



**BLUM ISD  
REGULAR MEETING  
AUGUST 12, 2019  
7:15 PM**

**NOTICE OF REGULAR MEETING  
BOARD OF TRUSTEES  
BLUM INDEPENDENT SCHOOL DISTRICT**

Notice is hereby given that on Monday, August 12, 2019, the Board of Trustees of the Blum Independent School district will hold a Regular Meeting at 7:15 PM in the Library. The subjects to be discussed are listed on the agenda, which is attached to and made part of this notice.

A closed meeting of the Board is required as authorized by Article 6242-17, Vernon's Texas Civil Statutes and will be held by the board in conjunction with its open meeting.

The closed meeting will be held as authorized by the aforementioned article for the purpose of considering the appointment, employment, evaluation, reassignment, duties, or considering the purchase, exchange, lease, or value of real property, negotiated contracts for prospective gifts or donations to the school district. Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in a closed meeting, then such final action, final decision, or final vote will be at either:

-the open meeting covered by the notice upon the reconvening of this  
Public meeting, or

-at the subsequent public meeting of the Board upon notice hereof as  
The Board will determine.

On this the Thursday, August 8, 2019 this notice was posted on the bulletin board of the Office of the Superintendent of Schools of the Blum Independent School District.

**FOR THE BOARD OF TRUSTEES  
BLUM INDEPENDENT SCHOOL DISTRICT**

**AGENDA**  
**BLUM INDEPENDENT SCHOOL DISTRICT**  
**REGULAR MEETING**  
**AUGUST 12, 2019**  
**7:15 PM**

**CALL TO ORDER: PRESIDENT OF BOARD**

**INVOCATION**

**REVIEW AND APPROVAL OF MINUTES: JULY 25, 2019 REGULAR MEETING** 5

**REVIEW AND APPROVAL OF FINANCIAL REPORT** 7

**HEARING OF DELEGATIONS**

**ITEMS FOR ACTION:**

1. PROPOSED BUDGET 2019-2020
2. PROPOSED TAX RATE 2019-2020 1  
3
3. MOTOR FUEL BIDS 2019-2020
4. JJAEP MOU 2019-2020 1  
4
5. JJAEP STUDENT HANDBOOK 19-20 2  
4
6. PERSONNEL-EVALUATE, SUSPEND, TERM NONRENEWAL, REASSIGN, HIRE  
PROFESSIONAL EMPLOYEE (GOV'T CODE 551.074)

## **ITEMS FOR INFORMATION**

1. SUPERINTENDENT'S REPORT
  - a. CONSTRUCTION UPDATE
2. SECONDARY PRINCIPAL'S REPORT
3. ELEMENTARY PRINCIPAL'S REPORT

IN ACCORDANCE WITH TEX. OPEN MEETINGS ACT (SUBCHAPTERS D AND E OF CH. 551, TEX. GOV'T CODE), THE BOARD MAY ENTER CLOSED MEETING TO DELIBERATE ANY SUBJECT AUTHORIZED BY SUBCHAPTER D THAT IS LISTED ON THE AGENDA FOR THIS MEETING. ANY FINAL ACTION, DECISION, OR VOTE ON A SUBJECT DELIBERATED IN CLOSED MEETING WILL BE TAKEN IN AN OPEN MEETING HELD IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT.

CLOSED MEETING: (as authorized by Article 6442-18, Civil Statutes of Texas)  
PERSONNEL

BLUM INDEPENDENT SCHOOL DISTRICT  
REGULAR BOARD MEETING  
JULY 25, 2019

THE BLUM ISD BOARD OF TRUSTEES MET IN A REGULAR MEETING ON JULY 25, 2019. STEVE GANT CALLED THE MEETING TO ORDER AT 7:00 PM.

THE FOLLOWING WERE PRESENT: STEVE GANT, JONATHAN ARRINGTON, JAMIE KOONSMAN, ELSA SCOTT, JOE MAXWELL, JEFF SANDERS, TRACI BELLOMY, MARK BRANDENBERGER, PAULA FRENCH  
ABSENT: RICHARD MCPHERSON, DENVER VARDEMAN

THE FOLLOWING GUEST WERE PRESENT: PHILLIP WILLIAMS, LUCAS JANDA

INVOCATION WAS GIVEN BY JOE MAXWELL

JONATHAN ARRINGTON MADE THE MOTION TO APPROVE THE MINUTES FROM THE JUNE 3, 2019 REGULAR BOARD MEETING. ELSA SCOTT SECONDED THE MOTION. VOTE TAKEN: ALL FOR

JOE MAXWELL MADE THE MOTION TO APPROVE THE FINANCIAL REPORT. JAMIE KOONSMAN SECONDED THE MOTION. VOTE TAKEN: ALL FOR

NO HEARING OF DELEGATIONS.

JOE MAXWELL MADE THE MOTION TO ADOPT AN ORDER AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF BLUM INDEPENDENT SCHOOL DISTRICT UNLIMITED TAX SCHOOL BUILDING BONDS, SERIES 2019; AND CONTAINING OTHER MATTERS RELATED THERETO. ELSA SCOTT SECONDED THE MOTION. VOTE TAKEN: ALL FOR

PHILLIP WILLIAMS PRESENTED THE SAFETY AND TECHNOLOGY UPGRADES. INCLUDED IN THE UPGRADE ARE CAMERAS, PHONE SYSTEMS AND SWITCHES. JAMIE KOONSMAN MADE THE MOTION TO PURCHASE THE TECHNOLOGY UPGRADE THROUGH TIPS FROM CMC NETWORK SOLUTIONS IN THE AMOUNT OF \$105,085.00. JONATHAN ARRINGTON SECONDED THE MOTION. VOTE TAKEN: ALL FOR

JOE MAXWELL MADE THE MOTION TO ADOPT UPDATE 113. ELSA SCOTT SECONDED THE MOTION. VOTE TAKEN: ALL FOR

JONATHAN ARRINGTON MADE THE MOTION TO APPROVE INNOVATIVE COURSE N1300266-AGRICULTURE LEADERSHIP, RESEARCH, & COMMUNICATIONS. JONATHAN ARRINGTON SECONDED THE MOTION. VOTE TAKEN: ALL FOR

JONATHAN ARRINGTON MADE THE MOTION TO ADOPT A RESOLUTION TO MAKE THE JOHNSON COUNTY EXTENSION AGENTS ADJUNCT FACULTY MEMBERS FOR THE SCHOOL YEAR 2019-2020. JAMIE KOONSMAN SECONDED THE MOTION. VOTE TAKEN: ALL FOR

JOE MAXWELL MADE THE MOTION TO AUTHORIZE JEFF SANDERS TO OPEN A SAFE DEPOSIT BOX WITH WELLS FARGO BANK IN CLEBURNE, TEXAS. ELSA SCOTT SECONDED THE MOTION. VOTE TAKEN: ALL FOR

JEFF SANDERS PRESENTED THE FOLLOWING BIDS ON A 2020 CHEVROLET TAHOE:

CLASSIC CHEVROLET/GRANBURY TEXAS – \$35,879.10  
JAMES WOOD MOTORS/DECATUR - \$37,350.00  
SCHOOLVEHICLES.COM - \$37,350.00

JAMIE KOONSMAN MADE THE MOTION TO ACCEPT THE BID FROM CLASSIC CHEVROLET GRANDBURY IN THE AMOUNT OF \$35,879.10. JONATHAN ARRINGTON SECONDED THE MOTION. VOTE TAKEN: ALL FOR

NO ACTION TAKEN ON HB3 AMENDMENT.

JAMIE KOONSMAN MADE THE MOTION TO GO INTO CLOSED MEETING AT 7:30 PM. JOE MAXWELL SECONDED THE MOTION. VOTE TAKEN: ALL FOR

JOE MAXWELL MADE THE MOTION TO RETURN TO OPEN MEETING AT 8:10 PM. JAMIE KOONSMAN SECONDED THE MOTION. VOTE TAKEN: ALL FOR

NO ACTION TAKEN ON PERSONNEL.

LUCAS JANDA PRESENTED AND DISCUSSED THE PROPERTY LAG VALUE.

JOE MAXWELL MADE THE MOTION TO ADJOURN AT 8:24 PM. JAMIE KOONSMAN SECONDED THE MOTION. VOTE TAKEN: ALL FOR

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RICHARD MCPHERSON

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ELSA SCOTT

Check Payments  
 BLUM ISD  
 District Written Checks  
 For the Month of July

Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
07-24-2019	US BANK	014232	1441013	517-71-6511.00-941-999000	BOND PRINCIPAL	200,000.00	N
		014232	1441013	517-71-6521.00-941-999000	BOND INTEREST	26,000.00	N
					<b>Totals for Check 005034</b>	<b>226,000.00</b>	
07-07-2019	HOME DEPOT CRC	014196		699-81-6629.00-999-999000	REMODEL MATERIALS	1,161.49	N
07-08-2019	ETC	014191		199-41-6495.00-750-999000	FEE	72.82	N
07-08-2019	CORPORATE CARD (VIS	014186		186-36-6399.98-001-991000	BASKETBALL CART	329.95	N
		014186		186-36-6499.00-001-991000	FEES	410.00	N
		014186		199-11-6399.00-001-911000	SUPPLIES	9.99	N
		014186		199-11-6399.00-001-911000	SUPPLIES	30.00	N
		014186		199-11-6499.00-001-911000	AWARDS	47.60	N
		014186		199-34-6399.00-934-999000	BUS CERT	390.00	N
		014186		199-34-6499.00-934-999000	FEES	60.00	N
		014186		199-34-6499.00-934-999000	TOLL CHARGES	120.00	N
		014186		199-41-6411.00-701-999000	MEAL	11.95	N
		014186		199-41-6411.00-701-999000	HOTEL	201.16	N
		014186		199-51-6399.98-951-999000	PARTS	45.80	N
		014186		199-51-6399.98-951-999000	SUPPLIES	79.98	N
		014186		699-81-6629.00-999-999000	RR REMODEL MATERIALS	1,157.42	N
					<b>Totals for Check 070819</b>	<b>2,893.85</b>	
07-09-2019	ATMOS ENERGY	004760	3039446615	199-51-6259.45-951-999000	GAS INVOICE	54.52	N
		004760	3039446615	199-51-6259.45-951-999000	GAS INVOICE	64.79	N
					<b>Totals for Check 070919</b>	<b>119.31</b>	
07-08-2019	ENTRUST ENERGY INC	014192		199-51-6259.43-951-999000	ELECTRIC	5,530.52	N
07-12-2019	DIRECT ENERGY BUSIN	014190		199-51-6259.44-951-999000	ELECTRIC	18.26	N
07-15-2019	WOODROW-OSCEOLA	014194		199-51-6259.42-951-999000	WATER	47.31	N
07-15-2019	HILCO	014195		199-51-6259.44-951-999000	ELECTRIC	89.81	N
07-30-2019	CORPORATE CARD (VIS	014228		199-11-6399.00-001-911000	HOTEL	9.99	N
		014228		199-11-6399.00-001-911000	SUPPLIES	30.00	N
		014228		199-11-6411.00-001-922000	HOTEL	297.00	N
		014228		199-11-6412.00-001-922000	HOTEL	297.00	N
		014228		199-34-6311.00-934-923000	FUEL	30.00	N
		014228		199-41-6399.00-750-999000	SUPPLIES	123.97	N
		014228		199-41-6411.00-701-999000	HOTEL	389.72	N
					<b>Totals for Check 073019</b>	<b>1,177.68</b>	
07-02-2019	HILL COUNTY TAX OFFI	014189		199-34-6499.00-934-999000	REGISTRATION FEES	37.50	N
07-05-2019	COOPER THORNHILL	014187		186-36-6411.00-001-991000	MEALS 4 COACHES	525.00	N
07-05-2019	LAUREN MCPHERSON	014188		186-36-6411.00-001-991000	MEALS 3 COACHES	150.00	N
07-09-2019	IREDELL ISD	014193		186-00-1490.00-000-900000	OVERPAYMENT UIL	63.47	N
07-11-2019	HILL COUNTY TAX OFFI	014234		199-34-6499.00-934-999000	REGISTRATION	15.00	N

