Collin County JJAEP

Juvenile Justice Alternative Education Program

2026-2027

Student Code of Conduct Handbook

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

School Hours 7:15 a.m. – 2:40 p.m.

Monday – Friday

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

Revised 2026

TABLE OF CONTENTS

Welcome	Page 3
Program Contacts	Page 4
Mission	Page 5
Purpose and Admission	Page 5
Terms of the Expulsion	Page 5
Transportation	Page 5
Attendance and Absences	Page 6
Medical	Page 7
Campus Safety, Searches, and Prohibited Items	Page 9
Physical Restraint Policy	Page 10
Emergency Procedures and Weather Closures	Page 11
Meals and Lunch Procedures	Page 11
Dress Code and Personal Appearance	Page 12
Campus Access, Trespassing, and Student Movement	Page 13
Student Behavior and Discipline	Page 13
Behavior Management and Student Recognition	Page 15
Grade Reports and Academic Ethics Policy	Page 16
Student Rights and Prohibited Discipline	Page 17
Suspensions	Page 18
Technology	Page 18
Campus Safety, Security, and Daily Procedures	Page 18
Counseling and Student Support Services	Page 20
Student Complaint and Grievance Procedure	Page 20
Zero Tolerance Sexual Harassment/Sexual Abuse Policy	Page 21
Campus Safety and Zero Tolerance Policy	Page 22
Community Service	Page 22
Research Studies and Experimentation Policy	Page 22
Standardized Testing Protocols	Page 23
Student Responsibilities and Expectations	Page 23
Parent/Guardian Responsibilities	Page 24
Completion of Program and Transition Planning	Page 24
Appendix: Behavior Point Sheet	Pages 26 and 27
Appendix: Student Calendar	Page 28
Gator Pledge	Page 29
Appendix: School Calendar Dates (Text Version)	Page 30

Welcome to the Juvenile Justice Alternative Education Program (JJAEP)

Dear Student and Parent/Guardian,

Welcome to the Juvenile Justice Alternative Education Program (JJAEP). We are committed to providing a safe, structured, and supportive learning environment where students have the opportunity to grow academically, behaviorally, socially, and personally.

At JJAEP, we believe student success is built through partnership. We work closely with parents, guardians, school districts, and community partners to provide students with the structure, support, and accountability needed to make positive choices and prepare for a successful future. Open communication and collaboration are essential to helping every student succeed during their placement and transition back to their home campus or next educational setting.

This Student Code of Conduct Handbook outlines the expectations, policies, procedures, and behavioral standards that help create a safe, respectful, and productive learning environment. Every student is expected to demonstrate respect, take responsibility for their actions, and contribute positively to the campus community. Parents and guardians play an important role in reinforcing these expectations and supporting their student's progress throughout the program.

In addition to maintaining high expectations, JJAEP recognizes and celebrates student success. Students who consistently demonstrate positive behavior, regular attendance, academic effort, and respect for program expectations will have opportunities to earn recognition and incentives. Incentives encourage students to set goals, make responsible decisions, and take pride in their accomplishments while enrolled at JJAEP.

Our goal is to help every student leave JJAEP better prepared for success than when they arrived. We are committed to providing the guidance, resources, and encouragement needed to help students build confidence, strengthen decision-making skills, and achieve meaningful progress.

Please take time to review this handbook carefully. Understanding the expectations, policies, and available supports will help create a successful experience for both students and families. If you have questions about any information contained in this handbook, please contact a member of the JJAEP staff. We look forward to working together to support your student's success.

Sincerely,

LaShunia Jones

JJAEP Coordinator

Juvenile Justice Alternative Education Program Contacts:

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Front Office/ Attendance Clerk	Maria Sanchez	972-548-6458	msanchez@mckinneyisd.net
Special Education	Samantha Greiner	972-548-6418	sgreiner@mckinneyisd.net
Supervision Officer **Males A – H** **Blue Folder**	Jason Pettit	972-548-6483	jpettit@co.collin.tx.us
Supervision Officer **Males I – Q** **Green Folder**	Royland Woods	972-548-5645	rwoods@co.collin.tx.us
Supervision Officer **Males R – Z** **Red Folder**	Jason Walker	972-548-5649	jwalker@co.collin.tx.us
Supervision Officer **Females 6th – 9th** **Orange Folder**	Gennetta Baird	972-548-6459	gbaird@co.collin.tx.us
Supervision Officer **Females 10th – 12th** **Purple Folder**	Porche Farmer	972-548-5614	pfarmer@co.collin.tx.us
School Resource Officer			

Mission

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

Purpose and Admission

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

Terms of the Expulsion

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

Transportation

District Transportation and Parent Responsibilities
Transportation to and from JJAEP is determined by each student's home school district. Parents or guardians should contact their home school district to determine whether transportation is available.

If transportation is provided by the home school district, parents or guardians are responsible for contacting the district's transportation department to obtain pick-up and drop-off times and to review the district's transportation policies and procedures.

Transportation is a privilege. Students are expected to follow all bus rules and behave appropriately at bus stops and while riding the bus. Misconduct or disruption may result in suspension or loss of transportation privileges, in accordance with the home school district's policies. Some school districts also require advance notice when a student will not need scheduled transportation. Failure to notify the district when required may result in suspension or termination of transportation services.

If a student's home school district does not provide transportation, or if the student does not use the transportation provided, the parent or guardian is responsible for providing transportation to and from JJAEP. Students should be dropped off at the JJAEP entrance by 7:15 a.m. and picked up promptly at 2:40 p.m.

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

Parent Pick-Up and Transportation Changes
Students who do not ride the bus must have transportation arrangements made before arriving at school. JJAEP staff are not responsible for arranging student transportation. Parents or guardians must notify JJAEP staff of any changes to a student's transportation plan no later than 2:00 p.m. on the day of dismissal. If no changes have been communicated by 2:00 p.m., the student will be dismissed using their regular transportation arrangement. For example, a student who normally rides the bus to school will be expected to ride the bus home.

