



Winter 2025-2026 ELEMENTARY SOS/DAEP PARENT HANDBOOK

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SOS HOURS

Elementary Program Grades 1-6

7:30 AM to 2:30 PM (*Students may enter the
building at 7:30 am*) Phone: 817-399-2612

The mission of Elementary DAEP is to coach students in improving social-emotional skills and practice positive behaviors in order to reduce the barriers to academic success and support a successful transition back to home campus.

OVERVIEW OF PROGRAM

The Elementary SOS program is designed to help students reach their full potential by providing a consistent and highly structured alternative learning environment. Teachers plan instruction to meet individual academic needs, as well as, promote social skill acquisition and maintenance through a strong behavior management system. This highly structured program provides a learning environment which helps motivate the student to develop appropriate coping skills.

Most students referred for SOS placement have engaged in persistent misbehavior, in more than one setting, for a long period of time. Students engaging in serious offenses and criminal misconduct as outlined in the Student Code of Conduct may also be placed in SOS.

The goal of the SOS program is to help students learn the social skills necessary to interact appropriately with peers, school personnel, and family members. Social skill instruction is provided daily through direct discussion and other activities.

A behavior management system is used in SOS to address positive and negative behaviors as they occur. A student may earn privilege points for appropriate behavior choices. If points are not earned, a teacher/student interaction occurs to assist the student in planning and implementing more appropriate behavior choices.

PROGRAM LOCATION, STUDENT SEPARATION & SAFETY

To ensure the safety and well-being of all students, the Elementary SOS/DAEP program is housed in a designated area within the Secondary DAEP building. Although both programs operate on the same campus, elementary and secondary students remain completely separate at all times. Classrooms, restrooms, schedules, and common areas are intentionally structured so that student groups do not interact.



For safety reasons, it is vital that parents pick up students on time each day. Students may not be dropped off early, left unattended before the program opens, or remain on campus after dismissal. Staff supervision is only available during official program hours, and timely drop-off and pick-up help maintain a secure and well-managed environment for all learners.

RESPONSIBILITIES

Parents of elementary students

- Accompany the student for the enrollment Intake Meeting.
- Ensure regular attendance of the student and inform the DAEP Office of student absences by 8:30 am on the day of the absence. A note must be sent the next day (truancy laws are strictly enforced).
- Provide all required school supplies and materials.
- Maintain a positive working relationship with teachers and administrators.
- Review and support SOS rules and procedures.
- Provide a daily discussion time with the student concerning behavior choices and activities of the day.
- Ensure the student is on time for bus pick up each morning, and call the bus office (817-399-2450) by 6:30 am on any day bus service will NOT be needed. Phone messages can be left before/after school hours.

Parental involvement is essential to student success.

The student

- Attend the required number of days and earn their required points to complete their contract.
- Respect classroom/school/bus rules, other students and teachers.
- Be on time for school/bus pickup (if applicable).
- Discuss daily progress with your parent/guardian.
- Participate in all assigned activities.
- Be prepared with a positive attitude each day.

SPECIAL OPPORTUNITY SCHOOL CAMPUS RULES

ARRIVAL AND DISMISSAL PROCEDURES

SOS students must comply with arrival and dismissal times/procedures. Students are not allowed on the SOS campus before or after school hours. It is the parent's responsibility to ensure the student arrives and leaves campus at the correct times. Students assigned to SOS are not allowed to leave campus during school hours without permission from the Alternative Education Program Administrator. Students must follow check-out procedures



through the DAEP office. A student not following proper procedures or leaving without permission may not be given credit for the day and will be subject to disciplinary action.

A student placed in SOS is prohibited from attending or participating in school-sponsored or school-related activities. With the exception of being on the SOS campus during school hours, a student assigned to SOS is not allowed on other district properties or where school-sponsored or school-related activities are taking place. Violators may be subject to criminal trespass under Section 30.05 of the Penal Code and/or may incur further disciplinary action.

ATTENDANCE

Students will comply with the attendance policy outlined in the District Student Code of Conduct and the Special Opportunity School rules regarding absences and tardies. Regardless of the reason for an absence, students shall attend the number of days assigned to SOS. A student leaving campus prior to dismissal time, regardless of the reason, may not be given credit for the day. Truancy laws will be strictly enforced and unexcused absences may result in disciplinary action. Parents must notify the school of the reason for the student's absence no later than 8:30 am on the day of the absence. Absences not cleared within 72 hours will be considered unexcused.

BEHAVIOR MANAGEMENT SYSTEM

The Focused Observation Teaching System (F.O.T.S.) is designed to provide students with feedback regarding their behaviors and to track student progress in demonstrating behavioral expectations at school and in the classroom. Students earn points throughout the day for meeting behavioral expectations. When a student meets or exceeds the daily point goal, he/she earns credit for a successful day. Demonstration of successful behaviors over multiple days will advance the student to the next level. As levels increase, the level of classroom structure reduces and students earn additional privileges. The frequency of feedback decreases in order to promote student responsibility and self-monitoring of behavior.

BREAKFAST/LUNCH SERVICE

The SOS breakfast/lunch program meets federally approved guidelines and meal prices are the same as on the home campus. Student cafeteria accounts will transfer from the home campus and students may order breakfast and lunch from the cafeteria. Additional snacks from the cafeteria are not available for purchase to students assigned to DAEP. Students must arrive at DAEP by 7:45 in order to receive breakfast.

Students may bring a nutritional breakfast or lunch from home in an appropriate container (no glass or metal). Food items that do not meet Food of Minimal Nutritional Value (FMNV), including but not limited to chips, candy, and carbonated/caffeinated beverages are not permitted at DAEP and will be sent home at the end of the day.

CHANGE OF ADDRESS/PHONE NUMBERS

Parents/students are required to immediately report changes in their home address or home/work phone numbers to the DAEP office. It is imperative that the school have accurate phone numbers in the event of an emergency. Falsification of information is a violation of



TEC 21.063.

COOL DOWN/TIME OUT

A student cool down or time out period may be assigned as a behavior management strategy designed to provide the student a place and time to regain self-control or calm down and demonstrate his/her ability to meet behavior expectations.

COUNSELING SERVICES

Academic and individual/group counseling is available/provided to assist students with academic progress/assessments, importance of higher education, social, family, emotional, or substance abuse issues. The Counselor and/or Licensed Clinical Social Worker may also make available information about community resources to address these concerns.

DISCIPLINE

In addition to the rules outlined in this handbook, students/parents should refer to the Student Code of Conduct for a more complete description of discipline policies and procedures.

DRESS CODE

Students must comply with the District dress code as outlined in the Student Code of Conduct and the DAEP dress code. Students will be checked daily for dress code violations. Students who violate the District and/or DAEP dress code (if the violation cannot be corrected at the door) will not be allowed to attend class until in compliance with the dress code. Students may be:

- Loaned a T-shirt and/or sweat pants for the school day
- Issued a belt to hold pants at natural waist level

Certain apparel, accessories, and hair grooming may distract/endorse the safety and/or welfare of others. In order to minimize class disruptions while promoting an atmosphere conducive to learning, the Alternative Education Program dress code includes the following additional requirements:

- All clothing and accessories must be free of any logo, decoration, symbol, picture, or letters that depict drugs, tobacco, alcohol, violence, weapons, gangs or any other lettering or saying which could be considered offensive, obscene, distracting, or disruptive.
- Shirts must have sleeves and must be tucked in so that the torso is covered and the waist is defined at all times. Shirts must be tucked in upon entering the building and remain tucked until the student is off school property. No tank tops or oversized shirts/tops shall be allowed.
- Students may bring a sweatshirt or light sweater to wear over an appropriate shirt at the discretion of DAEP staff. Hoods or any apparel (hats, caps, bandanas, etc.) may not be worn on the head.
- Pants or shorts must be worn at the natural waist (sagging will not be permitted). Torn, cut or slashed pants are considered inappropriate. Multiple layers of shorts/pants are not permitted.
- Students must wear tennis shoes or athletic shoes that have a sole less than 1" in



height, tie with laces off the ground or have Velcro straps, close around the entire foot, and do not have wheels. Sandals, crocs, flip-flops, boots, and other non-athletic shoes are not permitted.

