



# KERMIT INDEPENDENT SCHOOL DISTRICT

## DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT (DAEP)

### Student Handbook 2025-2026

It is the policy of (Kermit ISD) not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Es norma de (Kermit ISD) no discriminar en sus procedimientos de empleo por motivos de raza, color, origen nacional, sexo, impedimento o edad, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; Título IX de las Enmiendas en la Educación, de 1972, la ley de Discriminación por Edad, de 1975, según enmienda; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

# Disciplinary Alternative Education Program

1000 E. Tommy Thompson Blvd.  
Kermit, Texas 79745

In addition to the policies listed in this handbook, students are subject to School Board Policies, Sections FOC, and FOCA & FOE, which pertain to the subject. These policies can be located at our district website at: [www.kermitisd.org](http://www.kermitisd.org) In case there is a conflict in any policy given in this Handbook and the School Board Policy, Board Policy at all times takes precedence.

Kermit ISD does not discriminate in its educational programs and services on the basis of sex, race, religion, color, national origin, or disability. The District complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Any questions or concerns about the district’s compliance with these federal programs should be brought to the attention of the person shown below as Title IX or Section 504 Coordinator.

The Title IX Coordinator/504 Coordinator for the school district is Cecilia Hayes, whose office is located at the Kermit Administration Building, 601 S. Poplar, Kermit Texas 79745 and who can be reached by telephone by calling (432) 586-1003.

Title IX Coordinator -----Cecilia Hayes ----- 432-586-1003

District Hearing Officer -----Pete Guajardo -----432-586-1000

Kermit School Resources Officer (SRO) -----Terry Mercer -----432-586-1050

Special Education Director -----Gayla Brown -----432-586-1060

## DAEP Personnel

DAEP Teacher .....Coby Owen (432) 586 -1050

School Resource Officer (SRO) .....Terry Mercer (432) 586-1050

## **DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM STUDENT HANDBOOK**

The DAEP Student Handbook contains information for students and parents to ensure a successful stay at the Disciplinary Alternative Education Program. Students and parents also need to be familiar with the Kermit Independent School District Student Code of Conduct, which sets forth the consequences for inappropriate behavior. The Student Code of Conduct is required by law, and is intended to promote school safety and an atmosphere of learning. These policies can be located on our district website at: [www.kermitisd.org](http://www.kermitisd.org) or at each prospective campus. The Student Handbook is designed to be in harmony with School Board Policy and Student Code of Conduct adopted by the School Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process.

### **Objective**

The purpose of the Disciplinary Alternative Education Program (DAEP) is to remove students from their home campus and to continue their education within a structured environment. This is often the final placement for the student and noncompliance in this program may result in expulsion.

### **Placement**

Disciplinary offenses for which a student is removed to an alternative program are found in the Kermit ISD Student Code of Conduct. The duration of a student's placement in a DAEP shall be determined by the campus administrator or designee. The duration of a student's placement shall be determined on a case-by-case basis. DAEP placement shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

### **Exceeds One Year**

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the school board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

### **Exceeds School Year**

Students who are in a DAEP placement at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the campus behavior coordinator or the school board's designee must determine that:

The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or  
The student has engaged in serious or persistent misbehavior (see **glossary**) that violates the district's Code.

### **Exceeds 60 Days**

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the school board or the school board's designee.

### **Appeals Process**

#### **Appeals Process of Alternative Placement Education Placement:**

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed at level one to the Campus Principal within three district business days of the placement decision. A level two appeal should be addressed to the Superintendent or designee in accordance with policy FOC(LEGAL) within three district business days of the level one appeal decision.

Student or parent appeals regarding the process used for the placement decision, such as issues related to the administrator's handling of the conference or proper notice being provided, should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office, the campus behavior coordinator's office, the central administration office, or through Policy On-line at the following address: [www.kermitisd.org](http://www.kermitisd.org).

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the superintendent or designee.

### **Periodic Placement Reviews**

The District and home campus will review a student's DAEP placement and academic status if longer than 60 days. In the case of a high school student, the student's progress toward graduation will be reviewed and a graduation plan will be established. At the review, the student or the parent/guardian will have an opportunity to present reasons for a student's return to the regular classroom or campus. All SPED students will receive a review when they have successfully completed half the assigned placement days.

### **Exit Requirements**

Students earn the privilege of returning to their home campus when their assigned time is successfully completed. DAEP placements may be lengthened by DAEP staff due to any violations of the policy, procedures or guideline of DAEP and/or the Student Code of Conduct or at the administrator's discretion.

## **Attendance & Tardiness**

Regular school attendance is essential for the student to make most of his/her education. It is also the law in Texas that a student between the ages of 6 and 18 must attend school. A student absent without permission from school will be considered truant and subject to disciplinary action, which may include court action. When assigned to the DAEP, students must be aware of the overall limits on school absences. When returning after an absence, a student must bring a doctor's excuse unless approved by campus principal.

A student absent from the DAEP without permission will be considered TRUANT and is subject to disciplinary action. This includes the district filing truancy charges in the appropriate Civil Court. Truancy may also result of penalties by a court of law against both the student and his/her parent/guardian.

### **Attendance**

Classes begin at 7:45 a.m. and end at 3:30 p.m. Monday through Thursday and on Friday 7:45 a.m. to 2:00 p.m.

Missed days may result in extension of the student's time in the program.

For an excused absence when the student is ill: A parent **must** call the child's campus before 9:00 a.m.

## **Curriculum and Grades**

The student's academic progress will be the responsibility of the staff of the alternative discipline program. Each student's progress in the DAEP will be monitored daily. A review of his/her progress will be made at appropriate grading periods. If his/her progress is unsatisfactory, a conference will be held with the parent/guardian. Daily Performance Record Sheets will become part of each student's file. This Daily Performance Record will serve as one form of documentation of student behavioral efforts and is available for review by the student's parent/guardian at any time. These sheets give a detailed description of each student's behavioral characteristics.

## **Computer Use**

Students may use computer resources under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of technology resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students will not be allowed to use email except to email teachers for assignments. The Internet may be used only for the purpose of completing assignments unless students have permission from the instructor. Please be aware that electronic communications, including email, using the District computers are not private and will be monitored by district staff at any time. Also, students are responsible for the care of the headphones issued to them; damage will result in a replacement fee. Students are allowed to bring their personal headphones from home.

## **Counseling Services**

One component of the Disciplinary Alternative Education Program is to emphasize and reinforce appropriate social skills and character development. Home campus counselors will come to DAEP weekly to visit students. Individual counseling is available upon request or referral. Services will be provided by each home campus.

## **Dress Code**

The Disciplinary Alternative Education Program (DAEP) follows the same dress code guidelines found in the District Student Handbook. This document can be located on our district website at: [www.kermitisd.org](http://www.kermitisd.org) or at each respective campus.

Backpacks, purses and/or wallets: Students will not be allowed to carry backpacks purses, or wallets into the classroom setting.

No coats, jackets or sweaters may be worn at the student's desk unless given permission.

Non-Compliance with dress code will be considered defiant behavior. Repeating this behavior will be considered persistent misconduct and may add placement days to the original assigned placement days.

## **Electronic Surveillance**

Electronic surveillance will be used to monitor student behavior and school-owned property for safety purposes. Student behavior recorded on electronic surveillance equipment may be subject to disciplinary consequences consistent with the Student Code of Conduct.

## **Graduation**

Seniors, eligible to graduate and placed in Disciplinary Alternative Education Program (DAEP) for a time to extend through graduation, will not be allowed to participate in nor attend the graduation ceremony and related activities.

## **Meals**

Breakfast and lunch are provided at the Disciplinary Alternative Education Program (DAEP). Students who qualify for a free/reduced lunch will be provided a meal from the school cafeteria. If student is not on a free/reduced lunch, it is the parent's responsibility to pay the cafeteria costs. Students are not allowed to bring soft drinks, gum, candy or any other food.

## **Medications**

Any student that takes prescription medication must have a parent consent form signed and proof that the prescription is in the student's name (in the original bottle). All medications (cough drops, aspirin, etc.) must be checked in during the morning check-in routine and a school nurse will be called. They must be in the original container and labeled. Medications must be given to the teacher in charge of the Disciplinary Alternative Education Program (DAEP) at check-in.

Students are not allowed to carry medications, prescriptions or non-prescriptions on campus at any time.

### **Parental Responsibility**

When a student is removed from class for a DAEP offense, the appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal. At the conference, the appropriate administrator shall inform the student, orally or in writing, of the reasons for the removal and shall give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal. Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Students and parents may be expected to attend as many conferences necessary if a student is not maintaining passing grades or achieving the expected level of performance and if the student presents any problem(s) to teacher(s) or other student(s).

### **Student Possessions**

**Parents understand that to ensure a safe school environment, students will be requested to empty any pockets, as well as, outer-wear pockets upon entering school building.**

No books, cell phones, magazines, newspapers, cameras, headphones, radios, or any electronic device may be carried into the classroom.

The following items are allowed at the student's workstation: assignments, textbooks, paper, pen and pencil.

Classrooms and other common areas on school property are subject to search using trained dogs.

If a teacher or administrator has reasonable suspicion that a student is under the influence of or in possession of a controlled substance, the student may be suspended pending an investigation.

### **Sexual Harassment**

Harassment will not be tolerated by the District. Students shall not engage in sexual harassment toward another student or a District employee. A substantiated complaint of sexual harassment against a student shall result in disciplinary action. Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and district employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop those behaviors when asked or told to stop.

{For further information, see District Student Handbook}

### **Student Activities**

State law does not permit students who are in a Disciplinary Alternative Education Program

(DAEP) to participate in any school sponsored or school related extracurricular and/or non-curricular activity.

Students in the DAEP are **not** allowed on any KISD campus or KISD activity. Trespassing charges may be filed against any DAEP student who is determined to be on any other KISD property or attending any KISD activity.

### **Transfer Students**

Students who transfer from other school districts into Kermit ISD are placed in the Disciplinary Alternative Education Program (DAEP) if they were assigned or had been in an attendance in a DAEP in another school.

### **Student Expectations**

The Kermit ISD Code of Conduct will be strictly followed for all students in the Disciplinary Alternative Education Program (DAEP). This is in additional reminder that while in DAEP, the following will **not** be tolerated:

Disrespect for anyone.

Profanity or vulgar talk of any kind.

Physical contact of any kind. Students are to walk at all times with their hands joined behind their backs.

Gang activity of any nature (verbal, signs, drawings).

Verbal communication during class activities.

Any reference to drugs, alcohol, or tobacco.

Sleeping

Any sexually oriented conversation, or other actions of sexual nature.

Writing on anything in, on, or around the workstation. This includes graffiti and doodling on assigned work.

The safety and security of students, staff and facilities are of utmost importance to Kermit ISD. All statements, threats, comments, and jokes that threaten the health and safety of others will be taken seriously.

### **Assignment Requirements**

Students are required to work on and complete all assignments each day. No idle or “free” time should be expected. When all daily assignments from the home campus are completed, additional work is assigned. Students will receive additional disciplinary action for not working or not completing assignments.



**NOTE: ALL ASSIGNMENTS MUST BE COMPLETED TO BE ELIGIBLE FOR DISMISSAL FROM DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP).**

Students must adhere to their home campus teacher's guidelines in all subjects.

**Drills, Fire, Tornado, and other emergencies**

From time to time, students, teachers and other district employees will participate in drills of emergency procedures. Students should follow the direction of those in charge quickly, quietly, and in an orderly manner.

**Transportation**

Students are allowed to drive a vehicle to school with a school permit and should park across the street of the Disciplinary Alternative Education Program (DAEP) located at the Winkler County swimming pool parking lot. If students are being picked up in a car, it must be by the authorized adult whom the parent/guardian and the principal have agreed upon. Students are to leave school grounds immediately upon being dismissed at the end of the day.

**Transition**

When students are released from DAEP, he/she will be required to attend transitional meetings with the administration of their campus on a daily basis for 20 days. Each student may be asked to report in the morning, during the day, and/or after school to help in the transition back to class. Documentation will be kept by the administration. Counseling services may also be a part of the transitional meetings.

**Videotaping of Students**

For safety purposes, video equipment will be used to monitor student behavior. Discipline will be in accordance with the Student Code of Conduct.

**Special Education**

The Individuals with Disabilities Education Act (IDEA) defines a child with a disability as a child evaluated as having at least one of 13 disabilities including dyslexia and, by reason thereof, needs special education services. If you believe your child as having a disability, please contact the Special Education Office at 432-586-1060.

## Student Emergency Card

Date \_\_\_\_\_ Home Campus \_\_\_\_\_  
Student ID# \_\_\_\_\_ Grade \_\_\_\_\_ Birth Date \_\_\_\_\_  
Student's Name \_\_\_\_\_  
Address \_\_\_\_\_ Parent Cell \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Student Cell \_\_\_\_\_  
Student School Issued Email \_\_\_\_\_

**TO PARENT/GUARDIAN: To serve your child in case of an accident or sudden illness, it is necessary that you furnish the following information:**

Mother /Legal Guardian Name \_\_\_\_\_  
Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_  
Cell Phone # \_\_\_\_\_ Email \_\_\_\_\_  
Father/Legal Guardian Name \_\_\_\_\_  
Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_  
Cell Phone # \_\_\_\_\_ Email \_\_\_\_\_

**HEALTH INFORMATION: List any health conditions, such as heart disease, diabetes, epilepsy, severe allergies, eye or ear problems, or any other chronic condition, etc.**

Please explain \_\_\_\_\_  
Name of Family Doctor \_\_\_\_\_

**I hereby authorize the release of this confidential information to professional (KISD) personnel, only if appropriate.**

I, the undersigned, do hereby authorize officials of Kermit Independent School District to contact directly the persons named on this card, and do authorize the named physicians to render such treatment as may be deemed necessary in an emergency, for the health of the child.

In the event physicians, other person named on this card, or parents cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary in their judgment, for the health of the aforesaid child,

I will not hold the district financially responsible for the emergency care and/ or transportation for the said child.

\_\_\_\_\_  
Signature Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**KERMIT INDEPENDENT SCHOOL DISTRICT**  
**DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT**

**Orientation Verification Form**

I have received the KISD Disciplinary Alternative Education Program (DAEP) Handbook and have had an opportunity to discuss it and ask questions.

I understand the program rules and will support them.

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Student Signature

Date

---

Parent/Guardian Signature

Date

Please sign and return this page before leaving the Parent/Guardian/Student orientation.

# **KERMIT INDEPENDENT SCHOOL DISTRICT**

## **Disciplinary Alternative Education Program**

### **STUDENT CONTRACT**

In accepting the opportunity to continue my education at the Kermit Independent School District Disciplinary Alternative Education Program (DAEP), I agree to abide by the guidelines set forth in this handbook. I have in my possession the Kermit Independent School District Code of Conduct and Student Handbook. I understand the behavior expected of me. I hereby agree to abide by the guidelines of this school or risk being expelled by the Kermit Independent School District.

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Student Signature

Date

As a parent or guardian of the student listed above, I have the Student Handbook and Code of Conduct and agree to support the DAEP in an effort to give my child an opportunity to continue their educational program in Kermit Independent School District. I realize that failure of my child to abide by the guidelines of the DAEP may result in expulsion of my child from Kermit Independent School District.

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Parent/Guardian Signature

Date

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Administrator/Director Signature

Date

**KERMIT INDEPENDENT SCHOOL DISTRICT**  
Disciplinary Alternative Education Program

**ASSIGNMENT TO THE DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM**

\_\_\_\_\_ has been assigned to serve \_\_\_\_ days with a  
schedule review at \_\_\_\_\_ days as a student at the Kermit Independent School  
District Disciplinary Alternative Education Program due to documented  
misbehavior.

The parents/guardians of the student understand they have the right to appeal  
this decision. The student's status will be reviewed upon the stated review  
days, completion of the above assignment or at intervals not to exceed 120  
days.

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Administrator Signature

Date

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Parent/Guardian Signature

Date

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Student Signature

Date

**KERMIT INDEPENDENT SCHOOL DISTRICT**  
Disciplinary Alternative Education Program

**WARNING TO STUDENTS TRESPASSING ON KERMIT INDEPENDENT SCHOOL  
DISTRICT PROPERTY**

Once you are assigned to the Disciplinary Alternative Education Program (DAEP) and enrolled as a student, **YOU MUST NOT BE ON ANY KERMIT INDEPENDENT SCHOOL DISTRICT CAMPUS.** Your removal from your original school campus means that you are not to be on or about that campus until you are reassigned by the Placement Committee. Additionally, you are not to be on or about ANY KERMIT INDEPENDENT SCHOOL DISTRICT PROPERTY at any time. This includes the football field, practice field, field house, gyms and tennis courts etc.

If you violate the above directive, you jeopardize your chances of being successful in the DAEP. Charges may be filed against you for trespassing through the Winkler County Sheriff's Office or Kermit Police Department. This document is considered your warning to the consequences of trespassing on any Kermit Independent School District property at any time.

I understand that above statements and acknowledge being warned about trespassing.

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Administrator Signature

Date

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Parent/Guardian Signature

Date

---

Student Signature

Date

**KERMIT INDEPENDENT SCHOOL DISTRICT**  
Disciplinary Alternative Education Program

## HEARING OFFICER AGREEMENT

The hearing for the incident has been scheduled for \_\_\_\_\_ at \_\_\_\_\_,  
(date) (time)  
during which the hearing officer, Pete Guajardo, will make any necessary recommendations.

**\_\_\_\_\_ I agree with the punishment:**

After investigating and reviewing the evidence of the incident as stated in the referral by the District, I hereby agree to the punishment.

The parents/guardians have been notified of the hearing and will proceed with the meeting with the principal/assistant principal to complete the notification regarding the student's disciplinary action.

**Hearing Officer Signature**

Date \_\_\_\_\_

**Parent/Guardian Signature**

**Date**

**Student Signature**

Date \_\_\_\_\_

**Administrator Signature**

**Date**

## **Permission to Walk Home in an Emergency**

I understand that at times, my student may be asked to leave the DAEP immediately, during the school day, as a result of breaking the rules and/or not following DAEP policies and procedures. In such instances, parents will receive notification by phone and be asked to come pick up their student. In some cases, students live close enough to walk home.

I give my student \_\_\_\_\_ permission to walk home from the DAEP if needed.

I do NOT give my student \_\_\_\_\_ permission to walk home from the DAEP if needed.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date