



D.A.E.P Handbook

2025-2026

“In light of my past experiences, my present circumstances, and my future hopes and dreams... What would be the wise thing for me to do?”

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KERRVILLE INDEPENDENT SCHOOL DISTRICT

Discipline Alternative Education Program

D.A.E.P Handbook

Preface

To Students and Parents:

The Discipline Alternative Education Program (DAEP) student handbook contains information all students and parents are likely to need during the student's DAEP placement. Throughout the handbook, the term "the student's parent" is used to refer to either the parent, legal guardian, or other persons who have agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the student's home campus handbook and student code, as this DAEP handbook serves as a supplement to the home campus handbook while the student is placed in the Kerrville Independent School District D.A.E.P. It will explain significant differences in policy, procedures, and rules that will apply to the student during his/her placement.

Our Mission Statement

"The mission of the Kerrville I.S.D Discipline Alternative School is to foster students' appreciation of educational opportunities within our district and achieve success at their home campuses by building positive relationships, encouraging appropriate behavior, and providing a safe place to learn where they may succeed."

Program Description

The D.A.E.P is a setting for students who have exhibited either serious or persistent misbehavior on the originating campus. This program's focus is on **behavior modification and restoration** as its primary goal. By providing students with an intense, highly structured environment, DAEP expects the student will be able to:

1. Understand the misbehavior/consequence relationship.
2. Analyze the behavior which resulted in D.A.E.P placement.
3. **Accept responsibility** for his/her actions.
4. Appreciate the opportunities on his/her originating campus.
5. Modify behavior to prevent additional placements in D.A.E.P

Placement and dismissal

An intake conference is required before the student can be admitted into the D.A.E.P. **Both the student and a parent/guardian** must meet with the campus administrator to ensure a successful integration. The student will not be allowed to attend until this meeting is held.

Transportation

Students assigned to D.A.E.P **must ride** the appropriate KISD bus to and from campus.

Pick up/Drop off points are designated by the K.I.S.D Transportation department. **Call 257-1333** to make arrangements before the first day of placement.

Parents may not drop off students during the day, unless the student is returning from or going to a documented visit to the doctor or court. **A note from the doctor or court must be presented at the time of drop off.** If a student has an afternoon appointment, the student must be picked up by 3:00; otherwise he or she will be sent home on the bus.

Bus rules

1. Students out of dress code will not be allowed to board the bus.
2. No food, drinks or gum allowed on the bus
3. Students are to remain seated at all times, facing forward.
4. Students must immediately comply with any and all instructions by driver/monitor
5. All warnings and referrals are processed as DAEP referrals and will affect point totals

Driving or walking to and from D.A.E.P is not allowed.

Students will exit the buses in the morning and proceed directly into the building to undergo security search and begin school.

At 3:00, All students will board the bus and leave campus. Students must leave the D.A.E.P campus immediately. Students who remain outside the D.A.E.P will be considered trespassing, and appropriate authorities will be contacted. Students who leave campus without permission are truant.

****D.A.E.P students are not allowed on campus property for ANY reason other than D.A.E.P attendance during the regular school day. They are NOT permitted to attend ANY school activities or school district functions while assigned to the D.A.E.P.****

Daily Check-in procedures and Security cameras

Student's will be screened each morning by a metal detector and must submit to emptying their pockets upon entering the DAEP. Additionally, students will be required to remove their shoes and surrender any other items for examination. Overcoats, jackets, and hoodies will be placed in a location where they are not accessible to the student.

Students must understand, everything brought to the DAEP can, and may, be searched by the staff; therefore, **students should have no expectation of privacy of any personal possessions.** Students

are to bring only school needed and related items. Any item(s) not regarded as necessary for schoolwork will be confiscated and included in their DAEP file and returned at the end of their placement.

Materials

All classroom materials will be supplied by the D.A.E.P staff, Student's should not bring materials with them to the campus. Textbooks and needed resources from the home campus should be brought on the first day of placement.

General Practices

Dress code- Kerrville D.A.E.P dress code requirements are designed to support discipline, order, and safety. In addition to the home campus dress code, the following more restrictive dress code applies to D.A.E.P students and is strictly enforced. Students not in compliance **will not enter** regular classroom or will be sent home.

