



**Parker County Juvenile Justice  
Alternative Education Program**

Serving school districts located in Aledo, Azle, Brock, Garner, Millsap,  
Peaster, Poolville, Springtown, and Weatherford.

**Student Handbook &  
Code of Conduct**

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**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.**

**Forward**

The Parker County Juvenile Board annually adopts the student code of conduct and has outlined the board's responsibilities concerning the establishment and operation of the Parker County Juvenile Justice Alternative Education Program (PATHWAYS ACADEMY) through a Memorandum of Understanding with the school districts in Parker County.

Section 37.001 of the Texas Education Code requires each school district to adopt a student code of conduct. Likewise, Section 37.011 (c) requires a Juvenile Justice Alternative Education Program to annually adopt a student code of conduct. Should there be any discrepancy or need for interpretation, such authority must rest with the governing board of the PATHWAYS ACADEMY, which is the Parker County Juvenile Board or its designee.

**Mission**

The mission of Parker County Juvenile Justice Alternative Education Program (PATHWAYS ACADEMY) is to provide a high-quality educational experience that prepares every student to complete high school, enter the workforce or further their education by promoting public safety through individualized rehabilitation, connection, accountability, restorative justice and an improved sense of self.

**Vision**

Guided by our relationships. Tested by our choices. Committed to the pursuit of new PATHWAYS!

**Goal**

It is the goal of the PATHWAYS ACADEMY to improve educational performance, reduce delinquency, increase offender accountability, and rehabilitate offenders through a comprehensive, coordinated, community-based juvenile services system.

## I. GENERAL PROVISIONS

### **ATTENDANCE**

Students are required to attend school on a daily basis. It is the responsibility of the parent/guardian to assist the student in arriving to school on time each day, arranging for timely pick-up each day, and communicating with the PATHWAYS ACADEMY regarding absences and tardies. Attendance will be taken each day and reported to the student's home district and probation officer (if applicable).

**School begins 7:30 a.m. and dismisses at 3:00 p.m.** Students are required to arrive no earlier than 7:15 a.m. and be picked up no later than 3:30 p.m. each day. Students will be subject to a loss of points if they arrive late (after 8:00 a.m.) or leave early (before 3:00 p.m.) without an acceptable excuse. **Three (3) or more unexcused tardies may result in an unsuccessful day.** Students in attendance less than four (4) academic hours will be counted absent.

Students may be excused for temporary absence for the following reasons:

- Documented health appointment;
- Documented court proceeding;
- Death in immediate family;
- Established religious holy days; or
- Any other reason determined acceptable by the Program Administrator.

**No more than three (3) days of illness (consecutive or on separate occasions) will be excused with a parent note.** Any absence over three (3) days will require a doctor's note to be excused except for Covid-19. Any Covid-19 illness will require a positive test or will require a doctor's note to be excused.

The parent/guardian or student must notify the office by calling no later than 8:30 a.m. on any day the student is expected to be absent or tardy. Failure to call may result in an unexcused absence or tardy. Students must provide a written note upon returning to school after any absence. Failure to provide a written note may result in an unexcused absence. **IMPORTANT: Both a phone call and a written note are required prior to any absence being considered excused.**

**PATHWAYS ACADEMY does not have a nurse on staff, therefore, should a student become ill during the school day, the parent will be notified to come pick their child up.**

Students are required to sign-in and sign-out each day. Students will only be released to a parent/guardian or other authorized person who will be required to sign for the student upon pick-up. Students are not allowed to leave campus at any time without first obtaining permission from a staff member.

Truant conduct is defined as a student being absent (without excuse) on 10 or more days or parts of days within a six-month period in the same school year.

Any student's failure or refusal to comply with the attendance requirements will result in disciplinary action as set forth in the student code of conduct and/or charges being filed on the student for Truant Conduct and/or the parent/guardian for Parent Contributing to Non-Attendance.

### **TRANSPORTATION AND STUDENT PARKING**

Transportation of students to and from the PATHWAYS ACADEMY must be the responsibility of the student and his/her parent/guardian. Transportation for identified special education students will be determined by the student's home district. Written permission from the parent/guardian is required for a student to walk or ride his/her bicycle home or ride with another student or parent/guardian.

