Updated 7/31/2023

# DAEP HANDBOOK
# 2023-2024

# HAMSHIRE-FANNETT ISD

Dear Student/Parent/Guardian:

Hamshire-Fannett ISD's Discipline Alternative Education Program (DAEP) is a structured educational program for students whose behavior has seriously or persistently violated the Student Code of Conduct and/or Chapter 37 of the Texas Education Code.

The primary purpose of the DAEP is to help guide students toward improved behavior and social skills so they may return to their main campus as a productive student academically and behaviorally. It is Hamshire-Fannett ISD's belief all behaviors violating Chapter 37 of the Texas Education Code, Board Policy, Student Code of Conduct, and the Student Handbook can be modified through interventions teaching positive behavior for self and others.

Read and discuss the contents of this handbook and the Student Code of Conduct with your child. The student's successful completion of this assignment is contingent upon following the parameters outlined within these documents. Please contact me if you have any questions or wish to discuss the expectations of DAEP. The goal of DAEP is to replace negative behavior with positive behavior and we strongly believe this is accomplished through parent/guardian and school collaboration.

Sincerely,

DAEP Staff

Hamshire-Fannett ISD Important Contacts DAEP

| | | |
|---|---|---|
| Coach Tyree Cormier | DAEP Teacher | (409) 794-1502 |
| Mrs. Amanda Wilson | DAEP Paraprofessional | (409) 794-1502 |
| Mr. Colby Richards | High School Assistant Principal | (409) 243-2131 |
| Ms. Christy Jones | Middle School Assistant Principal | (409) 794-1502 |
| Mrs. Kelsey Eshliman | Intermediate School Assistant Principal | (409) 794-1558 |
| Mrs. Cortney Holmes | Elementary School Assistant Principal | (409) 794-1412 |
| Mr. Byron Miller | Director of Special Services | (409) 222-6101 |

# NOTICE TO STUDENTS AND PARENTS REGARDING DRUG-FREE SCHOOLS

Hamshire-Fannett ISD has established a student code of conduct that prohibits the possession, use, transmittal, or attempted transmittal of alcohol, tobacco, and other drugs to students or by students. The student code of conduct also prohibits students from being under the influence of such substances while under district jurisdiction. Compliance with this code is mandatory and students shall be disciplined if they are found to have violated the student code of conduct. The Hamshire-Fannett ISD student code of conduct provides a range of disciplinary measures to address alcohol and drug related offenses. Violations regarding alcohol and/or drug offenses will be reported to local law enforcement.

*Federal law passed December 20, 2019 prohibits sales of all tobacco products and vapor products to anyone under the age of 21 years old. Texas bans the sale of tobacco and vapor products to minors and adults under the age of 21 years old. Federal law prohibits the sale of closed system devices (pods, cartridges) containing e-liquid in flavors other than tobacco or menthol. Hamshire-Fannett ISD explicitly prohibits e-cigarettes; and any component, part, or accessory for an e-cigarette device.

E-Cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

My child and I have read Hamshire-Fannett's notice regarding drug-free schools and understand that my child will be subject to school discipline and possible criminal prosecution if they are found to have violated the student code of conduct. Hamshire-Fannett ISD student code of conduct expressly prohibits the use, possession, sale, distribution or being under the influence of alcohol, tobacco or other drugs on any school property.

| Print Name (Student) | Signature | Date |
|---|---|---|

| Print Name (Parent) | Signature | Date |
|---|---|---|

# Hamshire-Fannett ISD
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# HFISD DISCIPLANARY ALTERNATIVE EDUCATION PROGRAM GOALS

The HFISD Disciplinary Alternative Education Program has been established to assist students in acquiring the skills necessary to be successful in a regular campus setting. HFISD DAEP is a disciplinary setting within the district. In order to help students, return to regular campus setting, the following goals have been established:

**Goal 1**

The student assigned to DAEP will fully understand how his/her actions led to placement.

**Strategies to Achieve Goal:**

Within the time the student is assigned to DAEP, the student will complete the following:

- Meet with DAEP staff to discuss how his/her actions led to placement and what he/she could have done differently.
- The student will complete a written document identifying the reason for his/her placement in DAEP, the student will identify on the document what they could have done differently.

**Goal 2**

The student assigned to DAEP will successfully complete all assignments, assessments, and tasks from staff while maintaining a positive attitude within the required timeframe assigned.

**Strategies to Achieve Goal:**

Within the time the student is assigned to DAEP, the student will complete the following:

- Check his/her Google Classroom for each class everyday while assigned to DAEP.
- Remain on task to maximize instructional/learning time.
- Follow DAEP procedures when asking for assistance from staff.

**Goal 3**

The student assigned to DAEP will successfully follow all DAEP rules, procedures, and protocols while maintaining a positive attitude within the required timeframe assigned.

**Strategies to Achieve Goal:**

Within the time the student is assigned to DAEP, the student will complete the following:

- DAEP rules will be copied correctly the first day of assignment.
- Review DAEP rules with DAEP staff.

## BEHAVIOR MODIFICATIONS

The primary objective of DAEP is to foster a positive change in student behavior. This allows the student to return to the home campus to continue his or her education. By providing the student with an intense, highly structured environment with a district approved behavior program away from the home campus it is felt that the student will be better able to:

1. Understand the misbehavior/consequence relationship.
2. Analyze the behavior, which resulted in the assignment to the DAEP.
3. Accept responsibility for that behavior.
4. Develop an appreciation for the opportunities afforded on the home campus.
5. Modify behavior so as not to return to the DAEP, or be faced with expulsion.
6. Successful Completion of a Behavior Program Approved by the District.

## ADMISSION TO & DISMISSAL FROM DAEP

Admission to the Hamshire-Fannett DAEP is based upon the student's violation of the Student Code of Conduct and/or Chapter 37 of the Texas Education Code. Students are assigned to DAEP during a conference/hearing at the home campus. During this time the student is initially assigned a specific number of successful days. This is determined by administration at the home campus and is based on the severity of the offense. Dismissal from DAEP will be determined by the successful completion of the required number of days, successful behavioral performance, and successful academic effort and achievement. The home campus administrator (Principal/Assistant Principal) will assist in scheduling the intake appointment for the parents/guardians. Students will not be allowed to attend DAEP without their parent/guardian attending the intake orientation, unless the student is 18 years of age or older.

The intake orientation will serve the following purpose:

1. Set a positive tone for the student's placement at DAEP.
2. Review the reasons for the student's placement and what the student is expected to accomplish while assigned to DAEP.
3. Allow DAEP staff, parents/guardians, and students to communicate behavior management techniques and other available services needed to be successful in DAEP.
4. Arrange for specialized services (Special Education, Section 504, ESL, etc.).
5. Ensuring all DAEP policies and procedures are communicated.

The student must enroll within three (3) days of the date of the notice of assignment. Days beyond the three days during which the student is not in attendance will be considered unexcused absences and may result in non-attendance procedures being initiated on the student and/or parent/guardian. Students will begin DAEP on the first school day after their intake orientation.

On or around 5 days before the student is scheduled to be dismissed from DAEP, notification will be sent to the home campus principal and/or designee to report attendance, behavior, academic progress, and expected return date to home campus. If the student has not successfully met the above requirements, additional time will be assessed in DAEP. When the student meets all requirements a transition meeting will be scheduled with parents/guardians and the home campus.

# INSTRUCTIONAL PROGRAM

Hamshire-Fannett DAEP has been established to assist students in acquiring the skills necessary to be successful at the student's home campus. In order to help students, return to the student's home campus, an instructional program has been established to promote positive growth academically and behaviorally. For a student to be successful in DAEP, the student must show a willingness to make a serious effort to modify their behavior to coincide with acceptable standards established in the Student Handbook, Student Code of Conduct, HFISD Board Policy, and campus procedures. A strong emphasis will be placed on individual self-control and decision making.

Every possible effort will be made to assist students in academic areas where they are deficient. DAEP has a certified teacher with the students, however, this teacher is not certified in every content area. Teachers of record for each student will supply instructional materials, assignments, and assessments. The DAEP staff will facilitate the process.

Teachers of record are allowed and encouraged to consult with their students while assigned to DAEP, but work will be delivered electronically or on paper. Secondary campuses will send assignments electronically, unless there are special circumstances. Teachers of record may do this through district approved resources.

*NOTE: A student in DAEP must get the DAEP staff's approval to open, read, or send an email while in the DAEP setting.*

If a student assigned to DAEP has accommodations, modifications, and/or supports in place, the student will receive services while in the DAEP (SpEd, 504, ESL, RtI, etc.)

**Curriculum**

The curriculum of DAEP is designed to:

- Focus on Reading Language Arts, mathematics, science, social studies, and self-discipline. Students will follow their class schedule from the student's home campus and complete course work in all of their classes.
- Provide a setting for the student's educational and behavioral needs.

**Instruction**

Classroom assignments/assessments are provided by the home campus teachers in conjunction with the DAEP staff. The high volume of class work, coupled with a demand for timely and accurate completion, provides a stimulus, which helps to attain the desired behavior modification goal.

**Grades**

Students who complete all assignments in ISS/DAEP will receive the same grade they would on their home campus. Grades will be assigned by the home campus teacher.

**Report Cards/Progress Reports**

Grades are derived from the student's home campus. The home campus will prepare and issue progress reports and report cards. Students are expected to maintain passing grades in all courses. Parents/guardians are encouraged to monitor this closely using the Parent Portal in Skyward.