- No jewelry (including wallets, chains, and watches) or any body piercing jewelry is allowed. Any jewelry worn to DAEP will be confiscated and returned to a parent/guardian at the end of the program assignment.
- No backpacks are allowed in the building.
- Personal electronic devices, including headphones, are not allowed. Cell phones must be labeled with the student's name and will be collected at check-in and returned at the end of the school day. School personnel are not responsible for the loss or damage of collected/confiscated items.
- Any article of clothing (including accessories) the administrator/designee determines to be inappropriate or could reasonably be expected to cause a disruption, safety concern, or interfere with normal school operations will not be permitted.

ELECTRONICS/CELL PHONES

No cell phones or electronics are allowed at school while attending Elementary SOS. Cell phones must be labeled with the student's name and will be collected at check-in and returned at the end of the school day. School personnel are not responsible for the loss or damage of collected/confiscated items.

ENROLLMENT/ORIENTATION CONFERENCE

Students will be assigned to the Special Opportunity School by their home campus administrator as outlined in the District Student Code of Conduct. Students may be assigned to the Crossroads program pending their enrollment into SOS so that their academic progress will not be interrupted. Once assigned to SOS, parents will be instructed as to the date/time they are required to attend the SOS enrollment/orientation conference. Students enroll at SOS through an Intake Conference. At the Intake Conference the parent/student will complete the enrollment procedures and receive a copy of the SOS Handbook. A current proof of residency will be required at the time of enrollment. Topics addressed/reviewed at this conference will include:

- Program/campus rules
- Dress code
- SOS Handbook
- Behavior Management System
- Curriculum overview
- District Student Code of Conduct

GRADES/GRADING/PROGRESS REPORTS/REPORT CARDS

Progress reports and report cards will be accessible on Home Access Center as scheduled by the district. Students in DAEP are graded according to the same standards as on their home Campus.

MEDICATIONS

All medication for SOS students, whether prescription or over-the-counter, is to be turned in to



the DAEP Nurse for check-in. Students who take medication during the school day must have a copy of the “HEB ISD Physician’s Request for Administration of Medicine” form on file in the DAEP clinic. No employee of the school district may administer any medication without the completed form. This also includes over the counter and non-prescription medications. All medication must be in the original container and must be properly labeled. Students are not to have in their possession medication of any sort without administrative approval and a doctor’s statement of the emergency need for such (i.e., inhaler).

OFF-TASK BEHAVIOR/RULE VIOLATIONS/HARASSMENT

Students are expected to treat other students and District employees with courtesy and respect, avoid behaviors known to be offensive, and must not engage in unwelcome verbal, non-verbal or physical conduct of a sexual nature. Off-task behavior or rule violations including any physical contact by a student toward another student or staff member will result in disciplinary action which may include, but are not limited to, loss of points, level, or activity time; and/or additional days being assigned. Parents may be required to pick up students who are not working on-task, displaying aggressive behavior, and/or who violate policies, rules or regulations. Attendance credit may be denied for the day.

PERSONAL PROPERTY/PRIVATE POSSESSIONS/NON-SCHOOL RELATED MATERIAL

The school is not responsible for a student’s personal property/private possessions. Students are not permitted to bring/possess items/materials not related to school supplies/assignments. Such items including electronic equipment, personal magazines/journals, jewelry, etc. will be confiscated and may be returned to a parent at the discretion of the DAEP facilitator on the last day of the disciplinary assignment.

PHONE CALLS/VISITORS

Students will not be allowed to have visitors or receive/make phone calls at DAEP. Plans for student transportation should be arranged by the student/parent/guardian prior to coming to school. For the safety and confidentiality of the DAEP program, no one other than the DAEP staff and students are allowed in the DAEP classrooms.

SAFETY/SECURITY/SURVEILLANCE

Student safety is a high priority of the District and the Alternative Education Programs. The cooperation of students/parents is essential to school safety. Students should avoid conduct that is likely to put other students at risk. Students are expected to follow behavioral standards in this handbook and the Student Code of Conduct, and report to a teacher/administrator any safety hazards such as intruders on campus, threats to others’ safety, and/or drug/weapon violations. Students who are in danger of hurting themselves, others, or destroying school property may be restrained using Safety Care methods. Safety Care certification is a requirement for all DAEP staff, including teachers and assistants.

In order to protect the safety of students and school personnel and to enforce the Drug and Weapon-Free Zone Laws, the District authorizes the use of surveillance and search devices including metal detectors, video/surveillance cameras, and canines as needed. Student jackets, pockets, etc. will be checked and any articles considered inappropriate for school will be confiscated and will not be returned to the parent. Any illegal items found will be turned over to appropriate legal authorities. Backpacks are not allowed. Lunch bags are to be handed to



DAEP staff immediately upon entering the building.