Written permission must be on file with PATHWAYS ACADEMY if a parent is wanting their student to be picked up by a rideshare service such as Uber/Lyft or Public Transit Services. Parents will be fully responsible for the scheduling and payment of the service and for notifying PATHWAYS ACADEMY staff when a student will be using those services.

Students who are lawfully licensed may be permitted to drive to the PATHWAYS ACADEMY according to the following guidelines:

- Provide a valid driver's license and proof of liability insurance;
- Register vehicle with the PATHWAYS ACADEMY;
- Park vehicle in designated parking lot/area;
- Turn key(s) into a PATHWAYS ACADEMY staff member upon arrival each day;
- Do not place or keep any illegal or prohibited articles or materials in vehicle while on school property;
- Do not loiter in vehicle before or after school; and
- Do not transport passengers to or from the PATHWAYS ACADEMY without prior approval of the Program Administrator.

Students are fully responsible for the security and contents of vehicles driven or parked on school/county property. The PATHWAYS ACADEMY has the right to search a vehicle driven to school by a student and parked on school/county property.

\*\*Since there is no expectation of privacy in the JJAEP setting, searches of people or vehicles may be conducted as a matter of routine or at random.

Any student's failure or refusal to comply with the transportation and/or student parking requirements will result in disciplinary action as set forth in the student code of conduct and/or the restriction of the student's driving privilege to and from the PATHWAYS ACADEMY.

## **DRESS CODE**

The following dress code (including uniform and grooming requirements) has been established by the PATHWAYS ACADEMY in order to provide a safe and healthy school environment, to instill discipline, and to promote a positive learning experience for all students.

### **Uniform**

- Solid white shirt (long or short sleeve; no writing);
- Khaki/Tan pants (full length; no cargo, carpenter, or utility pants/pockets; and
- Mostly white, black or gray athletic type shoes (no clogs, sandals or boots).

### **Uniform Restrictions**

- Shirt must be of appropriate size. Undershirts are permitted, but must also be solid white.
- Pants must be of appropriate size and worn properly at all times. No shorts, leggings or pants underneath pants will be permitted.
- Appropriate undergarments must be worn at all times, but must not be visible.
- Shoes must be worn at all times.
- Solid black or brown belt is optional(no large or decorated belt buckles)
- Clothing must be free of holes or tears.
- Students must be in uniform at all times while on PATHWAYS ACADEMY campus.
- During cold or inclement weather, students may wear appropriate outerwear (jacket, coat, "hoodie", toboggan). All outerwear must be removed upon entering the campus, will be subject to search, and must be kept in designated area.

### **Grooming**

Every student is expected to present him/herself in a clean, well-groomed manner. The following will not be permitted to be worn or displayed by any student:

- Un-natural hair colors
- Ungroomed facial hair
- Hair accessories; except elastics
- Special effects/colored eyewear/contact lenses, or mouthpieces ("grills")
- Jewelry or piercings
- Temporary body markings (drawings, markings, burns, etc.)
- Offensive body markings (tattoos, hickies, etc.)
  - Offensive markings may include, but are not limited to; violence, drugs/alcohol, nudity, racist or discriminatory images.
- Students will provide their own bandages to cover offensive body markings.

Any deviations from the uniform or grooming requirements must have prior approval from the Program Administrator. Any student who reports to school with a newly visible tattoo and/or hickey after his/her initial enrollment will be subject to the loss of program days as determined by the Program Administrator.

Final decisions regarding acceptable dress code rest with the Program Administrator. Any student's failure or refusal to comply with the dress code, including uniform and/or grooming requirements, will result in disciplinary action as set forth in the student code of conduct.

