Henderson Independent School District
Montgomery Achievement Center (MAC)



Care, Welfare, Safety, and Security

Disciplinary Alternative Education Placement (DAEP)
Information Packet and Guidelines
2026-2027

DAEP Principal: Holly Wilson, M.Ed. **Telephone: 903- 655- 5552**

Address: 308 Smith Street

DAEP information packet issued to: _____

By: _____
Date:_____

Parents/guardians are responsible for making arrangements for a face-to-face conference with the DAEP Principal/ MAC representative immediately.

***The face-to-face conference is considered a DAEP intake meeting.**

The parent/guardian and student are expected to review packet contents and be prepared to ask questions for clarification at the DAEP intake meeting. **Bring this packet to the intake meeting.** The parent/guardian and student must attend the intake meeting**. Intake meetings are held at 9:00 am and 2:00 pm each day. Please call to confirm your intake meeting day/time. (903-655-5552)**

The information contained in this packet works with the student's home campus Student Handbook and the adopted HISD Student Code of Conduct. Parents and students are invited to review HISD policies on the HISD website.

The information in this packet is subject to change. It is the primary explanation for all areas connected to DAEP. Parents are encouraged to read this packet carefully prior to the DAEP conference so questions can be addressed at that meeting.

Throughout this packet, the phrase "the student's parent" is used to refer to the parent, legal guardian, or other person who has legal, written documentation from student's parent to assume the school-related responsibilities.

HISD/DAEP Vision: "To educate and prepare students to become productive citizens and lifelong learners who value excellence and integrity."

- **Overview** Henderson ISD's DAEP is a disciplinary alternative program providing instruction for students enrolled in the Henderson Independent School District that have been assigned to DAEP from their home campus for disciplinary reasons. DAEP teachers facilitate the program and provide direct instruction to support instruction from the student's home campus teachers. All requirements of the HISD Student Code of Conduct are considered an integral part of the DAEP. Other information unique to the disciplinary program is as follows:

- **Expectations** Due to the unique configuration of the DAEP program, mutual respect and cooperative relationships between faculty, staff and students are keys to success. Students assigned to DAEP will face strict security upon entry. Because the purpose of a DAEP is to ensure a secure and structured learning environment, *all* students, bags, and items are subject to daily metal detector/wand screenings and searches.

- DAEP students are expected to:

    - Be cooperative with adults in charge while respecting themselves and others.
    - Be on time and attend school 100% of the time.
    - Complete assigned work and earn passing grades in all classes.
    - Follow verbal and/or written directions at all times.
    - Wear required DAEP attire at all times.
    - Follow DAEP rules for acceptable behavior in the classroom and hallways at all times.

Failure to comply with any expectation of the DAEP program will result in disciplinary demerits being issued. **Four or more** demerits in a single day will result in a loss of credit toward dismissal from DAEP. *The student daily log must be signed and returned to school within 2 school days or the student will not be permitted without a parent/principal conference.*

A disciplinary slip will be issued to document the failure to behave in an acceptable fashion while at DAEP. **Student behavior must be acceptable for credit to be awarded.**

Students must earn credit based on the **DAEP Individual Daily Log** for the school day to count toward completing the assigned days. Students must be present to earn daily credit. Absences must be made up.

Misbehavior and failure to earn daily credit with 4 or more demerits will be documented. The Student Code of Conduct guidelines will determine disciplinary action(s).

- **Attendance** Regular school attendance is required per the adopted HISD school-wide calendar. The number of days assigned to DAEP by the home campus is the minimum number of days required for a student to be present in DAEP.

The school day is: **Elementary 8:00 am to 3:00 pm daily**

Secondary 8:00 am to 3:00 pm daily

DAEP students may be dropped off between 7:30- 8:00 am. Students may NOT be dropped off before 7:30 am.

DAEP students MUST be picked up no later than 3:15 pm each day.

Students are to be dropped off in front of the school from the student parking lot only. Parents may NOT pull in or drop off students in the teacher parking lot.

Doors lock at 8:00 am. Please arrive on time! Tardies will count toward truancy and loss of credit.

When returning to DAEP following an absence, a student is required to bring a note signed by a parent/guardian (if under 18) that describes the reason for absence and/or a doctor's excuse.

A phone call to the school office is encouraged but **not** excused documentation. An excuse from a physician, counselor or probation officer is the only official "excused absence" allowed.

Absenteeism that exceeds what is allowed in HISD district policy will be reported as a disciplinary issue by the DAEP principal and parents will be referred to truancy court.

- **Academic Expectations** Students in DAEP must meet all the academic requirements for the home campus, including quizzes, tests and exams.

- **Curriculum** In addition to the home campus academic and evaluation curricula requirements, students in DAEP must participate in a social skills program that includes but is not limited to bullying, sexual harassment, drug and alcohol prevention and anger management.

Students receiving group counseling may be served by the student's home campus provider. Individual counseling is available upon written request.

A fitness program that contains moderate physical activity is part of the required schedule for all students in DAEP. As weather permits, outdoor walking is part of the daily DAEP routine for physical activity. **Students must participate unless excluded by a documented physician's request.**

- **Meals** Breakfast and lunch are offered through HISD's Child Nutrition department. Meals for DAEP students are delivered from another campus cafeteria.

Students/parents may NOT order food to be delivered from a commercial vendor for anyone assigned to DAEP. Students may not bring any food from home unless first approved by the DAEP principal. Only documented health reasons will be considered.

NOTE: Meals are ordered at specific times daily. Tardies or absences will impact a student's opportunity to order meals.