Check Payments  
 BLUM ISD  
 District Written Checks  
 For the Month of July

Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
07-11-2019	HILL COUNTY TAX OFFI	014234		199-34-6499.00-934-999000	REGISTRATION	7.50	N
07-17-2019	VICTORIA HOLT	014233 95		699-81-6629.00-999-999000	FLOORING	3,340.50	N
		014233 94		699-81-6629.00-999-999000	FLOORING	626.65	N
<b>Totals for Check 423896</b>						<b>3,967.15</b>	
07-25-2019	SUBWAY	014231		199-11-6411.00-001-911000	MEALS	47.31	N
07-29-2019	COOPER THORNHILL	014230		186-36-6411.00-001-991000	HOTEL	871.46	N
		014230		199-34-6299.00-934-999000	PHYSICALS	160.00	N
		014230		199-34-6311.00-934-999000	FUEL	20.02	N
<b>Totals for Check 423898</b>						<b>1,051.48</b>	
07-30-2019	OWEN RAY MANRY	014229		699-81-6629.00-999-999000	REIBURSE SUPPLIES	18.60	N
<b>Total For District Written Checks</b>						<b>242,994.06</b>	



Computer Written Checks  
For the Month of July

Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
07-09-2019	MARCO SUPPLY INC.	014158		199-34-6315.00-934-999000	PARTS	1,329.02	N
07-09-2019	AT&T	004759	X07022019	199-51-6259.70-951-999000	CELL PHONES	145.88	N
07-09-2019	BORDEN DAIRY COMPA	014153	2697305	240-35-6341.00-935-999000	FOOD	46.50	N
		014153	2688227	240-35-6341.00-935-999000	FOOD	30.07	N
		014159	2706368	240-35-6341.00-935-999000	FOOD	15.50	N
					<b>Totals for Check 423867</b>	<b>92.07</b>	
07-09-2019	CEV MULTIMEDIA, LTD	004830	108522	199-11-6399.78-001-922000	PO Created by Req: 000889	4,230.00	N
07-09-2019	CITY OF BLUM	004763		199-51-6259.42-951-999000	WATER/GARBAGE	553.40	N
		004763		199-51-6259.42-951-999000	WATER/GARBAGE	144.60	N
		004763		199-51-6259.42-951-999000	WATER/GARBAGE	421.10	N
		004763		199-51-6259.46-951-999000	WATER/GARBAGE	620.00	N
					<b>Totals for Check 423869</b>	<b>1,739.10</b>	
07-09-2019	HAYDAY, INC.	004773	25042934	199-11-6269.00-001-911000	COPY LEASE	183.00	N
		004773	25115533	199-11-6269.00-001-911000	COPY LEASE	1,636.60	N
					<b>Totals for Check 423870</b>	<b>1,819.60</b>	
07-09-2019	DESOTO JANITORIAL SE	004770	192372	199-51-6315.00-951-999000	MONTHLY PAYMENTS	215.55	N
		004770	192511	199-51-6315.00-951-999000	MONTHLY PAYMENTS	751.63	N
					<b>Totals for Check 423871</b>	<b>967.18</b>	
07-09-2019	E3 DIAGNOSTICS	014145	1255528	199-33-6399.00-001-999000	AUDIOMETER CALIBRATION	43.00	N
07-09-2019	EICHELBAUM WARDELL,	014146	65246	199-41-6211.00-702-999000	LEGAL CONSULT/CONTRACTS	1,071.50	N
07-09-2019	ESC 12	014150	083686	199-11-6495.00-001-911000	WORKSHOP	90.00	N
		014150	083964	199-11-6495.00-001-911000	WORKSHOP	360.00	N
		014150	083530	199-13-6495.00-001-911000	WORKSHOP	90.00	N
		014150	083531	199-13-6495.00-001-911000	WORKSHOP	90.00	N
		014150	083687	199-41-6495.00-701-999000	CONFERENCE	50.00	N
					<b>Totals for Check 423874</b>	<b>680.00</b>	
07-09-2019	GAME COURT SERVICE	014143	5770	699-81-6629.00-999-999000	BASKETBALL GOALS ADJUSTME	2,700.00	N
07-09-2019	GILBERT ENVIRONMENT	004771	A-68985	199-51-6299.00-951-999000	MONTHLY PAYMENTS	50.00	N
07-09-2019	HUDSON ENERGY	014151		199-51-6259.44-951-999000	ELECTRIC	1,247.71	N
07-09-2019	KATHY DENN GROPPPEL	014144		224-11-6219.81-001-923000	JULY PAYMENT	500.00	N
07-09-2019	KAZ SURVEYING, INC.	014154	190436-003	699-81-6629.00-999-999000	SURVEY	250.00	N
07-09-2019	LAYLAND PLUMBING, IN	014162	018274	199-51-6316.00-951-999000	PLUMBING PARTS	320.00	N
07-09-2019	LOWES	014165		699-81-6629.00-999-999000	MATERIALS	371.14	N
07-09-2019	MICHAEL W. MARRS AR	014155	21906-B-01	699-81-6629.00-999-999000	ARCHITECT SERVICES	5,250.00	N
		014155	21906-A-01	699-81-6629.00-999-999000	ARCHITECT SERVICES	10,500.00	N
					<b>Totals for Check 423882</b>	<b>15,750.00</b>	
07-09-2019	MORGAN'S AUTO CARE	014152	2 @ 225 70 16	199-34-6315.14-934-999000	2 TIRES	256.00	N
		014152	BUS 8 & 21	199-34-6499.00-934-999000	INSPECTIONS	14.00	N
		014152	FORD TRUCK	199-34-6499.00-934-999000	INSPECTION	7.00	N
					<b>Totals for Check 423883</b>	<b>277.00</b>	

Check Payments  
 BLUM ISD  
 Computer Written Checks  
 For the Month of July

Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
07-09-2019	OWEN RAY MANRY	014164		699-81-6629.00-999-999000	REIMBURSE SUPPLIES	57.18	N
07-09-2019	RB'S	014148	6885	199-34-6249.00-934-999000	FLAT REPAIRS	45.00	N
07-09-2019	RIO VISTA HARDWARE	014160		199-51-6316.00-951-999000	SUPPLIES	134.62	N
07-09-2019	SCOTT OIL COMPANY	014163		199-34-6311.00-934-999000	FUEL	667.89	N
07-09-2019	SHERWIN WILLIAMS	014147	0092-2	199-51-6316.00-951-999000	PAINT	269.89	N
		014161	9824-0	199-51-6316.00-951-999000	PAINT	110.94	N
		014161	9862-0	199-51-6316.00-951-999000	PAINT	192.35	N
		014161	9933-9	199-51-6316.00-951-999000	PAINT	251.87	N
<b>Totals for Check 423888</b>						<b>825.05</b>	
07-09-2019	TEX-OMA BUILDERS SU	014157	763492	699-81-6629.00-999-999000	RR RENOVATION MATERIALS	11,805.00	N
07-09-2019	THE REPORTER	014149		199-41-6491.00-750-999000	POSTINGS	2,218.20	N
07-09-2019	WALMART COMMUNITY	014156		199-11-6399.00-001-911000	SUPPLIES	24.88	N
		014156		199-11-6399.48-001-911000	SUPPLIES	379.29	N
		014156		199-11-6399.58-001-922000	SUPPLIES	277.56	N
		014156		199-31-6399.00-001-999000	SUPPLIES	5.92	N
		014156		199-51-6315.00-951-999000	SUPPLIES	73.56	N
		014156		199-51-6315.00-951-999000	SUPPLIES	105.94	N
		014156		199-51-6316.00-951-999000	SUPPLIES	24.27	N
		014156		240-35-6341.00-935-999000	FOOD	35.01	N
<b>Totals for Check 423891</b>						<b>926.43</b>	
07-09-2019	WINDSTREAM	004769		199-51-6259.43-951-999000	PHONE PAYMENT	317.55	N
		004769		199-51-6259.43-951-999000	PHONE PAYMENT	60.92	N
		014142		199-51-6259.43-951-999000	PHONE	56.74	N
<b>Totals for Check 423892</b>						<b>435.21</b>	
<b>Total For Computer Written Checks</b>						<b>50,697.78</b>	
<b>Total Checks</b>						<b>293,691.84</b>	