## STUDENT AND PARENT/GUARDIAN RESPONSIBILITIES

If the DAEP is to be effective each student is expected to respect the rights and privileges of other students, teachers and district staff. Both the student and the parent/guardian must accept certain responsibilities.

Students have the responsibility of…

- Maintaining consistent and punctual attendance by arriving on time in the designated area.
- Being prepared for each class with appropriate materials and assignments.
- Beginning and completing assigned work in a conscientious and timely manner.
- Complying with established district policies and student code of conduct.
- Being properly attired (See Pages 12-13).
- Complying with all rules, policies, and procedures of the DAEP.
- Working cooperatively with the DAEP staff.
- Exhibiting respect toward others.
- Conducting themselves in a respectable manner.
- Cooperating with the staff in investigation of disciplinary cases and volunteer information when the student has knowledge relating to a serious offense.
- Respecting the authority of teachers, administrators and any other district personnel.
- Leaving the school grounds immediately upon being dismissed from school and not returning until the following school day.
- Refraining from being found on any other school district property while assigned to the DAEP during or after school hours.
- Not entering other program areas of the campus unless instructed to do so by the administrator or other staff personnel.

Parent/Guardian (Throughout this handbook "Parent/Guardian" includes single parents, legal guardians or persons having lawful control of the student) have the responsibility of…

- Ensuring their child attends school regularly and promptly, report and explain absences and tardies to school.
- Ensuring transportation to and from DAEP.
- Advising the DAEP staff of any absence, the morning of the absence.
- Providing any necessary documentation to verify the reason for the absence.
- Following the district's procedure when requesting administration of medication on campus.
- Attending any additional conferences needed to review status or progress.
- Cooperating with school administrators and teachers, consider recommendations made by the staff.
- Making sure their child is not on Hamshire-Fannett ISD property or Hamshire-Fannett ISD event (on any property) while assigned to DAEP.
- Ensuring their child is appropriately dressed.

## TRANSPORTATION

**Students are not allowed to drive vehicles to DAEP**. They must ride the bus or have their ride drop them off. Students cannot park and walk to DAEP. A high school shuttle is offered for those students at the High School that drive if the student arrives no later than 7:50 am. Students who have their parent/guardian drop them off at the DAEP Campus may drop them off starting at 7:30 am but not later than 8:00 pm. Students arriving after 8:00 am must get an attendance slip from his/her home campus before being allowed to enter the DAEP campus. **Any student that is picked up may have their ride at DAEP at 3:30 pm, but no later than 3:45 pm.**

## ROUTINE DAY

**Arrival:**

- Students assigned to DAEP may start being dropped off/arriving at 7:30 am, but no later than 8:00 am. Students arriving after 8:00 am must get an attendance slip from his/her home campus before being allowed to enter the DAEP campus.
- Students will have all supplies furnished while assigned to DAEP, no other materials should be brought to school by the student without specific permission by the DAEP staff. All extra materials and personal items will be forfeited as they enter the classroom.
- Students will comply with district personnel upon entering by removing shoes and turning pockets inside out for inspection. Students will also be checked with a wand for prohibited items.

**Duration:**

- Students are to sit in an assigned seat and begin the work assigned by the home campus teacher or DAEP staff. On the students first day in DAEP the student will be required to copy the DAEP rules **word for word.** If it is not done correctly, it will be done again.
- Students are required to work and complete all assignments each day. No idle or free time should be expected. When all daily assignments from the home campus are completed the DAEP staff will assign additional work.
- Students will be allowed to use the restroom during designated times and during emergency situations. Students will leave the restroom clean and tidy, failure to do so will result in a violation of the DAEP rules.

**Breakfast/Lunch:**

- Go to www.schoolcafe.com to create an account and add money.
- Lunch is 30 minutes in length. Students will eat their breakfast and/or lunch in the classroom at their desk. No snack bar items will be offered.
- No food or drinks will be allowed except during the 30-minute lunch break, unless approved by DAEP staff. Gum and candy are not allowed under any circumstances.
- Lunch is picked up and delivered to the DAEP building. The DAEP is part of the National Lunch Program and offers free and reduced priced meals based on a student's financial need. If the student qualified on his/her home campus, he/she will also qualify at DAEP. Students have the option of

bringing their own sack lunch or may purchase a lunch from the cafeteria at the regular lunch price. Lunches brought from home are subject to search. **Microwaves are not available.** Upon arrival students will turn in their lunches to the DAEP staff until the lunch break.

- Students are not allowed to have food delivered by a business or individuals to DAEP. Students are expected to bring a lunch or purchase a lunch from the campus cafeteria.

**Departure:**

- Students are normally dismissed at 3:30 pm. The students who are picked up by their parent/guardian should be picked up no later than 3:40 pm. All DAEP rules, including dress code, apply until students leave the campus. Under no circumstances are students allowed to enter campus buildings, or be on school property after leaving the DAEP campus.