## **CONTRABAND AND PROHIBITED ITEMS**

Students are not allowed to bring personal item(s) of any kind onto the campus of the PATHWAYS ACADEMY (unless noted otherwise in this handbook or with prior approval of the Program Administrator). Contraband or prohibited items includes, but is not limited to:

- Purses, wallets, or backpacks
- Money (cash or change)
- Paper, pens, pencils (school supplies)
- Food/snacks, drinks, candy, or gum
- Cosmetics, including perfume/cologne
- Any electronic devices, including headphones
- Lighters, matches, cigarettes (including e-cigs), or other tobacco products
- Prescription, over-the-counter, or illegal drugs
- Drug paraphernalia
- Weapons, or items that can be used as weapons

All such items will be confiscated. Illegal items will be turned over to law enforcement. At the discretion of the Program Administrator, all other items may be discarded, returned to the student at the end of the day or upon exit from the program. Possession of contraband or prohibited items by a student will result in disciplinary action as set forth in the student code of conduct.

## **SEARCHES**

All students will be searched by pat-down and/or with the use of an electronic scanning device under the following conditions:

- Upon arrival and prior to entering the classroom each day;
- Upon exiting and re-entering the facility for any reason; and/or
- Any time there is reasonable suspicion that contraband is being concealed.

A metal detector screening may be conducted with a hand-held metal detector by any staff member. Pat-down searches must only be conducted by a staff member, Juvenile Probation Officer, or law enforcement officer of the same sex as the student being searched. The PATHWAYS ACADEMY must not conduct strip searches, anal, or genital body cavity searches. All contraband must be turned over to the Program Administrator.

There is no expectation of privacy in the JJAEP setting, therefore, searches of people or vehicles may be conducted as a matter of routine or at random.

The PATHWAYS ACADEMY may utilize specially trained dogs to alert officials to the current presence of concealed prohibited items (drugs, alcohol, and weapons). The visits will be unannounced and will include a search of vacant classrooms, vacant common areas, parking areas and vehicles. If a dog alerts to a specific location, the area is subject to search by a staff member and/or law enforcement. If a student is found to be in possession of any type of illegal substance or weapon, a referral to law enforcement will be made.

## **PHOTOGRAPHS**

A photograph of each student will be taken upon his/her enrollment into the program and kept in the student's file for identification purposes.

## **MEALS**

Students will be provided breakfast, lunch and snack each day that school is in session. School lunches will be prepared by Aledo ISD and provided at no cost to the student. No outside food or drinks are allowed unless approved by the Director, usually only in the case of documented dietary restrictions. No student will be denied a lunch meal as a sanction or disciplinary measure.

## **MEDICATIONS**

Students who require the administration of medications (prescription or over-the-counter) are subject to the following guidelines:

- A "Request to Dispense Medication" form signed by the parent/guardian must be on file prior to any medication being administered;
- All medication must be delivered to a staff member by the parent/guardian;
- All medication must be in its original container, NOT expired and be properly labeled;
- All medication must be stored in a locked box and located in a secure area inaccessible to students; \*
- Medication will be dispensed by a staff member only;
- The distribution of all medication will be routinely logged by a staff member;
- All unused medication must be returned to the parent/guardian by a staff member; and
- No student must be in possession of medication (prescription or over-the-counter), belonging to the student or someone else, at any time.

\*Prescription asthma medication, such as an inhaler, may be kept in the custody of a staff member for ease of access as needed by the student. All other procedures regarding student medications must be followed as stated above.

Any student's or parent/guardian's failure or refusal to strictly comply with these requirements will result in the PATHWAYS ACADEMY being unable to administer the student's medication and/or disciplinary action for the student as set forth in the student code of conduct.

### **DRUG TESTING**

The PATHWAYS ACADEMY may conduct random drug tests. The tests are of no cost to the parent/guardian. The results will be used to monitor compliance with the terms of the program and to recommend and refer the student to needed treatment or interventions. The student's parent/guardian, and probation officer (if applicable), will be advised of the results.

### **COUNSELING**

Counseling services will be made available to all students. Services may vary depending on the individual student needs. Counseling may be provided by PATHWAYS ACADEMY or Juvenile Services staff member and/or an appropriate private service provider.