1. **Khaki Pants** - Only khaki shades in color. Must fit a natural waistline, with no sagging or wide legs. No holes, tears, embroidery, hammer loops or frayed hem lines. Any overly tight or loose clothing is not allowed. No Jeggings, tights or joggers. Legs are not to be rolled or tucked inside of shoes. Pants will be worn over shoes at all times.
2. **Belt**- Solid black or solid brown. No metal studs, brads, or large buckles of any kind.
3. **Black collared polo style shirt**- Solid black without embroidery, or printing. Shirts will remain tightly tucked in at all times.
4. **Tennis shoes** – only black or white tennis shoes with black or white laces. Shoes will be laced and tied tightly. No canvas or leather shoes are permitted.
5. **Socks**- Clean socks are to be worn daily
6. **Students will check in all jackets, sweaters, etc.** upon entering building. These articles will undergo search and will not be returned to the students during the day.
7. **No jewelry of any kind.** This includes body or facial piercings, clear hardware, hair fasteners, rings, bracelets, necklaces and large belt buckles. **1st offense- 24 hour hold 2nd offense- end of placement.**
8. No hats or head coverings are allowed in the building. They are considered contraband.
9. Female students may bring feminine items in a labeled make-up bag to be left with the staff at check-in.
10. No make-up or cosmetic products. This includes perfume and cologne.
11. No nail polish or acrylic nails.
12. No tattoos will be visible to D.A.E.P staff. "Hickies" must be covered before entering the building. It is the student's and parent's responsibility to cover tattoos **daily** before check-in procedures.
13. Hair must be neat and clean, of a natural color, out of the eyes, with no designs cut into any part. Hair styles, colors or arrangements should not be distracting in any way. Home campus dress code enforced.

Note- The Principal, on a case-by-case basis, will approve dress code exemptions for physical problems.

Meals

The school will provide breakfast and lunch every day. This may be purchased in advance at regular secondary school prices. (Breakfast \$1.50 lunch \$2.50) Free or reduced lunches are available to those who qualify. **Snacks are not permitted.** Students are not allowed to bring any food, open or closed containers of any kind. **Breakfast and lunch will be purchased unless notice is given.**

Absences

The student must contact the DAEP staff **before 9:30 a.m.** for any absences to be considered excused. A note from the parent must be sent to school following any absences indicating the reason. The PARENT/GUARDIAN is the only person who may check a student out of the school day. Prior notification of early check out is recommended. Multiple unexcused absences may result in an extension of placement or recommendation for truancy hearing. All absences due to missed bus pick up will be counted as an unexcused absence.

Restroom breaks

There are **three bathroom breaks** during the daily schedule at DAEP. Emergencies are held on an individual basis. Students will not be allowed to come and go as they please unless they are awarded the privilege of unescorted breaks. One additional break will be given upon dismissal from campus.

Electronic devices & Cell Phones

All personal electronic devices are turned in upon entrance into the DAEP building. They are not to be used during the school day. Students gather their devices at the end of the school day as they exit the building. Personal electronic devices will **be held in a locked and secure** location. The device will **not** be returned to the student **until dismissal**. The device will not be returned to the student if he/she chooses to exit the building before dismissal and must be picked up by guardian/parent. **The DAEP are not responsible for any lost or damaged electronic devices.**

*The school telephone is for official school business only. Students are not allowed, under any circumstance, to use the school phones. If an emergency arises, the parent will be contacted.

The point system at DAEP

1. Students attending DAEP will have the opportunity to earn **50 points per day** within their classrooms, hallways, and passing periods. The point system is in effect from the time they

board the bus and exits the vehicle upon arrival to DAEP until the time they walk out the doors at the end of the day.

2. Students have a successful day when they earn a total of **42 points**. Bonus points will be given for behavior that is clearly outstanding, not normal expected behavior.
 - **Students will earn 25 points from their major core classes attended that day.** (math, science, social studies, English, and P.E)
 - **Students will earn 25 points in 5 extra areas within the scheduled school day.** (dress code, mealtime, passing period, huddles, and horizons)

DAEP Level system

The purpose of the DAEP level system is to **encourage positive decisions and reward students for proper behavior** within the school system. According to the student point sheet, students will be able to achieve certain levels of responsibility and/or will be allowed certain privileges or rewards.

1. Students who have “perfect days” will be awarded additional points.
2. **All students must be on level 4 to be considered for release from DAEP and return to their main campus.**

Certain offenses may result in a level demotion. These include:

- Office referral
- Consecutive zeroes in subjects
- Persistent sleeping
- Insubordination
- Dress code violation
- Administrators’ request
- Unsuccessful days

If you are leveled down, you lose your points and return to the value of new level

Certain offenses may result in a demotion to level one and loss of all points. These include:

- Fighting
- Vandalism
- Verbal assault
- Disrespect directed towards teacher/staff
- Profanity directed towards teacher/staff

3. Once a level is achieved, a students must maintain 225 (90%) weekly points to remain on the level.
4. DAEP administration has authority to promote and demote according to student behavior
5. If a student has had 2 consecutive unsuccessful days due to point deductions, a one day suspension could be issued the following school day.