End of Report

BLUM ISD CASH FLOW REPORT  
2018-2019

	A	B	C	D	E	F	G	H	I
1									
2									
3	2018-2019	SEPTEMBER	OCTOBER/NOVEMBER		DECEMBER	JANURAY	FEBRUARY	MARCH	APRIL
4									
5	5700-TAX & LOCAL	18,681.40	106,646.57		594,918.52	631,878.08	566,827.13	53,567.65	17,895.24
6	5800- STATE REV	504,817.61	240,851.29		25,704.32	18,884.51	11,068.07	33,956.21	167,648.70
7	5900- FED. REV	26,445.53	54,936.13		96,621.82	25,835.71	55,763.67	49,490.41	17,950.33
8									
9	<b>SUB TOTAL</b>	<b>549,944.54</b>	<b>402,433.99</b>		<b>717,244.66</b>	<b>676,598.30</b>	<b>633,658.87</b>	<b>137,014.27</b>	<b>203,494.27</b>
10									
11									
12									
13	6100 PAYROLL	279,876.97	283,824.13		527,704.11	17,945.32	251,929.35	245,635.53	270,817.82
14	6200 CONT SER	18,743.45	24,867.50		47,633.66	21,071.73	19,475.89	40,312.34	27,252.24
15	6300 SUP/MAT	21,221.09	30,547.57		49,916.77	20,929.96	27,374.61	47,079.68	49,207.38
16	6400 TRAVEL/MISC	10,279.13	5,083.62		11,956.56	7,314.02	3,131.43	9,364.18	56,555.36
17	6500 DEBT SER	38,441.39	0.00		0.00	26,000.00	0.00	0.00	0.00
18	6600 CAP OUTLAY	9,070.30	0.00		68,237.00	0.00	0.00	0.00	36,850.28
19									
20	<b>SUB TOTAL</b>	<b>377,632.33</b>	<b>344,322.82</b>		<b>705,448.10</b>	<b>93,261.03</b>	<b>301,911.28</b>	<b>342,391.73</b>	<b>440,683.08</b>
21									
22	<b>CASH BALANCE</b>								
23	M&O	2,706,851.63	2,731,381.47		2,980,808.65	2,298,834.78	2,337,667.00	2,347,667.33	2,154,249.35
24	DEBT SERVICE	206,347.22	231,664.91		306,750.20	361,335.88	432,966.04	433,647.06	439,379.14

BLUM ISD CASH FLOW REPORT  
2018-2019

	J	K	L	M
1				
2				
3	MAY	JUNE	JULY	AUGUST
4				
5	15,058.12	73,177.59		
6	144,462.46	230,407.00		
7	39,489.78	134,656.78		
8				
9	<b>199,010.36</b>	<b>438,241.37</b>	<b>0.00</b>	
10				
11				
12				
13	287,559.76	105,447.44		
14	16,840.51	35,378.73		
15	20,344.08	19,532.34		
16	13,938.38	12,641.85		
17	0.00	0.00		
18	0.00	7,910.75		
19				
20	<b>338,682.73</b>	<b>180,911.11</b>	<b>0.00</b>	
21				
22				
23	<b>1,987,939.43</b>	<b>2,102,707.31</b>		
24	<b>441,522.16</b>	<b>446,163.91</b>		

**Notice of Public Meeting to Discuss  
Budget and Proposed Tax Rate**

**Comparison of Proposed Rates with Last Year's Rates**

	Maintenance & Operations	Interest & Sinking Fund*	Total	Local Revenue Per Student	State Revenue Per Student
Last Year's Rate	1.17000	0.17160	1.34160	6,095	6,499
Rate to Maintain Same Level of Maintenance & Operations Revenue & Pay Debt Service	1.03539	0.31134	1.34673	8,251	5,419
Proposed Rate	1.06830	0.27320	1.34150	8,387	6,398

\* The Interest and Sinking Fund tax revenue is used to pay for bonded debt on construction, equipment, or both. The bonds, and the tax rate necessary to pay those bonds, were approved by the voters of this district.

**My Commentary: The Rate to Maintain in my opinion can be very misleading, as the 18-19 funding elements**

2019-2020  
HILL COUNTY  
JUVENILE PROBATION DEPARTMENT

JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM  
MEMORANDUM OF UNDERSTANDING

This agreement is entered into by, between, among Hill County, the Hill County Juvenile Board and the independent school districts as follows: Abbott, Aquilla, Blum, Bynum, Covington, Hillsboro, Hubbard, Itasca, Malone, Mt. Calm, Penelope, Whitney, (hereinafter referred to as Districts), adopt this memorandum of understanding in compliance with the Texas Education Code, Section 37.010 et seq.

The parties agree that the program is a cooperative effort between the educational community and the juvenile justice system with primary goals of the program being education, discipline, and rehabilitation. The academic mission of the program is to enable the students to perform at grade level. The program provides a Hill County Juvenile Justice Alternative Education Program (JJAEP) alternative classroom site to allow continued education for expelled or adjudicated students, despite severe behavioral problems. The program shall be located at the Hill County Juvenile Probation Department, 401 W. Walnut, Hillsboro, Hill County, Texas.

The parties agree that the daily administration of the Hill County Juvenile Justice Alternative Education Program will be conducted by the Hill County Juvenile Probation Department under the direction of the Chief Juvenile Probation Officer. The parties agree that the Memorandum of Understanding pertains to all students attending school districts with administrative offices in Hill County, Texas. The Juvenile Board of Hill County will staff the facility.

**PLACEMENT**

A student enrolled in the District but expelled for conduct as provided in the Texas Education Code 37.007 (a), (d), or (e) (mandatory expulsion) shall be expelled for a period not to exceed six (6) months unless approved by school district and Chief Juvenile Probation Officer. The student shall attend the JJAEP immediately after the District's expulsion hearing, provided that the student is not detained or receiving treatment under the order of the juvenile court. All discretionary expulsions or mandatory expulsions will be completed by the student successfully completing the established phases in the JJAEP program and no longer than six months unless approved by the JJAEP Administrator and the sending school district. A semester will be defined as the first day of the school year through December break and first day of the return from the December break through the last day of the school year. The sending school district will send the expulsion documentation to the Hill County JJAEP prior to the expulsion meeting to ensure that all elements to request expulsion exist. The JJAEP Administrator, JJAEP Caseworker or a representative from the juvenile probation department shall attend the expulsion meeting unless non-attendance by the JJAEP Administrator is approved.

A student enrolled in the District but expelled for conduct as provided in the Texas Education Code Sec. 37.007 (e) shall be expelled for a period of at least one year (subject to modification of said expulsion by the superintendent or other chief administrative officer of the school district) and shall attend the JJAEP immediately after the expulsion hearing, provided the student is not detained or receiving treatment under the order of the juvenile court.

In certain circumstances, the Districts and Juvenile Probation Officer could agree to variances with approval of the Juvenile Judge, with regards to placement periods. Early return may be possible pursuant to the "early return" section herein provided.

Students expelled for conduct as provided in the Texas Education Code 37.007 (c) are those students expelled for serious misconduct in violation of the District's Student Code of Conduct. Students may still be expelled for serious misbehavior if deemed necessary by the sending school district. For school districts which are classified as Districts of Innovation, the Innovation Plan will be reviewed in regards to student discipline and how it relates to expulsion to the JJAEP.

Students expelled for conduct as provided in the Texas Education Code 37.0081 are those students that have engaged in Title 5 Felony offense regardless of where the offense occurred. If the school district elects to expel a student under this code the offense could not have occurred prior to September 1, 2007 and the school district must state in writing which of the three reasons allows for said expulsion.

A student may be placed into the JJAEP for emergency placement pending the expulsion hearing if approved by the JJAEP Administrator.

#### STUDENT CODES OF CONDUCT

The Hill County JJAEP will be created and operated pursuant to Chapter 37 of the Texas Education Code and the Memorandum of Understanding. Each District has developed a Student Code of Conduct, specifying the circumstances under which a student may be removed from a classroom, campus, or alternative education program.

The Student Code of Conduct adopted by each District shall set forth the circumstances under which the student will be eligible for expulsion from the school setting and placed into the Hill County JJAEP. Each District agrees to adopt the following definitions of serious misbehavior that may result in expulsion from the school district alternative education program as set forth in the Texas Education Code Section 37.007 (c):

Serious misbehavior shall include, but not be limited to, the following conduct: deliberate violent behavior that poses a direct threat to the health and safety of others; extortion; coercion; or conduct that constitutes the offenses of public lewdness, indecent exposure, criminal mischief, personal hazing, or harassment under Penal Code 42.07 (a)(1) of a student or employee.

A student may be subject to discretionary expulsion for serious misbehavior if the student is in a school district alternative education program, and engages in or continues to engage in serious misbehavior. A student may be subject to discretionary expulsion for serious misbehavior from a campus in some circumstances if the student continues to engage in serious misbehavior, typically on two or more occasions.

The Student Code of Conduct adopted by each District shall provide the students committing conduct described in the Texas Education Code 37.007 shall first be placed in the school district AEP according to school district policy, unless waived by the sending school district. If, after placement in the school district's AEP the student engages in, or continues to engage in conduct described in the Texas Education Code Section 37.007, the student may then be subject to expulsion from school.

## GOVERNANCE OF THE HILL COUNTY JJAEP

### COMPOSITION OF GOVERNING BODY

The Hill County JJAEP shall operate as a function of the Hill County Juvenile Board, independent and apart from the other parties to the Memorandum of Understanding. It shall not be an independent political subdivision, nor shall it operate under the direction or control of any party to the Memorandum of Understanding other than the Hill County Juvenile Board.

### GOVERNANCE COMMITTEE

The role of the Hill County JJAEP Governance Committee shall be to provide advice and consultation to the Hill County Juvenile Board in matters involving the operation of the JJAEP. Upon execution of the Memorandum of Understanding, the Juvenile Board will establish a JJAEP Governance Committee consisting of one administrative representative from each District, generally being the superintendent or his/her designee. The representative will be selected by the District. The JJAEP administrator will serve as an ex-officio member of the Committee. The Districts agree to use their best efforts to appoint representatives to the JJAEP Governance Committee that reflect the diversity of the respective District's expelled student population. All representatives of the Governance Committee shall be chosen not later than thirty days from the effective date of the Memorandum of Understanding. Vacancies on the Governance Committee shall be filled by appointment by the governing body represented thereby.

### QUORUM & VOTING

Eight members of the Hill County JJAEP Governance Committee shall constitute a quorum. The Governance Committee shall act by and through resolutions, motions, or orders adopted or passed by the Governance Committee attending the meeting at which the issue was presented. Each member shall be entitled to one vote on each matter submitted to the vote of the members. In the event of a tie vote, the Chair shall have two votes.

### CHAIR & VICE CHAIR



At the initial meeting of the Hill County JJAEP Governance Committee, the members in attendance shall select a Chair and Vice Chair by the affirmative vote of the majority of the members. The Chair shall preside over the meetings of the Committee and shall be responsible for scheduling regular and special called meetings of the Committee, including the provision thereof. In absence or disability of the Chair, his/her duties shall be performed and his/her duties may be exercised by the Vice Chair. The Vice Chair shall assist the Chair, have powers, and perform duties and services as may be delegated to him/her by the Chair of the Governance Committee.

The Chair and Vice Chair shall serve in their respective capacities until tendering written resignations or until replacement by a majority vote of the members of the Hill County JJAEP Governance Committee. The Chair and Vice Chair shall be entitled to vote on all matters before the Hill County JJAEP Governance Committee.

### MEETINGS

The Hill County JJAEP Governance Committee shall hold regular meetings at such time and place as shall be determined by the Committee. If the Committee does not designate the place of meeting, the meeting shall be held at a location determined by the Hill County Juvenile Probation Department. Procedures for meeting shall be governed by the most current version of *Robert's Rules of Order*. Special meetings of the Governance Committee shall be called by the Chair or by affirmative vote of not less than one-third (1/3) of the members of the Committee.

### NOTICE OF MEETINGS

Written notice of the regular meetings of the Hill County JJAEP Governance Committee shall be mailed or delivered to each member not less than five (5) days prior to the date of the meeting. Written notice of any special meeting of the members shall be given to each member not less than 24 hours or as soon as reasonably possible prior to the date of the meeting. The notice shall state the date, place, time, who called the meeting, and the general purpose(s) for which the meeting was called. Notice shall be given by or at the direction of the Chair of the Committee, or the members calling the meeting, and mailed by the staff of the Hill County Juvenile Probation Department, unless otherwise agreed by the Committee.

### DUTIES

The duties of the Hill County JJAEP Governance Committee shall include, but not be limited to, the following:

- A. To develop recommended operating policies, review the operations, policies, and procedures of the JJAEP and to make advisory recommendations to the Juvenile Board regarding such operations, policies, and procedures including suggested changes or amendments;
- B. To periodically evaluate and report to the District regarding the ongoing success of the JJAEP in providing alternative education to students within the JJAEP;
- C. To participate in an advisory capacity in the development of the annual operating budget for the JJAEP, to recommend the initial criteria for and monitor the District's billing and payment schedule for the JJAEP, and to monitor payment to the Fiscal Agent for its expenses in connection with the operation of the JJAEP;

- D. To review the contractual agreement between the Juvenile Board and third-party providers of goods and services in connection with the creation and operation of the JJAEP and to make recommendations to the Juvenile Board in connection with such contracts;
- E. To advise the local community of all matters within the public interest relating to the creation, operation, and performance results of the JJAEP;
- F. To facilitate coordination with the parties of the Memorandum of Understanding on matters relating to the supervision, educational and rehabilitative services available for expelled students and students assigned to the JJAEP and the subsequent transition through the District's alternative education programs;
- G. To assist the Chief Juvenile Probation Officer in developing a priority system for acceptance of discretionary expulsions of the JJAEP in the event space becomes limited;
- H. To formulate and recommend other policies and procedures as appropriate to the governance of the JJAEP as may be necessary to obtain approval of the Texas Juvenile Justice Department and the Juvenile Board.

#### COMPENSATION

No member of the Hill County JJAEP Governance Committee shall receive compensation from the Committee for his/her services as a member on the Committee. Nothing herein contained shall be construed to preclude any Committee member from receiving compensation or reimbursement for expenses from the member's respective employers for serving on the Committee.

#### CONFLICT OF INTEREST

No member of the Hill County JJAEP Governance Committee shall participate in any vote or discussion upon any matter in which the Committee member or any person related to that member within the second degree of affinity or consanguinity has a pecuniary interest. In the event of a conflict of interest the Committee member shall state the nature of such conflict and thereafter shall refrain from further participation in the matter.

#### PLACEMENT AFTER DETENTION

A student that is released from juvenile detention pursuant to the Juvenile Justice Code and is expelled pursuant to the Texas Education Code shall attend the Hill County JJAEP in accordance with the terms of the District's expulsion order or by order of the Court.

#### PLACEMENT REVIEW

In the event that a District receives notice pursuant to the Juvenile Justice Code Section 52.04(1)(d)(1) that a person referred to juvenile court was not a child, then that person shall be dismissed from the Hill County JJAEP and returned to the District for educational services.

In the event that a District receives notice pursuant to the Juvenile Justice Code Section 52.041(d) that no probable cause existed to believe that the child engaged in

delinquent conduct or conduct indicating a child in need of supervision, that no deferred prosecution or formal court proceedings have been or will be initiated involving the child, that the court or jury finds that the child did not engage in delinquent or conduct indicating a need for supervision and the case has been dismissed with prejudice, or that the child was adjudicated but no disposition was or will be ordered by the court, then such student shall be continued at the Hill County JJAEP for the original term of the expulsion unless the District notifies the Juvenile Board that the assignment of the JJAEP shall be for a lesser period than the original assignment or that the student shall be returned to the District for the provision of educational services.

#### CURRICULUM

The Hill County JJAEP shall focus on English language arts, mathematics, science, social studies, and self-discipline. Each school district shall consider course credit earned by a student while in the JJAEP as credit earned in a district school. The JJAEP shall operate at least 7 hours per day and the amount of days of the adopted school calendar and approved by TJJD per year, unless a waiver of days is approved by the Texas Juvenile Justice Department. The JJAEP shall offer a high school equivalency program or GED Program, with the district being charged for tuition for any student in this program if the student is court ordered or expelled from the campus. The core subjects will be taught through use of self-paced modules, computer based programs, and through textbooks from the sending school districts. The remaining courses will be taught with the use of the sending school textbooks with the sending school district developing the curriculum.

Prior to the expulsion meeting, the Instructor for the JJAEP will request records to establish curriculum and will make every effort to ensure that the student will receive all course credits for the subjects to be offered provided the student successfully completes the subject.

The Juvenile Board through the fiscal agent or Chief Juvenile Probation Officer, as its designee, and the parent or guardian of each student shall regularly review the student's academic progress. In the case of a high school student, the Juvenile Board through the fiscal agent or the Principal or Chief Juvenile Probation Officer as its designee, and the parent or guardian shall review the student's progress toward meeting high school graduation requirements and shall establish a specific graduation plan for the student. The District shall furnish a specific graduation plan for each high school student attending the JJAEP. The JJAEP is not required to fulfill a student's high school graduation requirement other than the course specified herein.

#### TRANSPORTATION

The JJAEP is NOT responsible for transportation of students attending the JJAEP program, including students with disabilities who require transportation as a related service. Transportation of students attending the JJAEP program will be responsibility of the home school district or the student's parent/guardians.

#### EARLY RETURN

Students enrolled in the Hill County JJAEP shall be discharged from the JJAEP and returned to their District upon completion of the term of expulsion, subject to

further order of the Juvenile Court continuing a period of expulsion. Except as provided for a Placement Review Committee in the Texas Education Code, prior to completion of the term of expulsion, a student expelled for a violation other than Texas Education Code Section 37.007(e), and may be returned to their District upon the recommendation of a review committee. The committee shall include a juvenile probation officer, representative from the District, and a Hill County JJAEP staff member. The committee shall convene upon the request of any member and shall consider a student's early return to the District on a case by case basis. A majority of members of the committee shall vote to determine whether or not the student shall be returned to the District prior to the completion of the term of expulsion. A student shall not remain at the Hill County JJAEP after completion of the term of expulsion unless otherwise detained or receiving treatment under order of the juvenile court.

#### STATE TESTING

All students that attend the JJAEP will be administered the state testing assessment according to the state adopted calendar. Student testing can occur on home campus if so determined by the sending school district or on the JJAEP campus. The District will be responsible for administering all statewide assessments to include providing all required materials and/or supplies and actively monitor students at the time of testing.

#### TRANSITION SERVICES

The Juvenile Board shall establish services for the transitioning of expelled students to the school district prior to the completion of the student's placement in the Hill County JJAEP. The Districts shall cooperate with any reasonable request of the Juvenile Board regarding the provision of services.

#### PERSONNEL SERVICES

Employees of the JJAEP are considered county employees exempting those who are directly employed by an Independent School District or the School Cooperative and are under contract to the JJAEP. Those employed by the county, Juvenile Probation Department, or by state funds provided to the JJAEP will be governed by TJJJD Standards and local personnel policies adopted by the Commissioner's Court, the 66<sup>th</sup> District Court, and the Hill County Court at Law, Hill County. In addition to the county's personnel regulations, employees of the department will adhere to the policies and directives promulgated by the Juvenile Board, Chief Juvenile Probation Officer, and the Texas Juvenile Justice Department. All codes of ethical conduct applicable to state certified educators and juvenile probation officers will apply.

#### RECORDS AND SPECIAL EDUCATION SERVICES

Districts shall cooperate with the Hill County JJAEP for the purposes of ensuring a prompt and orderly transfer of all student records from the District to the JJAEP. Upon written request of the JJAEP or its fiscal agent, the District shall furnish all information necessary to enroll the student in the JJAEP and vice versa.

Districts shall cooperate with the Hill County JJAEP for the purposes of the development of an individual education plan by an Admission Review Dismissal committee for students identified as qualifying for special education services. The

Districts agree to furnish necessary personnel and information as deemed necessary or appropriate to the JJAEP. Such meetings may be convened at the Hill County JJAEP facility or at a location designated by the sending school district. A juvenile probation officer shall attend the meeting if such attendance serves a legitimate educational interest.

All extraordinary expenses incurred as the result of a provision of special education services shall be reimbursed by the District that expelled the student.

It will be the Districts responsibility to ensure that any student qualifying for special education services or Section 504 plans shall be afforded those provisions while in attendance at the JJAEP. The provisions of services for the student qualifying for special education services or Section 504 plans will be the responsibility of the sending school district. The JJAEP will cooperate with any and/or all recommendations made by the District in ensuring that the student's special educational needs are met. During the ARD meeting for the student, the Instructor or JJAEP staff member will establish with the school district the plan for special education services by the sending school district.