Students who are picked up from JJAEP may only be released to a parent, guardian, or another individual authorized in advance by the parent or guardian. Authorized individuals must be at least 18 years of age and present a valid government-issued photo ID before a student will be released.

School District Transportation Contacts:

ALLEN ISD	Not available
ANNA ISD	Not available
BLUE RIDGE ISD	Not available
CELINA ISD	Not available
COMMUNITY ISD	Not available
FARMERSVILLE ISD	Not available
FRISCO ISD	469-633-6155
LOVEJOY	Not available
MCKINNEY ISD	972-542-8316
MELISSA ISD	Not available
PLANO ISD	(469)752-0798
PRINCETON ISD	469-952-5400
PROSPER ISD	Determined on a case-by-case basis
ROYSE CITY ISD	972-636-9732
WYLIE ISD	972-429-2305

JJAEP staff will not arrange non-district transportation.

Attendance and Absences

Compulsory Attendance Requirements
Under Texas law, children between the ages of 6 and 19 are required to attend school each instructional day unless they are legally exempt or have an excused absence. Students enrolled at JJAEP are expected to attend at least 90% of the scheduled instructional days each semester to receive credit, in accordance with state attendance requirements.

Failure to comply with compulsory attendance laws or excessive absences may be reported to the student's probation officer, home school district, and other appropriate agencies, including the District Attorney's Office, as permitted by law.

Attendance Requirements for Course Credit
In accordance with Texas Education Code, a student must attend at least 90% of the instructional days a course is offered and earn a passing grade to receive credit for the course.

Attendance During Expulsion Placement
The student's home school district determines the length of each expulsion assignment to JJAEP. Attendance is required for a day to count toward the student's expulsion placement. If a student is absent, whether the absence is excused or unexcused, the student may not receive attendance credit for that day, and the day may not count toward the completion of the assigned expulsion period.

School Hours and Tardiness
JJAEP Officers supervise students from **7:15 a.m. to 3:00 p.m**. **Students should not be dropped off before 7:15 a.m. or picked up after 3:00 p.m., as staff supervision is not available outside of these hours.** Students arriving after 8:00 a.m. will be marked tardy.

Reporting Student Absences
If a student will be absent, a parent or guardian must notify JJAEP by 10:00 a.m. on the day of the absence.

If a student is absent for three (3) or more consecutive school days due to illness, the student must provide documentation from a doctor or clinic verifying the illness upon returning to JJAEP.

Excused and Unexcused Absences
Excused Absence: An absence or tardy is considered excused when a student provides official documentation verifying they were attending a medical, dental, or court appointment during school hours. Acceptable documentation includes a doctor's note, dentist's note, or court excuse. The documentation must be submitted to the JJAEP administration for verification. A parent or guardian note alone does not qualify as an excused absence.

Unexcused Absence: An absence is considered unexcused when a student is not present for school and does not provide acceptable documentation to verify the reason for the absence. A parent or guardian note or email does not excuse an absence but should be submitted for attendance reporting purposes.

Documentation for Absences
If a student has a scheduled medical appointment, court hearing, probation appointment, or other approved absence, a parent or guardian should notify JJAEP staff no later than the school day before the absence, when possible. Upon returning to JJAEP, the student must submit official documentation verifying the appointment within 24 hours. If a student will be absent for an extended period, a parent or guardian should notify the JJAEP administration as soon as possible. Failure to provide the required documentation within the required timeframe will result in the absence being recorded as unexcused. Students with unexcused absences may not be permitted to make up missed assignments.

Missed Assignments and Make-Up Work
Students are responsible for requesting and completing any assignments missed due to an absence. Make-up work for excused absences will be provided in accordance with campus procedures. Acceptance of make-up work for unexcused absences is at the teacher's discretion.

Attendance Reporting and Truancy
Attendance records will be reported to each student's home school district on a weekly basis. When a student accumulates 10 unexcused absences within a six-month period, JJAEP will notify the student's home school district of the student's truant conduct.

Distance Learning Attendance
If temporary distance or online learning is implemented due to state or district requirements, student attendance will be determined using the following criteria:

- Daily progress in the online learning platform.
- Daily participation through student-teacher interaction.
- Completion and submission of assignments by the established due date and time.

Medical

Student Illness During the School Day
If a student becomes ill during the school day, it is the student's responsibility to notify a JJAEP Officer. The officer will notify JJAEP administration and contact the student's parent or guardian.

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

Medication Administration Procedures
Students are not permitted to possess or carry medication while at JJAEP, except for an inhaler specifically prescribed to the enrolled student. Students must never bring another person's prescription medication. If a student requires medication to be administered during the school day, the following requirements must be followed:

Prescription Medicines:

- Medication must be in the original container/ packaging and labeled with the student's name, the name of medication, dosage, the time to be given, the prescribing physician's name, and phone number.
- The medication will be self-administered by the student in accordance with the physician's or prescribing provider's directions.

Non-prescription medicine:

- The parent/guardian must provide the medicine by completing the over-the-counter medication form provided during the intake process.
- It must be in its original packaging and labeled with the student's name.
- We must have specific written instructions, signed by the parent/guardian, as to when the medicine is to be taken or applied by the student. Please be advised that the student can only take the medication while the staff supervises the ingestion or application of the medication.

All medications will be stored in a designated area of the school, locked at all times. Only JJAEP staff will have access. A medication log will be kept documenting the time, day, medication, amount, staff signature, and student signature.

It is the student's responsibility to request their medication at the scheduled times. JJAEP is not responsible for reminding your student to take their medicine.

Once the student has reached the end of their expulsion, any medication remaining will be released to the parent/guardian with a signature, date, and time of release.

Unauthorized Medication
Any medication found outside of the medication policy as outlined in the Student Code of Conduct will be treated as an illegal drug. The incident will be referred to law enforcement for investigation and any appropriate legal action.

Emergency Medical Treatment
During the enrollment process for the Collin County JJAEP, parents/guardians are informed that if their student severely injures themselves, the Collin County JJAEP administration will call (911) for emergency medical services (EMS). If EMS is called, the Collin County JJAEP administration staff will contact the parent/guardian listed on the intake paperwork and inform them of what happened and what medical facility their student will be transported to. If we cannot reach the parent/guardian, we will call the emergency contact, which should be listed in the intake paperwork. We will repeat these procedures until we can speak with the parent/guardian. Collin County JJAEP administration will accompany medics to the location in which the student is transported until a parent/guardian can get to the hospital. All emergency medical forms must

be kept up to date and include the student's primary healthcare provider, emergency contact information, medication allergies, medical conditions, and any other pertinent health information. Collin County is not responsible for medical costs that may be associated with a student's illness or injury while at the Collin County JJAEP.

New Medical Conditions and Injuries
If a student develops a medical condition or sustains an injury after enrollment, a physician's evaluation will be required, and documentation from a physician must be provided to the JJAEP. Documentation from the healthcare provider must state:

- The nature of the medical condition or injury.
- Any activity restrictions or limitations.
- The expected duration of the restrictions or limitations.
- The date the student is cleared to return to normal activities, if applicable.

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

Prescription Eyeglasses
If your student has been prescribed eyeglasses, please ensure they bring them to JJAEP each school day. Wearing prescribed eyeglasses helps students fully participate in classroom instruction and access instructional materials.

Campus Safety, Searches, and Prohibited Items

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

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

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

Approved Personal Items:

- An approved lunch
- A wallet (without money unless pre-approved by JJAEP staff).
- House keys
- A JJAEP-issued behavior or homework folder
- A jacket or coat. Jackets and coats must remain in the designated search area during the school day and may not be worn in the classroom.
- Feminine hygiene products

Prohibited Items:
Students **may NOT bring money** to the JJAEP unless pre-approved by staff. Any money found on a student will be confiscated and released on the last day of their expulsion. **Cell phones or any other electronic devices are NOT allowed at the JJAEP under any circumstances.** If a student brings any electronic device to the Collin County JJAEP, that device will be confiscated. JJAEP staff will not release until the last day of the expulsion.

Drug-Free, Weapon-Free, and Gang-Free Campus

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

Gang-Free Zone
According to the Texas Education Code Chapter 37 and Sec. 71.028 of the penal code.

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

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

Health Screenings
Health screening procedures will follow current guidance from Collin County, the Texas Department of State Health Services, and other applicable public health authorities.

Physical Restraint Policy

Per the Texas Juvenile Justice Department standards (348.126), all Collin County JJAEP staff are trained and certified in The MANDT System®, which emphasizes relationship-based interactions, prevention, de-escalation, and the use of the least restrictive intervention necessary to maintain safety.

Physical contact and restraint shall ONLY be used in instances of:
- Threat of imminent self-injury
- Injury to others
- Serious property damage

Physical restraint shall only be used as a last resort. Only the amount of force and type of restraint necessary to control the situation shall be used. Restraints shall be implemented in such a way as to protect the health and safety of the student and others. Restraints shall be terminated as soon as the student's behavior indicates de-escalation of the threat of imminent self-injury, injury to others, or serious property damage.

In accordance with TJJD 348.128, restraints employing a technique listed below are strictly prohibited:
- Restraints used for punishment, discipline, retaliation, harassment, compliance, or intimidation
- Restraints that deprive the student of basic human necessities including restroom privileges, water, food and clothing;
- Restraints that are intended to inflict pain
- Restraints that put a student face down with sustained or excessive pressure on the back or chest cavity;
- Restraints that put a student face down with pressure on the neck or head
- Restraints that obstruct the airway or impair the breathing of the student
- Restraints that restrict the student's ability to communicate
- Restraints that obstruct the view of the student's face

- Any technique that does not require the monitoring of the student's respiration and other signs of physical distress during the restraint; and
- Percussive or electrical shocking devices

Under no circumstances will physical force be utilized or imposed on a Student for the purposes of punishment, intimidation, or discipline. Juveniles are strictly prohibited from assisting staff in the discipline or physical restraint of other Students. Students may assist staff by calling out for assistance when or if directed to do so by staff.

Emergency Procedures and Weather Closures

Emergency Drills
Students, teachers, and JJAEP staff will participate in regularly scheduled emergency drills, including fire, severe weather, lockdown, and other safety drills as required by law or policy. During all emergency drills, students are expected to follow staff directions promptly, quietly, and in an orderly manner. Emergency evacuation routes are posted throughout the JJAEP facility.

Hazardous Weather Procedures
If Collin County experiences hazardous weather, JJAEP operations will follow the guidance below:

- If McKinney ISD is closed or operating on a delayed schedule, JJAEP will also be closed or operate on the same delay.
- If Collin County government offices are closed or operating on a delayed schedule, JJAEP will follow the same closure or delay. Delay information will be posted on the Collin County website.
- Parents and guardians should also monitor announcements from their student's home school district. Students who receive district-provided transportation should contact their home school district's transportation department for updated bus schedules during weather-related delays.

Meals and Lunch Procedures

School-Provided and Home Lunches
Collin County JJAEP provides one free lunch each school day to any student who requests one. Students requesting a school-provided lunch must indicate their request on the daily sign-in sheet each morning. Typical lunch options include two sandwiches, fruit, and juice, milk, or water.

