

Hamlin Collegiate Independent School District



DAEP Handbook

DAEP Overview

Hamlin Collegiate ISD follows the board-approved Code of Conduct. For more information refer to the school website at www.gohamlin.com. The District Alternative Education Program (DAEP) is an educational program established by Texas state laws for public schools. It serves as an alternative setting for students who have committed disciplinary offenses. The DAEP is designed to provide a separate and structured environment where students can focus on essential academic subjects and address their behavioral needs while separated from the regular classroom. It aims to support students in improving their self-discipline, academic performance, and overall behavior through supervision, counseling, and targeted instruction.

Home Campus Placement Conference

When a student is removed from class for a DAEP offense, the campus behavior coordinator or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and, in the case of a teacher removal, the teacher.

At the conference, the campus behavior coordinator or designated administrator shall provide the student:

- information, orally or in writing, of the reasons for the removal
- an explanation of the basis for the removal
- an opportunity to respond to the reasons for the removal

Following valid attempts to require attendance, the campus/district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the campus behavior coordinator shall take into consideration:

- self-defense
- intent or lack of intent at the time the student engaged in the conduct
- the student's disciplinary history
- a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct
- a student's status in the conservatorship of the Department of Family and Protective Services (foster care), or
- a student's status as homeless

Placement Order

After the conference, if the student is placed in a DAEP, the CBC shall write a placement order. A copy of the DAEP placement order and information for the parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student for purposes of special education services shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in a DAEP and the length of placement is inconsistent with the guidelines included in this Code of Conduct, the placement order shall give notice of the inconsistency.

DAEP at Capacity

If a DAEP is at capacity at the time the CBC is deciding placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS then transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement.

If a DAEP is at capacity at the time the CBC is deciding placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the period of the placement for the student removed, the student shall be returned to a DAEP for the remainder of the period.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The CBC shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students who are in a DAEP placement at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the CBC or the board's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see **glossary**) that violates the district's Code of Conduct.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the CBC's office, the central administration office.

Appeals shall begin at *Level One* with the principal or CBC.

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or co curricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's IEP or Section 504 plan.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program shall be the last instructional day, and the student shall be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the CBC or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the CBC may enter an additional disciplinary order as a result of those proceedings.

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. See policy FOCA(LEGAL) for more information.

DAEP Intake Conference

The home campus administrator will set up the DAEP Intake Conference and notify the student and family. During the intake, the student will review the rules and regulations in the DAEP Handbook.

Students are expected to abide by all rules and regulations as specified in Student Code of Conduct and DAEP Handbook. Any violation of the following will result in days not earned, days added to placement, suspensions, expulsion, or other appropriate consequences.

HAMLIN COLLEGIATE DAEP SPECIFIC INFORMATION

Address: 450 SW AVE F. Hamlin, TX 79520

Phone #: (325) 576-3624

Principal: Morganne Mandrel, [M.Ed.](#)

DAEP Administrator: David Foil

Secretary: Sheila Maberry

Chaplain - Drew Tomlinson

DAEP Coordinator: Laura Gonzalez

Vision and Mission

The Hamlin Collegiate ISD District Alternative Education Program (DAEP) provides a safe, nurturing environment to empower students to become responsible and productive school/community members. The DAEP team strives to achieve this by improving academic abilities, social skills, and self-esteem while students are serving time in DAEP.

The DAEP staff believe that:

- Every student is important.
- While the behavior was bad, the student is not.
- Every student can learn.
- Every student is responsible for his/her learning & behavior.
- Learning takes place in an orderly, structured, and positive environment.

Arrival/Dismissal

DAEP school hours are 8:00 a.m. to 3:45 p.m. on Monday–Friday; Doors will not open until 7:50.

- Students are tardy at 8:01 a.m.
- DAEP should be notified if the student is going to be late.
- Parent or designee shall drop off and pick up the student at the back of the High School building.
- Student will enter through the back door of the Wellness Center.
- **DAEP students are not allowed to use HCISD bus transportation.**
- Parent/guardian may NOT drop students off before check-in and leave them unsupervised, nor pick them up later than 4:00 p.m.