## ATTENDANCE

Attendance is mandated by the State of Texas compulsory attendance law. Hamshire-Fannett ISD is a District of Innovation which allows students to receive course credit after demonstrating mastery of course content and with the recommendation of the campus principal. This exemption from current statute would allow Hamshire-Fannett ISD the flexibility to award credit to students who have demonstrated proficiency in course content but have not met the required number of minutes in class time.

Upon returning the student must have a note signed by a parent. If the absence was due to a medical appointment, the student must have the original note signed by the attending physician. A student who must leave during the day must bring a note from his/her parent/guardian that morning. Excuse absences are defined by the student's home campus. Excused absences do not excuse a student from missed assignments. Failure to comply with attendance procedures may result in the day being considered an 'Unsuccessful Day" and will not count towards the student's DAEP "Successful Day" count.

Attendance is required each day during the instructional year unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absents without permission from school, or from any class, will be considered truant and subject to disciplinary action.

Students do not make progress toward dismissal from DAEP when they are not in attendance or tardy from DAEP. Regular school attendance at DAEP is essential to the student's success. Students are expected to be in attendance except for emergencies. Every effort should be made to schedule all appointments outside of the regular school hours. Absences will be determined based on the student's home campus, and a student is considered tardy if they arrive at or after 8:00 am. Excessive absences will be reported to the appropriate authorities.

Placement in DAEP is based on time served. If the district has an unscheduled closure (bad weather, health related, etc…) the DAEP student will still have to serve that day or days even if the student body does not have to make up the day or days.

The following steps must be followed when a student is absent or tardy:

1. When a student is absent, the student will present a written excuse signed and dated by the student's parent or guardian to the DAEP staff before class begins on the returning day (notes will not be accepted after the third school day).
2. Absences for appointments (doctor/dentist/court/etc.) must be verified by appropriate documentation. Please schedule these appointments after DAEP dismissal time, if possible.
3. If a student is tardy, an additional day will be added to their placement automatically. Each additional tardy will add a day to their placement.
    a. Students arriving late or leaving early from DAEP must check in at their home campus and receive an attendance slip to be given to DAEP staff before any student is allowed to enter or depart from DAEP.
    b. Students who leave early and/or arrive late with the appropriate documentation signed by a medical professional will receive a full day credit towards his/her DAEP assigned time (Final approval will be determined by home campus administration)

A student assigned to DAEP must make up all days absent.

- Within five days of returning to school, a student absent from more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence.
- Disciplinary action can be taken for any unexcused absences.
- Excessive absences will result in the following:
    - Contact with parents/guardians
    - Contact with the home campus and/or
    - Initiate non-attendance procedures
- DAEP staff will uphold and enforce the state's compulsory attendance laws and will request assistance from the courts as needed.
- Attendance will be cumulative from each school attended for each semester and appropriate steps will be taken based upon cumulative attendance.

## EXTRACURRICULAR ACTIVITIES

Students who are assigned to DAEP may not return to their home school or be on any other school campus or school property before or after school for any meeting, rehearsal, or extracurricular activities. Examples: football practice, band practice, pep rallies, drama rehearsal, games, etc. If students are found on any school property other than DAEP the student will be considered trespassing and disciplinary action will be taken.

## CONDUCT

Students are expected to behave in a responsible manner, demonstrating courtesy and respect for the rights of other students and district personnel. Student cooperation and respect for property and others are essential to the maintenance of the facilities, safety, order and discipline. Attending DAEP, being on time, being prepared to learn, using appropriate materials, and completing assigned tasks are the minimum expectations. Students are to be well groomed and dressed appropriately for DAEP attendance.

As required by law, Hamshire-Fannett ISD has developed a Student Code of Conduct that establishes behavior standards and consequences for failure to comply with standards. Students and parents/guardians need to be familiar with these standards in order to avoid violations and subsequent consequences.

**Student Expectations**

- Students must be in the DAEP classroom and in assigned seat by 8:00 am.
- Students will comply with district personnel upon entering by removing shoes and turning pockets inside out for checking. Students will also be checked with a wand for prohibited items.
- Students are not allowed to have candy, gum, toothpicks, etc.
- Students are not allowed to have straws except with a drink during breakfast and lunch.
- Students are not permitted to have glass bottles or any type of drink container brought into the building, with the exception of a sealed bottle of clear water. Any containers found will be thrown into the trash.
- Students will not be allowed to talk, pass notes, or communicate with each other, in any way unless they are participating in a class or counseling discussion with a teacher or counselor's permission.
- Students must raise their hand and wait for permission to speak, or get out of their seat.
- Students should use the restroom before coming to school, and plan to have timely scheduled restroom breaks.
- Students will not be allowed to draw, carve, or otherwise mutilate any part of their body, clothing or school property.
- Students will not be allowed to use the phone except for emergencies as determined by district personnel. Students cannot bring rat-tail combs, rakes, pins, fingernail clippers/files, key rings, or anything that is remotely capable of being used as a weapon or display questionable subject matter.
- Students are not allowed to primp in class.
- Students cannot bring purses, wallets, backpacks, notebooks, book satchels, etc.
- Students cannot possess any kind of tobacco, drug, weapon, or related products, etc.
- Students must not lay or prop their heads on anything.
- Students must be alert at all times. If you are caught sleeping, additional days may be added to DAEP placement and/or credit for that day will not be given.
- Students must sit at desks properly with feet and chair legs on the floor at all times.
- Students must adhere to the DAEP Dress Code daily.

Administration has final authority on all dress code and rule violations by students in DAEP. Violation of any of these rules/expectations could result in the loss of a day of credit and/or additional days added. Persistent misbehavior and or committing a violation that requires mandatory DAEP placement while in DAEP will result in expulsion steps to be initiated.

**Expected Behaviors**

- Respect for self, peers and property.
    - o No talking unless given permission.
    - o Use of appropriate language and topics when given permission to speak.
    - o Respect others when they are speaking.
    - o No throwing of objects or horseplay.

- Respect for staff.
    - o When asked to complete a task, student complies the first time, without arguing.
    - o Use of appropriate language and topics when given permission to speak.
    - o Be on time and prepared for the day.
    - o Finish all assignments as assigned by teachers.

- Participation in class/activity.
    - o Student is continuously working on assigned work during class period, from beginning to end of period.
    - o Student is working to the best of their ability.
    - o Student remains on task.
    - o Participate appropriately in discussions when applicable.
    - o No sleeping, student is upright and working at all times.

- Remain in seat and keep area clean.
    - o Student will remain in seat, working, facing forward at all times.
    - o Student will keep area clean and orderly.
    - o No graffiti or vandalism (this includes writing or drawing on books/desks)

- Remain in dress code.
    - o Pants must be worn appropriately at all times.
    - o Head and arms must remain outside shirt at all times.
    - o Tattoos must be covered.
    - o No earrings or spacers.
    - o No inappropriately fitting (baggy or tight) pants.
    - o Pant cuffs may not be rolled up.
    - o No tucking of pants into socks or shoes.
    - o Shoes must be worn correctly at all times.
    - o Student must wear belt appropriately at all times.

**Discipline**

The Discipline Plan for the DAEP is as follows:

- FIRST OFFENSE

Student will be warned by teacher/staff and student action will be corrected immediately.

- SECOND OFFENSE

Student will be warned by teacher/staff. Student action will be corrected immediately and parent will be notified. Additional days may be added to the students DAEP assignment.

- THIRD OFFENSE OR FIRST SERIOUS OFFENSE

Student will be suspended at home for additional day(s). Parents and home campus will be notified. Additional days will be added to the students DAEP assignment. Parent/guardian and student will be required to attend a conference with the Principal or Principal designee, the DAEP Coordinator, and the student before the student is readmitted.

**SERIOUS OFFENSES AND/OR PERSISTENT NON-COMPLIANCE WILL RESULT IN STUDENTS BEING SUSPENDED, REFERRED TO HOME CAMPUS, AND HAVE A LETTER RECOMMENDING EXPULSION STEPS BEING INITIATED.**

**THE DAEP WILL UTILIZE THE STUDENT CODE OF CONDUCT OF HAMSHIRE-FANNETT ISD. A COPY OF THE CODE IS ON FILE IN THE ADMINISTRATIVE OFFICE AND ON THE DISTRICT WEBPAGE**

## RESPECT FOR AUTHORITY

Each staff member's authority extends to all areas of the school. Students must comply with any reasonable request. All staff members are to be treated with courtesy and respect. In turn, all students will be treated with courtesy and respect. Disrespecting or cursing at staff members will not be tolerated.

## SEATING ARRANGEMENTS

All students will be assigned an area in which to work. They will remain seated at all times, unless directed differently by a staff member. Failure to follow this directive will result in warnings and potential disciplinary action. Persistently not following this directive could result in suspension or expulsion from school.