### **HARASSMENT**

Students are prohibited from engaging in offensive verbal or physical conduct of any nature directed towards another student. This includes, but is not limited to: name calling, teasing, sexual comments/harassment, racial comments, or touching. This prohibition applies whether the conduct is by word, gesture or physical contact. Instances of harassment should be reported to a staff member immediately. Any harassment by a student will result in disciplinary action as set forth in the student code of conduct.

### **SCHOOL PROPERTY AND SUPPLIES**

Students will be provided necessary school supplies, such as paper, pencils, calculators, etc. School supplies are the property of the PATHWAYS ACADEMY and should not be damaged, used for personal intent or be taken from the classroom without permission. Students are expected to help maintain the building, facilities, and all school/county property. Students are to refrain from damage, destruction or misuse of any school/county property, including such items as desks, computers, books, etc. Any damage to or misuse (including personal use) of school/county property by a student will result in disciplinary action as set forth in the student code of conduct.

### **COMPUTER USAGE**

Computers are provided for the students to use for educational purposes only. Unauthorized use of the computers includes, but is not limited to:

- Accessing, or attempting to access, the Internet (unless teacher permission is granted for working on a school related project);
- Communicating electronically through e-mail, chat rooms, instant messaging, social media or any other forms of direct electronic communications;
- Downloading or installing any type of information (including pictures, music, videos, etc.);
- Accessing, playing or listening to any type of media (including games, music, videos, etc.) without teacher permission;

- Altering or changing any program settings or computer features;
- Writing, typing, or drawing anything that may be considered abusive, obscene, sexually oriented, gang related, harassing, threatening or illegal;
- Causing physical damage to the computer, monitor, mouse, headphones, etc.;
- Tampering with another student's computer or assignments; and/or
- Attempting to or successfully accessing or circumventing log-on or password information of another student or staff member.
- Accessing, using or promoting the use of Artificial Intelligence (AI) programs to complete any academic assignments.

Computer usage is monitored by the PATHWAYS ACADEMY and the Parker County technology department. Any misuse of the computers by a student will result in disciplinary action as set forth in the student code of conduct and/or the loss of grade(s)/credit(s).

### **HAZARDOUS OR INCLEMENT WEATHER CONDITIONS**

The PATHWAYS ACADEMY will follow **Weatherford ISD closings and delays** in the case of hazardous or inclement weather conditions. If during school hours, a staff member will notify parents/guardians if an early release is deemed necessary. If after school hours, students and parents/guardians should check any one of the following media sources to determine if PATHWAYS ACADEMY will be closed or starting late:

- Weatherford ISD website
- NBC5 (TV) news station for Weatherford ISD closings or delays
- An automated PATHWAYS ACADEMY text message, via the Remind App

## II. ACADEMIC PROVISIONS

### **CURRICULUM**

The PATHWAYS ACADEMY will provide instruction in the following required courses:

- English Language Arts
- Mathematics
- Science
- Social Studies
- Self-Discipline; and
- A high school equivalency program (GED).

Elective courses will be offered as available. In the event the PATHWAYS ACADEMY does not offer a required or elective course, the student's home district may choose to:

- Continue to provide and grade the necessary materials for the student to complete the course for credit;
- Accept credit for a similar course; or
- Require the student to make-up the course upon returning to the district.

The PATHWAYS ACADEMY is not required to provide a course necessary to fulfill the student's high school graduation requirements other than a course specified in this section.

All completed coursework will be accepted by the student's home district and any credit(s) earned by the student while enrolled in the PATHWAYS ACADEMY will be reflected on the student's official school transcript.

All coursework materials (textbooks, pens/pencils, paper, etc.) will be provided by the PATHWAYS ACADEMY and/or student's home district. Students will not be allowed to bring any personal supplies or materials to the program without prior approval from the Program Administrator.

Self-discipline will be integrated into all areas of the program and will be supported by formal instruction (Life Skills classes) when available and reinforced by the Student Code of Conduct when necessary.

The PATHWAYS ACADEMY may provide a high school equivalency program (GED) to students who are at risk of dropping out of school and/or not on schedule with a four-year graduation plan, and meet the Texas Education Agency eligibility requirements. Consent of the student's parent/guardian and probation officer will be required.