Change of Address or Phone Number

It is the responsibility of the parent/guardian to notify the DAEP Administrator or campus Secretary when there is a change of address or phone number.

Attendance

Students must arrive at the designated times and in dress code. Unexcused tardies will be documented, will result in after school detention, and could impact the release date. State law requires that students attend class 90% of the class days to receive credit. The DAEP staff reports attendance daily to the home campus. Excessive absences could result in a student's withdrawal for the semester and loss of credit for that semester. Students are required to make up all absences. If your child will be absent from school, call (325) 576-3624 and speak with the campus Secretary. Written documentation must be provided if a student is absent or misses only part of the school day (doctor's note, court papers, etc.) **Days absent from DAEP do not count towards days served. Students must be physically present for a day to count.**

Permission to leave school

Students are not permitted to leave the DAEP campus without permission from the DAEP Administrator. A parent/guardian or authorized designee listed in Ascender must sign the student out before he/she is allowed to leave. All students must exit through the designated DAEP entrance/exit door at all times, no exception. Leaving the DAEP campus without permission will incur further consequences from the DAEP Administrator.

Meals

For the 25-26, Breakfast and lunch will be provided to all students at no cost. The HCHS cafeteria staff will deliver meals directly to the DAEP campus for breakfast and lunch.

Outside Food Policy

Students are allowed to bring outside food, snacks, or drinks; however, this is a privilege that may be revoked if misused. All outside food must be consumed only during designated breakfast and lunch periods.

Outside food, snacks, candy, or gum are strictly prohibited at all other times during the school day. Failure to follow these expectations will result in the loss of this privilege.

The DAEP campus will not provide refrigeration to any student.

DAEP Electronic Device Policy

All electronic devices—including cell phones, smartwatches (e.g., Apple Watches), earbuds, tablets, and any other personal electronic devices—are not allowed in the DAEP classroom. If a device is brought to the DAEP campus, **it must be stored in a designated locker outside the classroom before entering.**

Failure to follow this policy may result in disciplinary consequences and/or the loss of device privileges during placement.

Computer Use

Upon suspension or DAEP placement, **students are required to surrender their school-issued device and charger directly to the DAEP Administrator.**

Devices will be securely stored and kept in the DAEP classroom for the duration of the student's placement. Students **are not permitted to have access to their device at their desks** unless a specific assignment has been given by their teacher **and** permission has been granted by the DAEP Coordinator.

Failure to comply with this policy will result in disciplinary action or loss of device privileges. Students are expected to follow all school rules and guidelines regarding laptop use. Students must adhere to the rules outlined in the Hamlin Collegiate ISD Code of Conduct, including those related to computer use and internet safety.

Campus visits/Extracurricular activities

The district does not permit a student assigned to DAEP to participate in any school-sponsored or school-related extracurricular or co-curricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations. Additionally, students are not allowed on any other HCISD campus in the district or sports facility other than the DAEP campus during his/her placement. ***A criminal trespass form will be signed at the DAEP Hearing and will be removed at 3:45 PM on the last day of the student's placement.***

Permitted and Unpermitted Items

Students shall not bring outside items to DAEP. This includes but is not limited to the following: backpacks, purses, money, wallet, candy, etc. During colder weather, jackets/coats/sweaters may be worn to school, but are not allowed to be worn in the classroom. **NO HOODIES allowed at any time.** These items must be stored outside the classroom in a designated locker. All students may be subject to random searches, which will be done in the presence of the DAEP Administrator. The DAEP will furnish school supplies for special projects assigned by teachers as needed.

Medication/Illness

- Authorized employees of the district may administer medication to a student in DAEP, provided that the school has received a written request signed by a parent/guardian and the medication is in its original container and properly labeled.
- All medications brought to school will be stored in a secure area, and whether prescription or over-the-counter drugs, the medicine must be given to the secretary.
- Parent/guardian contact will be made for all students who are ill and unable to perform the required daily program tasks.
- Students who are ill with a fever or vomiting will be sent home. The student should be picked up in a timely manner from the DAEP campus. Doctor statements may be required in some cases before the student can return to campus. At the end of a student's placement, a parent should pick up any unused student medications.
- Students may have in their possession asthma inhalers prescribed by a doctor. Under no circumstances is the student allowed to share the inhaler with another student or cause classroom disruption.