#### FISCAL AGENT

As general fiscal agent, Hill County shall maintain records for all educational costs for the Hill County JJAEP. Such accounting shall include, but not be limited to, staff payroll, administrative payroll, technology support, educational supplies and equipment.

Compensation for employees assigned to the program by the fiscal agent shall be commensurate with compensation enjoyed by comparable professional employees of Hill County, Texas, and at the pleasure of the Juvenile Board of Hill County, Texas. Faculty and staff shall be sufficient to serve an anticipated maximum of 15 students from age 10 up to 17 years of age. In accordance with rules adopted by the board of trustees for the Teacher Retirement System of Texas, a certified educator employed by the Juvenile Board in the Hill County JJAEP shall be eligible for membership and participation in this system to the same extent that an employee of a public school district is eligible.

#### JUVENILE BOARD

The Juvenile Board shall be responsible for and shall supply all facilities, utilities, as necessary, and county wide phone service. In addition the Juvenile Board shall provide classroom and probation services, metal detectors, and social services as necessary, including but not limited to psychological evaluations and counseling other than as required for educational purposes.

#### ACCOUNTABILITY

For purposes of accountability under Chapter 39 of the Texas Education Code, to the extent allowed by law, a student enrolled at the Hill County JJAEP is reported as if the student were enrolled at the student's assigned campus in the student's regularly assigned education program. The general fiscal agent, to wit: Hill County, shall be responsible for complying with a system of accountability consistent with Chapter 39, where appropriate, to assure that students make progress toward grade level while attending the Hill County JJAEP.

## FUNDING

The Districts agree to transfer to the general fiscal agent (Hill County, Texas) once monthly, all sums per student, per day, for each student enrolled at the Hill County JJAEP as a result of an expulsion or other than by reason of expulsion under the Texas Education Code 37.007 which that District would receive from the State of Texas if the student was still enrolled in the District. The Districts agree to fill out any and all forms or execute any documents required by the general or limited fiscal agent or by the State of Texas, to appropriately retrieve and capture funds, in order to make operation of the JJAEP practicable, to the benefit of all. The current funding provides \$95.00 per day tuition. Any expulsion into the JJAEP that is a TJJD parolee that is currently not under the jurisdiction of the Court will pay \$100.00 per day tuition.

## INSURANCE AND INDEMNIFICATION

To the extent permitted by applicable law, but without waiver or expansion of any limits established by the Texas Torts Claims Act, each party to this agreement shall indemnify and hold harmless the other parties and their officers, employees and agents, from and against any and all claims proximately caused by negligence, breach, or other act or omission by the indemnifying party or its officers, employees, or agents.

The Juvenile Board shall maintain a policy of general liability insurance for liabilities arising from the operation and performance of official duties or duties of employment at the Hill County JJAEP. The Districts will maintain all transportation insurance for liabilities arising from the transport of any juvenile to the Hill County JJAEP from the District.

## POLICY AND PROCEDURES

The Hill County JJAEP shall adopt the student code of conduct contained in the JJAEP student Handbook. The student code of conduct outlines student expectations and proper disciplinary actions for violations.

The Hill County JJAEP shall be subject to written operating policy developed by the general fiscal agent on behalf of the Juvenile Board and submitted to the Texas Juvenile Justice Department and approved by said Department, together with all policies, personnel, and otherwise of the County of Hill.

## POPULATION

If it is so determined the Hill County Juvenile Board may cap the population of students in the JJAEP. Notification of the population cap would be forwarded to all superintendents of the school districts. The population cap would not include mandatory expulsions. If the school district wishes to expel a student that is over 17 years of age and not under the jurisdiction of the Juvenile Court in Hill County, the school district must contact the JJAEP Administrator to determine if there is available space in the JJAEP classroom.

## MISCELLANEOUS

The Districts and the Juvenile Board agree that the memorandum does not concern the juvenile probation department's role in providing other support services for students in alternative education programs operated by the Districts.

The parties agree that this memorandum shall become effective August 1, 2019, and shall remain in effect unless and until modified by agreement of parties in writing and is annually self-renewing unless so modified.

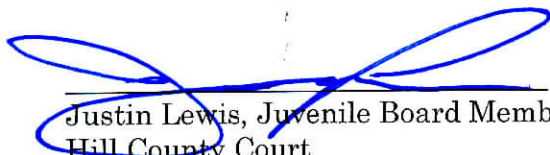
The attached JJAEP Memorandum of Understanding is hereby approved on this 7 day of August, 2019.



\_\_\_\_\_  
Judge A. Lee Harris, Juvenile Board Chair  
66<sup>th</sup> Judicial District Court



\_\_\_\_\_  
Judge Matt Crain, Juvenile Board Member  
Hill County Court at Law Judge



\_\_\_\_\_  
Justin Lewis, Juvenile Board Member  
Hill County Court

Hill County Juvenile Probation  
Department

2019-2020

Juvenile Justice Alternative  
Education Program  
Student Handbook

Board Members

66<sup>th</sup> Judicial District Judge

Hill County Judge

Hill County Court at Law Judge

Chief Juvenile Probation Officer/Administrator

\*JJAEP Instructor\*JJAEP Caseworker/JPO



MISSION STATEMENT  
(Texas Administrative Code 348.200)

The Hill County Juvenile Justice Alternative Education Program (JJAEP) is a cooperative effort of the educational community and the juvenile justice system. The primary goals of the program are education, discipline, and rehabilitation. The academic mission is to enable the students to perform at grade level. The program provides an alternative classroom site to allow continued education for students who are expelled from school districts in Hill County and/or adjudicated and placed into the program by order of the Juvenile Court.

PROGRAM REQUIREMENTS  
(Texas Administrative Code 348.208)

1. **SCHEDULE:** The JJAEP has adopted the calendar of the Hillsboro Independent School District. Class begins at 8:00A.M. and ends at 3:30 P.M. The Texas Education Agency guidelines will be followed with regards to handicapped students.
2. **EDUCATION SERVICES:** Students will enter the program at the grade level last attended in public school or as recommended by the ARD committee and sending school district. Students will receive instruction in a structured classroom setting under the direction of a certified teacher. Assignments are calibrated to meet the student's academic needs and to provide sufficient challenge to motivate towards achievement. Both regular and special education criteria are used according to the individual placement level. Tutoring services will be made available through the JJAEP staff and may be mandated as a requirement by the classroom instructor or the supervising JPO.
3. **GRADING/PROGRESS REPORTS:** Academic grades will be assigned by the instructor. Students will receive a report card every six weeks. Grades will be printed on Juvenile Probation Department letterhead (not a copy) and prepared for parent/guardian signature. If changes occur, the parent/guardian will be notified. Progress reports will be sent to parent/guardian(s) for students who are failing or performing below standard, as deemed necessary by the Instructor and/or at the third week of the six weeks if the student has been in full attendance during the six weeks.
4. **CURRICULUM/INSTRUCTION:** The curriculum of the JJAEP will include but not be limited to the core subject areas of English language arts, mathematics, social studies, science, high school equivalency program (GED), and self-discipline. The program may also include writing, life skills, physical fitness, vocational training, or other electives as deemed necessary by the sending school district or the staff of the JJAEP. The core subjects will be taught by self-paced modules, computer program, and textbooks from sending school district, and the remaining subjects will be taught by textbooks provided by the sending school district. Calculators will not be permitted unless required for the subject. Reading books will be provided by the JJAEP.
5. **MEALS:** Hillsboro ISD provides breakfast and lunch in accordance with USDA dietary requirements. The parent/guardian of the student must pay for the meals (including reduced meals) unless the student is eligible for the free lunch meal plan. It is the parent/guardians responsibility to ensure that the necessary paperwork is completed for the student to receive free or reduced lunches. The parent/guardian will be required to pay for the lunches until such time that all paperwork is completed. Students are not allowed to bring their own meals unless prescribed by a physician for specific health issues. Food or drink sharing is not allowed. Cost for breakfast and lunch is set by the Hillsboro ISD. Reduced prices for breakfast and lunch are set by Hillsboro ISD. Any JJAEP student that wishes to eat breakfast will need to arrive on campus at 7:50 A.M. For those

- students who are not on free or reduced breakfasts/lunches, they will prepay for the entire week on Monday (or the first day of school of the week).
6. BREAKS: Two breaks (each not to exceed 5 minutes) will be given during the day for use of the restroom and to get a drink of water. These breaks will be given at 10:30 A.M and 1:30 P.M. (These times may vary if the staff determines the necessity to alter the times.) The only exception will be for students that bring a note from a doctor explaining IN DETAIL the need for additional breaks. Students are not to loiter during breaks and are not to speak or interact with other students or staff. All breaks will be supervised by a staff member.
  7. PHYSICAL EDUCATION: Part of the curriculum of the JJAEP is physical fitness. Students will be required to have a physical examination (paid for by the family) within one week of their enrollment. Failure to obtain a physical evaluation is a violation of the JJAEP program and will result in the child receiving one warning for the school day. If the parent/guardian fails to complete this requirement, the JJAEP staff will set an appointment and transport the student to and from the clinic. Documentation from the physical evaluation must be provided to the JJAEP staff. The form that will be used will be provided at intake into the JJAEP. A student that is unable to participate in physical fitness must provide the staff with a detailed note indicating why they cannot participate in detail and the length of time for the exemption. Physical fitness can include running, jumping, lifting, and other activities.
  8. JPO CASEWORKER: Each JJAEP student will be assigned to a specific caseworker (Juvenile Probation Officer) depending on the circumstances of the placement at the JJAEP. Counseling may be required on a weekly or monthly basis as deemed necessary through an assessment by an individual licensed by the state of Texas to make those determinations.

#### TRANSITION

(Texas Administrative Code 348.212)

#### GOALS AND OBJECTIVES:

- 1 Students will be evaluated by the JJAEP and JPD staff and the receiving school district in order to be returned to the school district from which they had been originally referred or enrolled.
- 2 The parent/guardian will be asked to participate in this transition planning and failure of the parent/guardian's participation could result in the student remaining in the JJAEP. A copy of the transition letter will be provided via mail to the parent/guardian.
- 3 The Court of Hill County can order a student to attend the JJAEP if the student falls under the Court's jurisdiction. After returning to the student's home campus, if later expelled or by subsequent order of the Court, the student may again be required to attend the JJAEP.
- 4 Prior to the student's return to their home campus, the student will meet with the Chief Juvenile Probation Officer, the JJAEP instructor, and the supervising Juvenile Probation Officer to review the student's progress and assess his/her needs prior to returning to his/her home campus.
- 5 Any required state-wide assessment will be administered at the JJAEP or the student's home campus at the JJAEP at the sending schools discretion on the dates specified by the Texas Education Agency.
- 6 All records including attendance, grades, and the transition plan will be provided to the returning campus.

