NBISD DAEP

Disciplinary Alternative Education Program (DAEP)
Student and Parent Handbook 2025-2026

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This handbook stands as a supplement to the NBISD district handbook.

GENERAL INFORMATION

Contact Information

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Administration

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Faculty

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DAEP is staffed with State Certified teachers and faculty. In addition, the DAEP has access to diagnosticians, counselors, nurses, and other district general and special education personnel.

NBISD DAEP Mission Statement

As a transformative disciplinary alternative education program, we encourage personal and academic growth through a positive, restorative and structured environment. As educators motivated by genuine concern for our students and their families, we practice innovative behavior reform, personalized instruction, and collaborative social and emotional interventions dedicated to developing students with self-discipline, self-respect and good citizenship skills.

About NBISD DAEP

DAEP believes in the value of every student, and that all students are capable of learning and growing. DAEP offers students a place to reevaluate their commitment to the NBISD code of conduct, refocus their goals, and reestablish their desire to be successful.

DAEP offers academic courses in the foundation and elective curriculum areas. Students working diligently are able to do so at the same pace as their home campuses. Special needs students' academic work is modified in accordance with their Individualized Education Plans (IEP). DAEP students receive instruction via Apex, an online curriculum. Apex provides students with lessons aligned with not only the NBISD scope and sequence, but with the Texas Essentials Knowledge and Skills as well. Each classroom consists of a certified teacher and an instructional assistant. If necessary, students at DAEP will be given an academic screener to determine educational weaknesses, and will then work toward developing those skills. Results will be shared with the home campus so that growth may continue.Upon request, parents can receive weekly progress reports

generated by Apex. Courses not available in APEX will be offered via other approved platforms.

In addition to the core and elective coursework students will also receive lessons in some of the following skills:

- Problem Solving Skills
- Conflict Resolution
- Social Skills
- Self-Discipline & Esteem
- Anxiety & Stress Management
- Communication Skills

Students will work on developing social-emotional skills as well. DAEP utilizes restorative circles to discuss important topics and allow for student input. Every student is encouraged to participate and share their thoughts and ideas in a safe environment. This allows students to have a voice in their learning.

DAEP CORE VALUES

RESPONSIBLE

Students will take responsibility for completing all tasks and assignments as they work toward becoming independent learners.
Students will be held accountable for all of their behaviors and actions.
Students will practice honesty and acceptance when dealing with all others.

RESPECT

Students will interact appropriately and respectfully with all faculty, peers and guests.
Students will use appropriate language and adhere to appropriate topics when addressing faculty, peers and guests.
Students will respect themselves as well as all DAEP property at all times.

INTEGRITY

Students will demonstrate moral and ethical behavior at all times.

SAFETY

Students will practice compliant behaviors and adhere to all NBISD and DAEP rules.
Students will keep hands, feet and objects to themselves, and follow appropriate transition pathways/procedures in an orderly manner.
Students will be checked in on a daily basis and will not have any contraband items.

ENGAGEMENT

Students will be actively engaged in all coursework and classes.
Students will engage appropriately and respectfully with all DAEP faculty, peers and guests.
Students will earn points daily based upon their engagement, actions and accomplishments.

Assignment to DAEP

Students are assigned to the Disciplinary Alternative Educational Program only after a conference has been conducted to determine the appropriateness of the assignment. In the case of Special Education and 504 students, an MDR meeting is convened to determine the most appropriate educational setting. Once a student has successfully completed their assignment to DAEP, they will be admitted back to their home campus. While assigned to DAEP, students must demonstrate their ability to conform to the school rules.

DAEP will provide parent, student and home campus notification once an exit date is determined. **The student and parent will be required to report to the home campus front office upon return. Students will not be allowed to return to school unless accompanied by a parent and/or guardian.** The home campus has five school days to complete a transition meeting and/or plan upon return to campus. Students will not return to campus during STAAR/EOC or other exam periods. This includes semester exam and final exam windows. Students completing placements during these windows may remain at DAEP until the close of the semester.

Parents

Parent/Guardian support and assistance is very important in a student's placement. Please use this list as a quick reference sheet while your student is attending DAEP. Parents should attend orientation, transition meeting, and scheduled parent conferences (We will work to schedule and communicate required meetings in advance), adhere to all of the guidelines and rules in this handbook and the NBISD handbook, and monitor the following accounts: Ascender, Apex, Canvas, etc. With these, you can monitor your student's behavior, participation, academic progress, and overall grades while at DAEP. Parents can receive assistance from DAEP faculty if difficulty occurs while attempting to access any of these programs.