Transition Plan from DAEP Back to Regular Campus

To ensure a smooth transition from DAEP back to the home campus, the following will take place:

- A student placed in a DAEP may be provided a review after a set number of assigned days. This review shall focus on the following criteria: academic status, attendance, completion of assignments, behavior, tardies while in DAEP, and additional information deemed significant by the DAEP campus behavior coordinator and the home campus behavior coordinator or designee.
- If a favorable review is met, the student may return to his/her home campus. If not, the student remains at DAEP until further notice.
- On the last day, the DAEP administrator provides written notice to parents and the home campus administration. A Return to Campus form is shared, which highlights the student's time in DAEP.
- Once back on the home campus, a transition team meets within 5 days of the student's return to create a transition plan.

DAEP EXPECTATIONS

Student Responsibilities

- Arrive on campus in dress code.
- Always follow dress code requirements while on DAEP school grounds.
- Complete assignments promptly and with acceptable quality daily.
- Comply with a non-invasive search with probable cause at any time during the school day.
- Follow campus and classroom expectations.
- Respect the directions of administrators, teachers, and staff.
- Respect their fellow classmates.
- Use the restroom only on assigned breaks. Only one student is allowed in the restroom at a time. Restroom breaks are limited to 4 a day unless otherwise noted. 9:00, 11:30, 1:00, and 2:30
- Assist in keeping the school and classroom clean. This includes the student work area.

Students May NOT:

- Use profanity or disrupt the learning environment. This includes not talking in class unless given permission.
- Discuss drugs, sex, criminal or gang activities, or any other subject deemed inappropriate by the staff while on site.
- Sleep or put your head down anytime during class. If a student is not feeling well, they can report to the office for evaluation.
- Write or draw on assignment folders, textbooks, library books, or any other school property.
- Bring outside gum, food, or drink on campus.
- Damage or destroy DAEP property. The student and parents are financially responsible for damaged or destroyed property.
- Move around the classroom without permission.

When students struggle with compliance, the DAEP may:

- Conference with the student and parent/guardian in person or via phone
- Assign after-school detention
- Have a parent spend the entire day in classes with the student
- Suspend the student from school
- Apply an alternate consequence as determined by the administration
- Extend review date
- Recommendation for an expulsion hearing

Parent Expectations

- Ensure your student complies with attendance requirements. If absent, must adhere to district policy regarding absences and/or tardies. Call DAEP when child will be absent or tardy. (325) 576-3624
- Send your student to school alert, rested, ready to work and in dress code
- Cooperate with the DAEP staff to maintain a quality program for your student
- Sign statement(s) acknowledging the DAEP Handbook requirements
- Arrive in a timely manner when a student needs to be picked up from school

Student's Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

DAEP DRESS CODE

Students should be in dress code upon arrival at school each day, beginning with the first assigned day of DAEP. If not, a parent/guardian will be called to bring appropriate clothes. All dress code decisions are at the sole discretion of DAEP administration.