STUDENT FINES

Student fines may be imposed for damaged textbooks, furniture, equipment, etc., and possession of cellular equipment as outlined in the Student Code of Conduct. Students are responsible for payment of lost textbooks, school notebooks, etc.

SUSPENSION

A student may be suspended from SOS for failing to comply with classroom/campus rules and/or rules outlined in the Student Code of Conduct. A student in danger of harming himself/herself or others may be suspended for a period not to exceed three days in succession.

TRANSPORTATION

Transportation is provided for Elementary SOS students. Requests for transportation are processed at the Intake Conference and may take up to five school days before bus service can begin. Students receiving bus service must comply with bus rules and procedures. Failure to comply may result in suspension of bus service. The parent/guardian will be responsible for providing transportation to and from the SOS campus during the suspension period.

ATTENDANCE OFFICER

The District's Attendance Officer is responsible for enforcing district and state attendance laws/policies, investigating each case of unexcused absence and referring any student/parent who has violated compulsory attendance laws to the proper court for legal action. The Attendance Officer counsels with students/parents concerning attendance requirements and penalties for violating state law and district policies. A Truancy Officer may file a case in court against students/parents who are considered in violation of compulsory attendance laws.



Students are expected to follow CHAMPS expectations.

Conversation

- Speaks when permitted
- Communicates respectfully
- Uses appropriate tone of voice and language

Help

- Raises hand to be recognized
- Accepts assistance

Activity

- Begins task promptly and stays on task
- Follows instructions and completes assignments in a timely manner

Movement

- Stays in assigned seat

- Keeps hands, feet, and objects to self

Participation

- Cooperates with others
- Participates appropriately
- Applies best effort

Success

- Accepts responsibility and point reductions appropriately
- Uses strategies for self-control
- Follows dress code

Consequences:

- Teacher warning
- Point reduction
- Withdrawal of privilege(s)
- Parent/guardian conference/contact
- Administrative referral
- Administrative intervention (May include, but not limited to: Temporary removal from the classroom for timeout, cool down, or practice of appropriate behaviors; Level reduction; Behavior coaching; and/or Suspension or an additional SOS placement)



1. Call Transportation by 6:00 AM, if the student will not ride the bus (817-399-2441). This number has an answering machine for before/after school hour calls. Failure to do so may result in loss of transportation services for a no call/no show of a student.
2. Bus driver/monitor/SOS administrator is authorized to assign seats.
3. Students must remain seated with seat belts tightened.
4. All personal property should be placed in the student folder. No backpacks allowed. Any items in a bag must be given directly to the bus driver or monitor.
5. Observe the same behavior expectations as in the classroom.
6. Cooperate with the driver and monitor.
7. Scuffling, fighting and use of obscene, vulgar, or profane language or signs are forbidden.
8. Do not be destructive.
9. Keep the bus clean.
10. Do not eat or drink on the bus.
11. No weapons of any kind are allowed on the bus.
12. No caps, hats, stocking caps, hoodies may be worn on head upon entering the bus.

Consequences of Violation of SOS Bus Rules

First Offense:

- o Bus driver will warn the student verbally and indicate the misconduct on the bus monitoring form.
- o The SOS teacher will discuss the inappropriate behavior with the student and will indicate the bus warning on the SOS daily report to the parent.

Second Offense:

- o Bus driver will warn the student verbally and indicate the misconduct on the bus monitoring form.
- o The SOS teacher will inform the DAEP Facilitator and/or Administrator of the second offense who may conference with the student regarding the behavior.
- o The SOS facilitator will contact the parent to advise that the next offense will result in removal of bus privileges for 3-5 days.

Third Offense:

- o Bus driver will warn the student verbally and indicate the misconduct on the bus monitoring form.
- o The SOS teacher will inform the DAEP Facilitator and/or Administrator of the second offense who will conference with the student regarding the behavior.
- o The DAEP Facilitator and/or Administrator will notify parents and transportation that bus privileges have been removed.

Major Offense:

- o Any offense considered major by the DAEP Facilitator may result in the immediate removal of bus privileges.