A club such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
  - A prohibited weapon, such as an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; a switchblade knife; knuckles; armor-piercing ammunition; a chemical dispensing device; or a zip gun.
- Behavior containing elements of the following offenses under the Texas Penal Code.
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson.
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child.
  - Aggravated kidnapping.
  - Aggravated robbery.
  - Manslaughter.
  - Criminally negligent homicide.

- Behavior punishable as a felony that involves the selling, giving, or delivering to another person, possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Retaliation against a school employee combined with one of the above-listed offenses on or off school property or at a school-related activity.
- Continuous sexual abuse of young child or children under Section 21.02, Penal Code.

**DISCRETIONARY GROUNDS FOR EXPULSION:**

If a student is expelled from school for an offense that falls under §37.007(b), (c), or (f), then the grounds for expulsion are considered **discretionary**. Discretionary offenses include (Subject to change by legislation):

- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.
- Any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity on or off school property.
- Any of the following offenses on or within 300 feet of school property, as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of marijuana, a controlled sub-stance, or a dangerous drug, if the conduct is not punishable as a felony.
  - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
  - Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
  - Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
  - Engaging in deadly conduct.
- Any of the following conduct while within 300 feet of school property, as measured from any point on the school’s real property boundary line:
  - Committing aggravated assault, sexual assault, or aggravated sexual assault.
  - Committing arson.
  - Committing murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Committing indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
  - Committing a felony drug- or alcohol-related offense.
  - Using, exhibiting, or possessing a firearm (as defined by state law, an illegal knife, a club, or prohibited weapon, or possessing a firearm (as defined by federal law).

- Engaging in the following conduct no matter where the conduct takes place:
  1. Engaging in conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
  2. Engaging in criminal mischief, if not punishable as a felony.
  3. Breach of Computer Security / Computer Hacking
- Engages in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.
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**Serious Misbehavior Defined** (Subject to change by legislation)

A student may be expelled if the student, while placed in a disciplinary alternative education program, engages in documented serious misbehavior while on the program campus despite documented behavioral interventions. For purposes of this subsection, “serious misbehavior” means:

- (1) deliberate violent behavior that poses a direct threat to the health or safety of others;
- (2) extortion, meaning the gaining of money or other property by force or threat;
- (3) conduct that constitutes coercion, as defined by Section 1.07, Penal Code; or
- (4) conduct that constitutes the offense of:
  - (A) public lewdness under Section 21.07, Penal Code;
  - (B) indecent exposure under Section 21.08, Penal Code;
  - (C) criminal mischief under Section 28.03, Penal Code;
  - (D) personal hazing under Section 37.152; or
  - (E) Harassment under Section 42.07 (a) (1), Penal Code, of a student or district employee.

**Sections of the Education code relating to placement of Registered Sex Offenders**

(Subject to change by legislation)

37.301 Applies to any student who is required to Register as a Sex Offender.

37.303 Removal of Registered Sex Offender From Regular Classroom

- Requires the ISD to remove a registered sex offender from the regular classroom to an appropriate placement upon receipt of the CCP Article 15.27 notice or the Chapter 62 notice.

- Placement of Registered Sex Offender Who is Under Court Supervision
  - Requires that a student under any form of court supervision (including parole) be removed for at least one semester
  - A student who transfers during the placement period may be placed in the alternative setting for an extended semester and the student gets credit for time spent.
  
- Placement of Registered Sex Offender Who is Not Under Court Supervision
  - Allows an ISD to remove a student who is not under any form of court supervision (including parole) for at least one semester, if the student's presence in the regular classroom:
    - is a threat to the safety of others;
    - is detrimental to the learning process; or
    - is not in the best interest of the district's students.
  
- Review of Placement of Registered Sex Offender in the JJAEP
  - After the student is placed in the alternative setting one semester, the school district shall
    - Convene a committee to review the student's placement.
    - The committee shall be comprised of:
      - A classroom teacher from the campus the student would otherwise be assigned
      - The student's parole or probation officer or, if no assigned officer, a representative from the juvenile department.
      - An instructor from the JJAEP
      - A school district designee selected by the board, and
      - A counselor employed by the district.
    - The committee shall by majority vote determine and recommend to the board of trustees whether the student shall be returned to the regular campus.
      - The school board shall return the student to the regular campus unless the school board determines the student's presence in the regular classroom:
        - is a threat to the safety of others;
        - is detrimental to the learning process; or
        - is not in the best interest of the district's students.
    - If the committee by majority vote recommends the student to remain in the JJAEP setting, the board of trustees shall continue the JJAEP placement unless the school board determines that the student's presence in the regular classroom:
      - does not threaten the safety of others;

- is not detrimental to the learning process; or
  - is not contrary to the best interest of the district's students.
- If a student remains in the alternative education setting the school board shall before each school year convene the committee to review the student's placement.
- Placement and Review of Student with Disability
  - Placement of students with a disability must be made in accordance with federal law.
- Placement in JJAEP
  - Placement of students in a JJAEP must be made:
    - in accordance with the local MOU required under 37.011; or
    - by court order
- Funding for Registered Sex Offender Placed in JJAEP
  - Funding for a student placed in a JJAEP shall be in the same manner as a discretionary expulsion.
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- Conference
  - Provides that a student or parent may appeal a decision of the school board by requesting a conference among the board member, the parent and the student. The conference can only address the factual question of whether the student is required to be registered as a sex offender.
  - Other decisions of the board may not be appealed.

**EXIT:** Student exit from the JJAEP is based on the following criteria:

- Successful completion of term of placement, or
- Criminal charges being Dismissed by the Lubbock District Attorney's office, or
- A length of stay that has been established by a juvenile court order.

**ATTENDANCE:**

Student attendance is required each day during the instructional year unless the student is otherwise legally exempted or excused. School attendance is compulsory for students up to and including their 18<sup>th</sup> birthday. A student absent without permission from school will be considered truant and subject to juvenile court disciplinary action.

Students that fail to attend school will go before the appropriate court. The judge may incarcerate or fine the individual or family member depending upon the severity of the truancy problem.



Students must sign in at the front desk and attend a minimum of four hours to be counted present.

**ABSENCES:**

Excused and unexcused absences are counted when computing attendance requirements. Absences may be considered excused for, but not limited to the following:

- Absence required by state or local public-assistance authorities.
- Documented required screening, diagnosis, and treatment for Medicaid-eligible students.
- Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment.
- Documented juvenile court proceeding.
- Family emergency or unforeseen or unavoidable instance requiring immediate attention.
- Temporary absence resulting from any cause acceptable to juvenile court officer or ARC, including personal illness, illness or death in the immediate family.
- Parent excuses for personal illness will be accepted for a maximum of 10 days per school semester. Additional documentation from a physician or court official must be provided for an excused absence after the maximum of 10 days.

**ABSENCE NOTIFICATION:**

Parents/Guardians shall notify the school any time a student is absent by telephone **on the morning of** the absence if possible. A parent must send written notification to school with the student when he/she returns after the absence. If a student is absent and written notification has not been confirmed for an excused absence as specified above, an **unexcused absence** will be recorded for the student.

**CLOSED CAMPUS:**

JJAEP operates on a closed campus, meaning students will not be allowed to leave campus at any time during the school day without parental authorization and school approval. Unauthorized leave from the JJAEP shall result in disciplinary action and referral to juvenile probation department.

**ASSIGNED AREA:**

Students are assigned to specific classrooms according to a schedule. Staff may direct students to report to other areas as needed to maintain safety and security on campus.

Students who chose to leave their assigned area or refuse to report to an area as directed by staff will be considered a safety risk.

**EARLY DISMISSAL:**

A parent or designee must check a student out through the designated school personnel prior to leaving the campus. If a student is not in attendance for four hours, they will be counted absent for the day and a written excuse will be required.