## DRESS CODE AND GROOMING

The district's dress code teaches grooming and hygiene, prevents disruption, minimizes safety hazards, and maintains a positive learning climate. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

- Males/female students are required to wear a blue, yellow/gold, black, or school shirts and must be tucked in at all times. Blue jeans and slacks are allowed.
- Shirts may be a golf shirt or T-shirt, however no colored stitching, logos and/or lettering of any type will be allowed, unless it is school related. No shirts may be worn inside out.
- Jeans/slacks shall be a regular-fitting type. Baggy jeans, oversized pockets and any type of jean/slack with holes are strictly forbidden. Shorts are not allowed.
- Students may wear a regular fitting belt.
- Tennis or closed-toe shoes (boots are allowed) must be worn at all times. No flip-flops, house shoes, crocs, or open back sandals will be allowed.
- Tennis shoes made for shoelaces must have them and be tied at all times.
- No book bags or backpacks are allowed.
- No "hoodies" are allowed. Jackets and/or sweaters (blue, yellow/gold, black, or school sweater) without hoods are allowed.
    - o If you do not have a jacket without a hoodie, we will provide you with a sweatshirt to wear over your clothing if you are cold. This will remain in the DAEP room.
- Hats and/or caps are not allowed to be worn or brought to DAEP.
- Jewelry/accessories or personal items of any kind are not allowed in the building. This included necklaces, bracelets, watches and/or rings, wallets, keys, cell phones, armbands, bandanas,etc.

Students must leave these items with their parent prior to entering the DAEP building. Items not permitted will be confiscated.
    - If an item is confiscated, it will not be returned to the student, a parent will have to pick it up from the home campus.
- Earrings or any other body piercings are not allowed.
- Facial hair must meet dress code standards of the home campus.
- Students may not wear hairstyles which may cause undue attention (ex: designs cut in to the hair, spiked hair, and abnormal coloring). Hair must meet dress code standards of the home campus.
- No form of clothing or accessory that advertise or promote alcohol, tobacco, drugs, sex, gangs, hate groups or violence will be allowed.
- Permanent tattoos will be covered while assigned to DAEP.

Any style of clothing or hair dress, which, in the opinion of the DAEP staff, tends to distract or cause a student to become a disturbing and/or distracting influence or tends to jeopardize the health or safety of students, will be prohibited.

## ELECTRONIC DEVICES

The district will provide computer resources in DAEP. Use of these resources is restricted to students working under the DAEP staff's supervision and for approved instructional purposes only. Students may be asked to sign an additional technology use agreement regarding appropriate use of computer resources, and violations of this agreement will result in disciplinary action. Students are not allowed to communicate with other students, under any circumstances, while in DAEP.

Students are not permitted to email, chat, or communicate with people using the computers in DAEP. Computer activity is strictly prohibited and violations will result in additional days in DAEP. Additionally, if a student is found to have searched or sent inappropriate materials or messages, additional consequences will be issued.

While assigned to DAEP, students are not permitted to have smart watches, telecommunication devices (ex. cell phone), earbud, or any other electronic devices unless it is provided by the district or approved by DAEP staff. If a student brings a device to the DAEP room, it will be confiscated and the parent will have to pick up the device at the student's home campus after paying a $15 fee (See Board Policy FNCE Legal & Local for additional information).

Confiscated telecommunication devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law (See Board Policy FNCE Legal & Local for additional information). In limited circumstances and in accordance with law, a student's personal telecommunication device may be searched by authorized personnel (See policy FNF for additional information).

## EMERGENCY PROCEDURES

From time to time, students and staff will participate in drills of emergency procedures. During such drills, students should follow the directions of teachers, or others in charge quickly, quietly and in an orderly manner.

## MEDICATION INFORMATION

| | | |
|---|---|---|
| Hamshire-Fannett Elementary | Amy Pelt, RN, BSN | (409) 794-1412 |
| Hamshire-Fannett Intermediate | Christy Morrell, Nurse Extender | (409) 794-1558 |
| Hamshire-Fannett Middle School | Felicia Pirtle, LVN | (409) 794-1502 |
| Hamshire-Fannett High School | Stacey Davidson, Nurse Extender | (409) 243-2510 |
| Hamshire-Fannett Nurse Coordinator | Jackie Martinez, RN | (409) 794-1412 |

Hamshire Fannett ISD Medication Procedure

This policy is that of Hamshire Fannett Independent School District Health Services. The policy for Medication Permission form acceptance and medication to be received should be as follows:

1. ALL medications that are to be given at school, whether prescription or nonprescription, will have a Medication Permission form on file in the Nurse/Nurse Extender's office. This form will be signed and the ORIGINAL turned into the Nurse/Nurse Extender for each campus.
    a. Exceptions will be made on an as needed basis. Examples include physician out of town or state, Texas Children's documentation, etc. Should there be any questions regarding the original forms being turned into the campus nurse/nurse extender, please contact the campus specific Nurse/Nurse Extender.

2. PRESCRIPTION medications must have the prescription label from the pharmacy on the original container. A medication will NOT be taken by the nurse or school personnel unless it is in the correct bottle or container.
    a. Correct name of medication, reason for medication and dosing instructions MUST match both on the prescription medication label and also the medication permission form. Any clarification of medication instructions will be verified with the ordering physician and/or the parent/ guardian.
    b. There must be specific instructions including dosage, time, reason for medication and duration for medication. If this is not filled out correctly, the nurse/nurse extender will notify either the ordering physician and/or the parent/guardian.
    c. Should the medication and /or dosage change during the school year, a NEW medication form must be filled out by the ordering physician and signed by the parent. The original medication form needs to be on file in the Nurse's office.
    d. ALL PRESCRIPTION medications will be counted, dated and signed by both the Nurse/Nurse extender receiving it and the parent/guardian dropping it off.

3. A PARENT/GUARDIAN MUST BRING THE MEDICATION TO THE SCHOOL NURSE/NURSE EXTENDERS OFFICE. Any medication that is found being carried by the student, will be picked up and taken to the Nurse/Nurse Extenders office. The parent/guardian will then be notified and will need to pick up the medication from the campus Nurse/Nurse Extender. The medication will need to be signed out by the parent/guardian in the Nurse/Nurse Extender's office.

4. NON PRESCRIPTION medications must be in the original container and dosing instructions from the parent on the HF Medication Permission form must match dosing on the original container. Parents/guardians should complete the Medication Permission form completely including student information, name of medication, reason for medication, dosing and time.
    a. Parents/guardians will be notified prior to every dose of over-the-counter medications, which [1]include but are not limited to Advil, Tylenol, Ibuprofen, Aspirin, etc.
        i. Extended use of these medications listed above will require a note from the student's physician.

5. In the event the campus nurse/nurse extender questions medication dosage, reason for medication and/or frequency, their prudent judgment will be used and the parent/guardian will be notified for clarification and/or to gather further information regarding treatment.

6. ALL medications that are given on campus, whether by the parent/guardian, school personnel or any other scenario, the campus Nurse/Nurse Extender MUST be notified.

7. All healthcare plans, medication permission forms and any other health related forms MUST be filled out completely to be accepted by the Nurse/Nurse Extender. If these forms are not complete, they will be returned to the parent/guardian for completion.

8. No medications, prescription or nonprescription, are to be accepted by the nurse/nurse extender or school personnel until ALL forms are completed and returned.

9. ALL prescription medications, controlled medications and narcotic medications are to be given per physician order and given at the discretion of the Nurse/Nurse Extender. Prudent judgment on whether the medication should be given and whether the student should remain on campus is at the discretion of the Nurse/Nurse Extender on campus, school administration and the parent/guardian.
    a. ALL controlled medications and narcotics are to be counted by both the parent/guardian and Nurse/Nurse Extender or authorized school personnel when received on campus. Date, amount and initials for both parties should be documented on the Medication Record.

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The Hamshire-Fannett Independent School District requires students who need medication during school to comply with the following rules:

1. A written request from the parent/guardian;
2. A written request from a physician or dentist; and
3. The medication must be in the original container and properly labeled.

Non-Prescription (Over-the-Counter), Physician's sample, and Long-Term prescription medication (More than two weeks)

1. A written request from the parent/guardian; and
2. The medication must be in the original container and properly labeled.

**STUDENTS ARE NOT PERMITTED TO CARRY AND/OR TAKE MEDICATIONS AT ANY TIME WITHOUT PERMISSION. ALL MEDICATIONS MUST BE CHECKED IN DAILY UPON ARRIVAL AT THE DAEP BUILDING.**

## ILLNESS OR INJURY

In case of serious injury or illness of a student during the school day, a reasonable attempt will be made immediately to notify the parent/guardian. If a parent/guardian cannot be reached and the student appears to be seriously ill or injured, the school will get immediate medical attention for the student. If an ambulance is necessary, the parent/guardian will be responsible for the total cost.

## GOVERNMENT AUTHORITIES

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal or designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal or designee will ordinarily make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal or designee ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

**Students Taken Into Custody**

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest
- By a law enforcement officer if there is probable cause to believe that the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody

● By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order under the conditions set out in Family Code relating to the student's physical health or safety.

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal or designee will verify the officer's identity and, to the best of his/her ability, will verify the official's authority to take custody of the student. The principal or principal designee will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Since the principal does not have the authority to block a custody action, notification will most likely be after the fact.

The District is also required by state law to notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody by a law enforcement agency.

**Interrogations and Searches**

Searches of student and/or property of the student may be conducted based on a reasonable suspicion of an item violating Board policy, the Student Code of Conduct, or criminal law, and that the search could reasonably be expected to produce evidence of that violation. School officials may search a student or a student's property upon reasonable suspicion or with the student's free and voluntary consent. However, consent obtained through the threat of contacting law enforcement agents is not considered to be free and voluntary given. Vehicles on school property are subject to search under the same standard.

Lockers and/or storage areas are property of school and remain under school jurisdiction when assigned to an individual student. The school reserves the right to inspect all lockers and similar storage areas at any time. Searches may be conducted at any time there is reasonable suspicion to do so whether or not the student is present.