## PLACEMENTS OF STUDENTS WITH DISABILITIES

(Texas Administrative Code 348.208)

If, after placement in the JJAEP, the Chief Juvenile Probation Officer has concerns regarding the JJAEP's ability to provide for the needs of a student with disabilities, the Chief will immediately provide written notice of those concerns to the Admissions Review Dismissal Committee (ARD) of the student's home campus.

## VISITORS

While attending the JJAEP, students will not be allowed to receive visitors, with the exception of the parent/guardian. A parent/guardian that needs to meet with his/her child must check in at the Juvenile Probation Department and gain approval from the Juvenile Probation Department or JJAEP staff member. The staff will determine if interruption from class is approved. No party other than the staff of the JPD/JJAEP is allowed to walk freely between the JPD and into the JJAEP classroom.

## USE OF TELEPHONE

The office and JJAEP telephone is for business use only. With staff supervision, students will be allowed to use the phone for emergencies (illness or injury rendering need to contact parent) only. Phoning for a ride home is not considered an emergency and will not be allowed.

## TRANSPORTATION

(Texas Administrative Code 348.120)

The Hill County JJAEP does not provide transportation for students to and from school. Students may be allowed to walk to and from school from their residence, if approved by the Chief Juvenile Probation Officer and parent signs a consent form stating such. Students may ride with parent/guardian, an approved adult (approved by Chief Juvenile Probation Officer), transportation provided by the sending school district or the County Transit (if approved by the Chief Juvenile Probation Officer.) The Parent/Guardian must sign a form on the first day of enrollment that will include the names of the individuals allowed to pick up their child. Students will not be allowed to drive to and from school without approval from the Chief Juvenile Probation Officer. The Chief Juvenile Probation Officer will have the final decision regarding all methods of transportation.

## PARENT/GUARDIAN(S) RESPONSIBILITIES

1. Parent/Guardian(s) will be required to provide transportation to and from JJAEP daily unless transportation is provided by the sending the school district.
2. Parent/Guardian(s) must ensure the student is properly bathed and groomed, to include, but not limited to, the use of underarm deodorant, nails trimmed appropriately, hair combed, and clean clothing.
3. Parent/Guardian(s) shall attend parenting classes or workshops.
4. Parent/Guardian(s) will be held financially responsible for damages inflicted on the JJAEP or JPD property by the student.
5. Parent/Guardian(s) will be required to obtain a physical examination of their child *within one week of the time of expulsion* into the JJAEP and provide this documentation to the Juvenile Probation Department or JJAEP staff.
6. Parent/Guardian(s) must provide the JPD with a copy of their child's immunization record, social security card and must sign release forms and any other additional forms needed by the JJAEP.
7. Parent/Guardian(s) must provide the department with a current phone number and address where they can be contacted any time of the day, at the first appointment with the department.
8. Parent/Guardian(s) must notify the JJAEP of what mode of transportation the

- student will be using.
9. Parent/Guardian(s) must notify the school no later than 7:50 A.M. if their child will not be in attendance. The parent/guardian(s) will be required to take the student to the doctor and provide documentation from a doctor if the child is out for illness. Failure to provide the department with a doctor's excuse will result in an unexcused absence.
  10. If the parent/guardian(s) wishes to take a student out of school due to illness, deaths in family, etc., the parent must complete a student check out form. The form has to be signed by a staff member of the JPD/JJAEP. While the student is out of school, he/she needs to be under direct supervision by the parent/guardian(s) at all times.
  11. Parent/Guardian(s) must notify the JJAEP in writing if a student will leave school with anyone other than the parent.
  12. Parent/Guardian(s) will pick up their child immediately if contacted by a staff member due to the child's illness. If the parent/guardian(s) refuses to do so, a referral to Child Protective Services can be made.
  13. Parent/Guardian(s) are to ensure that the student has the needed school supplies and appropriate clothing items necessary to adhere to the dress code.
  14. Parent/Guardian(s) whose child has a contagious or communicable disease are asked to phone the JPD so that those parties that have been exposed can be notified.
  15. Parent/Guardian(s) will sign and provide the JPD with the Medical Emergency Form in case of emergency.
  16. Parent/Guardian(s) will be required to participate in the transition plan at the completion of the JJAEP. This is mandatory.
  17. Parent/Guardian(s) will be required to come to the JJAEP at the request of any staff member of the Juvenile Probation Department or the JJAEP due to behavior problems demonstrated by their child. This is mandatory.

#### COMPLAINTS OR GRIEVANCES

- A. A student, parent/guardian or other individual having a grievance should first make the complaint in writing to the Chief Juvenile Probation Officer/JJAEP Superintendent, P.O. Box 892 Hillsboro, Texas 76645.
- B. If the student, parent/guardian or other individual feels that the matter was not addressed to their satisfaction, they may send the complaint in writing to the Juvenile Board Chairman, P.O. Box 284 Hillsboro, Texas 76645.

A copy of all written grievances received by the Chief will be provided to the student's parent/guardian and to the juvenile board or its designee within two days of receipt of grievance. The grievance form can be obtained from any staff member within the JJAEP. The students will receive a written response from JJAEP Administrator within five business days from the date of the filed grievance. The student may file an appeal no earlier than five days after receiving the response and will receive a reply from the appeal request within ten business days. Students will be protected from any form of retaliation by staff of the department if the student makes a complaint against a staff member. One level of appeal shall be afforded for all grievance complaints submitted by a student, parent/guardian, or another individual. A grievance is based on a violation of a student's rights. A complaint is based on an individual not liking the current policy or situation.

#### SEARCHES, INTERROGATION, VIDEO/AUDIO SURVEILLANCE

1. Searches may be conducted randomly. This may include, but not be limited to, pat down searches of the student, search of clothing storage area, and search of desk area. The department can utilize trained dogs to locate contraband.
2. Interrogations or questioning may be conducted by JJAEP staff, JPD staff, and/or

law enforcement officers regarding the student's code of conduct or the conduct of the other students.

3. The Hill County Juvenile Probation Department and the JJAEP are monitored by video and audio surveillance. The Hill County JJAEP campus and JPD office, parking lot, and property are a gun free zone and drug/tobacco free zone. Any drug or gang activity within the set perimeters will be prosecuted to the fullest degree allowable by law.
4. At no time should a gun of any make be brought on or near the campus. This is a violation of state law.
5. Strip searches will not be permitted.

#### SCHOOL SUPPLIES

The student and the parent/guardian(s) are responsible for bringing the following items for the student:

- 24 pack of number two pencils
- 3 packages of wide ruled notebook paper
- 1 box of map colors

Map colors will be used for assignments only, not for leisure drawing. As the student uses all the supplies, the student and parent will be notified of the need for more supplies. Students should bring the needed supplies the first day of enrollment and thereafter as instructed. Failure to bring school supplies will result in action by the JPD/JJAEP as outlined in the behavior management section. Students are allowed to use pencils for class work only. No back packs are allowed.

#### TECHNOLOGY

Technology may be utilized during classroom instruction. Computer access is only approved for instructional purposes only. Misuse or destructive behavior will result in disciplinary action and termination of usage. Criminal charges or probation violations may also be filed for destruction of property or inappropriate use of technology. ALL computer activity will be supervised by the JJAEP staff.

#### MEDICATION

(Texas Administrative Code 348.208)

If possible, medications should be administered by the parent/guardian(s) at home.

Prescription Medication:

The following procedure applies to medication that needs to be taken during the school day:

- 1 The medication must be brought in the original container and labeled by the pharmacy or physician with the student's name, name of medication, directions for dosage, and duration of the prescription.
- 2 Written request and permission from the parent/guardian(s) and physician must accompany the medication in order for the medicine to be administered. The JJAEP staff must have the form provided by the JJAEP completed by the physician prior to administering any medication.
- 3 If medication is to be given all year, a doctor's statement is required at the beginning of the placement at the JJAEP. The JJAEP staff must have the form provided by the JJAEP completed by the physician prior to administering any medication.
- 4 Medication will be provided to a staff member of the department and will be placed in the designated area for medications.

Over the Counter Medication:

- 1 Over the Counter medications/medical supplies must be brought to school in the original container.

- 2 Medication will be provided to a staff member of the department and will be placed in the designated area for medications.
- 3 Written request and permission from the parent/guardian(s) AND a physician is required before any medication will be given. The physician's permission should also include the duration of which the medication is to be given and must be on the form provided by the JJAEP.
- 4 Parents must supply their child with medication as it will not be supplied by the department.

#### ILLNESS (DURING SCHOOL HOURS)

If a student complains of illness during the school day the following steps may be used:

1. Determine if student has a fever and if it is over 100 degrees. If the student has a fever, the student may be seen by the Hillsboro ISD nurse to determine what steps are necessary.
2. If the student is vomiting and/or having diarrhea, the student may be seen by the Hillsboro ISD nurse as deemed necessary by the staff of the JPD and/or the JJAEP. Female students who are pregnant will be monitored, but not sent home due to vomiting, as this is common with pregnancy. They will, however, be referred to the school nurse.
3. If the student appears to be lethargic or shows signs of illness, the student may be seen by the Hillsboro ISD nurse as deemed necessary by the staff of the JPD and/or the JJAEP.

The department has access to the school nurse at Hillsboro High School/Junior High and may contact the nurse in situations with students where medical advice is needed pertaining to a student.

#### PHYSICAL RESTRAINT

(Texas Administrative Code 348.218)

The Hill County Juvenile Probation Department utilizes the Handle With Care Behavior Management System and trains all employees to use it. Having to apply physical restraint in any situation is the last resort once verbal interventions have failed and the student refuses to comply with staff requests, presents a danger to himself/herself, damages or tries to damage property belonging to the JPD, JJAEP, JJAEP/JPD staff or other students, advances aggressively toward staff or peers, or is attempting to escape detention. Only TJJD approved restraint techniques are to be used, such as the Handle With Care Behavior Management System. Only those staff members that are specifically trained and certified in the restraint technique may participate in the restraint of a student. Mechanical restraints may only be used by a law enforcement officer, certified juvenile probation officer, or certified correctional officer. Under no circumstances are restraint techniques justifiable as punishment, discipline, compliance, or intimidation. Restraints are to be terminated as soon as the student's behavior indicates that threat of imminent self-injury or injury to others is absent.