### **SPECIAL POPULATION SERVICES**

Students eligible for or receiving Special Education, English as a Second Language (ESL), or Section 504 services will continue to receive those services while attending the PATHWAYS ACADEMY. The student's home district will continue to provide any related services determined necessary for the student which are not available at the PATHWAYS ACADEMY. Related services may include, but are not limited to: counseling, transportation, interpretive services, and special curriculum.

### **LIFE SKILLS CLASSES**

The PATHWAYS ACADEMY may offer Life Skills classes to include, but not be limited to the following topics: character development, critical thinking, college/career preparation, personal health and hygiene, etc.

Life Skills classes may be offered once a week or as they become available, and may be facilitated by a PATHWAYS ACADEMY or Juvenile Services staff member or outside volunteer.

Students will be eligible to participate in Life Skills classes based on the age appropriateness of the material to be discussed. While attending Life Skills classes, students will be expected to abide by all applicable rules of the PATHWAYS ACADEMY.

Any student's failure or refusal to comply with the rules while attending Life Skills classes will result in disciplinary action as set forth in the student code of conduct and/or removal from one or more class(es).

### **TUTORIAL SERVICES**

The PATHWAYS ACADEMY may offer tutorial services to students in need of assistance in the areas of reading and/or math. Tutorial services will be conducted on campus during the regular school day.

### **PRE- AND POST-ASSESSMENTS**

In order to assess student performance in the areas of reading and math, pre- and post-assessments will be administered to all students enrolled in the PATHWAYS ACADEMY. The pre- assessment will be administered no more than 15 days after the student is enrolled. The post-assessment will be administered no earlier than 60 days after the student's enrollment.

### **STATEWIDE STUDENT ASSESSMENTS**

Students enrolled in the PATHWAYS ACADEMY at the time of statewide assessments will be given the opportunity to test. Students will be allowed to return to their District to test. The District will be responsible for accommodating expelled students for the purpose of administering statewide assessments as needed.

### **REPORT CARDS AND TRANSITION PLANS**

Report cards will be issued to students at the end of each grading period. The parent/guardian/or designee will be required to sign the student's report card and return it to the PATHWAYS ACADEMY. The parent/guardian will be provided a prior written withdrawal notification as to when their student will be withdrawn from the program. Upon discharge from the program, the PATHWAYS ACADEMY will provide the student's home district and guardian with a written transition plan to include the student's grades, course credits earned, attendance and absent days, and IOWA assessment scores.

### III. STUDENT CODE OF CONDUCT

#### STANDARDS OF CONDUCT

The PATHWAYS ACADEMY has set the following standards for student conduct in the program:

- Demonstrate courtesy and respect, even when others do not.
- Behave in a responsible manner; always exercising self-discipline.
- Be prompt and attend class daily.
- Be well-groomed and dressed appropriately.
- Demonstrate personal integrity in all work and behavior.
- Exercise appropriate effort to meet academic and behavioral goals.
- Respect the rights, privileges, and property of others.
- Cooperate, to maintain safety, order and discipline.

#### POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

PBIS is a framework for maximizing the selection and use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional, and behavioral competence of all students.

- All students develop and learn social, emotional, and behavioral competence, supporting their academic engagement.
- All PATHWAYS ACADEMY staff will develop positive, predictable, and safe environments that promote strong interpersonal relationships with students through teaching, modeling, and encouragement.
- As PATHWAYS ACADEMY's goal is to improve educational performance, reduce delinquency, increase offender accountability, and rehabilitate offenders through a comprehensive, coordinated, community-based juvenile services system. Students may earn **positive points or days** as a result of increased accountability or exceptional behavior.

#### BEHAVIOR MANAGEMENT

The PATHWAYS ACADEMY's behavior management program is designed to provide a predictable, safe and secure environment in which students can achieve academic and behavioral success. All students are expected to comply with the program rules as set forth in the student handbook, code of conduct, and in the classrooms.