- PANTS
 - Jeans or khaki pants/slacks
 - Must be full-length, plain blue or black jeans with pockets and belt loops in good condition
 - Khakis may be black or tan with belt loops in good condition.
 - Waist size must match a student's actual waist size. Pants must remain above waist level.
 - Not allowed:
 - Tears, holes, frays, embroidery, and embellishments
 - Cargo pockets
 - Jeggings, tights, yoga pants, joggers, sweatpants
 - Shorts, spandex, and tights worn under clothes.
 - Baggy, saggy, oversized pants
 - Underwear must not be visible
 - BELTS
 - Solid neutral colors such as black, brown, or white
 - Belt buckle should be plain
 - SHIRTS
 - Polo Style Shirt or Collared Shirt
 - Colors allowed - black, gray, white
 - Must not have designs, lettering or undergarments showing through the material
 - Can have short sleeves or long sleeves
 - Plain T-Shirt
 - Colors allowed - black, gray, white
 - Must not have designs, lettering or undergarments showing through the material
 - Can have short sleeves or long sleeves
 - Long-sleeved white or black shirts may be worn under the polo shirt or t-shirt
 - The bottom of the shirt must always be tucked into the pants
 - Shirts worn by female students must be of proper length, with "no skin showing."
 - COATS, JACKETS, AND SWEATERS
 - On cold days, students may wear a coat, jacket, or sweater to school.
 - **NO HOODIES allowed at any time.**
 - Coats/Jackets/Sweaters will be stored outside the DAEP classroom in a locker.
 - SHOES
 - Should have an athletic sole (such as Nike, Vans, Converse, Skechers)
 - No crocs, flip flops, house shoes, boots, or slides are allowed
 - Shoes must be in neutral colors such as brown, gray, white, or black
 - If your shoes have laces, the laces can only be black or white
 - Socks may not have any references to drugs, alcohol, or gang affiliations
 - JEWELRY
 - No watches, rings, earrings, necklaces, bracelets, facial, or body piercings.
 - All jewelry will be confiscated and returned at the end of the placement
 - HAIR, NAILS, MAKEUP
 - Face and hands should be groomed in a manner that will not disrupt the learning environment or cause a safety concern
 - Hair must be a natural color with no cut in designs
 - Heavy makeup and nails longer than the fingertips are not allowed
- DAEP Administration has discretion on what may or may not be acceptable***

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

Student's Name: _____ **Grade:** _____ **Date:** _____

Parent/Guardian(s): _____

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

☐ Student will be using a laptop/iPad

☐ Student will do paper assignments

Reason for Placement (Code): _____

Notification Date: _____ **Hearing Date:** _____ **Intake Date:** _____

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

Review Date: _____

Please check all the items applicable to the student's placement.

A student cannot arrive in the Hamlin Collegiate High School DAEP Campus until the completion of all processes and the DAEP Staff have receipt of all relevant information and documentation.

Paperwork sent by teachers will be interoffice mailed.

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

504 _____ **ESL** _____ **STAAR/EOC** _____ **At-Risk** _____

I understand the placement assigned. The district has provided a copy of the Procedural Safeguards and Child Find framework link at <https://spedsupport.tea.texas.gov/topics/child-find>.

Student's Signature: _____ **Date:** _____

Parent/Guardian's Signature: _____ **Date:** _____

Administrator's Signature: _____ **Date:** _____

Hamlin Collegiate ISD DAEP Criminal Trespass Notification

Criminal Trespass Warning

Criminal Trespass Sec.30.05. Texas Penal Code: A person commits an offense if he/she enters or remains on property or in a building without effective consent and he/she: (1) Received notice that entry was forbidden, (2) Received notice to depart, but failed to do so. "Notice" means an oral or written communication by the Principal or staff. "Property" is defined as public school campuses or grounds upon which the school is located, and any grounds used by the school for assemblies or other school-sponsored activities.

Students serving a DAEP placement shall stay off all other Hamlin Collegiate Independent School District campuses. If observed on any Hamlin CISD campus other than the DAEP Campus/Room, located at 450 SW Ave F Hamlin, TX 79520, at any time within the placement period, the result will be Criminal Trespass charges filed with the local police department.

Criminal Trespass results in charges filed on a student found away from the assigned location on the DAEP campus during the school day.

SIGNATURES

Please sign below, indicating that you have read and understand the Criminal Trespass Warning

Student's Signature: _____ **Date:** _____

Parent/Guardian's Signature: _____ **Date:** _____

Administrator Signature: _____ **Date:** _____

Hamlin Collegiate ISD
Return to Campus from DAEP Form

Student Name: _____ **Grade Level:** _____

DAEP Placement Dates: From _____ to _____

Return Date to Traditional Campus: _____

DAEP Placement Summary

- **Reason for DAEP Placement:**

- **Behavioral Progress During DAEP Placement:**

- ☐ Consistently followed DAEP rules and expectations
- ☐ Occasional reminders needed
- ☐ Ongoing behavioral concerns (see notes)

Notes:

Academic Progress

- **Completed Assignments:**

- ☐ All assignments completed
- ☐ Some assignments are missing (see list below)
- ☐ The majority of assignments are incomplete

Missing Assignments (List by Course):

Course	Missing Work	Notes/Comments

Strengths and Positives Observed in DAEP

- _____
- _____
- _____

Concerns for Return to Campus

- _____
- _____
- _____

Scheduled Transition Meeting

Date: _____ Time: _____

- **Suggested Support Plan for Return (if needed):**

- ☐ Check in with the Chaplain or administrator
- ☐ Weekly academic progress check
- ☐ Behavior contract in place
- ☐ Other: _____

Signatures:

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____

DAEP Teacher: _____ Date: _____

Campus Administrator: _____ Date: _____

Hamlin Collegiate ISD DAEP Transition Plan

In compliance with Texas Education Code §37.023, this plan must be initiated no later than five instructional days after a student's release from an Alternative Education Program (AEP). The transition team will review the student's academic progress, behavioral growth, and support needs to ensure a smooth and successful return to campus.

Student Name: _____ **Grade Level:** _____

DAEP Release Date: _____ **Transition Plan Start Date:** _____

Transition Team Members

Team Member Role	Name	Signature/Date
Campus Behavior Coordinator		
District Athletic Director		
General Education Teacher		
Special Education Teacher		
Other Relevant Staff (if applicable)		
Parent or Guardian		

Educational Placement Decision

The team has reviewed the student's academic performance, behavior, and progress while in DAEP to determine the most appropriate educational placement upon return.

Placement Determination (include summary of academic and behavioral progress):

Transition Support Plan

Recommended Supports:

- Counseling Needs: _____
- Behavioral Supports/Interventions: _____
- Academic Assistance (e.g., tutoring, modifications): _____

- Mental Health Support (if applicable):
Assistance provided by:
☐ District mental health staff
☐ Local mental health authority
☐ TCHATT
☐ Private provider
☐ Other: _____

Ongoing Monitoring and Review

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

☐ Daily ☐ Weekly ☐ Monthly ☐ Not Necessary

Responsible Transition Team Member for Monitoring: _____

Parent & Guardian Communication

- Parent(s)/Guardian(s) were provided with information regarding the process to request a Full Individual Evaluation (FIE) for special education services under Texas Education Code §29.004.
☐ Yes ☐ No

Acknowledgment & Commitment

The signatures below indicate understanding of the identified goals and a shared commitment to support the student's successful transition back to campus.

By signing, team members acknowledge that a copy of the Procedural Safeguards and Child Find framework has been provided at: <https://spedsupport.tea.texas.gov/topics/child-find>.

Team Member	Signature	Date
Campus Behavior Coordinator		
District Athletic Director		
General Education Teacher		
Special Education Teacher		
Parent/Guardian		
Student		
Other		



Notification Date:

Dear Parent/Guardian,

We are writing to inform you that your child, _____ has been recommended for placement in the Disciplinary Alternative Education Program (DAEP) at Hamlin Collegiate ISD. DAEP is a structured educational setting designed to address behavioral concerns while allowing students to continue their academic progress.

Please note the following details regarding your child's placement:

- **Number of Days Assigned:**
- **Date of DAEP Hearing:**
- **Time:**

Meeting Location:

Hamlin Collegiate High School
450 SW Ave F
Hamlin, TX 79520

Location of DAEP:

Hamlin Collegiate High School
450SW Ave F
Hamlin, TX 79520

Reason for Placement:

Should you have any questions or wish to discuss this matter further, please contact our office at your earliest convenience. We appreciate your cooperation and look forward to working together to support your child's success.

Dress Code Policy:

- Jeans or khaki pants/slacks. Must be full-length. No Shorts.
- Belt - Solid neutral colors such as black, brown, or white. (not required to wear one)
- Polo Style Shirt, Collared Shirt, or Plain T-Shirt (Colors allowed - black, gray, or white)

Sincerely,

David Foil, High School Assistant Principal