Students may also bring a lunch from home. Home lunches must meet the following requirements:

- Sandwiches or other foods that do not require heating
- Chips
- Fresh fruit or vegetables
- Granola bars (no chocolate)
- One unopened, factory-sealed beverage (no glass containers, energy drinks, alcoholic beverages, or CBD products)
- No metal silverware or reusable food containers
- No candy, desserts, or other sweets

Home lunches must be packed in a **clear one-gallon resealable plastic bag** labeled with the student's name. **Plastic grocery bags/ retail checkout bags are not permitted.** All lunches are subject to inspection upon arrival. Any unapproved food items or previously opened beverages will be discarded.

Lunch Behavior Expectations
Students are expected to remain seated in their assigned seats during lunch. **Sharing food or beverages with other students is prohibited.** Any uneaten food remaining at the end of the lunch period must be discarded.

Dress Code and Personal Appearance

Students must be in compliance with the JJAEP Dress Code upon arrival on campus. The dress code is strictly enforced.

Required Student Uniform:

- White shirt with collar (short-sleeved or long-sleeved)
- A white or black undershirt is allowed (short or long-sleeved)
- Khaki/ tan dress pants
- Brown or black belt
- White or black shoes with white or black laces (no other colors allowed)
- White or black socks
- Black or white headbands only

Dress Code Appearance Standards:

- Shirts must be tucked in
- Pants must be worn at the waist and secured with a belt. Sagging is prohibited.
- Pants must fit properly, not too tight or baggy
- No wigs, sunglasses, hats, or baseball caps are permitted
- Students shall not wear clothing with rips or holes
- No shorts, skirts, cargo pants, capris, skinny jeans, joggers, leggings
- No layering of clothes (one pair of socks; no shorts/pants/tights are allowed under pants or layering of bras)
- Pants are not to be tucked in shoes/socks or rolled up
- No jewelry is allowed at any time (rings, watches, bracelets, body piercings, earrings, spacers, necklaces, etc.)

Grooming Standards

- Students are responsible for maintaining their uniform to be neat, clean, and free from odors and stains; this includes not only washing and drying but ironing as necessary.
- Hair shall be clean, neatly groomed, be a natural color, and not interfere with the student's vision
- Long hair must be put in a ponytail or braid and out of the student's face at all times
- Unnatural colored contacts are prohibited
- Fingernails shall be plain and trimmed (no nail polish, acrylic nails, or underlays)
- Lipstick, gloss, and lip balm are prohibited
- Notching or shaving of eyebrows is prohibited
- Visible passion marks are considered disruptive and are prohibited

Dress Code Enforcement

Clothing, hairstyles, or personal appearance that is not within the uniform dress code, substantially disrupts the educational environment, or interferes with safety are prohibited. The final determination for appropriateness and compliance with the Dress Code will be at the discretion of JJAEP administration.

Failure to comply with this dress code policy will result in disciplinary actions, including but not limited to a loss of points, parent requirement to bring appropriate dress code items, I.S.S., suspension, or wearing juvenile detention attire or shoes for the day. Multiple dress code violations may result in further disciplinary action.

Tattoos

All existing tattoos must be covered while on campus (with clothing or other appropriate covering). Students are expected to arrive at school with all visible tattoos already covered. Failure to keep tattoos covered will result in a dress code violation. Upon enrollment, all visible tattoos may be photographed and stored in the Juvenile Probation database. These photographs may be used to identify possible gang affiliation or for other

identification purposes. If a student receives a new tattoo while enrolled at JJAEP, the new tattoo may also be photographed and documented.

Campus Access, Trespassing, and Student Movement

Criminal Trespass. (a) A person commits an offense if the person enters or remains on or in property of another, including residential land, agricultural land, a recreational vehicle park, a building, or an aircraft or other vehicle, without effective consent and the person:
(1) Had notice that the entry was forbidden; or
(2) Received notice to depart but failed to do so

(b) For purposes of this section:
(1) "Entry" means the intrusion of the entire body
(2) "Notice" means:

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

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

Trespass Notification
Students who are expelled from their home campus to the JJAEP are **not permitted to attend *any* school-related events sponsored by their home campus.** A student who enters school property may be subject to criminal trespass charges under Texas law.

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

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

Closed Campus
Collin County JJAEP operates as a closed campus. This means that a student may not leave unless he or she has received authorization and has been signed out according to established procedures. Students 18 years of age may not sign themselves out for any reason, unless permitted by administration.

Student Confidentiality
Collin County JJAEP operates under confidentiality, and at no time should a student be represented to the public without the written consent or acknowledgment of the parent/guardian.

Student Behavior and Discipline

Student Conduct Expectations
Students are responsible for their behavior. The teachers are there to provide a proper education in preparation for the future. Collin County JJAEP probation/ supervision officers are present to ensure every

student abides by the policies and procedures of the Collin County JJAEP, and any court-ordered school-related conditions of release, if applicable. Students are responsible for following all rules, procedures, schedules, and directions from staff while at the JJAEP. Students will show respect through words and actions for others and themselves. Staff and visitors will be addressed as **"Mr.," "Ms.," or "Officer" and their name at all times.**

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

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

Behavior Levels and Disciplinary Responses
To maintain a safe, structured, and respectful learning environment, student misconduct is organized into behavior levels based on the severity of the offense. Staff will consider the nature of the behavior, the student's disciplinary history, the frequency of the misconduct, and any mitigating circumstances when determining an appropriate response. The disciplinary responses listed for each level are examples and are not intended to limit the JJAEP's authority to impose additional or more restrictive consequences when warranted to maintain safety and order.

Level I: Minor Classroom and Procedural Infractions
These behaviors typically disrupt learning or fail to meet expectations. They are generally handled by the classroom teacher or JJAEP staff.

