

Checklist for Assignment to a DAEP/JJAEP

- ❑ Call the police if an offense requires mandatory removal or if the offense is discretionary but serious (e.g., theft). *Please note: Misdemeanor and felony offenses committed on campus, within 300 feet of campus, or at a school related activity must be reported to the appropriate law enforcement agency.*
- ❑ Provide the student with **due process**. Explain your understanding of the incident and allow student to explain his/her actions. **Decisions to assign a student to a DAEP shall not be made until a formal conference has been scheduled and held with the parent. (Expulsions require a formal hearing.)** The conference/hearing should be scheduled within three (3) days from the date of the offense and should be held within seven (7) days from the date of the offense. (Adherence to Special Education and 504 laws, regulations, and procedures is required if the student has been identified as a special education or 504 student.)
- ❑ The student may be suspended (maximum 3 days) or assigned to in-school suspension while arrangements are made for the conference/hearing, but this is not a requirement if there is no safety concern. At no time should a student be suspended out of school for more than three (3) consecutive days. **Note:** any part of the school day in which a student is suspended is counted as a full day of suspension. At no time should a student be in an in-school suspension class for more than ten (10) consecutive days pending a DAEP/JJAEP assignment.
- ❑ Send notice of DAEP/JJAEP assignment conference/hearing letter to parent/guardian. The notice should be specific to the offense(s) for which assignment to the DAEP/JJAEP is recommended. Notify the parent/guardian of their right to bring an attorney and if they choose to do so, contact the HISD Legal Department for advice. **Note:** If the school administrator has documented a good-faith effort to inform the student and the student's parent/guardian of the time and place of the conference/hearing, the school administrator may proceed with the conference/hearing even in the absence of the student and parent/guardian.
- ❑ If student receives Special Education or 504 services, hold manifestation determination first.
- ❑ Hold conference/hearing and document the information shared at the conference including a list of those present at the conference. (DAEP Conference Report)
- ❑ Within three (3) days from the conference/hearing date notify the parent/guardian in writing of the decision and provide appeal information if the decision is to assign the student to the DAEP/JJAEP that extends beyond the next grading period.
- ❑ When determining the length of placement, the administrator shall consider such factors as a) seriousness of offense; b) student's age/level of maturity; c) intent or lack of intent; d) frequency of offense; e) behavior history; f) self-defense as a mitigating factor; g) impact on the school environment; h) inability in understanding the seriousness of the offense and its consequences.
- ❑ Post Discipline on Chancery include the appropriate event code, police case number if appropriate, all actions (i.e. suspension, placement in in-school suspension associated with this offense), and police case numbers if applicable.
- ❑ Submit referral via the on-line DAEP Referral application.

Note: If a student is enrolling from another district and is under an open removal order: (1) enroll the student on your campus; (2) request removal information from the previous school district; (3) conference with parent and student; (4) post DAEP information on Chancery. Student may be assigned to in-school suspension pending assignment to the DAEP.

Note: A non-custodial parent may request in writing that the district provide them with a copy of any written notification relating to student misconduct that is generally provided by the district to a student's parent or guardian. Campus staff can confirm non-custodial parental status with a divorce decree or parent's name on the student's birth certificate.