

**Elementary Reassignment Center  
Parent/Student Handbook  
Irving Independent School District**

**2022-2023**



**School Hours**

**Elementary Program**

7:45 AM – 3:15 PM

1600 E. Shady Grove Rd  
Irving, TX 75050

Scott Sralla, Principal  
972-600-3900

Phyllis Green, Assistant Principal  
972-600-3902

Frank T. Smith III, Dean of Students  
972-600-3904

# 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?**

# Elementary Reassignment Center

## COVID PROCEDURES:

- Do not send your student to school if they are not feeling well. Call SRC Nurse Peggy Clark-Holden for instructions @ 972-467-4559.

## ARRIVAL AND DISMISSAL PROCEDURES:

- Students are not allowed on the ERC campus before or after school hours
- Students are expected to ride the school bus to and from school daily

## ATTENDANCE:

- Students will comply with the attendance policy outlined in the District Student Code of Conduct
- Students attend class from 7:45 AM to 3:15 PM
- Absences, excused or unexcused, will NOT count towards SRC assignment
- Absences must be reported by 9:30 AM to (972) 600-3900

## BREAKFAST/LUNCH SERVICE:

- Breakfast, lunch, and snack 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

## CHANGE OF ADDRESS/PHONE NUMBERS:

- Parents/students are required to immediately report changes in their home address or home/work phone numbers to the ERC office.

## COUNSELING SERVICES:

- Classroom guidance and individual counseling is provided, as needed

## DRESS CODE:

- Students must comply with the District/home campus dress code as outlined in the Student Code of Conduct

## JACKETS/SWEATSHIRTS/SWEATERS/COATS:

- No hoods/hoodies allowed in class
- Students are allowed wear a sweatshirt without a hood or pockets in the classroom

## ACCESSORIES:

- Unauthorized accessories will be confiscated
- No jewelry of any kind: earrings, bracelets, necklaces, rings, watch, etc.

**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
- Prohibited/Confiscated items returned to student and/or parent at discretion of administrator
- **NO cell phones** allowed

**TRANSPORTATION:**

- All students must ride the bus to and from school
- Any bus referral may result in suspension of bus privileges

**BUS BEHAVIOR EXPECTATIONS:**

- Bus driver/monitor/ERC administrator is authorized to assign seats
- Students must remain seated with seat belt tightened
- All personal property should be placed in the student folder
- Observe the same behavior as in the classroom
- Cooperate with driver and monitor
- Scuffling, fighting and use of obscene, vulgar, or profane language or signs are forbidden
- Do not be destructive
- Keep the bus clean
- Do not eat or drink on the bus
- No electronic game play, including on cell phones, is allowed on the bus
- No weapons of any kind are allowed on the bus.
- Failure to comply with expectations may result in loss of bus privilege

**RESTROOM BREAKS:**

- Students may ask permission to go to the restroom 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

**MEDICATION:**

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

**GRADES/GRADING/PROGRESS REPORTS/REPORT CARDS:**

- Students will receive grades while at the ERC
- ERC teacher reports weekly grades by Thursday afternoons at 4:00 PM
- It is the responsibility of the home campus teacher to input those grades into the district grade book in a timely manner

**SUSPENSION:**

- A student may be suspended from ERC 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 shall be suspended for a period not to exceed three days in succession

**CRIMINAL TRESPASS WARNING:**

ERC students are NOT permitted to return to any other Irving ISD campus while attending the ERC. 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 the 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 ERC.

**ERC CONTRACT**

**Student/Parent Handbook 2022-2023 Acknowledgement**

**Student Name:** \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Parent/Guardian Contact Information:**

The best **PARENT/GUARDIAN** number to reach me at is (please do not use student's number):

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (Circle One) Home Work Cell Other

\_\_\_\_\_  
Parent/Guardian Email Address

Name: \_\_\_\_\_

Date: \_\_\_\_\_

| Daily Schedule                              | Color Level |        |     |
|---------------------------------------------|-------------|--------|-----|
| Breakfast (7:30-7:45)                       | Green       | Yellow | Red |
| Social Skills-ELAR (7:45-8:45)              | Green       | Yellow | Red |
| Recess/*P.E. Group 1 (8:45-9:10)            | Green       | Yellow | Red |
| Mathematics (9:10-10:30)                    | Green       | Yellow | Red |
| ELAR/Word Work<br>(10:30 - 11:30)           | Green       | Yellow | Red |
| Lunch (11:30-12:00)                         | Green       | Yellow | Red |
| ELAR<br>(12:00-12:25)                       | Green       | Yellow | Red |
| PE (12:25-1:10)                             | Green       | Yellow | Red |
| ELAR/Social Studies<br>(1:15-1:45)          | Green       | Yellow | Red |
| Science (1:45-2:35)                         | Green       | Yellow | Red |
| Behavior Review/RT/Dismissal<br>(2:40-3:15) | Green       | Yellow | Red |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Student Initials: \_\_\_\_\_

**Color Level for the day: Circle One**

8-11 **Green**: Met Expectations

6-7 **Yellow**: Approached Expectations

2-5 **Red**: Did not meet expectations

**Expectations:**

1. Follows Instructions
2. Respectful (appropriate language, hands and feet to self, polite)
3. Requests permission before speaking or getting out of seat
4. Accepts criticism / Accepts "No"