**FOOD SERVICE:**

Breakfast and lunch services are provided by Lubbock ISD in accordance with USDA dietary requirements. However, due to JJAEP restricted food service capability, a limited menu is offered. Students are not allowed to bring lunch to school, unless prescribed by a physician for specific health reasons. Students are expected to maintain a clean and orderly eating area.

**TRANSPORTATION:**

The JJAEP **does not** provide transportation for students for any reason. The expelling school districts choose whether to provide transportation to JJAEP each day. Students that are offered transportation by their home district must understand that this is a privilege afforded to students that can maintain their behavior on the bus. If a student must be removed from the bus for disciplinary reasons they will be removed for a period of time to be determined by either the Lubbock ISD official or the transportation department. Students wishing to drive a personal vehicle to JJAEP must have a valid driver's license, liability insurance, and maintain appropriate behavior. Students who drive personal vehicles to school are not allowed to transport other students or parents.–

- Any student that causes a disruption at bus stops before or after school may be removed from the bus for a period of time determined by the Lubbock ISD Official.
- Any student that trespasses on any school district property may be removed from the bus for a period of time determined by the Lubbock ISD Official.

**BEGINNING AND ENDING TIMES:**

The JJAEP school day begins at 7:50 a.m. and ends at 4:00 p.m. Students are strongly encouraged to arrive promptly for security searches and breakfast.

**STUDENT BREAKS:**

The JJAEP daily schedule will provide for scheduled water and restroom facilities breaks throughout the day. Emergency provisions for water and restroom use will be based on information available to staff members. If there is a medical reason why the student must have free access to water or restrooms, a physician's orders should be brought to the school. Abuse of this provision or facilities may be subject to disciplinary action.

**SCHOOL CLOSINGS:**

JJAEP may close school for a full or part of the day because of inclement weather or other existing conditions. When school closing conditions exist or when it becomes

necessary to open late or release students early, the following television stations will be notified:

KCBD TV  
KMAC TV

The LISD website will also post information on school closings.

**USE OF TELEPHONE:**

The school telephone is for business purposes, and may not be used by any student. Parents may call the office and leave a message for their child. Phoning for a ride is not considered to be an emergency

**CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER:**

Whenever a change of address or telephone number occurs, parents are required to notify school officials and the assigned probation officer of the changes. This information is critical in order for the school to be able to contact the parent in case of emergency, and is equally important to juvenile probation officers for ensuring compliance with juvenile court orders.

**FEES AND SCHOOL SUPPLIES:**

The JJAEP provides materials such as pencils, papers, erasers, and notebooks that are basic to the student education program without charge to student. Students may be required to pay fees for lost or damaged school-owned property.

**STUDENT RECORDS:**

School records are confidential and protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the JJAEP until the student completes the program. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or dependent for tax purposes, as do students who are 18 years or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Principal/Lead Teacher is the custodian for all current and past student records. Records may be reviewed during regular school hours upon submission of a written request. The custodian of student records will respond to reasonable requests for explanation and interpretation of records.

**COMMUNICABLE DISEASE CONDITIONS:**

Parents/Guardians 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. Such diseases include, but are not limited to, scabies, impetigo contagiosa, ringworm of the scalp, common cold with fever, infectious forms of conjunctivities, and pediculosis (head lice). Students with fever exceeding 100.4 degrees are likewise not allowed to come to or remain at school. JJAEP staff will not contact parents or guardians concerning illness or pain that does not display observable symptoms or for fever that does not exceed 100.4 degrees.

### **DRILLS, FIRE, TORNADO, AND OTHER EMERGENCIES:**

Periodically, students and JJAEP staff will participate in drills of emergency procedures. When drills are conducted, students should follow the directions of JJAEP staff quickly, quietly, and in an orderly manner. Emergency evacuation routes will be posted in the classroom.

### **EMERGENCY MEDICAL TREATMENT:**

If a student should have a medical emergency at school or at a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Therefore, parents shall complete a medical emergency consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medications, etc.) up-to-date; having current information will be of critical importance should an accident or injury occur that requires medical attention.

Parents must provide the school with names, addresses, and phone numbers of at least two persons whom the school can contact in case of an emergency when the parent cannot be reached. Should a contact person change, parents should notify the school immediately.

### **HEALTH SERVICES**

A student who becomes ill during the day should notify a staff member. An administrator or designee will decide whether or not the student should be sent home and will notify the student's parents if necessary.

### **IMMUNIZATIONS**

All students must be immunized against certain diseases or present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are diphtheria, tetanus, polio, measles (rubeola), mumps, rubella and haemophilus influenzae.

### **MEDICATION/PHYSICALS:**

If possible, medication should be administered by parents at home. However, if the student needs to take medication during school hours, the following procedures will apply:

PRESCRIPTION medication may be given at school only under the following guidelines:

- The medication must be brought to school in a container appropriately labeled by the pharmacy or physician with the student's name, name of the drug, directions concerning dosage, and the duration of the prescription.
- Written request and permission from the parent/guardian must accompany the medication.
- If medication is to be given all year, a doctor's statement is required at the beginning of the student's enrollment or at the time the medication is prescribed.

NONPRESCRIPTION medication may be given at school only under the following guidelines:

- Nonprescription medication must be brought to school in the original container and shall be left with the school administrator or designee.
- Written request and permission from the parent/guardian must accompany the medication and contain instructions concerning dosage.

All prescription and nonprescription medication must be left with the school administrator or designated staff. Medication will be locked in a cabinet when not being administered to a student. Students are not allowed to carry or administer medication. Students are allowed to self-administer inhaler type devices for asthma, however they may not carry the devices on their person during school hours. Devices will be kept in the JJAEP office.

**Students must have a physical before enrollment. It must be signed by a physician or an advanced practice registered nurse.**

**ABUSE AND NEGLECT:**

Written policy, procedure, and practice for any allegations of abuse or neglect of a JJAEP student shall require:

- A) any allegations of abuse or neglect of a JJAEP student shall be documented and reported immediately to law enforcement for investigation as required by Chapter 261, Texas Family Code. The alleged incident shall also be reported to TJPC within 24 hours of the allegation made.
- B) an internal investigation of allegations of child abuse or neglect in the program. The policy shall require all staff members to fully cooperate with any investigation of alleged child abuse or neglect in the JJAEP. The policy shall require that any person alleged to be a perpetrator of child abuse or neglect be put on administrative leave or reassigned to a position having no contact with children in the JJAEP until the conclusion of the internal investigation. The alleged perpetrator shall have no contact with the alleged victim(s) pending the conclusion of the internal investigation. At the conclusion of the internal investigation of child abuse or neglect, each JJAEP shall take appropriate measures to provide for the safety of children. Upon completion of the internal investigation, a written report shall be submitted to TJPC within two (2) working days.

Reasonable access to reporting mechanisms shall be provided to students.

JJAEP shall not allow corporal punishment, physical abuse, humiliating punishment or hazing, deprivation of food and water or one student sanctioning another.

TJPC Reporting Mechanisms:

- Telephone: 1-877-786-7263
- E-Mail: [abuseneglect@tjpc.state.tx.us](mailto:abuseneglect@tjpc.state.tx.us)
- Fax: (512) 424-6716
- **Prison Rape Elimination Act of 2003**
  - JJAEP staff members shall maintain supervision of students during the school day. Staff members shall not be alone with a student in a room with the door closed unless the door is equipped with an un-obscured window for viewing from the adjacent area. Staff members shall monitor students closely and intervene appropriately to prevent or halt discussions involving sexual acts and/or physical contact between students.
  - Staff members can minimize the risk of sexual abuse by:
    - Maintaining constant visual contact of students
    - Monitoring student conversations and physical contact closely and intervene quickly if they become inappropriate.
    - Keeping doors to unoccupied areas locked when possible.
    - Checking for missing students each class period.
  - Any staff member who witnesses inappropriate sexual conduct between students or between any adult and a student shall immediately intervene and report the incident to their supervisor immediately and to TJJD following the guidelines in 8.13

#### Serious

#### Incidents.

- Following a report to TJJD, the principal and the JJAEP counselor shall meet to develop a treatment and counseling plan for the victim.