- Out of dress code
- Failure to walk in a single-file line on the right side of the hallway or keep hands behind back
- Not in possession of behavior folder
- Failure to have a hall pass or permission from staff to be in the hallway
- Talking without permission
- Out of seat without permission
- Interfering with or interrupting conversations not directed toward you
- Drawing or note writing during instruction
- Sleeping, propping head down, not working, or being off task
- Gum or food in the classroom or outside the designated lunch area; sharing food or drinks

Possible Consequences

- Verbal warning
- Redirection
- Loss of points
- Seat change
- Parent or guardian notification
- Behavior reflection
- Restorative conversation

Level II: Repeated Noncompliance and Moderate Misconduct
These behaviors interfere with instruction, demonstrate repeated noncompliance, or violate school expectations after prior interventions.

- Failure to follow verbal directions from staff
- Disrespectful, abusive, or insubordinate behavior toward staff or students
- Profanity or inappropriate conversations
- Running or horseplay
- Cheating
- Throwing objects in a manner that disrupts instruction

- Removing assignments, books, folders, or other classroom materials without permission
- Touching students or staff in a non-aggressive manner
- Unauthorized or inappropriate use of school technology, including accessing prohibited websites, using devices without permission, or attempting to bypass security settings
- Providing false information, attempting to deceive staff, or evading program rules

Possible Consequences

- Parent or guardian contact
- Probation Officer notification
- Loss of privileges
- In-School Suspension (ISS)
- Behavior contract
- Repeat unsuccessful expulsion day

Level III: Major Misconduct

These behaviors threaten safety, damage property, or involve dishonest or criminal conduct. Administrative intervention is required.

- Destroying property
- Stealing
- Throwing objects with intent to harm or in a manner that creates a safety risk
- Physical contact that is aggressive, threatening, or intended to intimidate

Possible Consequences

- Immediate administrative referral
- Parent or guardian conference
- Probation Officer notification
- Off-Campus Suspension
- District notification
- Restitution for damaged property, when applicable
- Repeat unsuccessful expulsion day
- Other disciplinary action as permitted by law and the student's sending district

Progressive Discipline

Disciplinary consequences will be determined based on the severity, frequency, and circumstances of the behavior. Repeated Level I behaviors may be elevated to a Level II offense. Repeated Level II behaviors or serious misconduct may result in a Level III disciplinary response.

Behavior Management and Student Recognition

Behavior Management System

The JJAEP Behavior Management System promotes positive behavior, personal responsibility, and accountability. Students earn behavior points throughout the school day based on their behavior, participation, and compliance with program expectations. Points determine eligibility for incentives and provide a consistent way to communicate student progress with parents or guardians, the home school district, and probation officers (when applicable).

Positive Reinforcement and Student Incentives

Students who consistently demonstrate positive behavior, satisfactory attendance, academic participation, and compliance with program expectations may earn incentives and special privileges. Incentives are designed to encourage students to develop responsibility, accountability, and positive decision-making. Examples of incentives include:

- Snack Shack Pass
- Dress Code Pass (one-day pass)
- Ongoing Modified Dress Code Privilege (earned through consistent positive behavior)
- Participation in special lunch celebrations or movie activities, when scheduled

- Participation in field trips or enrichment activities, when approved
- Letters of achievement sent to parents or guardians, probation officers, and the sending school district
- Recognition on the JJAEP Achievement Board
- Other incentives or recognition opportunities approved by JJAEP administration

Incentives are earned through consistent positive behavior, satisfactory attendance, academic participation, and compliance with the expectations outlined in this Student Code of Conduct. Students who fail to maintain program expectations may lose earned privileges or become ineligible for incentive activities until positive behavior has been consistently demonstrated.

Behavior Folder and Daily Point System
Each student is assigned to a JJAEP Officer group and is responsible for carrying a color-coded behavior folder throughout the school day. The folder contains the student's class schedule, school rules, and daily Behavior Point Sheet. Students earn points during each class period, break, and lunch based on their behavior, participation, and adherence to program expectations.

Point System Scoring:

- 0 = Off-task / non-compliant
- 1 = Some reminders needed to follow school rules or participate appropriately
- 2 = Excellent / On-task / No reminders needed

Behavior Folder Reporting
Behavior Folders and copies of any incident reports will go home every Friday, unless scheduled otherwise due to school closure. Students must have PARENT/GUARDIAN sign the behavior point sheet and students must return it the following Monday:

- **Lost folders**- Students are responsible for maintaining their Behavior Folder. One replacement folder will be issued during a student's placement. If the replacement folder is lost, the student must complete a restorative assignment before another replacement folder is issued.
- **Forgotten / Unsigned Folders** – Student will not receive points for that week.

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

Weekly Progress Reports
A sample Behavior Point Sheet is included in the appendix of this handbook for reference. Each week, students will receive a Behavior Point Sheet that documents their daily point totals, progress notes regarding violations of policies and procedures, praise from teachers and staff, and other comments related to their performance. These reports are intended to help parents and guardians monitor their student's academic progress, behavior, and participation in the program.

Behavior Point Sheets are provided once each week. Parents and guardians may contact JJAEP staff at any time for additional information regarding their student's progress.

Grade Reports and Academic Ethics Policy

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

Academic Integrity and Academic Dishonesty Policy

Collin County JJAEP requires students to conduct themselves honestly and ethically by completing their own work. Academic dishonesty is defined as the use of unauthorized assistance or deceptive practices to complete assignments, tests, projects, or other academic work. Academic Dishonesty is harmful and may violate not only Campus rules, but also local, state, and federal laws, which may result in criminal charges.