#### LAW ENFORCEMENT, VIOLATIONS, ARREST

If a Directive to Apprehend, summons, or other basis of arrest is provided to the department by law enforcement, the juvenile will be released to their custody. The JJAEP and JPD staff are to record the name and agency of the law enforcement officer in the chronological notes screen. The parent/guardian(s) are to be contacted the same date to inform them of the arrest and/or detention of said child.

### DRUG, WEAPONS, GANG FREE ZONE

The Hill County JJAEP supports a drug free school and workplace. No weapons are allowed on the premises unless a certified Juvenile Probation Officer who has been authorized to carry a weapon or a certified peace officer with the State of Texas. The Hill County JJAEP is a gang free zone.

### EMERGENCIES

(Texas Administrative Code 348.216)

**Fire Drills:** Fire drills are to be conducted at least twice yearly. In case of an actual fire emergency and during the drill, an alarm will be sounded and the students will exit orderly with staff through the east door exit. Once outside the building, the students will be escorted by the staff to the front of the Juvenile Probation Department.

**Bomb Threats:** In case of an actual bomb threat, an alarm will be sounded and the students will exit orderly with staff through the east door exit. Once outside the building, the students will be escorted by the staff to the front of the Juvenile Probation Department.

**Hazardous Weather Conditions:** During hazardous weather conditions, the students will be moved to the center section of the building or main hallway by the staff. Students may be asked to take an emergency position if deemed necessary by staff. Staff will monitor hazardous weather conditions by warnings provided via TV, radio, and/or law enforcement.

**Riots:** In case of a riot, staff members will contact local law enforcement and will advise students to remain calm until law enforcement intervenes. Those students that are not participating in the riot will be exited from the classroom in an orderly manner and escorted into the Juvenile Probation Department. The remaining staff will take measures, including but not limited to, use of physical restraint and/or verbal instruction if deemed appropriate.

**Emergency Medical Treatment:** If a student should have a medical emergency at school or school related activity when the parent cannot be reached, the school must have written parental consent to obtain emergency medical treatment. The JJAEP staff will be certified in First Aid and CPR. (See Medical Emergency Form)

**General Emergencies:** If an emergency occurs, staff members are to notify the appropriate emergency response agency by calling 911. Ensure that all staff members are aware of the emergency. The emergency exit plan will be posted in the JJAEP classroom and in the Juvenile Probation Department.

### UNSCHEDULED SCHOOL CLOSINGS

(Texas Administrative Code 348.216)

The JJAEP may be closed for part of or for a full day because of inclement weather or other existing conditions. When school closings or delays occur or when it becomes necessary for school to close early, listen to radio station KHBR 1560 AM in Hillsboro for instruction.

### TRUANCY/ TARDINESS

(Texas Administrative Code 348.210)

Truancy and tardiness will not be allowed. Any student who fails to be present in school as required by state law may be subject to immediate home visitation. If a student cannot be located, a truancy referral will be made to the supervising Juvenile Probation Officer and/or to the Hill County Juvenile Resource Officer. An unexcused tardy will require an automatic 15 minute after school detention (or if the tardy exceeds 15 minutes the length of time will be of the amount of time the student was late). Any unexcused absence will result in a referral being made to the supervising juvenile probation officer and the juvenile resource officer.

Complaints can be filed on the student for Failure to Attend and/or the parent/guardian for Parent Contributing to Non-Attendance. Daily attendance reports will be provided to the sending school district.

#### PREA REGULATIONS

All JJAEP's shall have a zero tolerance policies and practices regarding sexual abuse in accordance with the Prison Rape Elimination Act of 2003 that provides for administrative and/or criminal disciplinary sanctions. The student and the parent/guardian will be verbally notified of policies regarding PREA standards system with emphasis on reporting and grievance prevention.

#### PREVENTION AND INTERVENTION

The Hill County JJAEP staff are provided with "Standards for the Prevention, Detection, Response and Monitoring of Sexual Abuse in Juvenile Facilities" responsible for all information contained therein. All staff members are required to participate in the FAST system and yearly sex offender background checks will be conducted. All JJAEP staff will be trained in the Abuse, Neglect, Exploitation reporting procedures. The camera system within the JJAEP will be checked for maintenance problems and repaired accordingly to ensure constant operation.

#### METHODS OF MINIMIZING RISK OF SEXUAL ABUSE

All students will be supervised at all times by at least one staff member. Students will only be pat searched by staff of the same sex in a common area of the Juvenile Probation Department. No student will be searched in a secluded area with only one staff member present. The JJAEP classroom will be visually monitored and recorded during hours of operation by a camera system that provides for full coverage of the classroom area.

#### REPORTING SEXUAL ASSAULT OR ABUSE

All JJAEP staff will be trained in the reporting requirements for Abuse, Neglect and Exploitation set forth in Chapters 350 and 358 of the Texas Administrative Code. Any student wishing to make a report to the reporting hotline for Abuse, Neglect, and Exploitation shall be allowed to do so immediately and in a designated, confidential area of the Juvenile Probation Department.

#### TREATMENT AND COUNSELING

If it is determined that an incident of sexual abuse occurs while in attendance at the JJAEP, the student will be referred to the Children's Advocacy Program for treatment and counseling services within the county and the Victim's Assistance Coordinator for Hill County to ensure that all services available to the student and family are accessed.

#### SEXUAL HARRASSMENT

The Hill County JJAEP prohibits sexual harassment by or of its students. Students who are found to have participated in sexual harassment of other students shall be disciplined pursuant to guidelines set out herein. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Unwelcome sexual advances are defined as advances that are undesirable or offensive. Should a student be the subject of unwelcome sexual behavior, he/she should do the following:

1. If violation occurs by a JJAEP/ JPD staff member: The student should immediately inform the Chief Juvenile Probation Officer of the situation. If it is Chief against whom the action is alleged, the student should inform either his/her probation officer or the first available probation officer. The officer is to comply with all standards of reporting as set out in the Texas Juvenile Justice Department Standards. Parent/Guardian(s) are urged to inform the



Chief Juvenile Probation Officer of any inappropriate verbal or physical conduct by a JJAEP or JPD employee. If the student and/or parent are not satisfied with the results of the investigation by the department, he/she should contact the 66<sup>th</sup> Judicial District Judge at (254) 582-4045. Sexual conduct or behavior, either physical or verbal, by an employee of the JPD/JJAEP is strictly prohibited.

2. If violation occurs by another student, this unwelcome sexual behavior by a fellow student should be reported to the JJAEP instructor/assistant or the Chief Juvenile Probation Officer. The student may report this to their supervising JPO, if the JPO is available. The staff member that the allegation is reported to shall take action as deemed appropriate, including but not limited to, referring the allegation to law enforcement, referral to court as a violation of a lawful court order, detention, etc. Students who sexually harass employees or other students may be subject to disciplinary action. Filing a false claim of sexual harassment is prohibited. A student who files a false claim shall be subject to disciplinary action.

#### DRUG TESTING

All students in the JJAEP will be drug tested no more than once weekly at the cost of the student. If a student tests positive for use of illegal substances, the student will be referred to their supervising officer. If the student is over 17 years of age, the student will be referred to the local drug and alcohol service agency.

#### ABUSE, NEGLECT, EXPLOITATION (Texas Administrative Code 348.222)

All juveniles will be provided a toll free number to report any abuse, neglect, or exploitation allegations at orientation into the JJAEP. Any juvenile requesting to make a report will have reasonable, free and confidential access to the Texas Juvenile Justice Department for reporting allegations. The hotline number will be posted in the JJAEP classroom and the Juvenile Probation Department.

To report an allegation of abuse, neglect, or exploitation of a child in any community juvenile justice program or facility, contact the Texas Juvenile Justice Department at 1-877-786-7263.

#### PROHIBITED SANCTIONS

The following sanctions are prohibited with the JJAEP:

- 1 Corporal punishment, physical abuse, humiliating punishment, or hazing
- 2 Deprivation of food or water
- 3 One student sanctioning another, whether by issuing a sanction or carrying out a sanction imposed by staff.
- 4 Expulsion from a JJAEP.

#### DEPARTMENT ENTRANCE/EXIT PROCEDURES

1. Upon arrival the student will wait in the reception area until instructed otherwise. (This also applies to any student arriving late.) During this time there will be no communication between students and no inappropriate behavior will be allowed.
2. The staff may initially conduct a metal wand detector search until such time as the pat down search occurs.
3. The students will be called individually to the search area. The juvenile will change into designated uniform dependent upon phase.
4. The student will then be searched by a staff member of the same sex in accordance with the approved "Searches for the Juvenile Justice Alternative Education Program" policy.
5. The student will be escorted to the classroom by a staff member.
6. Jackets or coats will not be allowed in the classroom and must be hung in the designated area prior to going to class.

7. Students will not be allowed to bring any item to the JPD or the JJAEP. This includes but is not limited to, money, food, combs, hats, jewelry, watches, cellular telephones, or pagers. Any item brought to school that is not approved by the Chief Juvenile Probation Officer will be considered contraband and taken from the student and only returned at the end of the expulsion term to the parent/guardian(s) at the department's discretion.

#### STUDENT EXPECTATIONS

The JJAEP student will:

1. Demonstrate basic social skills to include, but not limited to: listening to instruction, taking turns with other students, speaking only with permission, resolving conflicts with peers and staff appropriately, not making inappropriate or disrespectful comments to staff or peers, not making inappropriate noises (burping, flatulence, etc.) and not becoming verbally or physically aggressive.
2. Identify personal changes that are necessary to be successful in school.
3. Make a plan to achieve their goals.
4. Communicate and express thoughts/feelings in an appropriate manner to peers and staff, including other modalities such as music, art, exercise, drama, writing, and/ or poetry.
5. Follow directions upon first request and without argument.
6. Refrain from any defiant or criminal acts.
7. Avoid making negative, derogatory, or disrespectful comments to peers and staff.
8. Identify four personal, healthy interests and explain how to incorporate them into his/her life.
9. Participate in academic work, school activities, and group activities as instructed.
10. Demonstrate willingness to obtain help to achieve goals and objectives.
11. Serve the assigned time in the JJAEP designated by the Court or the sending school district.
12. Follow classroom rules and not participate in prohibited conduct.
13. Complete at a minimum one assignment (as set by instructor) in each course of study daily.

#### DRESS CODE

The following dress code will be followed and strictly enforced:

1. Students may wear jeans that are blue in color only. No Dickies or overalls will be allowed. Pants are to be worn to fit the waist of the student and will have no markings, holes, frayed edges, have pockets on the legs or split at the side of the seam. No faded jeans will be allowed. (Students that wear inappropriate clothing will face behavior consequences and will be required to change into a uniform provided by the JJAEP.)
2. A black belt must be worn daily.
3. Plain white, black or white and black tennis shoes are to be worn. (No colored markings on shoes.) No colored shoe laces will be allowed and all shoes must be tied correctly. No sandals, flip flops, half shoes, boots will be allowed. Socks are to be worn under tennis shoes.
4. Students must wear a black polo style shirt (short or long sleeve) to school. Students may wear a solid, black or white long sleeve shirt under polo shirt. Sweatshirts, including hooded sweatshirts with pockets, will not be allowed to be worn in the JJAEP classroom. The shirts are not to have any markings on them. All shirts shall be tucked in.
5. Clothes and shoes are to be kept clean and odor free.
6. All tattoos must be covered by sleeves of the shirt.

7. Appropriate undergarments should be worn and must be clean and odor free.
8. Hats, caps, sweatbands, or head gear are not allowed to be worn.
9. Earrings, nose rings, toe rings, tongue rings, or any jewelry item will not be allowed.

VIOLATIONS OF THE DRESS CODE WILL BE CONSIDERED A WARNING. IF THE STUDENT IS OUT OF DRESS CODE, HE/SHE WILL BE REQUIRED TO CHANGE INTO A UNIFORM.

MALES: Hair is not to be more than 3 inches in length and is not to come into contact with the collar of the shirt. Ponytails are not allowed. The hair shall be clean and neatly groomed. Designs, letters, numbers cut into hair or partial haircuts are not allowed. No coloring of hair is allowed. Male students must come to school daily with no facial hair and nails trimmed not to exceed the length of each finger and will not be painted. Makeup is not permitted. No earrings or jewelry are allowed.

Facial Hair: If a male student is discovered by JJAEP staff or employees of the Juvenile Probation Department to have facial hair in violation or the policy requiring male students to have no facial hair, then the Chief Juvenile Probation Officer or designee will contact the parent/guardian of the male student and inform them of the violation and request them to come to the JJAEP to remedy the violation. If the situation cannot be remedied, the student will be required to change into the JJAEP uniform and will be required to stay after school until 4:30 p.m.

FEMALES: Hair should be neat and clean. No bows, clips, or combs are to be worn in the hair. Females are allowed to use a solid colored ponytail holder. Designs, letters, numbers cut into hair or partial haircuts are not allowed. No coloring of hair or hair extensions is allowed. Female students must come to school daily with their nails trimmed not to exceed the length of each finger and nails are not to be painted. False nails are not permitted. Makeup is not permitted. No earrings or jewelry are allowed.

Adjustments to the dress code of the JJAEP can be made at any time as deemed appropriate and necessary by the Chief Juvenile Probation Officer. If necessary, approval will be gained by the Juvenile Board of Hill County.

## BEHAVIOR MANAGEMENT SYSTEM

### STUDENT CODE OF CONDUCT

(Texas Administrative Code 348.224)

Students who are expelled into the JJAEP will be placed on some form of supervision by the department and/or the Juvenile Court of Hill County. The student is required to follow all rules of the program and noncompliance of the student code of conduct is a violation of the court order.

## CLASSROOM RULES

1. Students must earn one point per subject daily to earn the day. If the student does not earn the necessary points per subject, the student will stay after school until work is completed but no later than 4:30 p.m. All subjects shall be completed within the designated subject hour.
2. Students must complete all school work and turn in a timely manner.
3. Students are not allowed to talk without raising their hand and gaining permission

- from staff.
4. Students are not allowed to converse with one another.
  5. Students are not allowed to get out of their seats without gaining permission from staff.
  6. Students will not argue with staff or other students or become physically aggressive with staff or other students. No physical contact is allowed between students.
  7. Students are to sit up straight in their desks and will not be allowed to slouch or rest their heads on the desks. Students are not allowed to rest their heads on their hands.
  8. Students must follow all rules of the staff.
  9. Students that are late to school or have unexcused absences will be referred to their supervising officer. The student must attend 90% of the days that class is offered in order to receive credit. Students who attend less than 90% of the class days cannot receive credit unless there are extenuating circumstances. If there are extenuating circumstances, the attendance committee of the sending school district will have to determine whether the credit will be granted or denied.
  10. Students will be required to maintain an adequate amount of school supplies. Students will bring the necessary items to school on an as needed basis, not on a daily basis.
  11. Students will not be permitted to sleep in class and will be required to remain active in their work at all times.
  12. Any homework assigned will be turned in the following day after it is assigned.

## PHASE SYSTEM

The system used by the JJAEP is a phase system. Any student violating the Code of Conduct will initially receive a warning. After three warnings, the students will lose credit for the day and additional consequences may include the following:

1. Oral correction/ verbal confrontation
2. Seating changes in classroom
3. Sessions with Instructor, CJPO, JPO's or counselor
4. Parent-teacher conference
5. After-school detention
6. Detention in certified juvenile detention facility
7. Assigned work other than class work, including but not limited to, sentences, letters of apology, research work
8. Removal from classroom with escort to supervising Juvenile Probation Officer for conference
9. Referral to the Court
10. Other alternatives as deemed necessary at JJAEP Administrator's discretion
11. Additional PT (physical training) to consist of daily required exercises

IF THE STUDENT RECEIVES MORE THAN THREE WARNINGS, THE STUDENT WILL STAY AFTER SCHOOL AND WILL NOT EARN THEIR DAY. IF THE STUDENT EXHIBITS ANY VIOLENT OR AGGRESSIVE BEHAVIOR TOWARDS PEERS OR STAFF THE STUDENT WILL STAY AFTER SCHOOL AND WILL NOT EARN THEIR DAY. A STUDENT CAN BE REMOVED FROM THE CLASSROOM AT ANY TIME IF A VIOLATION OF THE STUDENT CODE OF CONDUCT OCCURS AT THE DISCRETION OF THE JJAEP/JPD STAFF.

## PHASE ONE: (20 DAYS)

DRESS CODE FOLLOWED

STUDENT CHANGES INTO ASSIGNED UNIFORM

NO REWARD ACTIVITIES

## PHASE TWO: (20 DAYS)

DRESS CODE FOLLOWED- NO UNIFORM REQUIRED UNLESS OUT OF DRESS CODE

REWARD ACTIVITY EARNED

## PHASE THREE: (20 DAYS)

DRESS CODE FOLLOWED- NO UNIFORM REQUIRED UNLESS OUT OF DRESS CODE

REWARD ACTIVITY EARNED

RECOMMENDATION OF RETURN TO SCHOOL CAMPUS

## Rewards:

1. Access to computer (one hour weekly phase two, two hours weekly phase three)
2. Allowed to complete CSR projects such as garden activity, painting, visit to library
3. Educational movies/ movies approved by Chief
4. Verbal praise
5. Other special events/ alternatives as approved and deemed appropriate by Chief

## Prohibited Conduct:

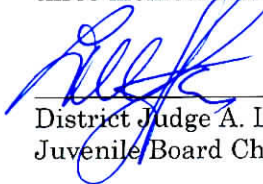
1. Cheating or copying work of other student, plagiarism
2. Throwing objects or passing notes
3. Leaving school grounds without permission of staff
4. Using profanity, vulgarity, obscene language or gestures, or threatening language
5. Arguing or physically fighting
6. Stealing from any staff member, student, or stealing any property of the JPD/JJAEP, or any office or agency in the Harris Education Center and its confines.
7. Damaging or vandalizing property of student, staff member, or damaging or vandalizing property of the JPD/JJAEP, or any office or agency in the Harris Education Center and its confines
8. Disobeying school rules in regards to conduct on the transit or school transportation provided by the school district
9. Failure to follow lawful instruction of department staff, disrespect to program staff, failure to follow classroom rules
10. Committing extortion, coercion, blackmail, or forcing an individual to act involuntarily through the threat of force or by simple intimidation
11. Committing any law violations
12. Using racial, ethnic slurs, or derogatory statements towards students or staff
13. Engaging in inappropriate physical or sexual contact or displays of affection
14. Engaging in behavior that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any sexual contact, including requests for sexual favors or sexually oriented humor
15. Possessing or using matches, lighters, tobacco products, illegal or controlled substances, paraphernalia, or alcohol
16. Possessing a knife, gun, explosive component or any object that could be considered a weapon
17. Chewing on non-food items such as pencil/pens or chewing gum or eating food other than during lunch and breakfast
18. Possessing items that are considered contraband

19. Possessing a paging device or cellular phone
20. Behaving in a manner that disrupts the classroom, the office, or the educational process
21. Violating dress code and grooming standards
22. Hazing, secret societies, or gangs
23. Physical contact with other students

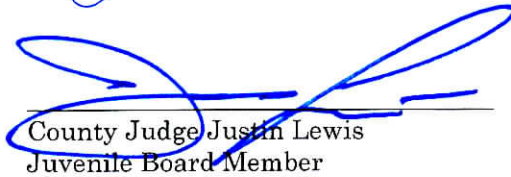
JUVENILE BOARD APPROVAL

All above stated policies will go into effect upon the approval of the Juvenile Board of Hill County. Amendments and updates may be allowed with approval of the Juvenile Board.

The foregoing resolution was lawfully moved by Judge Lewis  
Seconded by Crain, and adopted by the Juvenile Board by a vote of three members for the motion.

  
\_\_\_\_\_  
District Judge A. Lee Harris  
Juvenile Board Chairman

7 Aug 2019  
\_\_\_\_\_  
Date signed

  
\_\_\_\_\_  
County Judge Justin Lewis  
Juvenile Board Member

8-7-2019  
\_\_\_\_\_  
Date signed

  
\_\_\_\_\_  
County Court At Law Judge Matt Crain  
Juvenile Board Member

8-7-2019  
\_\_\_\_\_  
Date signed