#### **SAFETY:**

Student safety on the JJAEP campuses is a high priority. The JJAEP program has safety procedures to address most situations. However, JJAEP safety procedures can only address part of the challenge. Student cooperation is the essence of a good safety program; therefore, students are responsible for:

- Avoiding conduct that is likely to put the student or other students at risk.
- Remaining alert to and promptly reporting safety hazards, such as intruders on campus.
- Following the Student Code of Conduct and any additional rules for behavior and safety established by school staff.
- Knowing emergency evacuation routes and procedures.
- Immediately following the instructions of teachers, bus drivers, or other JJAEP employees who are seeing to the welfare of students.
- Parents can assist by keeping emergency care information up-to-date including the name of the student's doctor, emergency phone numbers, allergies to medications, etc. Please contact office to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

#### **CURRICULUM AND INSTRUCTION:**

The academic mission of JJAEP is to enable students to perform at grade level. It is the overall goal of JJAEP to ensure that a comprehensive continuum of learning exists for students enrolled in grades 5 through 12. This continuum of learning focuses on the core subject areas of math, science, social studies, reading and language arts. Differentiated instructional methods are utilized to meet the individual needs of each student. When appropriate, accelerated instructional plans are utilized for students who have been retained or who enter JJAEP at risk of being retained. For effective instruction to occur, participation and proper behavior from the student are required.

**GRADING AND REPORT CARDS:**

JJAEP has determined the instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses. Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated objectives of each course. The student's level of mastery shall factor in determining the grade for a subject or course. The school year is divided into two semesters, each of which incorporates three 6 week instructional periods. Report cards will be issued to parents at the end of every six-week instructional period. Progress reports will be issued for each week by Wednesday of the following week.

**STATE TESTING:**

In addition to course-related testing and other measures of achievement, students at certain grade levels will participate in state-mandated assessments. The assessments will be administered to the designated grade levels on the dates specified in the official state assessment schedule published annually by the Texas Education Agency (TEA).

**PROMOTION AND RETENTION:**

Students are promoted or retained based on JJAEP officials evaluation of the student's academic achievement, state test scores, and attendance while at JJAEP.

**DISCIPLINE MANAGEMENT PLAN:**

The JJAEP Student Code of Conduct, the student's juvenile court order, and the laws of the State of Texas shall serve as the basis for the JJAEP Discipline Management Plan. Each student/parent shall receive a copy of the Student Code of Conduct, and is strongly encouraged to review the plan and abide by its standards.

**SECURITY:**

A certified police officer and Lubbock County Juvenile Supervision Officers will provide for the security and safety of JJAEP students, staff, and facilities. Staff members will conduct daily frisk searches and/or metal detector screenings of all students entering JJAEP.

**VISITORS:**

Visitors to JJAEP facilities must check in with the receptionist/office as soon as they arrive. Parents are welcome and encouraged to visit their child at school. School appropriate dress and behavior is expected. Disruptive parents and unauthorized visitors will be asked to leave campus immediately. If necessary, police escort will be requested.

### **USE OF PHYSICAL FORCE:**

Use of force by Lubbock County JJAEP staff shall be justified when reasonably necessary to prevent harm to a student (including self-harm), JJAEP staff member, other person or persons in the JJAEP, or serious property damage. Restraints shall only be used as a last resort. Only the amount of force and type of restraint necessary to prevent injury or serious property damage shall be used. Implementation of the restraint should protect the health and safety of the student and others.

Situation permitting, only those JJAEP staff members specially trained and certified in Handle With Care (HWC) may participate in the restraint of a student. HWC is the approved personal restraint technique adopted by the JJAEP. Restraints shall be administered in a manner specific or consistent with HWC training. JJAEP staff shall be retrained in HWC at least every 365 calendar days.

Handle With Care (HWC) training for JJAEP staff shall include:

- Specific verbal de-escalation policies, procedures, and practices
- Training in the restraint
- The staff member must demonstrate competency in the use of the restraint

Mechanical restraints may only be used by a certified juvenile probation officer, certified detention officer, certified correctional officer, or by a law enforcement officer. In no event are restraint techniques justifiable as punishment, discipline, compliance, or intimidation. The use of force shall be fully documented and recorded. Restraint shall be terminated as soon as the youth's behavior indicates that threat of imminent self-injury, injury to others, or property damage has subsided. Any restraint resulting in bodily injury or serious bodily injury to a student, as defined in the Texas penal Code, shall be reported to the county juvenile board or its designee in writing within 24 hours of the incident.

Restraints that employ a technique listed below are prohibited:

- (1) restraints used for punishment, discipline, retaliation, harassment, compliance, or intimidation;



- (2) restraints that deprive the student of basic human necessities including restroom privileges, water, food and clothing;
- (3) restraints that are intended to inflict pain;
- (4) restraints that place a student in a prone or supine position with sustained or excessive pressure on the back, chest, or torso;
- (5) restraints that put a student in a prone or supine position with pressure on the neck or head;
- (6) restraints that obstruct the airway or impair the breathing of the student including a procedure that places anything in, on, or over the student's mouth or nose;
- (7) restraints that interfere(s) with the student's ability to communicate;
- (8) restraints that obstruct the view of the student's face;
- (9) any technique that does not require the monitoring of the student's respiration and other signs of physical distress during the restraint; and
- (10) percussive or electrical shocking devices.

#### **PHYSICAL EXERCISE:**

Staff may request that the students perform non-strenuous physical exercise as a part of the counseling process. Refusal to complete assigned non-strenuous physical exercise may result in extension of time at the JJAEP program. Student ability will be considered when assigning exercises.

#### **LATE ARRIVAL/TARDY POLICY:**

Tardy students need to sign-in at the front office. Students who are not in attendance for four hours will not be counted present for the day. Tardy students will not receive point credit for the class periods they do not attend.

#### **INTAKES:**

Intake appointments will be scheduled by LISD officials on school attendance days. The parents will fill out the enrollment packet and background information about their child. The Principal/Lead Teacher or designee will meet with the student and parents or guardians to explain JJAEP policy and procedures.

#### **ASBESTOS POLICY 2013-2014:**

JJAEP is committed to providing a safe and pleasant learning and working environment for all students and staff. In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA) of 1986, the District has developed and implemented a comprehensive Asbestos Management Plan. The Asbestos Management Plan was developed in an effort to effectively facilitate the inspection, re-inspection, periodic surveillance, response activities, and management planning for asbestos containing materials within the District. JJAEP is pleased to advise you that we are working hard to maintain compliance with the federal AHERA regulations, and continually strive to ensure the proper management of asbestos containing materials in the District. If you have questions about the plan or wish to review the management plan for your child's school, please contact the Lubbock ISD main office, 766-1000.

# SECTION II

## **Student Code of Conduct**

**Lubbock County JJAEP Program**

### **2019-2020 Student Code Of Conduct**

#### **COLLABORATIVE INVOLVEMENT:**

Representatives from various segments of the local education and juvenile justice community were involved in developing and reviewing the JJAEP discipline management plan. Teachers, administrators, juvenile justice personnel, psychologists, and counselors from varying levels held staff meetings, gave input, and developed and reviewed the plan prior to its final acceptance.

