

Henderson Independent School District's *Montgomery Achievement Center*

Disciplinary Alternative Education Placement (DAEP)

Information Packet and Guidelines

2017-2018



Care, Welfare, Safety, and Security

DAEP Principal: Clay Freeman, M.Ed. Telephone: 903- 655- 5552 Address: 308 Smith St.

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.

DAEP Montgomery Office Telephone: 903-655-5552

The parent 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 meeting. The parent/guardian, student must be in attendance.

The information contained in this packet is a companion piece to the student's home campus Student and Parent Handbook and the adopted HISD Student Code of Conduct. Parents and students are invited to review HISD policies at the following web site:

<http://www.tasb.org/policy/pol/private/201902/>

The information in this packet is subject to change. It is the primary explanation on any and 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 and 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 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. 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. 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.

→**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: **Secondary 8:00 am to 3:30 pm daily; Elementary 8:00 am to 3:20 pm daily**

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).

Arriving late or leaving school early (≤ 10 minutes) will be marked as a tardy and result in a disciplinary demerit unless the tardy is due to a documented excused absence.

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 or a doctor's excuse.

A phone call to the school office is encouraged but **not** excused documentation. An excuse from a physician or 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 and anger management.

Group counseling may be provided by the student's home campus. 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. Walking outdoors is part of the daily DAEP routine for physical activity. Students must participate unless excluded by a physician.

→**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 visitors are allowed. 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.

→**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.*** This applies to in or out of town events. Failure to comply with this directive will 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 student's transportation to and from the DAEP each day. 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 to 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 every day that they are assigned to the DAEP:

- Plain white or black collared shirt with buttons at the neck and/or down the front. Long sleeve or short sleeve is acceptable. Shirts must be tucked in at all times for both boys and for girls. No holes allowed.
- Boys must wear tan khaki slacks/tan cargo shorts only. Girls must wear tan khaki slacks, tan khaki skirts of approved length, or tan cargo shorts only. No holes allowed.
- Slacks, skirts or cargo shorts must be worn at or on the waist at all times.
- Belt loops on slacks/skirts require a belt. Solid black, white or brown belts only are allowed. No designs or embossing is allowed. Belt buckles must be small and always buckled.
- Plain white or black socks must be worn at all times. No other colors are allowed. Small (quarter-sized or smaller) commercial logo symbols that are black or white are allowed on the sock. Socks may be low-cut, ankle, calf or knee-high styles.
- Footwear must be completely closed (no sandals, house slippers, flip flops, etc). Tennis shoes or boots are acceptable if the color is compliant with regulations. The footwear must be primarily white, brown or black only.

- Shoes made with holes for shoe laces must have them. The shoe strings must be properly tied at all times. White, brown or black laces only are allowed.
- No jewelry or personal items of any kind are allowed in the building. This includes wallets, keys, cell phones, money, etc. Students must leave these with the DAEP office.
- Clothing must adequately cover the student's body and all undergarments at all times.
- Any visible tattoo must be completely covered **prior to entering the building** and must **remain** covered throughout the school day. "Covered" is limited to white or tan adhesive bandages/tape only. No cloth wraps or gloves of any type are allowed to be used as covering. Students must supply their own covering material.
- Students may not write or draw on their clothing or exposed body while at DAEP. This will be considered a tattoo.
- No hair bow, clip, color hair extension, etc. is allowed. Feathers, tassels, streamers, tinsel, beads or other items may not be worn and/or attached to the hair.
- No design of any type/style is allowed to be cut into the hair of the student's head or eyebrows. Hair color must be natural with no color additions/bleaching, etc.
- Undershirts, short or long sleeved, if worn, can be only **solid** white or **solid** black on areas beyond the white outer shirt areas.
- Jackets/coats may be worn out doors but not anywhere in the building. These must be hung outside the classroom in a designated area. These items will be searched during the day by the campus principal.
- No backpacks or purses. Ladies small toiletry bags are allowed if left with the homeroom teacher. These toiletry bags will be searched during the day by the campus principal.

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 2017-2018”***, will be signed at the face to face 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, 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 ____

Other: