

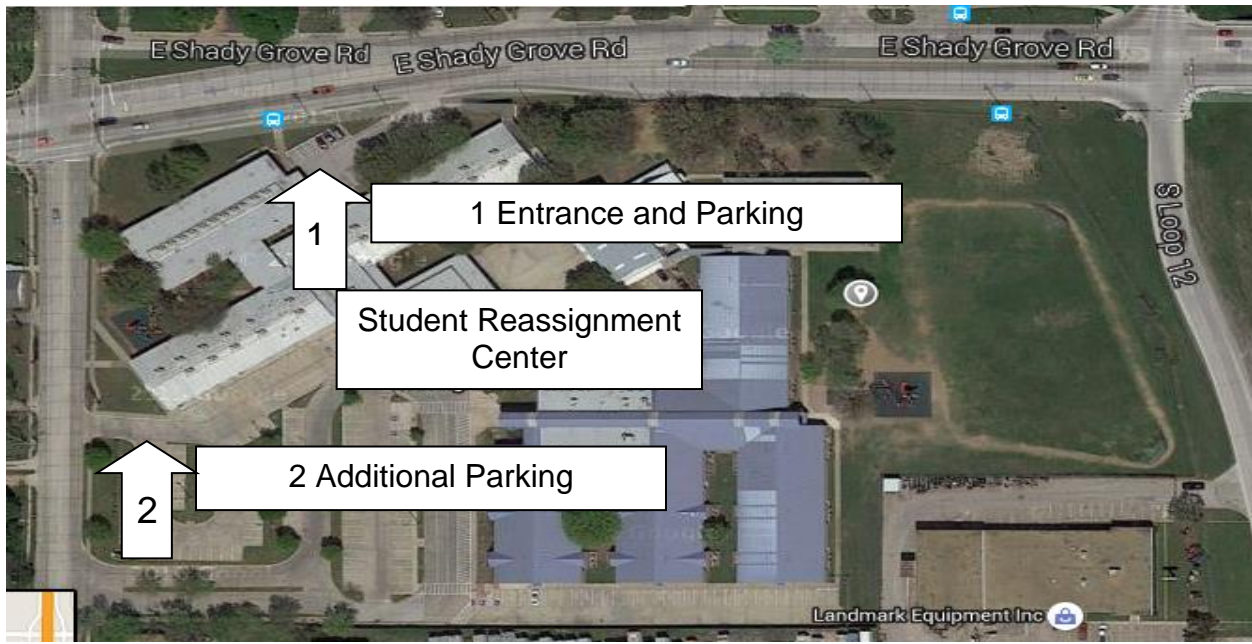
Student: _____ Assignment Date: _____ Arrival Time: 7:15 AM



1600 E. Shady Grove, Irving, TX 75060 located in the Wheeler Transitional Center (972) 600-3900

Student/Parent Handbook

2022 – 2023



Scott Sralla, Principal (972) 600-3901

Phyllis Green, Assistant Principal (972) 600-3902

Debbie Simmons, Counselor (972) 600-3903

Frank Smith III, Dean of Students (972) 600-3904

Becky Kelly, Attendance (972) 600-3900

Bus Transportation (972) 313-4628

COVID-19 SELF CHECK

If you answer yes to either question, contact 972-600-3900 and keep your student at home!

SECTION 1: Symptoms

Are you currently experiencing any of these symptoms?

- Temperature 100.0 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

SECTION 2: Close Contact/Potential Exposure

- **Have you had close contact** (within 6 feet of an infected person for at least 15 minutes) **with a person with confirmed COVID-19?**

MANDATORY Secondary Reassignment Center (SRC) Enrollment:

- Tuesday, Wednesday, or Thursday
- Arrival for Enrollment is 7:15 AM
- If you will be later than 7:30 AM, call the school
- Student must be accompanied by a parent/guardian to complete paperwork
- Parent/Guardian must stay for entire enrollment time
- The enrollment process will end once all paperwork has been verified, and important handbook information and SRC guidelines are discussed

ATTENDANCE:

- Students attend class from 8:15 AM to 3:45 PM
- Absences, excused or unexcused, will NOT count towards SRC assignment
- Absences must be reported by 10:00 AM to (972) 600-3900
- Three tardies may result in an additional placement day at the SRC

BREAKFAST/LUNCH INFORMATION:

- Breakfast and lunch will be provided free of charge
- No outside food or drink allowed
- Students may not share breakfast or lunch items

SCHOOL SUPPLIES:

- All supplies will be provided by the SRC.
- Students may not bring laptops or iPads to the SRC

MIDDLE SCHOOL DRESS CODE:

- Approved home campus uniform colors
- Shirts must be tucked into pants
- No gym shorts under pants
- No sagging or form fitting clothes at any time
- No capris, jeans, shorts, skirts, or spirit wear.
- No holes or rips in pants
- No colored shoes or shoelaces (black, brown, grey, or white only)
- No slippers, flip flops, or open toed shoes

HIGH SCHOOL DRESS CODE:

- Plain collared white shirt (small brand logo permitted)- available for purchase during enrollment if needed (CASH ONLY)
- Shirts must be tucked into pants
- Pants must be solid-colored jeans
- No gym shorts under pants
- No sagging or form fitting clothes at any time
- No capris, shorts, or skirts
- No holes or rips in pants without leggings underneath
- No colored shoes or shoelaces (black, brown, grey, or white only)
- No slippers, flip flops, or open toed shoes

JACKETS/SWEATSHIRTS/SWEATERS/COATS:

- Solid colors only (black, brown, grey, or white)
- No hoods/hoodies allowed
- Must be lightweight/non-bulky
- White collared shirt must be worn underneath for high school students
- Dress code approved shirt must be worn underneath for middle school students

DRESS CODE/ GENERAL:

- Follow Irving ISD Dress Code with additional restrictions
- Parent/Guardian will be called when a student must correct a dress code issue
- District Code of Conduct and Student Handbook apply

ACCESSORIES:

- Unauthorized accessories will be confiscated
- No jewelry of any kind: earrings, bracelets, necklaces, rings, watch, etc.
- No piercings of any kind: tongue piercings, eye piercings, facial piercings, nose piercings, etc.
 - Clear plastic spacers are allowed for piercings
- Head coverings are forbidden in the building
- Bandanas and “rags” will not be permitted on school property
- Grills (for teeth) will not be permitted
- Hair accessories must be black, brown, clear, gray, silver, or white

TATTOOS:

- The following tattoo images must always be covered at the SRC: alcohol, drug, gang, obscene, weapons, or any deemed disruptive by administration

PROHIBITED ITEMS:

- Student items and clothing will be searched, and prohibited items confiscated
- No electronic device (ex. Laptop, iPad)
- No school supplies are allowed: erasers, markers, pens, or Sharpies, etc.
- No hair picks, brushes, combs, wallets, or wallet chains
- No makeup, fingernail polish, or chap-stick
- No backpacks
- No money over \$5
- Prohibited/Confiscated items returned to student and/or parent at discretion of administrator

TRANSPORTATION:

- All students must ride the bus to and from school. Bus stop location and time will be assigned at SRC Enrollment
- Any bus referral may result in suspension of bus privileges

BUS BEHAVIOR EXPECTATIONS:

- Wait and remain at your assigned stop in an orderly manner
- Students must be at bus stop at designated time (rain or shine)
- Enter the bus and remain seated in your assigned seat
- Follow all rules/directives from the bus driver/attendant immediately
- Keep seating area clean and free of damage
- Respect other riders
- No throwing objects or engaging in any other disruptive/unsafe behavior
- Honor all rules and the seating chart as directed by the driver/attendant
- Use no profanity or obscene language or behavior
- No food, drink, or gum on the bus
- Enter and exit the bus in an orderly fashion with hands behind your back
- Exit the bus only at your assigned stop in the afternoon
- Failure to comply with expectations may result in loss of bus privilege

DAILY PROCEDURES / EXPECTATIONS:

Safety/Entrance Procedures:

- Students exit the bus in a single file
- Walk silently into the building with hands behind your back
- Hoodies and coats must be hung up upon entering the building
 - Searches will be conducted for prohibited items
- Line up to go through the metal detector and wait quietly until your turn
- Place your possessions in the plastic basket and pull all pockets inside out
- Walk SLOWLY through the metal detector with arms relaxed at your sides
- If metal detector sounds, then wandung will occur
- If metal detector does not sound, collect possessions and conform to the dress code before leaving the metal detector area, then head directly to class
- Students will be subject to random searches
- During COVID students are encouraged to wear a mask in the building at all times, 6 feet social distancing encouraged, students will stay at home when sick or symptomatic, and students will comply with hand washing recommendations.

Hallway Procedures:

- Walk on the right side in single file with hands behind your back
- Go directly to your assigned class
- No stopping at the water fountain or restroom between class periods
- No communication of any kind, without permission
- Use of profanity is strictly prohibited
- Keep all parts of your body to yourself
- Enter the classroom and sit in your assigned seat
- Due to COVID/infectious disease, student keeps social distancing

Classroom Behavior Expectations:

- Begin to work immediately, without reminder
- Raise your hand to get the teacher's attention for any reason
- Follow written and verbal directions the first-time given
- Keep hands, feet, and objects to yourself
- Treat yourself, others, and objects with respect
- Remain on task and complete all schoolwork

Leaving School:

- Your bus number will be called over the PA
- Remain seated until your teacher dismisses you
- Walk on the right side in single file with hands behind your back
- Pick up personal items if applicable and continue walking to bus with hands behind your back
- **Remain in dress code throughout the transition**

RESTROOM BREAKS:

- Students are provided three designated restroom breaks during the school day
- Students may ask permission to go to the restroom for emergencies during the school day but must be escorted and supervised in the hallway

CAMPUS SECURITY:

- An Irving Police Officer (SRO) and Campus Auxiliary Officer (CAO) will be on campus

CELL PHONES:

- A \$15 fee charged for those who take a cell phone past the metal detector
- Confiscated cell phones will only be returned to a parent/guardian

INCENTIVE AND RESTORATIVE PRACTICES PROGRAM:

- Verbal praise for positive behavior choices
- Privileges and incentives based on the PBIS/SRC system
- Positive note to home campus and/or call to parents/guardians
- Earn 1 day off the placement for attending each Family Connection meeting (with a maximum of 2 days possible)- Non-THC offence
- Earn 1 day off the placement for no bus referrals- Non-THC offence
- Earn 1 day off the placement for perfect dress code- Non-THC offence
- Earn 1 day off the placement for perfect attendance and no tardies

CONSEQUENCES FOR MISBEHAVIOR:

- Parents will be contacted for conferences regarding student's misbehavior
- At the administrator's discretion, consequences may be given based on the severity of the incident including reflections room, suspension, or JJAEP placement
- Middle school uses the "Steps" discipline program. Step four requires a parent/student conference

- **STUDENT RESPONSIBILITIES:**

- Attend school daily, properly dressed, following the SRC dress code
- Complete all assignments in the designated time
- Strive toward self-discipline, goal-setting, and good work habits

MEDICATION:

- All medications must be turned into the nurse during enrollment
- Prescription medication must be in its prescribed container
- Over the counter medication must be in the container purchased in
- Proper paperwork must be filled out when medication is turned in to the nurse

FAMILY CONNECTION MEETINGS:

- Held on designated Tuesdays of each month
- 6:00-7:00 pm in the SRC Gym
- Student and parent/guardian/adult over 18 years of age must attend together
- Student must be in dress code and follow Code of Conduct
- Student will earn 1 day off assignment for attending (with a maximum of 2 days)
- Student will not receive 1 day off of placement if they are absent the day of the meeting

CAMPUS INFORMATION:

- SRC is a Positive Behavior Intervention School (PBIS)
- All Students will complete and maintain SRC Goal Sheets
- Students will have a daily advisory period focused on good choices and decisions
- Students may be involved in “life skill” group sessions while at the SRC

CRIMINAL TRESPASS WARNING:

SRC students are NOT permitted to return to any other Irving ISD campus while attending the SRC. This includes their home campus as well as all other Elementary, Middle, and High School Campuses. The Criminal Trespass Warning includes all school sponsored activities, even those held off of Irving ISD campuses. The Criminal Trespass Warning includes but is not limited to athletic events, extracurricular competitions, awards assemblies, prom, graduation ceremony, summer school, etc. Any student who ignores this criminal trespass warning is subject to arrest for violation of criminal trespass under Section 30.05 of the Texas Penal Code or loitering on school property under Chapter 27 of the Texas Education Code. The Criminal Trespass Warning will be in effect for the duration of the student’s assignment to the SRC.

Secondary Reassignment Center CONTRACT
Student/Parent Handbook 2022-2023 Acknowledgement:

Student Name: _____

I have read and received a copy of the 2022-2023 Secondary Reassignment Center Student/Parent Handbook and acknowledge and accept **all** policies and procedures stated within (including the Criminal Trespass Warning, Dress Code, Behavior Expectations, SRC Behavior Point System, cell phone fines and all other items listed within the SRC Student/Parent Handbook).

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Contact Information:

The best **PARENT/GUARDIAN** number to reach is (please do not put student's number):
 (_____) _____ - _____ (Circle One) Home Work Cell Other

It is acceptable to text me at (_____) _____ - _____

Parent/Guardian Email Address

Please circle below:

My student has permission:

- to attend a field trip while at the SRC yes **or** no