#### **PURPOSE:**

The purpose of JJAEP Student Code of Conduct is to communicate the expectations of the county's juvenile board, the JJAEP governance board, and JJAEP regarding student conduct. All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. However, due to expulsion from public school or placement by a juvenile court order, JJAEP students are under juvenile court jurisdiction to meet their behavioral and educational needs.

It is the belief of JJAEP that the rights of students can be protected only as long as an atmosphere of organization and cooperation exists in the classroom and school operation. Students are expected to respect the rights, privileges, and property of other students and JJAEP staff. The Student Code of Conduct contains the JJAEP standards of conduct in

an effort to fully inform students and parents of the expectations of the program. However, it does not encompass all issues related to student discipline.

JJAEP, in addition to the student's juvenile court orders, may also impose classroom rules prohibiting such things as unauthorized movement, horseplay, and speaking without permission. Campus and classroom rules will be clearly posted for students to observe. Parental questions or concerns regarding disciplinary events should be addressed to the Principal/Lead Teacher or designee.

#### **CAMPUS DISCIPLINE PROGRAM:**

The STAR Coordinator has the ultimate responsibility for the development and administration of the JJAEP discipline management plan. JJAEP staff members have the responsibility for the daily supervision of the discipline management plan. The administrative staff will consult with and rely on information provided by JJAEP teachers and other staff members when assessing disciplinary problems.

The Director of Operations or designee shall act as the principal for JJAEP campuses for the purposes of discipline. Duties shall include the authority to coordinate, delegate and supervise the following:

1. Assessment and enforcement of the student discipline management program.
2. Report suspected delinquent or criminal activity to the appropriate law enforcement agency.
3. Remove or suspend a student from campus for not more than three (3) consecutive school days for emergency reasons.

#### **RIGHTS AND RESPONSIBILITIES OF STUDENTS:**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. JJAEP programs shall foster a climate of mutual respect for the rights of others. Students shall exercise their rights responsibly, in accordance with rules established for the maintenance of good behavior, school order, academic achievement, and compliance with juvenile court conditions. The JJAEP Student Code of Conduct was established to achieve and maintain order in the schools. Students who violate the JJAEP Student Code of Conduct or juvenile court conditions shall be subject to disciplinary measures. The purpose of the disciplinary action is to correct misconduct and to promote adherence by all students to the rules and expectations of the school community.

**PROHIBITED SANCTIONS:** The following sanctions shall be prohibited:

1. Corporal punishment, physical abuse, humiliating punishment or hazing;
2. Deprivation of food and water;
3. One student sanctioning another; or
4. Expulsion from a JJAEP.

#### **STANDARDS FOR STUDENT CONDUCT:**

Student responsibilities for achieving a positive learning environment include but are not limited to:

1. Attend school daily, on time, and prepared to learn.
2. Be properly attired and well groomed.

3. Exhibit respect toward others and conduct oneself in a responsible manner.
4. Obey all court conditions and the JJAEP Student Code of Conduct standards.
5. Obey all school safety, campus, and classroom rules.
6. Seek resolution to problems in a responsible manner.
7. Cooperate with staff in maintaining safety and order. Volunteer information of any event which could cause harm to the safety and security of others.

### **RIGHTS AND RESPONSIBILITIES OF PARENTS:**

Throughout this plan, “parents” includes single parent, legal guardian, or person having lawful control of the student. Parents have the responsibility to:

1. Make every effort to provide for the physical needs of the child.
2. Teach the child to abide by school rules.
3. Be sure their child attends school regularly and promptly. Report absences and tardiness to school officials on the morning of each tardy or absence if possible, and at least by the first day that the student returns to school.
4. Participate in parent-teacher conferences to discuss their child’s school progress.
5. Keep informed of school policies and juvenile court activity.
6. Be sure child is properly attired for school.
7. Bring to the attention of school authorities any problem or condition that may adversely affect their child’s education.
8. Maintain and provide current home, work, and emergency phone numbers to JJAEP school officials. Sign and turn in consent/release forms to JJAEP probation staff.
9. Cooperate with the school administrators, teachers, and juvenile probation personnel.
10. Diligently report any suspected delinquent/criminal conduct of their child to the juvenile probation department or appropriate law enforcement agency.

### **RESPONSIBILITIES OF ADMINISTRATORS:**

Administrators have the responsibility to:

1. Respond to problems referred by students, staff and parents.
2. Promote objective and impartial resolution of problems, which adversely affect students, staff, parents, and program operation.
3. Encourage parent communication with school officials and officials of the juvenile court.
4. Provide appropriate assistance to students in learning mature self-discipline.
5. Assume responsibility for discipline and for evaluation of the discipline management plan.
6. Serve as appropriate role models for the students on their campus in accordance with the standards of their profession.
7. Cooperate with appropriate agencies and authorities in reporting student activity.

### **RESPONSIBILITIES OF TEACHERS:**

Teachers have the responsibility to:

1. Use developed discipline management techniques to manage classroom conduct.
2. Ensure good student discipline by being in regular attendance and punctual.
3. Be prepared to perform teacher duties with the appropriate preparation, assignments, and resource materials.

1. Teach to the standards of performance required by the State of Texas.
2. Establish rapport and an effective working relationship with parents, students, and other staff members.
3. Teach students to strive towards self-discipline.
4. Encourage good habits that will lead to the accomplishment of personal goals.

#### **RESPONSIBILITIES OF POLICE & PROBATION OFFICERS:**

Police and probation officers have the responsibility to:

1. Use approved discipline management techniques in accordance with JJAEP Student Code of Conduct and TJPC Standards to address student misconduct.
2. Maintain an orderly, safe, and secure school atmosphere through constant supervision of school activity.
3. Refer, report, and document all major disciplinary/incident actions to assigned juvenile court officer.
4. Establish rapport and an effective working relationship with parents, students, and other staff members.
5. Help facilitate learning by assisting the students with instruction when needed.

#### **JURISDICTION:**

The JJAEP program, under the supervision of the juvenile board of Lubbock County, has jurisdiction over its students during the regular school day. The JJAEP jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

Jurisdiction also extends to instances of retaliation (actual or threatened) against any school employee, regardless of time or location.

#### **DRESS CODE:**

The following dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. **All students school attire will be provided by the JJAEP school.** Students and parents may determine a student's personal dress and grooming standards, provided they comply with the following guidelines. For the first 5 weeks, the student will be outfitted in a JJAEP jumpsuit. After a review hearing is held and the student is promoted the student will wear the following

1. **Jumpsuit.** Students shall wear a JJAEP issued JJAEP tan jumpsuit along with a tan issued t-shirt and black shorts (underneath the jumpsuit) at all times while at the JJAEP campus. Students are responsible for the upkeep of the jumpsuit and the jumpsuit shall be washed at the end of every school week by JJAEP staff. Some occasions will have the jumpsuits washed during the school week but ready for the child's arrival upon the following school day.
1. **Pants.** Students shall wear military style BDU. The BDU's overalls must be the correct size and buttoned on the sides. Shorts are not permitted/until PT or PE.

BDU's may not sag or bag at the waist or drag the ground. Students are responsible for the upkeep and maintenance of the BDU's.

1. **Shirts.** Students shall wear Official JJAEP shirts tucked inside BDU's. Students are responsible for the upkeep and maintenance of the shirts.
1. **Footwear.** Athletic footwear with backs and covered toes, such as tennis shoes or sneakers is required. House shoes or sandals are prohibited.
1. **Hair.** Hair should be clean and well-groomed at all times. To prevent disruptions in the educational environment, it is prohibited to color or dye hair in hues that do not occur in any natural human hair. Likewise, radical hairstyles or designs, such as Mohawks or spikes, are not permitted.
  - Caps, hats, headbands, sweatbands, bandanas, or head coverings are not permitted.
  - For males, hair will be cut every Monday by the JJAEP staff with a zero guard (unless it is cut prior to that day). A high and tight haircut is permissible (which is a zero guard on the side with a one guard on top. There will be no designs, edging or fades allowed. Mustaches, beards, or other facial hair are also not permitted.
  - Students are not permitted to carry combs or other grooming objects that may be considered dangerous as determined by JJAEP Security Officer.
1. **Additional dress code provisions.** To avoid gang-related disruptions at JJAEP, clothing and accessories may not include the colors of blue or red. Shoes will be the exception due to the cost of athletic shoes. Red or blue will be acceptable marking on athletic shoes.
  - Excessively tight and/or revealing clothing is not permitted.
  - Students are not permitted to wear jewelry.
  - In order to maintain discipline, foster respect for authority, and prevent disruption, JJAEP reserves the right to prohibit any clothing or grooming that in the administration's judgment may reasonably be expected to cause disruption of, distraction from, or interference with school operations.
  - The Principal/Lead Teacher or JJAEP Coordinator has the authority to amend the dress code as needed and will notify students and parents of changes in writing.
1. **Consequences for Dress Code Violations.** Students that arrive at JJAEP out of dress code may be placed in a Jump Suit or refusal to wear the Jump Suit will be considered an unexcused absence. If a student's appearance is overly disruptive, the student will not be allowed to attend class until they are dressed appropriately.

#### **VANDALISM AND DAMAGE TO SCHOOL PROPERTY:**

Students shall not vandalize, damage, or deface property, furniture, and other equipment belonging to or used by the JJAEP. Guardians of students responsible for damaging school property shall be liable for damages in accordance with the law. Students found responsible for damaging property shall be subject to JJAEP disciplinary action and possible referral to the appropriate law-enforcement agency. Students shall be

responsible for the care and return of any JJAEP-issued property, and may be charged for the replacement of lost property. Damage to school property may be considered a major or minor offense depending on severity of damage.

**HAZING:**

Hazing includes any willful act initiated by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame or disgrace. Students found responsible of such acts shall be subject to JJAEP disciplinary action and referral to the appropriate law-enforcement agency.

**TOBACCO USE:**

Students shall not possess, distribute, sell or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, while at or on JJAEP property or any JJAEP sponsored event. Students found in possession of such items shall be subject to JJAEP disciplinary action and possible referral to the appropriate law enforcement agency.

**DRUG AND ALCOHOL USE:**

No student shall possess, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by state or federal law, without regard to amount, including but not limited to marijuana, narcotic drugs, hallucinogens, stimulants, depressants, amphetamines, or barbiturates.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance of inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

Violation of the school's drug/alcohol policy. Disciplinary action shall be taken, and the student will be referred to the appropriate law enforcement agency. A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

**WEAPONS:**

A student shall not enter upon any JJAEP property or JJAEP-related event with a firearm, explosive weapon, knife or any other prohibited weapon as defined by the laws of Texas. The student shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use the firearm, explosive weapon, knife, or prohibited weapons. This prohibition will apply to school supplies such as pencils, pens, etc., if they are used in a menacing or threatening manner.

Weapons include, but are not limited to:

1. Firearms, knives, fireworks of any kind, or any explosive devices.
2. Clubs or night sticks
3. Razors
4. Metallic knuckles
5. Chains
6. Any other object used in a way that threatens to inflict bodily injury on another person (mace, pepper spray, shock-guns, etc.)

\*The possession or use of articles not generally considered weapons shall be determined prohibited when the JJAEP Coordinator or designee determines that a reasonable risk of danger exists to the safety and security of students, staff, or normal program operation.

**ASSAULTS:**

Students are prohibited from assaulting anyone on JJAEP school property or at any JJAEP school-related event. An assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another person.
2. Intentionally or knowingly threatening another with imminent bodily injury.
3. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Students responsible for any such act shall be subject to JJAEP disciplinary action and referral to the appropriate law enforcement agency.

**DISRUPTION OF CLASSES:**

For purposes of this rule, "school property" includes all school campuses, school grounds, and all buildings used by JJAEP for operation, assembly, or other school-related activities. "Public property" includes any street, highway, alley, public park, or sidewalk.

No student shall be permitted on school property or on public property within 500 feet of school property, to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities. Conduct that disrupts the educational activities of a school includes:

1. Emissions by any means of noise of an intensity that prevents or hinders classroom instruction or operation.
2. Enticement or attempted enticement of students away from attending classes or other school activities that students are ordered to attend.
3. Prevention or attempted prevention of students from attending classes or other school related activity.
4. Entrance into any JJAEP program or class without consent of school personnel.
5. Either through acts of misconduct and/or use of loud or profane language, causing disruption of normal school operation.

Students responsible for any such act may be subject to JJAEP disciplinary action

**DISRUPTION OF TRANSPORTATION:**

A student or any other person commits an offense of this nature if the person intentionally disrupts, prevents, or interferes with the lawful transportation of students to



or from school or an activity sponsored by a school on a vehicle owned or operated by the JJAEP, the county, or an independent school district

**PUBLIC DISPLAY OF AFFECTION (PDA):**

Students shall not engage in public displays of affection (i.e., kissing, prolonged embraces, walking “arm in arm”).

**DISRUPTION OF LAWFUL ASSEMBLY:**

No person, student, or group of students acting in concert may willfully engage in disruptive activity or disrupt lawful assembly on the campus or property of any JJAEP program. Disruptive activity means:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without authorization of school personnel.
2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized school activity.
3. Preventing or attempting to prevent by force, violence, or the threat of violence any lawful assembly authorized by school administration.
4. Disrupting by force, violence, or the threat of force or violence, a lawful assembly in progress.

A lawful assembly is disrupted when any person at an exit or entrance to said campus or property, prevents or attempts to prevent by force or violence, or by threats thereof the entrance or exit of any person to or from property or campus without authorization of the JJAEP.

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably forecast substantial disruption of, or material interference with, normal school operations.

**POSSESSION OF TELECOMMUNICATION/PAGING DEVICES:**

Students are prohibited from possessing telecommunication/paging devices while on school property or while attending a school-sponsored or school-related activity on or off school property. Confiscated devices may be returned to the parent or guardian, donated to charity, or discarded at the discretion of the campus administrator.

**URINALYSIS:**

If a student appears to the staff to be under the influence of a mind altering substance, the probation department will be requested to take a urinalysis from the student.

**CATEGORIES OF INAPPROPRIATE STUDENT BEHAVIOR:**

Inappropriate student behavior will fall into two offense categories: Minor and Major Offenses.

**MINOR OFFENSES:**

Minor offenses shall include, but are not limited to the following:

1. Throwing objects that could cause injury, damage property, or disrupt normal school operation.
2. Failure to comply with communicated safety, campus, and classroom rules.
3. Failure to follow staff instructions.
4. Name calling, ethnic and/or racial slurs, derogatory statements that school officials believe will substantially disrupt the school program or incite violence.
5. Scuffling, wrestling or other forms of horse play.
6. Disobeying school rules about conduct on buses or bus waiting areas.
7. Forcing an individual to act through the use of threat or force.
8. Committing or assisting in a robbery or theft that does not constitute a felony according to the Texas Penal Code.
9. Possessing or using matches, lighters, tobacco products, look-alike drugs or items attempted to be passed off as drugs.
10. Possession of paging or other electronic devices.
11. Violating computer use rules or policy.
12. Violating JJAEP dress standards.
13. Repeated violation of communicated campus or classroom standards of behavior or repeated interference of school operation.
14. Engaging in other conduct that disrupts school order, or violates the conditions of a court order as determined by the juvenile probation department.