DAEP is a closed and secure campus. For any visitation needs, simply call and communicate the need with the time of visit so access can be granted. All parents/guardians must sign in at the front office. If picking up a student, the parent/guardian must wait in the front office for their student. Any adult other than the student's parent/guardian must show identification and be on the student's contact list in order to pick up the student.

Emergency Drills

While at DAEP students will participate in standard response protocol drills. This will consist of a monthly fire drill and once per semester students will participate in a secure (lockout), lockdown, shelter, evacuate and hold drill.

Transportation

New Braunfels ISD does not provide transportation for DAEP students**.**

- Parents may drop off their students at the cafeteria entrance (Door #15) on Commerce St between 7:40 and 8:00 AM. Students will be released at 3:30 at the cafeteria entrance (Door #15) on Commerce St. and must be picked up prior to 4:00 PM.
- Students who have a driver's license, insurance and have obtained a parking permit from their home campus will be assigned to a parking area.
- Students driving may not have other DAEP students in their vehicle at any time, unless it is a sibling or an approved prior arrangement with the administration. Violations of this policy will result in immediate loss of driving privileges.

Attendance

Attendance is compulsory (TEC 25.085) and is vital in regard to student success. Only the physical days served at DAEP count towards a student's completion of their placement. Students with excessive absences will be subject to disciplinary action. DAEP follows district policies regarding attendance and truancy.

If your student will be late or absent, please call 830-627-6402

- Parents/guardians should call by 8:00 a.m. to notify the school when a student will be absent.
- Parents are required to send written documentation explaining their child's absence. Absences will be unexcused if a proper note is not provided within 3 school days. Attendance clerks on respective campuses will be notified daily to report student attendance. DAEP staff will keep daily attendance records while students are assigned to DAEP.
- A staff member is on duty beginning at 7:40 a.m. Searches begin at 7:45 a.m.

- Students will be considered tardy if not in attendance by 8:00 a.m. The cafeteria doors close at 8:00 am and after that time you must enter the school through the front door to sign in as tardy.
- Every three unexcused early pick-ups and/or tardies will result in an added day of placement.
- Campus administration will determine any exceptions to this policy on a case-by-case basis. For more information on attendance, please refer to the home campus parent-student handbook.

Searches

Ensuring order and safety is a vital part of the educational program offered at the DAEP. To that end, daily administrative searches are conducted as students enter the building under the supervision of an administrator by trained staff. During all daily searches, the following procedures will be used as a guide:

- Students will take all items out of their pockets and place them in a plastic bin to be searched. No personal items will be retained by students such as wallets, chapstick, cosmetics, unacceptable shirts, etc. These items will be stored and kept by campus administration. Any prohibited item found will be confiscated and not returned, except to a parent or guardian. Students will remove shoes and pockets will be checked.
- All approved property removed from the student will be returned at the end of the day, such as keys, wallet, cell phone, etc.
- A metal detector will be used to look for metal objects.
- In addition to the daily administrative searches described above, school administrators have the right, upon reasonable suspicion, to search a student, item(s) carried or possessed by a student, found on the student's person, found in a student's pockets, or found in a motor vehicle owned, possessed, under the control of or being used by the student.
- Students who fail to cooperate with school staff undertaking administrative searches may be subject to disciplinary action for insubordination. Students refusing to be searched will not be allowed to attend school until they comply.
- Student vehicles parked on school property may be sniffed by trained dogs at any time; student vehicles alerting a dog will be searched; student vehicles found to have prohibited items may result in disciplinary action and loss of driving privileges while at DAEP.
- Students are to be in compliance with dress code before leaving the search area.

Dress Code

Students assigned to the DAEP are not required to wear uniforms but must follow the DAEP uniformed dress code. Students assigned to the DAEP will wear the following clothing items:

- Khaki pants must be worn at all times. No jean style khakis.
- Pants must fit at the natural waistline throughout the day. No sagging. If a student is continually asked to pull up their pants, parents will be contacted and required to assist with dress code correction and no credit will be earned. Pants should have no more than 2 pockets in front (coin pocket is acceptable) and 2 pockets in back. No zipper or extra pockets.
- No cargo pants (i.e. pockets on the outside of pants, zipper pockets, slit pockets, cell phone pockets). No joggers, tights, leggings, jeggings, capris, or cropped pants. No oversized pants or wide leg pants. Pants must not fit too tight or too loose. Pants must not be cuffed, folded, tied, or stuffed into shoes at ankles and must not have elastic hems. Length of pants must be at the middle or top of shoes. Pants length cannot drag on floor or ground. Pants may not have holes, be frayed on the bottom, torn or cut up at the seam. No shorts, warmups, or thermals underneath pants.
- Belts will be worn at all times. No over-sized buckles allowed. Belts must be a solid black or brown color. No grommets, logos or branding on belts.

- Plain black, grey or dark blue crew neck T-shirts ONLY(no logos, brand names, etc.) No V-neck T-shirts or exposing mid-drifts. Must wear a t-shirt under sweatshirts. Arms shall always be completely through the sleeves at all times.
- Plain (no logos, brand names, or screened) sweatshirts may be worn in the classroom only if they are all grey, dark blue or all black in color. Sweatshirts and/or sweaters will not be shared with other students. NO sweatshirts and/or jackets with hoods, pockets or zippers.
- Shoes must be worn at all times. Shoes must not slip off feet (no dragging, clunking, sliding, or shuffling) Students will be required to tie/tighten shoelaces. Shoes may not be a solid red or blue. No colored shoe laces. Only white, brown, gray, or black. No sandals, crocs, slides, or house slippers. No cowboy boots. Metal or hard taps on shoes will not be permitted. No steel-toe shoes or boots. Shoe crease guards/protectors will not be allowed and will be confiscated.
- Socks may not have any references to drugs, alcohol or gang affiliation.
- All piercings must be simple studs with no decorations of any kind. All other jewelry is not allowed (watches, rings, bracelets, necklaces, grills, etc.).
- Students may wear lite cosmetics only. Makeup should be understated and natural looking. All makeup should match the skin tone of the student. No false eyelashes. No fake or long nails.
- DAEP administration will determine whether any dress code item is considered appropriate or not.
- Coming to school in dress code violation may result in being sent home. Students will not wear clothing that is disruptive to learning. Refusal to comply or for continued violations, the student's parent/guardian will be contacted and the student will be sent home. Prohibited items will be confiscated and will be returned to the parent(s) only. DAEP is not responsible for lost or stolen items brought to school. For students who continue to violate DAEP rules, the principal or their designee will contact parents to aid in appropriate corrective measures. A parent conference may be necessary to help resolve the problem. Repeated offenses may result in more serious disciplinary action.

Meals at DAEP

No outside food or drinks allowed.

- Breakfast is available for students from 7:45 A.M. to 8:00 A.M in the cafeteria, and lunch will be available from 11:30 A.M. to 12:00 P.M. Meals will be available for purchase at the same rate as the student's home campus. Money can be placed in the same lunch account used at the student's home campus. Cash or checks may be brought and turned in during check-in. Students may be provided forms to determine Free/Reduced lunch eligibility.
- Students may bring water bottles, 24 oz. or smaller, that are new and unopened. You may also bring an empty refillable non-metal container, that is 24 oz. or smaller.
- Food may not be delivered to students, by parents, grandparents, delivery services etc., during the school day.
- In the cafeteria, students will sit in their assigned seat. Once seated, students will not change seats unless directed to do so by staff.
- Students are not allowed to share food or give food to another student. All food must remain in the cafeteria.

Student Expectations

Students are expected to abide by all rules and regulations specified in the NBISD Student Code of Conduct, as well as the NBISD DAEP Student/Parent Handbook. Violations may result in days not earned, days added to placement, suspensions, expulsion and/or other appropriate consequences. Physical contact between students is not permitted. This includes hand shakes, hugs, fist bumps, high fives, etc. When a student fails to respond to all classroom management interventions, the student will be removed from the classroom and sent

to the administrator's office. If the student fails to respond appropriately to the administrator's interventions, after all reasonable efforts have been made, the administrator will:

- Make a reasonable effort to contact the parent/guardian using the designated (or alternative/emergency) phone numbers. If parental contact is made, the parent will be requested to transport the student home or designate an alternate adult to accept this responsibility.
- If the student's behavior is aggressive or endangers the safety of himself, herself or others, the student may be removed from DAEP on an emergency basis. The principal may also notify the district School Resource Officer (SRO) and other administrators, as appropriate.

Grades

Grading standards, averages, and grade reports are in accordance with NBISD policies. Grades will be reported to the home campus every three weeks. Courses completed in Canvas or through other approved platforms will be graded by home campus teachers and entered in Ascender accordingly. Courses not facilitated through APEX or ICEV may require students to work independently outside of school hours, and to keep up with home campus teacher communications sent through Canvas or via email. Students do not have access to email while on the DAEP campus.

Point System

DAEP uses a point system based upon daily "RISE" expectations. Students will be evaluated on their adherence to DAEP's core values (Responsible, Respect, Integrity, Safety & Engagement). Points are tracked on a daily point card. Daily points earned determine the level point card that each student is on.

- Five days with a passing score of at least 30 points will result in the student moving to the next level point card.
- Seven days with a passing score on level 2 will result in the student moving to the next level point card.
- Ten days with a passing score on level 3 will result in the student moving to the highest level point card
- Additional incentives will be attached to each level point card.
- Students will return to level 1/day1 for major incidents of behavior (e.g., fighting, elopement, destruction of property, etc.)
- Students will be dropped to the previous level/day if they receive 29 points or less for 2 consecutive days, or 20 points or less on any day.
- Unexcused absences will result in students being dropped to the previous level.
- On Level 4, students may request additional privileges to be approved by administrator
- If a student makes less than 30 points they are required to stay for a 30 minute detention the following day and will be released at 4pm

Eligibility for Release

Students may earn a reduction in the number of days on their placement based on behavior. Students may earn one early release day for every five consecutive days of good behavior and/or attendance while at DAEP as determined by their point card. Placement is also reduced by one day for each credit recovery course completed while at DAEP. Early release days earned can be deducted for behavior incidents and is at the discretion of the DAEP administrator.

Counseling Services

While assigned to DAEP, the services of our school counselor will be available. The school counselor will provide counseling services that mirror your student's home campus counseling services – to include helping your student successfully progress through academic requirements and providing personal counseling.

NBISD wants to ensure your child has access to the support and services provided by our school counselors. In accordance with recent legislative changes, specifically Senate Bill 12, the District must notify parents of services related to school counseling and give parents the opportunity to opt out before those services are provided to their child. School counseling services are more fully explained in board policy FFEA, and student mental health is covered in board policy FFEB. Information about threat assessments can be found in board policy FFB.

Click here to learn more and sign the consent form
Note: You must be logged into ParentSquare to view and electronically sign.

Restorative Circles
Students will participate in restorative circles while at DAEP. Circle participation will be voluntary. Students will adhere to circle norms and topics will range, but will largely focus on community building and problem solving skills. Restorative Circles are not a counseling or mental health related service. Restorative Circles are a type of restorative practice that addresses conflicts or problems with interactions that promote healing instead of blame or punishment. Students at DAEP will become versed in restorative circle practices as they are most at-risk of needing to participate in restorative practices/discipline upon returning to their home campuses.

Home Campus Visitation & Participation in Activities
Students assigned to a DAEP must always stay off NBISD and all Texas public school district property while they are assigned to the DAEP.

- Students are not allowed to participate in or attend extra-curricular activities sponsored by any school district within the State of Texas. This is in compliance with TEC, Chapter 37, Sub Chapter A, which states that students who are assigned to a DAEP are prohibited from attending or participating in school-sponsored or school-related activities.
- Students will not visit or participate in activities at other campuses in the district.
- Failure to abide by these rules may result in an extension of your placement at DAEP and/or criminal charges for criminal trespassing.

Health Concerns
If a student becomes ill or requires medical attention, the nurse will be notified. If it is determined that the student should be seen by a medical practitioner or be sent home, the student's parent(s)/guardian(s) will be notified.

Medications
Medication(s) to be taken during school hours must be brought to the office by a parent to ensure proper safeguarding and dispensing according to directives.

- Medication must be in the original prescription bottle, properly labeled with directions by a registered pharmacist, as prescribed by law. For prescription medication to be dispensed, the school must have a district approved form signed by the prescribing doctor.
- No medication, prescription or non-prescription, may be carried by a student on his/her person.
- In the event that a student suffers an allergic reaction or has an emergency medical situation, the nurse will be contacted and if necessary, EMS will be called. The parent/guardian will also be notified.
- Students in possession of prescription drugs and not in conformity with the guidelines outlined above on possession of such drugs will be deemed to be in possession of a controlled substance or dangerous drug. Students will be subject to the discipline consequences associated with such violations that are listed in the student code of conduct. Students are required to provide the school with back-up inhalers

and medications in case of emergencies.

Accidents and Illness at School

The school nurse is not authorized to treat a student for ANY issue, except extreme emergency, without prior written consent from a parent or guardian. Parents/guardians are required to provide DAEP staff with contact information (such as a home or cell phone), of a person who can be contacted in case of an emergency. Accidents/illnesses will be documented. If prompt treatment is believed necessary, the parent or guardian will be called and will assume responsibility for further decisions.

DAEP staff may contact the school nurse assigned to serve the campus. Students who are ill will not be sent home unless parental/guardian contact has been made. If emergency treatment is deemed necessary, 911 Emergency will be called.

Security

Surveillance cameras are used throughout the DAEP building to monitor safety concerns. Please be aware that student behavior is being monitored and recorded. Any information recorded by the cameras will be used as evidence if misbehavior is noted.

DAEP has the authority to use their discretion in enforcing the rules and regulations should a situation arise that is not specified by these rules, regulations, and expectations. This handbook is subject to change without written notice to students and parents. However, due process will be offered to students with regard to any changes. Students must comply with the new reforms.

NBISD DAEP
Criminal Trespass Warning Notification

Student Name_____ ID#_____ Grade _____ Home

Campus_____

Criminal Trespass Warning Criminal Trespass Sec.30.05. Texas Penal Code: A person commits an offense if he/she enters or remains on property or in a building without effective consent and he/she: (1) Received notice that entry was forbidden (2) Received notice to depart, but failed to do so. “Notice” means an oral or written communication by the DAEP Administrator or staff. “Property” is defined as public school campuses or grounds upon which the school is located, and any grounds used by the school for assemblies or other school-sponsored activities.

Students serving a DAEP placement shall stay off all other New Braunfels Independent School District campuses. If observed on any NBISD campus other than the DAEP Campus, located at 240 N. Central Ave., New Braunfels, Texas 78130, at any time within the placement period, the result will be Criminal Trespass charges filed with the local police department.

Criminal Trespass results in charges filed on a student found away from the assigned location on the DAEP campus during the school day.

My signature below acknowledges that I read and understand the Criminal Trespass Warning Notification and the circumstances surrounding a charge of Criminal Trespass.

Student Print Name:

_____**Date:**_____

Student’s Signature:

_____**Date:**_____

Parent/Guardian Print Name:

_____**Date:**_____

Parent/Guardian’s Signature:

_____**Date:**_____

NBISD DAEP
Student/Parent Placement Agreement

General Information

Student Name_____ ID#_____ Grade _____ Home Campus_____

Parent/Guardian Name_____ AP_____

Counselor_____

Address_____

Parent/Guardian Phone _____Student Phone_____

Parent/Guardian Email_____

Student Agreement

Students, please confirm that each statement below is true by initialing on the line provided.

1. _____I read and understand the strict expectations in the DAEP Student/Parent Handbook.
2. _____I understand the strict dress code at DAEP and understand that it is strictly enforced.
3. _____I understand my behavior, language, academics, and attendance at DAEP will affect the length of my placement and at the discretion of the DAEP administrator, my placement can be adjusted.
4. _____I understand that cell phones must be powered off while on school property. Keys, cell phones, wallets and lunch money will be collected during check in and returned at the end of the school day.
5. _____ I understand that if I attempt to leave without permission my personal property will remain at school until picked up by a parent/guardian at the end of the day.

Parent Agreement

Parents, please confirm that each statement below is true by initialing on the line provided.

1. _____I read and understand the NBISD DAEP Student/Parent Handbook
2. _____I have read and signed the Criminal Trespass Notification form.
3. _____I understand that academic and behavior interventions (i.e. tutoring, counseling, restorative practices, mentoring) are required for every student based on need.
4. _____I understand Truancy for three or more days will be reported to Truancy Court
5. _____I understand that DAEP will provide a daily point system and communicate with me concerning my student's behavior.
6. _____I understand if I can't be reached, for discipline or other emergencies, a message will be left and my student may be transported home or asked to leave school property immediately.
7. _____I understand my student's behavior, language, academics, and attendance at DAEP will affect the length of their placement and at the discretion of the DAEP administrator, their placement can be adjusted.
8. _____I understand keys, cell phones, wallets and lunch money will be collected during check in and returned at the end of the school day. If my student is asked to leave, belongings will remain until the end of the school day.
9. _____I understand that while my student is at DAEP, grades documented in Ascender may not be accurate. Home campus teachers will receive updated Ascender grades every three weeks for grade reporting.
10. _____I understand that while my student is at DAEP they will participate in restorative circles. I understand that topics covered are not related to mental health or counseling services.
11. _____I understand that while at DAEP my student will have access to the school counselor and school nurse. By initialing this I do not object to these services.

Student Signature_____ Date_____

Parent/Guardian Signature_____ Date _____