- **Closed campus** The DAEP is housed at the Montgomery Achievement Center (MAC) campus. MAC is a closed campus. No outside food or drink. No outside visitors are allowed other than HISD employees and law enforcement officers. Conferences are to be scheduled in advance through the DAEP principal. A student in DAEP is not permitted in any part of the Montgomery Achievement Center without adult supervision.

Video cameras throughout the building are in use at all times.

- **Medication** A medication form must be signed by a parent/guardian if any medication is to be taken/administered at the DAEP. This includes prescription or over the counter medications such as Tylenol, aspirin, cough drops, etc. (Over the counter medications must have a physician's orders to be administered at school, by school personnel.)

- **Extra-curricular activities/school events- Students in DAEP may NOT participate in or attend any extra-curricular events or programs on any HISD campus or at any school-sponsored event.** Failure to comply with this directive may result in a citation for trespassing. An additional DAEP placement for the student could be issued.

- **Transportation** Bus transportation **is not provided** to students assigned to DAEP. Parents are responsible for their students' transportation to and from the DAEP each day. Special Education Transportation arranged prior to the placement in DAEP is permissible. Also, HISD will provide transportation for students serviced under the McKinney-Vento Act. High school students that drive a vehicle must have a valid HHS parking sticker. They will only be allowed to park in a designated parking lot at the Montgomery Achievement Center campus. All regulations applicable to HHS student parking privileges apply to the Achievement Center disciplinary alternative school program. **The DAEP campus principal has the final authority to grant/revoke parking privileges for students assigned to DAEP.**

- **Student Dress Code at DAEP** The district and campus dress code for DAEP is established to teach grooming and hygiene, prevent disruption of the learning environment and minimize safety hazards. Students will be checked each morning for dress code compliance ***before*** they are allowed to enter the building. Dress code compliance will also be monitored throughout the school day. Simple clothing searches each day are routine at DAEP.

Individuals found to NOT be in proper dress code at any time of the school day, or who refuse to cooperate, will be subject to disciplinary action.

Students at DAEP must wear the following clothing <u>every day that they are assigned to DAEP:</u>

DAEP DRESS CODE

	SHIRTS	PANTS	SHOES
All Students	**White** uniform style shirt ***with a collar*** and no logos. (long or short sleeve) (partial button or full button down shirt) **Plain white** under shirt (long or short sleeve)	Full length uniform style **Khaki** pants only. No jeans (denim) or shorts allowed. **MUST WEAR BELT** (Solid **brown or black)**	Shoes may be **black, brown, grey, or white** tennis shoes OR dress shoes. **NO** other colors allowed. **No boots!**

- The dress code is the same for <u>ALL</u> students.
- Students must be groomed and presentable.
- Personal items are NOT allowed such as but not limited to cell phones, keys, wallets, jewelry, etc. All personal items will be collected during check-in and stored in a bag with the student's name, inside the office. Students will be allowed to have their personal items back at the end of each day.

- Dress code rules are enforced from the time the student steps on campus to the time they get in their transportation to leave campus.

Additional Dress Code Expectations

- All shirts must be tucked in at their true waist and pants worn at the natural waste. NO SAGGING.
- Regular belt buckles; no large buckles, no letters, no designs, no bling.
- Shoes must be closed toe (No sandals, house slippers, slides, flip flops, Crocs, etc.)
- Shoes made with shoelaces must have laces in them and always tied up.
- Shoes must not have colored logos other than black, brown, grey, or white.
- Shoes with metal tags in the shoestrings must have the metal tag removed.
- No exposed Undergarments. Undergarments should be white or a neutral color, not to be seen through a white uniform style shirt.
- No hoodies, sweatshirts, coats, jackets.
- No shorts, capris, or crop pants.
- No athletic shorts are to be worn underneath uniform pants.
- No joggers, leggings, jeggings, or excessively tight pants.
- No pants with front pockets sewn shut.
- Inappropriate tattoos must remain covered during the school day.
- No piercings and no spacers for piercings.
- No hats, caps, headbands, or other head coverings.
- No jewelry of any kind is allowed.
- No hard, plastic or metal hair ornaments.
- No unnatural hair colors. (Orange, blue, purple, pink, green, etc.)
- No symbols, words or designs cut in the hair, eyebrows, or facial hair.
- Nothing can be attached to the fingernails (bling, characters, etc.)
- No backpacks or purses. Female students may bring a small toiletry bag with feminine products to be kept in the office. These toiletry bags may be searched during the day by the campus principal, intake officer or secretary.

*****The DAEP Principal has the final authority on what is or is not acceptable attire or grooming at DAEP.**

- **Student and Parent Acknowledgement Statement** The last portion of the Disciplinary Alternative Education Placement (DAEP), **"Information Packet and Guidelines will** be signed **<u>at the face-to-face</u> DAEP intake conference.**

Student and Parent DAEP Acknowledgement Statement

I/We have read this packet of information and had an opportunity to discuss its contents with the DAEP principal. I/We have had an opportunity to ask questions, and have questions answered to my/our satisfaction. I/We understand that failure to follow through with the responsibilities contained in this packet and the HISD Student Code of Conduct may result in further disciplinary action(s), including the possibility of expulsion from school.

Student Signature: _____

Date of Birth: _____

Student ID#:_____Grade:_____

Home Campus: _____

Parent/guardian Signature: _____

Today's date: _____/_____/_____

Daytime telephone #:_____

Home telephone#:_____

DAEP Principal Signature: _____
Today's date: _____/ _____/ _____

Review/conclusion comments: Counseling form given _____ Medication form given_____ Individual daily log given ____ Student special needs discussed_____ Emergency contact updated _____ Student parking verified_____

Notes/ Other: