

Elementary Reassignment Center Parent/Student Handbook Irving Independent School District

2026-2027



School Hours

Elementary Program

7:45 AM – 3:15 PM

**1600 E. Shady Grove Rd
Irving, TX 75060**

Floyd Williams, Principal
972-600-3901

Phyllis Green, Assistant Principal
972-600-3902

Elementary Reassignment Center

COVID PROCEDURES

Do not send your student to school if they are not feeling well. Call our SRC Campus Nurse for instructions @ 972-600-3912.

ARRIVAL AND DISMISSAL PROCEDURES

ERC students must comply with arrival and dismissal times/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.

Students assigned to ERC are only allowed to leave campus during school hours with permission from an administrator and must check out with a parent through the ERC office. **While assigned to ERC, students are not allowed on other District properties before, during, or after school and are prohibited from attending or participating in school-sponsored and/or school-related activities. Violators will be subject to criminal trespassing under Section 30.05, Penal Code.**

ATTENDANCE

Students will comply with the attendance policy outlined in the District Student Code of Conduct.

Parents must notify the school of the reason for the student's absence no later than 10:00 a.m. on the day of the absence.

BEHAVIOR MANAGEMENT SYSTEM

Students must earn their privileges in the classroom by progressing through the point system. Points are earned each day according to the student's behavior choices.

BREAKFAST/LUNCH SERVICE

The ERC breakfast/lunch program meets federally approved guidelines and are provided free of charge while attending the ERC. No outside food items are allowed.

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. It is imperative that the school have accurate phone numbers in the event of an emergency.

CONVERSATION GUIDELINES

Students are not allowed to talk in the classroom, restroom or hallways without permission. Whenever conversation is allowed, it should be appropriate. Students may not talk about drugs, sex, gangs, criminal escapades or any other subject deemed inappropriate by the ERC staff. Students will not give gang signs or gestures even in greeting, or write/draw them on book covers, notebooks, etc.

COUNSELING SERVICES

Classroom guidance and individual counseling is provided, as needed.

DRESS CODE

Students must comply with the District dress code as outlined in the Student Code of Conduct and the ERC handbook.

DRILLS

Periodically, students, teachers and other personnel will participate in drills of emergency procedures as a safety precaution. Emergency evacuation routes are posted in each classroom. Students should follow drill procedures/directions quickly, quietly and in an orderly manner.

CELL PHONES

Cell phones must be checked into the ERC staff upon arrival to campus. Phones are stored in a locked cabinet until dismissal.

GRADES/GRADING/PROGRESS REPORTS/REPORT CARDS

Students will receive grades while at the ERC. ERC teachers report 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.

MEDICATIONS

All medication brought to school is to be turned in at the ERC office for nurse check-in. Students are not to have medications on them unless doctor's orders are provided to the school nurse. All other medications shall be kept by the school nurse in a secure area.

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, CD's etc. will be confiscated and may be returned to a parent at the discretion of the AEP administrator on the last day of the disciplinary assignment.

RESTROOM PRIVILEGES

Students are to go to the restroom only with permission or at the designated times. If, when a student enters the restroom there is anything out of order (smoke, untidiness, etc.), he/she is to report the situation immediately to a staff member. Otherwise, he/she will be regarded as responsible for the situation and be subject to the consequences thereof. Students are not to take pens or pencils into the restroom.

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.

TRANSPORTATION

Transportation is provided for ERC students. Bus transportation forms are completed before the placement orientation. Requests for transportation are processed in a timely manner; however, it may take up to five school days before bus service can begin. Students receiving bus service must comply with bus rules and procedures. Bus rules/procedures are reviewed at the enrollment conference. Failure to comply with the rules/procedures may result in suspension of service.

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. Students/parents who are considered in violation of compulsory attendance laws may be issued a citation by the Attendance Officer.

ERC SCHOOL BUS RULES

- Bus driver/monitor/ERC administrator is authorized to assign seats.
- Students must remain seated with seat belts tightened.
- NO TALKING.
- 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.
- Observe the same behavior as in the classroom.
- Cooperate with the 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.

CONSEQUENCES of VIOLATION of ERC BUS RULES

- Bus driver will warn the student verbally and indicate the misconduct on the bus monitoring form.
- The ERC teacher will discuss the inappropriate behavior with the student and will indicate the bus warning on the ERC daily report to the parent.
- Students will lose PE, recess or cafeteria privileges the day following a bus referral as well as lose the point on their behavior sheet.

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 2026-2027 Acknowledgement

Student Name: _____

I have read and received a copy of the 2026-2027 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
ELAR/Social Skills (7:45-8:35)	Green	Yellow	Red
Math (8:35-9:45)	Green	Yellow	Red
Recess/Bathroom (9:45-10:15)	Green	Yellow	Red
ELAR/Word Work (10:15 - 11:30)	Green	Yellow	Red
Lunch (11:30-12:00)	Green	Yellow	Red
ELAR (12:00-12:25)	Green	Yellow	Red
PE/Bathroom (12:25-1:10)	Green	Yellow	Red
Social Studies (1:15-1:45)	Green	Yellow	Red
Science (1:45-2:45)	Green	Yellow	Red
Behavior Review/RT/Dismissal (2:45-3:15)	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"