#### Point System

A daily point system will be used to monitor student behavior in order to ensure compliance within the program. Students will be required to complete a number of successful days as determined by the expulsion order. A successful day is determined by the Level the Student is on during their placement. Positive Points may be banked to "buy" successful days and decrease the student's placement length.

Each student's behavior is scored, every hour, by the following continuum:

- 3= Compliant; 100% to 95% of the hour
- 2=Mostly Compliant; 94% to 85% of the hour
- 1= Fairly Compliant; 84% to 71% of the hour
- 0 = Noncompliant; 70% of the hour

Students with exceptional behavior, increased demonstrations of accountability, exemplary attendance, extraordinary academic success or other actions deemed appropriate by the Director could be rewarded with positive daily points, community service hours or positive

days earned.

### **Level System**

As a student has successful placement days, they will earn their way up the Level System. The Levels correspond to the number of successful or “Good” days the student has accumulated. Each Level will have progressive privileges and advantages according to what success the student has experienced while in the program. Each Level also has the expectation of a more strict adherence to the Standards of Conduct as outlined previously.

### **STUDENTS RETURNING TO JJAEP AFTER PREVIOUS JJAEP PLACEMENT**

If a student has been previously placed in a JJAEP (in or out of Parker County), that student will be subject to a Modified Level System.

- If the student has had only 1 prior placement.
  - Student will be placed in isolation for the first 10 days of their placement time, or for 3 **perfect** days, whichever occurs first. GOOD days will count toward placement time.
  - Student will only work through the first and second (Red and Yellow) Levels of the Level System for privileges.
  - Positive Points may be banked to “buy” successful days and decrease the student’s placement length, up to 10 days.
- If the student has had 2 or more prior placements.
  - Student will be placed in isolation for the first half of their assigned placement time, or for 10 **perfect** days, whichever occurs first. GOOD days will count toward placement time.
  - Student will remain in the first (Red) Level of the Level System for privileges.
  - Positive Points may not be banked to “buy” successful days to decrease the length of the student’s placement time

### **Discipline Continuum**

Disciplinary action will be correlated to the seriousness of the violation and the frequency of violations.

The following progressive discipline management techniques may be used, alone or in combination, for behavior prohibited by the student handbook, code of conduct or classroom rules:

1. Verbal correction
2. Cooling-off time
3. Loss of daily points (may accumulate for repeated violations)
4. Restriction of privileges (Level Freeze)
5. Behavior contracts
6. Student-parent-teacher-staff conferences
7. Removal from classroom (isolation)
8. Loss of program days
9. Referral to Juvenile Services (detention, violation of probation, court)
10. Referral to law enforcement (citation, criminal charges, arrest)

### **PROHIBITED BEHAVIORS AND CONDUCT**

The following conduct violations are in addition to those discussed throughout the student handbook.

Minor conduct violations include, but are not limited to the following: (Possible Loss of Points)

- Failure to follow staff instructions or directives, insubordination
- Disrespect
- Sleeping or laying head down on desk during class time
- Being in any location without permission
- Use of profanity, vulgar, or offensive language, or obscene gestures
- Negative interaction/social skills with peers (name calling, etc.)
- Passing notes to or exchanging personal information with other students
- Unauthorized use of school/classroom property or minor property damage
- Failure to adhere to dress code
- Disruption of learning environment, school business or transportation
- Cheating or copying the work of another student
- Engaging in inappropriate topics of discussion
- Physical contact with other students

Major conduct violations include, but are not limited to the following: (Possible Loss of Days)

- Destruction of property
- Theft
- Assault/fighting
- Possession of illegal drugs or weapons
- Threat to students, staff, or security of the program
- Law violations
- Behaviors that require physical intervention or restraint by staff

### **Removal From Classroom**

At times, a situation may arise when a student's behavior in the program becomes so extreme or disruptive that he/she cannot remain in the classroom. The student may first be removed from the classroom to meet one-on-one with a staff member and/or the Program Administrator in an attempt to redirect the behavior. If the student is able to regain composure, but needs to be separated from their peers, isolation in a different location within the building may be utilized. Staff will maintain supervision of the student at all times.