Behaviors or actions that are deemed to be Academically Dishonest are as follows:

Offense Category	Actions Deemed as Academically Dishonesty	Disciplinary Actions
Category 1	Plagiarism Talking during an exam or working with another student without teacher permission Copying another student's test, answer sheet, daily assignment, or project Allowing another student to copy your work Turning in another person's work as your own Using unauthorized resources to complete an assignment, test, or project. These resources may be, but are not limited to textbooks, crib/cheat sheets, technology, and/or notes	Student(s) involved will receive a grade of "0" No Make Up work will be accepted in place of the assignment Teacher will report the incident to the student's assigned Supervision Officer Teacher will document the violation in the Student's Behavior Folder Student's assigned Supervision Officer will determine further disciplinary action
Category 2	Stealing, selling, purchasing, or distributing an exam, assignment, or project Altering grades in the Gradebook or Behavior Folder Bribery Blackmail	Student(s) involved will receive a grade of "0" No Make Up work will be accepted in place of the assignment Teacher will report the incident to the student's assigned Supervision Officer Teacher will document the violation in the Student's Behavior Folder 3 day In-School Suspension (ISS) Student's assigned Supervision Officer will determine further disciplinary action

Student Rights and Prohibited Discipline

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

- Corporal punishment, physical abuse, humiliating punishment, or hazing
- Physical training
- Deprivation of food and water

- A student imposing discipline or consequences on another student
- Use of a locked room for disciplinary removals
- The use of electronic monitoring equipment as a substitute for continuous visual supervision
- Expulsion from JJAEP

Suspensions

Under Texas law, students placed at the Collin County JJAEP cannot be expelled from the program. However, students may be assigned **In-School Suspension (ISS)** or **Suspension** off campus or for violations of the Student Code of Conduct.

In-School Suspension (ISS)
Students may also be assigned In-School Suspension (ISS) for violations of the Student Code of Conduct. When a student is assigned ISS:

- The parent or guardian will receive both a telephone call and written notification explaining the reason for the assignment.
- The length of the ISS assignment will be determined by Collin County JJAEP administration based on the nature and severity of the violation.

Suspension Off-Campus
A student may be assigned Suspension off campus based on the nature and severity of a Student Code of Conduct violation, including repeated disciplinary referrals, behavioral incidents, or failure to comply with staff directives. During an OSS assignment:

- The student will be provided with coursework to complete for full academic credit.
- The student's assigned JJAEP Officer will notify the parent or guardian by telephone and provide written notice of the suspension and the reason for the disciplinary action.
- Once notification has been made, the parent or guardian is expected to promptly pick up the student from campus.
- If a parent or guardian is unable to pick up the student immediately, the student will remain in In-School Suspension (ISS) under staff supervision until dismissal or until the parent or guardian arrives.
- The suspension period begins after the parent or guardian has been notified and the student has been removed from the campus.

Technology

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

Campus Safety, Security, and Daily Procedures

To promote a safe, secure, and orderly learning environment, all students are expected to follow the daily procedures outlined in this section. These procedures are designed to support campus safety, maximize instructional time, and ensure the well-being of all students and staff.

General Daily Expectations

- Students must raise their hand and wait for staff to give permission to provide input in class and in the hallways.

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

Morning Arrival

- Upon morning arrival, students will enter through the south entrance.
- Students will not be allowed in the building before 7:15 a.m.
- Students must arrive no later than 8:00 a.m.
- Students must be in full dress code once they enter the building. *Please refer to the dress code in the Student Code of Conduct.*
- Students must sign in on the attendance sheet located in the front waiting area to be counted present. The student's initials and time must be legible.
- If a student brings their lunch, they must place it in the cart to be searched by JJAEP staff located in the front waiting area. Lunch must be in a clear gallon zip lock bag with the student's name on it.

Security Screening

- All students entering the JJAEP will be subjected to a pat-down search and metal detector screening daily by the Collin County JJAEP School Resource Officer and assigned Juvenile Probation Officer of the same gender as the student. Standard pat-down searches are performed at the Collin County JJAEP. Strip searches and anal and genital body cavity searches are prohibited.
- After being searched, students must report to their assigned Homeroom classroom.

Hallway Procedures

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

Classroom Procedures

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

Bathroom Procedures

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

Independent Reading

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

Afternoon Dismissal

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

Counseling and Student Support Services

Collin County JJAEP is committed to supporting students' emotional well-being and academic success. Counseling services are available to help students address personal, social, behavioral, and emotional concerns that may impact their success in school.

Students 16 years of age and younger may receive counseling services while enrolled at the JJAEP with parent or guardian consent. A signed consent and release form is required before services can begin. Students 17 years of age and older may be referred to appropriate community resources for counseling services, as they are considered legal adults under applicable consent requirements. Crisis intervention services are available when needed.

Academic Counseling

An academic counselor is also available to assist students during their enrollment at the Collin County JJAEP. The academic counselor is a McKinney ISD staff member who can guide graduation requirements, course credits, academic planning, and other school-related matters to help support each student's successful transition and academic progress.

Student Complaint and Grievance Procedure

Collin County JJAEP encourages students to express concerns in a constructive manner. Students who believe they have been treated unfairly or wish to report a concern may submit a written grievance. The grievance process provides students with an opportunity to have their concerns reviewed in a fair, timely, and respectful manner.

Submitting a Grievance

Grievance forms are located next to the water fountains in "A" Hall. Completed grievance forms will be collected by the JJAEP Coordinator. Upon request, a copy of the submitted grievance will be provided to the student's parent or guardian within two (2) school days.

Review and Appeal Process

The student will receive a written response to the grievance within five (5) school days of its submission. The student grievance procedure provides one level of appeal for all grievances. If the student wishes to appeal the initial decision, the appeal must be submitted no earlier than five (5) school days after the student receives the written response. A written response to the appeal will be provided within ten (10) school days after the appeal is submitted.

Student Expectations

To minimize disruptions to instruction, Grievance forms may not be completed during teacher instruction, lectures, classroom discussions, or other academic activities. Students may complete grievance forms after daily classroom assignments have been completed or at another time designated by JJAEP staff. The grievance process may not disrupt the operation of the educational program.

Protection from Retaliation
Retaliation against a student for submitting a grievance or participating in the grievance process is strictly prohibited.

Zero Tolerance Sexual Harassment/Sexual Abuse Policy

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

TJJD Abuse Hotline: (877) 786-7263
This number is answered 24/7 by a real person.
Staff must allow you to use a facility phone to call this number. This is a free call.

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

ZERO TOLERANCE FOR SEXUAL ABUSE
Sexual contact at the JJAEP between two people is strictly prohibited – period. There is no such thing as a consensual sexual relationship at JJAEP – not between youth – not between staff and youth. JJAEP has zero tolerance for sexual assault or abuse of any student by another student or staff member. Any person who participates in this unlawful act will be referred to law enforcement for prosecution. If you hear a student or staff member talking about inappropriate subject matters of a sexual nature, report this to a program staff or supervisor immediately. As a student, you have the right to confidentiality and will not face reprisals or retaliation for filing or reporting any allegation under the PREA law.

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

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

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

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

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

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

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

Campus Safety and Zero Tolerance Policy

To maintain a safe, secure, and orderly learning environment, the Collin County JJAEP has a zero-tolerance policy for serious violations of the Student Code of Conduct. Behaviors that threaten the safety of students, staff, or the school community will result in immediate administrative action, including notification of parents or guardians, law enforcement, and other appropriate authorities, as required by law.

Zero-tolerance behaviors include, but are not limited to, weapons, illegal drugs, alcohol, engaging in gang activity, sexual abuse, bullying, and violent acts, including, but not limited to, taunting, teasing, bullying, harassment, and any other abusive behavior toward another person. Such conduct may also constitute a violation of the student's court-ordered conditions of probation or conditions of release.

Community Service

Students will have opportunities to give back to the community while earning community service hours, if needed. To participate, students must be passing all classes and maintain at least 90% attendance, as service projects are completed during school hours. Students who need community service hours should notify their assigned JJAEP Officer of the number of hours needed and the deadline for completion.

Research Studies and Experimentation Policy

The Collin County Juvenile Justice Alternative Education Program (JJAEP) is committed to protecting the rights, safety, privacy, and confidentiality of all students. Student participation in research shall be conducted only in accordance with applicable federal law, Texas Juvenile Justice Department (TJJD) standards, and policies established by the Collin County Juvenile Board.

Students enrolled in the Collin County JJAEP shall not participate in any research study that uses an experimental design to test a medical, pharmaceutical, or cosmetic product or procedure. Student participation in any other type of research study is prohibited unless the research study has been approved in writing by the Collin County Juvenile Board or its designated representative.

All approved research studies must comply with policies established by the Collin County Juvenile Board governing authorized research activities, prohibit medically invasive procedures involving students, comply with all applicable federal laws and regulations governing the protection of human subjects and the

confidentiality of participant information, and adhere to all applicable policies of the Collin County Juvenile Board.

If the Collin County Juvenile Board authorizes a board member or staff member to approve research studies on its behalf, the authorization shall be documented in writing. Before an approved research study begins, the study shall be reported to the Texas Juvenile Justice Department (TJJD) in the format prescribed by TJJD. Upon completion of an approved research study, the results shall be made available to the Texas Juvenile Justice Department (TJJD) upon request.

Standardized Testing Protocols

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

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

Student Responsibilities and Expectations

The following expectations apply to all students enrolled at the Collin County JJAEP, including juvenile and adult students:

1. Students must know, understand, and follow the rules, procedures, schedules, and directions provided by staff.
2. Students must treat others with respect and use appropriate language and behavior at all times.
3. Students must take responsibility for their own behavior and avoid becoming involved in the behavior of other students.
4. Students will ignore statements, actions, or comments of other students that may be disruptive or inappropriate. Students will refrain from inappropriate language and other matters deemed inappropriate by the staff or teachers.
5. Students have the responsibility of requesting medical attention from staff whenever needed.
6. Students have the responsibility to remain free from the use of illegal drugs, alcohol, and intoxicating vapors; refrain from the manufacture, sale, or use of dangerous drugs; and submit to a urinalysis (drug test) upon request by probation staff.
7. Students have the responsibility of knowing which personal items are permitted and prohibited on the JJAEP campus.
8. Students have the responsibility to conduct themselves appropriately and not pass, distribute, or exchange items on campus unless authorized by staff.
9. Students have the responsibility to care for all JJAEP, school district, and County property, including computers, books, equipment, and supplies. Students may be held financially responsible and/or face criminal charges for intentionally damaging property.
10. Students have the responsibility of maintaining a neat, clean, and odor-free appearance. Hair must be groomed so the student's eyes remain fully visible.

11. Students will attend all assigned classes and complete all coursework to the best of their ability and in accordance with teacher expectations.
12. Students have the responsibility of requesting missing work from their teachers when absent.
13. Students will refrain from drawing or marking on desks, clothing, books, folders, homework assignments, or other property unless authorized by a teacher. Drawing is only allowed with teacher permission.
14. Students have the responsibility to either bring a lunch or request a school-provided lunch upon arrival by indicating the request on the attendance sheet.
15. Students are responsible for taking home the weekly Behavior Folder, obtaining a parent or guardian signature, and returning it to the JJAEP on the next school day.

Parent/Guardian Responsibilities

Parents and guardians are expected to support their student's success by fulfilling the following responsibilities:

1. Provide transportation to and from school if transportation is not provided by the student's home school district.
2. Ensure their student arrives at school on time and in compliance with the JJAEP dress code.
3. Notify JJAEP administration promptly of any changes to home address, telephone number, or other contact information.
4. Inform JJAEP staff of individuals who are authorized or not authorized to pick up their student.
5. Review and sign the student's weekly Behavior Point Sheet and Behavior Folder.
6. Attend scheduled school meetings, conferences, and other required functions.
7. Provide documentation for medical appointments, court appearances, attorney appointments, or other absences when applicable.
8. Complete and sign all required forms and documents required by the JJAEP staff.

Completion of Program and Transition Planning

The Collin County JJAEP is committed to supporting a successful transition for students returning to their home campus. In accordance with Texas House Bill 2184 and applicable provisions of the Texas Education Code, JJAEP will collaborate with the student's parent or guardian, home school district, and other appropriate personnel to promote a smooth transition and continued academic success.

As soon as practicable after the JJAEP determines a student's anticipated release date, the JJAEP Administrator or designee will provide written notice of the release date to the student's parent or guardian and the administrator of the student's sending campus. At the time of notification, the JJAEP will also provide the receiving campus administrator with:

- An assessment or summary of the student's academic growth while enrolled in the JJAEP; and
- The results of any academic assessment instruments administered during the student's placement, when applicable.

Within five (5) instructional days after the student's release from the JJAEP, the receiving campus is responsible for coordinating the student's transition back to the regular educational setting. The transition process should include input and recommendations from appropriate school personnel, including, as applicable: school counselors, school district peace officers, school resource officers, licensed clinical social workers, campus behavior coordinators, classroom teachers responsible for implementing the student's transition plan, and other appropriate district personnel.

The receiving campus will develop a personalized transition plan to support the student's successful return to school. The plan should identify the educational placement and support services most appropriate for the student's individual needs. The transition plan may include:

- Academic support and intervention strategies;
- Behavioral support and behavior management recommendations;

- Counseling services;
- College, career, and postsecondary planning support;
- Information regarding available mental health services provided by the school district or community agencies;
- Information for parents regarding the process for requesting a Full Individual and Initial Evaluation (FIIE) for special education services, when appropriate; and
- Ongoing monitoring of the student's academic, behavioral, and attendance progress.

When practicable, the receiving campus administrator or designee should meet with the student's parent or guardian before or shortly after the student's return to discuss the transition plan, available support services, and strategies to promote a successful reintegration into the school environment.

Appendix: Example Student Behavior Point Sheet

Student: **Week:**

0 = Off-Task / Non-Compliant **1** = Some Reminders Needed **2** = Excellent / On-Task

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

Daily Points Earned:	/ 25	/ 25	/ 25	/ 25	/ 25
Success Day (18+ Points)	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Total Successful Days Earned: ____	
100-124 Points =	**Snack Shack Pass**
125 Points =	**Clothing Pass**

Date / Period:	**Comments:**

Failure to return this sheet with parent/ guardian signature on Monday will result in loss of earned points

PARENT / GUARDIAN SIGNATURE: _____

Student: **Week:**

Date / Period:	Comments:

PARENT / GUARDIAN SIGNATURE: _____

Failure to return this sheet with parent/ guardian signature on Monday will result in loss of earned points

Collin County JJAEP 2026 - 2027 School Calendar

JULY 2026						
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

AUGUST 2026						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	{13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

SEPTEMBER 2026						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

OCTOBER 2026						
S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

NOVEMBER 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

DECEMBER 2026						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

JANUARY 2027						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

FEBRUARY 2027						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6
7	8	9	10	11	12	13

MARCH 2027						
S	M	T	W	T	F	S
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

APRIL 2027						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

MAY 2027						
S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27}	28	29
30	31	1	2	3	4	5

JUNE 2027						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Important Dates

August 13	First Day of School
September 7	Labor Day
October 12-13	Fall Break
November 23-27	Thanksgiving
Dec. 21 - Jan. 1	Winter Break
January 18	MLK Day
March 15-19	Spring Break
March 26	Holiday

172 Instructional Days: 82 days in the 1st semester and 90 days in the 2nd semester.

Calendar Key

- Holiday
- Staff Development / Teacher Work Day - Student Holiday
- * Indicates Teacher Exchange Day
- Nine Weeks Begin / End
- Bad Weather Day

Phone: 972-548-6458
4690 Community Avenue, McKinney, TX 75071
https://www.collincountytx.gov/Courts/Juvenile-Probation/juvenile-justice-alternative-education-program

School Hours: 7:15 - 2:40

GATOR PLEDGE

AS A JJAEP GATOR, I PLEDGE:

To act with INTEGRITY and pursue academic excellence

To RESPECT differences in people, ideas, and opinions

To accept my RESPONSIBILITY as a student and as a citizen

BECAUSE I TAKE PRIDE IN MYSELF, I WILL UPHOLD THE HONOR CODE AND ENCOURAGE OTHERS TO FOLLOW MY EXAMPLE



Appendix: School Calendar Dates (Text Version)

This page lists in text the dates that are marked by color or by symbol on the 2026–2027 School Calendar (page 28).

Braces { } on the calendar mark the beginning and end of the school year: the first day of school is Thursday, August 13, 2026, and the last day of school is Thursday, May 27, 2027.

Holidays

- Monday, September 7, 2026 – Labor Day
- Monday–Tuesday, October 12–13, 2026 – Fall Break
- Monday–Friday, November 23–27, 2026 – Thanksgiving
- Monday, December 21, 2026 – Friday, January 1, 2027 – Winter Break
- Monday, January 18, 2027 – MLK Day
- Monday–Friday, March 15–19, 2027 – Spring Break
- Friday, March 26, 2027 – Holiday
- Monday, May 31, 2027 – Holiday

Staff Development / Teacher Work Days (Student Holidays)

- Tuesday–Friday, August 4–7, 2026
- Monday–Wednesday, August 10–12, 2026
- Monday, September 28, 2026
- Monday, October 26, 2026
- Monday, January 4, 2027
- Monday, February 1, 2027
- Monday–Tuesday, February 15–16, 2027
- Friday, April 16, 2027
- Friday, May 28, 2027

Nine Weeks Begin / End

- Thursday, August 13, 2026 (first day of school)
- Friday, October 9, 2026
- Wednesday, October 14, 2026
- Friday, December 18, 2026
- Tuesday, January 5, 2027
- Friday, March 12, 2027
- Monday, March 22, 2027
- Thursday, May 27, 2027 (last day of school)

Bad Weather Days

- Monday, April 5, 2027
- Monday, April 19, 2027