**CONSEQUENCES FOR MINOR OFFENSE VIOLATIONS:**

1. Verbal warning.
2. Physical training (PT).
3. Removal from a situation.
4. Assignment to time-out area.
5. Counseling by police officers, probation officers, or administrative personnel.
6. Parental conference or telephone call to parents.
7. Referral to juvenile probation department.
8. Emergency Removal.
9. Law enforcement referral/citation for use of profanity, abusive language or disorderly conduct as defined by the Texas Penal Code.
10. Removal of transportation services.

**MAJOR OFFENSES:**

Major offenses shall include, but are not limited to the following:

1. Exhibiting behavior that contains elements of aggravated assault, sexual assault, or aggravated sexual assault, indecency with a child, and aggravated kidnapping according to the Texas Penal Code (TPC).
2. Use, exhibition, or possession of a firearm, knife, club, or other prohibited weapon.
3. Exhibiting behavior that contains elements of murder, capital murder, or criminal attempt to commit murder according to the TPC.
4. Exhibiting behavior that contains elements of selling, giving, using, or delivery of drugs to another person; possessing, using, or being under the influence of marijuana or any other controlled substance, dangerous drug or alcohol.
5. Engaging in conduct containing elements of an offense of abusable glue, aerosol paint, or volatile chemicals.
6. Engaging in conduct that constitutes criminal mischief.
7. Engaging in conduct containing elements of arson according to the TPC.
8. Vandalism and destruction of school or other person's property.
9. Exhibiting behavior that contains elements of the offense "public lewdness" according to the TPC.
10. Engaging in conduct containing elements of robbery or theft as defined by the TPC.
11. Engaging in behavior containing elements of extortion, terroristic threat, and organized criminal activity as defined by the TPC.
12. Exhibiting serious or persistent misbehavior. Serious behavior is defined as behavior so unruly, disruptive, or abusive that it interrupts normal school operations, and/or jeopardizes the security and safety of others. Persistent misbehavior is defined as three or more violations of the code of conduct in general or repeated occurrences of the same violations.
13. Disorderly conduct, fighting or abusive language.
14. Threat or retaliation against a school employee, peer, or visitor.
15. All other conduct that violates a condition of a court order, including truancy.
16. Leaving school grounds or school-sponsored events without permission.
17. Use of profanity, vulgar language, or obscene gestures.
18. Engaging in inappropriate physical or sexual contact.
19. Indecent exposure of a student's private body parts.
20. Cheating or copying work of another student.
21. Possession of drug paraphernalia.
22. Hazing or Bullying.
23. Possession of Cell Phone on Campus.
24. Leaving assigned area or class without permission.

**CONSEQUENCES FOR MAJOR OFFENSE VIOLATIONS:**

Consequences for major offense violation may include, but are not limited to the following:

1. Assignment to Time-out Area.
2. Referral to the Lubbock County Juvenile Probation/Detention Department.
3. Report/Arrest filed with law-enforcement agency for criminal prosecution.
4. Law enforcement referral/citation for use of profanity, abusive language or disorderly conduct as defined by the Texas Penal Code.
5. Removal of transportation services.
6. Suspension from school.

### **GENERAL GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES:**

When imposing discipline, JJAEP personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect the security and safety of students, staff, and property, and to ensure maintenance of order.
2. Students shall be treated impartially. Discipline shall be based on careful assessment of the circumstances of each case.
3. All students are expected to follow the regular student code of conduct unless otherwise specified by the student's Behavior Intervention Plan.

Factors to consider shall include:

- A. Student's probation status, adjudicated vs. non-adjudicated.
- B. Seriousness of offense and student's age.
- C. Frequency of misconduct and student's attitude.
- D. Potential effect of the misconduct on the school environment.

### **DISCIPLINE MANAGEMENT TECHNIQUES:**

Discipline management techniques are always available when assessing penalties for violations of the code of conduct, regardless of the offense. Discipline management techniques shall include, but are not limited to the following:

1. Verbal warning.
2. Counseling by administrators, counselors, teachers, paraprofessionals, police officers, or probation officers.
3. Parent-teacher conference or telephone call to parent.
4. Removal from a situation (short term).
5. Assignment to time-out area.
6. Physical training (PT)
7. Law enforcement citation.
8. Emergency Removal.
9. Report/Arrest filed with law enforcement agency for criminal prosecution.
10. Referral/detention to juvenile or adult probation department.
11. Removal of transportation services.
12. Suspension from school.

Due to juvenile court adjudication status, the discipline management techniques outlined above may be used alone or in combination for conduct violating classroom rules and SCC rules.

### **EMERGENCY REMOVAL:**

Students may be removed from school premises for non-disciplinary health, welfare, and safety reasons when the JJAEP Coordinator or designee determines that an emergency exists. Reasons constituting an emergency include, but are not limited to:

1. Being under the influence of alcohol or drugs.
2. Being highly agitated.
3. Suffering from any other condition that temporarily threatens the student's welfare, another individual's welfare, or the efficient operation of the school.

Any student removed from school for a reason shown above, who is in a condition that threatens his own welfare or the welfare of others, shall be released to a parent, a parent's designee, or other proper person including but not limited to law enforcement officers and medical personnel.

**NOTICE: JJAEP shall make reasonable efforts to notify the parent prior to removing a child from school premises.**

**PARENT CONFERENCES:**

Parents are encouraged to communicate with staff. The need for our students to be constantly supervised prevents productive meetings during the school day. Please contact the campus to schedule a meeting after 3:00 p.m.

**CAMPUS OR CLASSROOM RULES:**

The JJAEP may impose campus or classroom rules in addition to the SCC. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the SCC.

**INTERROGATION AND SEARCHES:**

All students entering the Lubbock County JJAEP shall, at a minimum be subjected to a pat-down search or metal detector screening on a daily basis. JJAEP personnel shall not conduct strip searches. Pat down searches of female students shall be conducted by female JJAEP staff members. Pat down searches of male students shall be conducted by male JJAEP staff members. Contraband items shall be reported to campus administrator and held for possible return to student or parent, donation to charity, or disposal. Searches may be conducted during the school day if JJAEP staff has reasonable suspicion that the student is in possession of contraband.

Students shall not place, keep or maintain any article of material in/on school-owned property that is forbidden by JJAEP policy or that would lead school officials to reasonably believe that it would cause a substantial disruption to the school operation or jeopardize the safety and security of students, staff or others. Students refusing to be searched shall be denied admittance into any JJAEP facility, program, or function and immediately referred to a juvenile probation officer or law enforcement officer. Drug detecting dogs shall periodically search JJAEP campuses. Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

**POLICE QUESTIONING OF STUDENTS:**

For police questioning of a student in school, the following guidelines apply:

- (1). Before the JJAEP Coordinator or Principal/Lead Teacher permits the questioning of a student by law enforcement officers, the officer must state the necessity of questioning the student while in school. The questioning officer's name and title shall be obtained and recorded.
- (2). The JJAEP Coordinator or Principal/Lead Teacher shall make reasonable efforts to contact the student's parents and assigned juvenile probation officer to inform them of the situation.

**ARRESTED STUDENTS:**

If any JJAEP student is subject to arrest or apprehension by a law enforcement officer, the JJAEP Coordinator or Principal/Lead Teacher shall deliver the student into the officer's custody in the least disruptive manner to the school environment. The arresting agency or juvenile court officer will notify parents of arrest.

A JJAEP Disciplinary/Incident Report form shall be completed and maintained on all incidents of events, persons involved, witnesses to the event, date and time of event, and any injuries sustained.

**PROHIBITED ITEMS:**

The JJAEP STUDENT CODE OF CONDUCT identifies certain items as prohibited and inappropriate for the school environment. Such prohibited items shall be subject to confiscation. Students found in possession of prohibited items may be subject to disciplinary action.