### **Suspension From School**

When a student's behavior in the program becomes dangerous or is unable to be redirected within a reasonable time frame, sometimes that student cannot remain at school. The student will first be removed from the classroom. If intervention from the Program Administrator is necessary, the student, Program Administrator and a phone call to the parent/guardian will occur. If the attempt to solve the problem fails, suspension from school for no more than (3) days may be an option.

### **Removal From Program**

Every reasonable effort will be made to avoid the removal of a student from the program. Non-compliance with rules will be addressed using the lowest discipline necessary to redirect the behavior. If these sanctions are not effective, the Program Administrator will meet with the student's supervising juvenile probation officer and teacher(s) for an informal

status hearing to discuss alternatives.

### **Restraints**

Designated staff are trained in personal restraint techniques. Personal contact and/or restraint techniques will be utilized when necessary to enable the student to regain control of him/herself for the following reasons: to prevent or stop the student from engaging in serious aggressive behavior, or to protect the safety of the student, other students, staff or property.

Personal contact and restraint techniques in this context means:

- Touching for positive redirection
- Physical escort of student to another area
- Holding arms and/or legs of a student
- Full physical restraint of body
- Juvenile probation officer and/or law enforcement personnel may utilize mechanical restraints when necessary for safety

### **PROHIBITED SANCTIONS**

The PATHWAYS ACADEMY prohibits the following sanctions:

- Corporal punishment, physical abuse, humiliating punishment, or hazing;
- Deprivation of food and water;
- One student sanctioning another;
- Expulsion from the PATHWAYS ACADEMY; or
- Physical exercises imposed for discipline or intimidation.

### **GRIEVANCE PROCEDURES**

Students may file a grievance regarding mistreatment or complaints of programmatic issues. Retaliation by staff against a student for submitting a grievance is absolutely prohibited.

#### **Examples of grievable incidents include:**

- Unfair or inappropriate treatment by staff
- Discourteous or derogatory treatment by staff
- Complaint regarding programmatic issues, such as point deductions.

#### **Examples of non-grievable incidents include:**

- Nature of charges presented by police
- Length of expulsion/ placement

The grievance must be completed on a *grievance form*, located in each classroom readily available to students. The *grievance form* must then be submitted to the Program Director who has five (5) school days to provide a written response.

The student may appeal the outcome of the grievance to the Director of Juvenile Probation no earlier than five (5) school days of the initial response.

In the event the grievance is submitted directly to the Director of Juvenile Probation,

the student may appeal the outcome to the Juvenile Board. The student will receive a written response within ten(10) school days after submitting an appeal. A copy of the student's grievance form along with the Program Director's written response will be provided to the student's parent/ guardian and maintained on file.

## SEXUAL ABUSE

The PATHWAYS ACADEMY has a zero-tolerance policy on sexual abuse of students, including sexual contact and sexual harassment.

- Prevention and Intervention – The PATHWAYS ACADEMY must make every effort to prevent sexual abuse from occurring within the program by adhering to the following safeguards: providing continual, visual supervision of the students by maintaining the appropriate staff-to-student ratio as set forth by the Texas Juvenile Justice Department; utilizing video surveillance in the classrooms and hallway; and offering intervention and awareness programs when available.
- Minimize Risk – The rules of the PATHWAYS ACADEMY have been designed with the safety and security of all students in mind. Therefore, students are required to abide by all rules of the program at all times in order to reduce the risk of incidents of sexual abuse from occurring.
- Reporting – If a student feels he or she has been sexually abused or is in danger of being sexually abused, the student is required to report that information to a staff member immediately. In the event a staff member receives a report of abuse or suspected abuse, he or she must immediately notify law enforcement, the Texas Juvenile Justice Department, and parent. A student may also make a report directly to a local law enforcement agency or to the Texas Juvenile Justice Department by calling 1-877-STOP-ANE(1-877-786-7263).
- Treatment – In the event an incident of sexual abuse is reported, the PATHWAYS ACADEMY must make the appropriate referral to a medical and/or mental health professional for evaluation and/or treatment of the victim.