Certified school personnel have the authority to question students regarding their conduct or the conduct of others.

Reasonable suspicion for search exists if there is reasonable suspicion that the student is currently possessing, ingesting, or under the influence of alcohol or other controlled substances. The following are a few, but not all, of the examples of circumstances supporting reasonable suspicion:

- Smell of alcohol on breath
- Present inability to communicate coherently
- Dilated pupils
- Odor of marijuana or tobacco
- Habitually sleeping in class
- Bloodshot eyes
- Canine alert of one's locker, desk, books, vehicle, etc.

**Students will be checked at the beginning of each day while assigned to DAEP**

DAEP Placement Order
(Completed by home campus at placement conference)

We, the undersigned, do hereby acknowledge receipt of the Hamshire-Fannett ISD DAEP Guidelines packet to which this document was attached. We also agree to follow all guidelines outlined in this handbook. We also acknowledge that the following topics were discussed and all questions were answered in the packet:

Student's Name: _____ Grade: _____Date: _____

Parent/Guardian(s): _____

Phone: (h) _____ (w) _____ (c) _____

Home Campus: □ HFES □ HFIS □ HFMS □ HFHS

Campus Administrator _____

Reason for Placement (Code): _____

Notification Date: _____Conference/Hearing Date: _____ Intake Date: _____

Length of Placement:_____ Start Date: _____Expected End Date: _____

Review Date: _____

Please check all the items applicable to the student's placement. A student cannot arrive to DAEP Campus until the completion of all processes and DAEP Staff have receipt of all relevant information and documentation.

****All Home Campuses shall send work for their students via Google Classroom and/or other means determined by the DAEP staff and home campus administrators/teachers.****

Special Education: _____ (if yes, attach all documentation needed, IEP, BIP, etc.) 504 _____ ESL _____

**We acknowledge an understanding of, and a willingness to accept the student and parent/guardian responsibilities presented. We also understand failure to comply with these guidelines may result in additional disciplinary action. We also acknowledge that we have been informed of our right to request an initial evaluation at any time if we believe that our child is a child with a disability in need of special education and related services.**

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

## DAEP PERSONALIZED TRANSITION PLAN

No later than five instructional days after the date of a student's release from a disciplinary alternative education program (DAEP), the campus administrator shall coordinate the student's transition to a regular classroom. The coordination must include assistance and recommendations for the required transition team (37.023, Education Code).

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**Required Transition Team**

**Student's Name:** _____ **UID:** _____

**Grade:** _____ **DAEP Release Date:** _____ **Transition Plan Begin Date:** _____

| | |
|---|---|
| **Campus Behavior Coordinator/Administration** | |
| **School Counselor(s)** | |
| **School District Peace Officer(s)** | |
| **Student Resource Officer(s)** | |
| **Licensed Clinical Social Worker(s)** | |
| **Classroom Teacher** | |
| **Other School District Personnel** | |

**I. Determine the best educational placement for the student as required by 37.023(d)(1), Education Code. The required transition team may review the student's academic progress while attending the DAEP, including the acemice assessment provided by the DAEP administrator.**

_____

_____

_____

_____

## II. List any recommendations for:

**Counseling:** _____

**Behavioral Management:** _____

**Academic Assistance (with concentration on academic or career goals):**

_____

**Any assistance to obtain mental health services provided by the district or school, a local mental health authority, or another private or public entity:**

_____

**The student's progress toward academic or career goals will regularly be reviewed:**

- ☐ No
- ☐ Yes - Frequency of Review
  - ☐ Daily
  - ☐ Weekly
  - ☐ Monthly
  - ☐ Other_____

**Responsible Transition Team Member:** _____

**The student's parent(s)/guardian(s) were provided information about the process to request a full individual and initial evaluation of the student for purposes of special education services under Section 29.004, Education Code.**

- ☐ No
- ☐ Yes

**The campus administrator or designee will meet with the student's parent(s)/guardian(s) to coordinate the student's transition plan.**

- ☐ No
- ☐ Yes

**The meeting is scheduled for** _____ **at** _____
**(Date)** **(Time)**

**Campus Administrator or Designee:** _____
**(Name/Position)**

**The transition team's signatures below acknowledge the identified goals above and will work together to help the student be successful and continue academic progress:**

| POSITION | SIGNATURE | DATE |
|---|---|---|
| **Campus Behavior Coordinator/Administration** | | |
| **School Counselor(s)** | | |
| **School District Peace Officer(s)** | | |
| **Student Resource Officer(s)** | | |
| **Licensed Clinical Social Worker(s)** | | |
| **Classroom Teacher** | | |
| **Other School District Personnel** | | |
| **Other School District Personnel** | | |
| **Other School District Personnel** | | |
| **Student** | | |