- Confiscated items **may be returned to the parent or guardian, donated to charity, or discarded at the discretion of the campus administrator.**
- Prohibited items include but are not limited to the following:
  - Tobacco/alcohol products or paraphernalia of any kind (cigarettes, matches, lighters, etc.).
  - Telecommunication devices (cellular phones, pager, beepers, etc.).
  - Jewelry and other ornaments (necklaces, rings, earrings, etc.), with the exception of medical alert bracelets.
  - Electronic devices (audio and video players, portable computer games, etc.).
  - Personal grooming items (hair combs or brushes, cosmetics, etc.).
  - Loose articles of clothing (hats, toboggans, handkerchiefs, bandannas, sandals, chained wallets, sun-glasses, wrist or ankle ornaments, etc.).
  - Food, candy, drinks, or other consumable items not provided by the JJAEP.
  - Self-protection devices (chemical/pepper sprays, sound alerts, stun-guns, etc.).
  - Loose personal items such as book bags/backpacks, handbags/purses, or other portable storage/carry items.
  - Weapons of any type such as guns, knives, explosives, or any other items which could be used to inflict injury.

**ALL OTHER ITEMS REASONABLY DETERMINED NOT APPROPRIATE FOR THE SCHOOL SETTING WILL BE CONFISCATED AND RETURNED TO THE PARENT ONLY.**

## **BASIC CLASSROOM RULES**

IN ORDER TO PROVIDE A SAFE AND SECURE ENVIRONMENT CONDUCTIVE TO LEARNING, CERTAIN RULES MUST BE FOLLOWED:

- A. FOLLOW INSTRUCTIONS OF STAFF THE FIRST TIME THEY ARE GIVEN.**
  
- A. REMAIN IN ASSIGNED AREA AND OBTAIN PERMISSION TO MOVE FROM ASSIGNED AREA.**
  
- A. OBTAIN PERMISSION TO SPEAK, BEFORE DOING SO, BY STADNING AT ATTENTION AND RAISING YOUR HAND.**
  
- A. TREAT OTHERS AND THEIR PROPERTY WITH RESPECT.**
  
- A. SEEK RESOLUTION TO QUESTIONS/PROBLEMS IN AN ORDERLY MANNER, THROUGH THE APPROPRIATE CHANNELS.**
  
- F. NO HORSEPLAY.**

## GRIEVANCE PROCEDURES

- The Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator.
- Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.
- A copy of each grievance submitted by a student shall be provided to the student's parent, guardian, or custodian within two school days of submission.
- If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described below by timely filing a written complaint form.
  - Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time
  - The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.
  - Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.
  - The District shall inform students and parents of this policy.
  - In this policy, the terms "complaint" and "grievance" shall have the same meaning. This policy shall apply to all student and parent complaints, except as provided below
- This policy shall not apply to:
  1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, or religion. [See Lubbock ISD SB policy]
  2. Complaints concerning dating violence. [See Lubbock ISD SB policy]
  3. Complaints concerning retaliation related to discrimination and harassment. [See Lubbock ISD SB policy FFH]
  4. Complaints concerning bullying. [See Lubbock ISD SB policy]
  5. Complaints concerning loss of credit on the basis of attendance. [See Lubbock ISD SB policy]
  6. Complaints concerning removal to a disciplinary alternative education program. [See Lubbock ISD SB policy]



7. Complaints concerning expulsion. [See Lubbock ISD SB policy and the Student Code of Conduct]

8. Complaints concerning identification, evaluation, or educational placement of a student with a disability within the scope of Section 504. [See Lubbock ISD SB policy FB]

9. Complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act. [See Lubbock ISD SB policy and the parents' rights handbook provided to parents of all students referred to special education]

10. Complaints concerning instructional materials. [See Lubbock ISD SB policy]

11. Complaints concerning a commissioned peace officer who is an employee of the District. [See Lubbock ISD SB policy]

12. Complaints concerning intradistrict transfers or campus assignments. [See Lubbock ISD SB policy]

- Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
- At Levels One and Two, "response" shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the student's or parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
- "Days" shall mean District business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."
- "Representative" shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.
- The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

- Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Each party shall pay its own costs incurred in the course of the complaint.

- Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.
- A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the re-filing is within the designated time for filing a complaint.
- Complaint forms must be filed:
  1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
  2. With the lowest level administrator who has the authority to remedy the alleged problem.
- In most circumstances, students and parents shall file Level One complaints with the campus principal.
- If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.
- If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.
- The appropriate administrator shall investigate as necessary and hold a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.
- The administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision,

the administrator may consider information provided at the Level One conference and any relevant documents or information the administrator believes will help resolve the complaint.

- If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level One decision. The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline. After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

- The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the student or parent at Level One and identified in the Level Two appeal notice. At the conference, the student or parent may provide information concerning any documents or information relied on by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

- The Superintendent or designee shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

- If the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may appeal the decision to the Board. The appeal notice must be filed in writing, on a form provided by the District, within ten days of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two complaint. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The written response issued at Level Two and any attachments.
3. All other documents relied upon by the administration in reaching the Level Two decision.

If, at the Level Three hearing, the administration intends to rely on evidence not included in the records, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See Lubbock ISD SB policy BE]

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**A GUIDE FOR  
PARENTS AND THE PUBLIC**

**Recognizing and Reporting  
Abuse, Neglect & Exploitation of Children in Texas Juvenile Justice  
Programs and Facilities**



A Publication By The

Texas Juvenile Probation Commission

4900 N. Lamar Boulevard  
P.O. Box 13547, Austin, Texas 78711  
Phone (512) 424-6700  
[www.tjpc.state.tx.us](http://www.tjpc.state.tx.us)

November 2005

### *Introduction*

The Texas Juvenile Probation Commission (Commission) is the designated state agency responsible for investigating allegations or incidents of abuse, neglect or exploitation of a child occurring in a juvenile justice program or facility such as a probation department, secure pre-adjudication detention facility, secure post-adjudication correctional facility, juvenile justice alternative education program (JJAEP) or other program. This brochure provides parents and the general public with information on how, when and to whom to report alleged child abuse, neglect or exploitation in the Texas juvenile justice system. As soon as possible after a child has been taken into custody or placed in a juvenile justice facility or program, the law requires a juvenile justice facility or program to provide parents with the information contained in this brochure.

### *What are a Child's Rights in the Juvenile Justice System?*

Every child in the juvenile justice system has the right to be safe and protected at all times. In Texas, there are laws in place to ensure that a child is not subjected to abuse, neglect or exploitation by any juvenile justice professional, employee, volunteer or other individual working in a juvenile justice setting. All allegations and incidents of abuse, neglect or exploitation are required to be reported to the appropriate legal authorities, which includes the Commission. The Commission is required to investigate each allegation or incident of abuse, neglect or exploitation occurring in a juvenile justice program or facility in Texas.

### *What is Abuse, Neglect and Exploitation of a Child?*

**Abuse** is the mental, emotional, physical or sexual injury to a child or the failure to prevent such an injury to a child.

**Neglect** is the failure to provide a child with basic needs such as food, clothing, education, shelter or medical care and/or leaving a child in a situation where the child is at risk of harm. **Neglect** is also the failure to provide proper supervision of a child.

**Exploitation** is the illegal or improper use of a child or the resources of a child for personal or monetary benefit, profit or gain.

*Not all allegations or reports are actual incidents of abuse, neglect or exploitation. For example, a child requiring a physical restraint while in a juvenile justice facility may get bruised or receive other minor abrasions that may not amount to abuse if the restraint was justified and applied correctly.*

### *How Do I Report Abuse, Neglect or Exploitation?*

**Reports of allegations or incidents of abuse, neglect or exploitation may be made by phone, fax or e-mail. The identity of the person making the report is strictly confidential. The Commission only investigates allegations or incidents of abuse, neglect or exploitation occurring in a juvenile justice program or facility. A report may be made to the Commission by:**

**Toll Free Hotline** 1-877-786-7263  
(1-877- STOP ANE)

**Telephone** (512) 424-6700

**Facsimile** (512) 424-6716

**E-mail Address** [abuseneglect@tjpc.state.tx.us](mailto:abuseneglect@tjpc.state.tx.us)

**Physical Address** 4900 North Lamar, 5<sup>th</sup> Floor  
Austin, Texas 78751

**Mailing Address** Post Office Box 13547

**Austin, Texas 78711**

**All other allegations or incidents of abuse, neglect or exploitation occurring outside of the juvenile justice setting (e.g., in a home, non-secure residential treatment facility or school that is not a JJAEP) should be reported to the appropriate agencies listed below:**

**Department of Family and Protective Services**  
**(800) 252-5400 or (512) 834-3784**  
<https://www.txabusehotline.org>

Department of State Health Services  
(888) 973-0022

For alleged incidents of abuse, neglect or exploitation occurring in a facility operated by the Texas Youth Commission, contact:

Texas Youth Commission  
(512) 424-6235

Your local law enforcement agency may also be contacted to report any abuse, neglect or exploitation allegations.

*What Should I Do if I Witness Abuse, Neglect or Exploitation Happening?*

**If you witness abuse, neglect or exploitation while it is happening, the law requires you to report it to the appropriate authorities. Similarly, every employee, intern or volunteer of a juvenile justice program or facility who directly witnesses abuse, neglect or exploitation has a legal duty to report the incident or allegation to the Commission and local law enforcement.**

*What if I Learn About or Suspect Abuse, Neglect or Exploitation But Do Not Witness it?*

**If you learn of or suspect abuse, neglect or exploitation (even though you did not witness it) you are legally required to report the matter to the appropriate authorities. A family member or any private citizen who suspects that some form of abuse, neglect or exploitation of a child in a juvenile justice program or facility has occurred also has a duty to report the allegation to the Commission or the appropriate authorities. The duty to report continues so long as there is a good faith belief that the allegation is true.**

*What Happens if I Do Not Report?*

**Texas law imposes a broad duty to report child abuse, neglect or exploitation upon every citizen. This includes professionals whose communications would ordinarily be protected such as attorneys, doctors, counselors or therapists, etc. If you fail to report an incident or allegation, you may be charged with a Class B Misdemeanor and you may be required to pay a fine of up to \$2000 or serve 180 days in jail or both.**

*What if a False Report of Abuse, Neglect or Exploitation is Made?*

**Any person who knowingly or intentionally makes a false report of abuse, neglect or exploitation may be charged with a State Jail Felony punishable by a \$10,000 fine and not less than 180 days in jail and no more than 2 years or both and a \$1,000.00 civil penalty and may be required to pay the legal fees of the person falsely accused.**

*Can I Make an Anonymous Report of Abuse, Neglect or Exploitation?*

Yes! Any person who reports an allegation of abuse, neglect or exploitation may remain anonymous. The identity of the person making the report is not public information and is therefore, never revealed. In accordance with the law, the reporter's name is removed from all documents that may be legally released as a result of a written request for information.

*Will the Commission Investigate My Child's Disposition in the Juvenile Court?*

**No. The Commission's investigation is limited to whether an allegation or incident of abuse, neglect or exploitation occurred within a juvenile justice program or facility. The investigation will not address the appropriateness of a disposition by the juvenile court and the Commission does not have the authority to override or modify an order issued by a juvenile court.**

*How Long Do I Have to Make a Report of Abuse, Neglect or Exploitation?*

**The law requires that a person make a report of abuse, neglect or exploitation immediately! If you are a professional (e.g., teacher, attorney, doctor, counselor, etc.), you are required to make a report within 48 hours after first suspecting abuse, neglect or exploitation. Additionally, the Commission requires any employee, volunteer or intern of a juvenile justice program or facility to report any allegations of abuse, neglect or exploitation to the Commission and local law enforcement within 24 hours.**

*What Happens After A Report is Made?*

Every incident or allegation is important. The Commission treats each report seriously and is required to conduct an investigation of all allegations of abuse, neglect or exploitation.

The investigation process involves multiple steps. After a report is made, a Commission investigator is assigned to conduct the investigation and may conduct an on-site investigation if required. The Commission will also notify law enforcement. Because each allegation is unique, there is no standard time frame in which an investigation must be conducted and concluded; however, the Commission strives to complete all investigations as soon as possible.

In addition to the investigation conducted by the Commission, juvenile probation departments, facilities and programs are required to conduct their own internal investigation to determine if local policies and procedures were violated. The internal

investigation is forwarded to the Commission. After all of the information has been collected and reviewed, the Commission investigator assigns a disposition (i.e., formal finding) based on the law and the facts of the allegation or incident.

#### *Who Has Access to the Information Contained in an Abuse, Neglect or Exploitation Investigation?*

Texas law provides that investigation case records may be released to particular individuals or entities upon formal request. Following the disposition of a case, the Commission has the authority to decide whether to release the information to the extent necessary for the protection and care of the juvenile. In addition, the Commission is required to release case record information upon the written request of the victim and the alleged or designated perpetrator.

#### *What Are Some Other Rights a Child Has in a Juvenile Justice Facility?*

A child who has been detained in a juvenile justice facility enjoys certain rights under federal and state law. A child who is a resident in a pre-adjudication detention or post-adjudication correctional facility in Texas has the following rights:

- Illegal Discrimination. Residents shall not be subjected to discrimination based on race, national origin, religion, sex, or disability.
- Supervision. Residents shall not be subjected to supervision and control by other residents.
- Legal Counsel. Residents have the right to confidential contact with attorneys through telephone, uncensored letters, and personal visits.
- Work. Residents may not be required to work unless the activity is related to general housekeeping or as required by a court order for community service restitution.
- Visitation and Communication. Residents have the right to receive visitors and to communicate and correspond subject only to the limitations necessary to maintain facility security and control.
- Grievances. The facility shall have a written grievance procedure with at least one level of appeal.
- Religion. Residents may participate in religious services and religious counseling voluntarily, subject to the limitations necessary to maintain facility security and control.

For more information on a child's and parent's rights, please see *Parental Rights and Responsibilities, A Parent's Guide to Understanding Their Rights and Responsibilities in the Texas Juvenile Justice System*, which may be found at the Commission website, [www.tjpc.state.tx.us](http://www.tjpc.state.tx.us).

**Disclaimer:** This publication is intended to be a resource for parents and the public on recognizing and reporting abuse, neglect or exploitation of a child in the juvenile justice system only. Allegations of abuse, neglect or exploitation outside of the juvenile justice system are reported differently and this publication is not intended to address those allegations. This brochure does not constitute legal advice or counsel.

## **LUBBOCK COUNTY JJAEP**

# **2019-2020 STUDENT CODE OF CONDUCT and HANDBOOK STATEMENT OF UNDERSTANDING**

I have been given a copy and read the Lubbock County JJAEP Student Code of Conduct. I understand that I will be held accountable for the behavior and disciplinary consequences outlined in the Lubbock County JJAEP Student Code of Conduct while I attend the Lubbock County JJAEP, while at school-sponsored and school-related



activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that students are not allowed to possess cell phones on campus and that students who possess cell phones are subject to disciplinary consequences.

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\_\_\_\_\_  
Signature of Student

Date

**I have read and understand the 2017-2018 Student Code of Conduct as presented by the Lubbock County JJAEP acting under the authority of the Lubbock County Juvenile Board and the Lubbock County ISD Governance Board.**

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\_\_\_\_\_  
Signature of parent (Guardian)

Date

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\_\_\_\_\_  
Witness

Date