**DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM**

*The mission of the Birdville ISD is to ensure that all students position themselves to excel with integrity in an ever-changing global society through innovative and responsive learning environments.*

# DAEP

## STUDENT & FAMILY INTAKE GUIDE

### INTAKES BY APPOINTMENT ONLY

Call the DAEP Coordinator to schedule an intake

**817-547-5434**

## ENTER THROUGH DOOR A39

**3120 Carson Street • Haltom City, TX 76117**

### STUDENT CODE OF CONDUCT

www.birdvilleschools.net/departments/student-services/student-handbooks

*Clear expectations • Consistent support • A successful return*

**Revised: Fall 2026**

# GETTING STARTED

## Our mission

The Disciplinary Alternative Education Program seeks to meet the needs of students from every Birdville ISD campus. Our mission reflects the District's commitment to empower all students to position themselves for excellence, while upholding integrity, through forward-thinking and adaptable education.

## Daily schedule

## Arrival and attendance

- Doors open at 7:00 a.m. Students must arrive by 7:30 a.m.
- Students should arrive early enough to complete security screening and be ready for class by 7:30 a.m.
- Repeated tardies may result in a required parent conference and may affect points and privileges.
- Only documentation from a medical provider or judicial court will excuse an absence.
- Neither excused nor unexcused absences count as a successful DAEP day.

## Parent pickup and dismissal

- Dismissal begins at 2:40 p.m.
- Parents and guardians should remain in their vehicle in the designated pickup line.
- A DAEP staff member will come to the vehicle, ask which student is being picked up, and notify the classroom.
- Students are released one at a time and must leave campus immediately. Loitering is not permitted.
- All students must be picked up by 3:00 p.m. Staff will contact the parent or guardian when a student remains after 3:00.

## Intake Process

- The parent or guardian and student meet with DAEP staff before the first day.
- Staff review the placement, daily routine, transportation and pickup procedures, and answer family questions.
- Emergency contacts, authorized pickup information, meal status, and medication needs are confirmed.

## Security check-in

Students must complete DAEP security screening before entering class. Students will remove their belt, shoes, socks, and sweatshirt as directed, pass through the metal detector, and complete the hand-wand and pocket/sock check.

## Transportation

- Bus transportation is not provided. Families must make transportation arrangements.
- Students who drive must provide required home-campus parking documentation and follow the designated DAEP route.
- Students must follow the designated arrival and dismissal route and may not loiter on district property.

## Reviews and return

- Reviews consider attendance, academic effort, program compliance, behavior, self-management, and the student's point record.
- Not every placement is eligible for an early review.
- After completing the placement, the student must report directly to the home-campus office.

## Academic program

- Students receive assignments through Canvas and/or district-approved digital coursework aligned with home-campus classes.
- DAEP provides the district device, instructional materials, and academic support needed during placement.
- Grades and academic progress are communicated to the student's home campus.

## Health and medication

- Parents must bring prescription and over-the-counter medication to campus. Medication is stored in the clinic and administered by the nurse or an authorized representative.
- Students may not carry medication except for an inhaler that has been cleared by the nurse.
- Students should notify their teacher when nurse assistance is needed.

## BISD PROPERTY RESTRICTION

Except for the DAEP campus during required attendance, students may not enter, attend activities on, or come within 300 feet of any Birdville ISD school, property, parking lot, or district event while assigned to DAEP. This restriction includes athletic events, extracurricular activities, and all other district-sponsored events on or off campus. Violations may result in additional DAEP consequences, loss of review eligibility, notification of law enforcement, and criminal-trespass action.

# WHAT TO EXPECT

## DAEP Dress Code

- Solid gray T-shirt, collared shirt, or sweatshirt; no logos or designs
- A shirt must be worn beneath a sweatshirt
- Black pants only; no jeans, sweatpants, leggings, or athletic wear
- No side or cargo pockets
- A belt is required at all times
- Black or white closed-toe shoes with a back
- No jewelry, watches, necklaces, earrings, or piercings; clear spacers are permitted
- Clothing must be clean and properly fitting

## What should students bring?

**Nothing is required except arriving in full DAEP dress code. DAEP provides the student's instructional materials, school device, and other items needed for the school day.**

- Students should leave backpacks, purses, wallets, personal electronics, jewelry, and other nonessential belongings at home.
- A packed lunch and an unopened plastic water bottle are optional. No soda, tea, energy drinks, fast food, or carry-out food.

## Breakfast and lunch

- Breakfast and lunch are available through Birdville ISD Child Nutrition.
- Breakfast is picked up and eaten in the classroom. Lunch is served according to DAEP procedures.
- A student's existing free or reduced-price meal eligibility continues at DAEP.
- Apply for meal benefits at www.birdvilleschools.net/departments/child-nutrition

## Driving to DAEP

- Students who drive must bring the parking permit issued by their home campus.
- The student and parent or guardian must complete a DAEP parking packet during intake before the student may drive to campus.

## Points and privileges

**Points are earned or lost during each class period, with 100 total points possible each school day.**

- Points reflect attendance, punctuality, academic effort, behavior, and compliance with DAEP procedures.
- Students may earn privileges through positive performance. Tardiness or rule violations may reduce or remove privileges.
- Point records are considered when determining successful days and eligibility for a review.
- Students must show respect, follow staff directions, complete assigned work, and follow all movement, meal, dismissal, and technology procedures.

## Jewelry and electronics

- Jewelry and unauthorized electronic devices are not permitted.
- First offense: the item is returned only to a parent or guardian, not to the student.
- Second offense: the item is held until the student completes the DAEP placement and is then returned to a parent or guardian.

## Character and behavior supports

- Character Education provides daily lessons in responsible decision-making, social-emotional skills, goal-setting, and preparing for a successful return to the home campus.
- CHAMPS establishes clear expectations for Conversation, Help, Activity, Movement, Participation, and Success in each setting.
- Capturing Kids' Hearts uses relationship-based practices to build trust, personal responsibility, and a respectful learning community.

## Academic and daily responsibilities

- Students are expected to engage in learning, complete all assignments, and maintain academic progress.
- Only district-issued technology may be used at DAEP.
- Students may not communicate verbally or nonverbally with other students unless authorized by staff.

## ADMINISTRATIVE AUTHORITY:

The DAEP administrator or designee has final authority in interpreting and enforcing DAEP rules, expectations, and dress-code requirements, consistent with district policy and applicable law.