

Student Reassignment Center
North East Alternative Center
North East Independent School District

103 W. Rampart / San Antonio, TX 78216-6700
(210) 442-0609 / FAX (210) 442-0623

IN-TAKE CONFERENCE

An in-take conference is required the first time a student is referred to the SRC program. Both the student and a parent/guardian must meet with a designated SRC staff member.

Upon arrival at SRC a student shall:

1. **Have all SRC forms signed by a parent or guardian.**
2. **Have all textbooks for assigned classes (No textbooks provided at SRC)**
3. **Have all needed supplies (i.e., notebooks, paper, etc.)**

Book Bags/Backpacks ARE ONLY PERMITTED the FIRST and LAST day in the SRC Classrooms.

Arrival times: 7:30 A.M. to 8:15 A.M.
School day: 8:15 A.M. to 3:45 P.M.

SRC DRESS CODE

Students are expected to follow the Dress Code found in the Student/Parent Handbook. Clothes and hair are to be neat and clean in appearance. Shirts are to be tucked in. Students who attend uniform-required home campuses are required to wear that uniform to SRC, however no shorts or Capri pants are allowed at SRC. Tennis shoes are the appropriate footwear.

Specifically **PROHIBITED DRESS CODE** items at SRC:

1. Colored "hoodie jackets". "Hoodie jackets" can only be **white** or **gray**. Wearing a hood is not permitted.
2. Significantly oversized clothing. Pants shall be worn at the waist (*no sagging*) with a belt.
3. Colored shoe laces are **not** allowed. The laces must match the shoes.
4. Tattoos must be covered
5. Hats, caps or bandannas
6. Body piercing ornaments other than in the lower ear lobe.
7. **Shorts** or **Capri Pants** are not permitted at SRC at any time.
8. Clothing with objectionable wording or pictures, or with cartoon characters.
9. Clothing containing references to musical groups.
10. Jewelry
11. Athletic style clothing and clothing with sports logos. Athletic wear includes sweat pants or sweat suits, jerseys, warm-up suits, wind pants or jackets, and nylon athletic clothing.
12. "Grill" attachments on teeth.
13. Indecent or inappropriate patches, writings, or drawings on clothing; such as, offensive, inflammatory advertising or statements promoting alcoholic beverages, sex, tobacco, drugs, gangs, or violence.
14. Hairstyles that are unconventionally colored, multi-colored, spiked, Mohawk, etc.
15. Flip Flops, house shoes or shoes not designed to be worn in public or steel/hard toed shoes.
16. Mini-skirts or excessively high slits in skirts.
17. Low cut in the front, unbuttoned, strapless, backless, or sleeveless shirts, tops, or dresses.
18. Tights or leggings as outerwear.

19. Other items, which in the opinion of the NEAC staff, are indecent, distracting, or disruptive to the educational environment.

NOTE: The first time an SRC student has jewelry it will be taken and given back at the end of the school day. The second time that a student has jewelry it will be taken and returned at the end of the school year.

Prohibited Items

Students are not to bring and/or use on school premises items such as, but not limited to, electronic games, cigarette lighters/matches, any bladed instruments, toy guns of any kind, pellet guns, bb guns, paintball guns, laser pointers, electronic devices such as MP3 players, Ipods, radios, tape recorders/players, CD players, CDs, cameras of any type, video/computer games, dice, cards/trading cards, skate boards, in-line skates, pornographic materials, or other items determined by school officials to be inappropriate at school. Students may be subject to disciplinary action for being in possession of any of the above items. The principal or designee will contact the parent/guardian on each occurrence and the student's punishment will range from a warning to a placement in an alternative educational program, or expulsion for persistent misbehavior. **Prohibited items will be confiscated.** The district will not be responsible for any damaged, lost, or stolen electronic devices.

OTHER PROHIBITED ITEMS

SRC students are not allowed to bring the following items to the NEAC campus:

1. Markers
2. Pens
3. Highlighters
4. Pencil leads
5. More than \$10.00
6. Candy, gum, sunflower seeds, snacks
7. Headphones or headsets or earbuds
8. Laptop or notebook computers, and PDF devices such as Palm Pilots or Blackberrys
- 9. Other items that the NEAC staff feel will be a distraction to the educational environment.**
- 10. Open drink containers**
- 11. All cosmetics**

Medicines and Drugs

Students may not bring:

1. Any form of medications, over-the-counter or prescriptions
2. Ointments
3. Eye drops

Parents may give the School Nurse properly labeled medications with a doctor's orders.

Cell Phones:

Students may bring cell phones with them to the campus. The phone must be turned completely off and turned into SRC Staff at the beginning of the day. Phones will be returned to students at 3:35 p.m.

If a teacher finds a cell phone on a student the teacher will take it and lock it in the desk. The teacher also may give it to the principal who may keep it until a parent or guardian comes to the school to get it. The principal may wait until the last day of the student's stay in SRC to give it to the parents.

It is against the NEAC rules to take photographs or pictures on this campus.

Tagging/Graffiti

Tagging and/or graffiti are not permitted on any school property or on SRC assignments.

NORTH EAST ALTERNATIVE CENTER STUDENT REASSIGNMENT CENTER (SRC) GUIDELINES

1. **ASSIGNMENT TO PROGRAM:** Students are assigned to the **Student Reassignment Center** by the North East Independent School District **Pupil Personnel Services** Department. PPS shall determine the length of the assignment and will set the start date. They will also explain to the student and the parents the attendance requirements at the SRC.
2. **PROGRAM DESCRIPTION:** The NEAC **Student Reassignment Center (SRC)** is a short term alternative education program for the student who has exhibited either serious or persistent misconduct on the home campus. The SRC program has the following fundamental goals:
 - 1) Understand the misbehavior/consequence relationship
 - 2) Analyze the behavior which resulted in the assignment to SRC
 - 3) Accept responsibility for that behavior
 - 4) Develop an appreciation for the opportunities afforded on the home campus
 - 5) Modify behavior so as not to be confronted with returning to SRC or facing assignment to the NEISD long-term Alternative Education Placement or possible expulsion to the Juvenile Justice Alternative Education Placement.
3. **NEISD:** SRC is considered an integral part of the middle school system.
4. **COUNSELING:** There is a school counselor on campus who acts as a resource person for parents, students and district personnel working with the student.
5. **LEARNING:** Classroom assignments are provided by the student's home campus teachers and monitored by the SRC staff. ***A student must bring his/her books from the home campus. No textbooks are provided at SRC.***
6. **LUNCH:** Students eat their lunch while sitting silently at their desk in the SRC classroom. A sack lunch may be brought from home or one can be ordered through campus food service. A Lunch Guideline and information form is attached to this packet. Please complete the form and have your child return it to the SRC teacher. Breakfast is \$.95 and lunch is \$2.00. Free and reduced meals are available for students who qualify: \$.30 for breakfast and \$.40 for lunch. *Students are not permitted to bring commercially prepared fast food items on campus.*
7. **TRANSPORTATION:** Transportation will be provided from the student's high school home campus cluster. (See transportation schedule). Transportation is a privilege. Disruptive behavior may result in a suspension from the bus and/or permanent removal from the bus.

8. DISCIPLINARY CONSEQUENCES: Disciplinary consequences in the program will occur in *all* of the following situations.

- a. **Truancy** In the SRC program, the following are considered to be situations involving truancy:
 - 1) Absence for any portion of the school day without school or parent/guardian permission.
 - 2) Leaving the SRC building or the campus without the permission of an SRC staff member.
 - 3) Failure to go to the SRC building immediately upon arriving on campus.
- b. **Clarification:** Whenever a student violates a minor rule, a clarification is given. *Three "clarifications" in a given day result in disciplinary consequences.*
- c. **Major Rule Violation:** The violation of a major rule results in disciplinary consequences.
Examples:
 - 1) **Serious Offense** -- Any offense identified by the Student Code of Conduct as being of a serious nature.
 - 2) **Smoking** -- The State Education Code (Section 38.006) and NEISD Board Policy prohibits the use of any tobacco product within 300 feet of school property. State law prohibits the possession, purchase, consumption or acceptance of a cigarette or tobacco product by an individual who is younger than 18 years of age. *An offense under state law is a misdemeanor punishable by a fine not to exceed \$250.*
 - 3) **Trespassing** -- During the period in which the student is assigned to the SRC program, ***the student is PROHIBITED from being on any other NEISD property as well as other property upon which a school activity is taking place. Additionally, a student is prohibited from attending or participating in a school-sponsored or school-related activity, on or off campus, including athletic events. Students who violate this policy will be subject to arrest for criminal trespass (Texas Penal Code, Section 30.05)***

9. REMOVAL FOR CERTAIN CONDUCT (ALTERNATIVE EDUCATION PROGRAM):

Except as provided by Section 37.007(a)(3), Texas Education Code, a student **SHALL** be removed from class and placed in an ALTERNATIVE EDUCATION PROGRAM, as provided by Section 37.008, Texas Education code, *if the student commits any of the following behaviors **on or within 300 feet of school property** or while attending a school sponsored or school related activity on or off of school property:*

- a. Engages in conduct punishable as a felony
- b. Assault as defined by Penal Code 22.01(a)(I)
- c. Terroristic threat as defined by Penal Code 22.07
- d. Sells, gives, or delivers to another person or possesses or uses or is under the influence of:
 - marijuana, drug paraphernalia or a controlled substance as defined by Chapter 481, Health and Safety Code.
 - a dangerous drug as defined by Chapter 483, Health and Safety Code.
- e. Sells, gives, or delivers to another person an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage code. Commits a serious act or offense while under the influence of alcohol, or possesses uses or is under the influence of an alcoholic beverage.
- f. An offense relating to abusable glue or aerosol paint under Sections 485.031 through 485.035, Health and Safety Code, or relating to volatile chemicals under Chapter 484, Health and Safety Code.
- g. Public lewdness under Section 21.07, Penal Code
- h. Indecent exposure under Section 21.08, Penal Code
- i. Offense of retaliation against any employee under Section 36.06, Penal Code. Additionally, an educator shall recommend an alternative school placement for a student who is a member of, pledges to become a member of, joins or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or **gang**.

10. POLICE INVOLVEMENT. The North East Police and/or San Antonio Police Department may be called in cases of violation of the law, including:

- a. **Offensive and/or Disruptive Language.** Students exhibiting disrespect or directing profanity, pornography, vulgar language, or obscene gestures towards teachers, fellow students, or other employees are subject to disciplinary consequences and could be issued a citation under Section 42.01 of the Texas Penal Code. This offense is a Class C misdemeanor and carries a fine of up to \$500.
- b. **Fighting.** Individual or group fights at school or while in route to or from school will not be tolerated. Students who engage in fighting will be subject to disciplinary consequences and could be issued a citation under Section 42.01 of the Texas Penal Code. This offense is a Class C misdemeanor and carries a fine of up to \$500.
- c. **Possession of Tobacco Products.** State law prohibits the possession, purchase, consumption or acceptance of a cigarette or tobacco product by an individual who is younger than 18 years of age. A student in violation of this policy is subject to disciplinary consequences. This offense under state law is punishable by a fine not to exceed \$250.
- d. **Possession of Drug or Alcohol Products**

In serious cases of student misconduct where there is a law violation; administrators are required to notify the appropriate law enforcement agency of the violation. The law officers may take the student into custody or leave the student in the custody of the administration. The administration will make a sincere effort to notify the parent(s) or guardian(s) when a student is released to law enforcement officials.

11. **NEISD STUDENT CODE OF CONDUCT**

NEISD's *Student Code of Conduct* is published in the *Student-Parent Handbook for Middle School Students* the *Student-Parent Handbook for High School Students*. All behavioral standards apply to SRC. Some specific guidelines for SRC are refinements of these standards.

- a. **SEARCHES AND INTERROGATIONS** In accordance with the NEISD *Student Code of Conduct*, a student's outer clothing, pockets or property may be searched at any time. In the context of school discipline, a student has no claim to the right not to incriminate himself/herself. Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students.
- b. **SEXUAL HARASSMENT** NEISD believes that every student has the right to attend District schools free from all forms of discrimination on the basis of sex, including sexual harassment. All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to do so. Sexual harassment consists of unwelcomed sexual advances, request for sexual favors, or other inappropriate verbal, written, or physical conduct of a sexual nature directed toward any other individual. If a student is sexually harassed, he/she should contact a staff member immediately.
- c. **BULLYING** The district prohibits bullying (including cyber-bullying) as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy. Bullying occurs when a student or group of students engage in written or verbal expression or physical conduct that:
 - 1. Will have the effect of physically harming a student/staff, damaging a student's property, or placing a student/staff in reasonable fear of harm to the student's/staff's person or of damage to the student's/staff' property; or
 - 2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student or staff.

CARE OF PROPERTY No student shall damage or deface any property belonging to NEISD. Students who violate this policy may be filed on in court, removed from school or expelled. Parents or legal guardian(s) of students may be required to make full or partial restitution to the district.

RESPONSIBILITIES OF THE STUDENT AND PARENT

If the SRC program is to be effective and a profitable experience for the student, both the student and the parent/guardian must accept certain responsibilities.

- a. **Student Responsibilities** To be successful in the SRC program, the student must:
 - Maintain consistent and punctual attendance.
 - Complete assigned work in a conscientious, timely and accurate manner.
 - Bring materials to school, including **books, paper, and pencils**.
 - Comply with established district policies and Student Code of Conduct.
 - Comply with the rules, policies and procedures of the SRC program.
 - Work cooperatively with the SRC staff.

- b. **Parent/Guardian Responsibilities** To help the student experience success in the program, the parent/guardian must:
 - promote consistent and punctual attendance by the student.
 - advise the SRC staff of any absence on the morning of the absence.
 - provide necessary documentation to verify the reason for absence.
 - attend any additional conferences needed to review the student's status or progress.
 - provide program staff with pertinent background information which might give insight in helping the student adjust to the school environment.

THE ROUTINE SRC DAY

The normal SRC day follows the routine outlined below.

- a. **FOLLOW CHAMP RULES**

- b. **Reporting to School** Once a student arrives on the North East Alternative Center campus, the student immediately goes to and enters the SRC building and/or classroom. Students should report to the classroom between 7:30 A.M. and 8:15 A.M. The student will take a seat in the assigned classroom. The student must have the permission of an SRC staff member to leave their chair.
- c. **Start of the Classroom Day** Any student entering the classroom after 8:15 A.M. will be considered tardy. Tardiness of 15 minutes or more will result in a clarification.
- d. **Restroom Break** Go to the restroom before you leave your house. Students are given a supervised restroom break in the morning and in the afternoon. Students may ask permission to use the restroom before school without receiving a clarification.
- e. **Talking** Students will not communicate with other students in any way. No talking, whispering, flashing of signs or passing notes. To speak with a teacher a student will raise their hand and silently wait patiently.
- f. **On-Task Behavior** Students are expected to maintain a high work ethic when placed in SRC. Students are required to remain on task for the entire day. A student who is on-task sits up in his/her desk, completes all assigned work, and maintains respect for the staff and the program.
- g. **School Work** SRC is a productive learning experience. A student will be given class work that was provided by their teachers on their home campus. Each student will do six or seven school assignments each day. As soon as a student finishes a set of assignments he/she must tell the teacher so more assignments may be given.
- h. **Lunch** 30 minutes in length and does not involve free time. Students sit silently at their desk and eat their lunch. **Lunches from fast food restaurants are not permitted.** The lunch must be brought directly from home or obtained through campus food service.
- i. **End of the Classroom Day** At 3:45 the students will be escorted to the campus cafeteria. Those that go home in a school bus will be supervised while they wait there for their bus. Students that will be picked up or walk home or ride the public VIA bus will leave by the west exit of the main campus building. Those who walk or ride the VIA bus must immediately leave the campus! They cannot

“hang around” and talk with other students. Those that are going to be picked up will walk around to the south side of the building and wait by the main school entrance. *Under no circumstances are SRC students allowed to enter campus buildings or re-enter the SRC building.* .

- j. **Departing Campus.** Students should be picked up as soon as possible after the 3:45 PM dismissal time. ***Students should be off the campus no later than 4:15 P.M.***

BEHAVIOR MANAGEMENT ACTIONS

To increase appropriate student behaviors and reduce inappropriate ones, the following behavior management actions *may* be taken at SRC:

Management Actions

- Direct teaching of acceptable behavior
- Clarification of rules
- Debriefing
- Refer to Counselor
- Refer to Administration

Administrative Behavior Management Actions

- Student conference with administrator
- Call parent and assign the student to the middle school **In School Suspension** room for the remainder of the day
- Call parent and assign the student to the middle school **In School Suspension** room for the remainder of the day and/or up to 5 days
- Call parent and suspend student for remainder of day
- Call parent and suspend student for the remainder of the day and/or up to 3 days
- Referral to NEISD Pupil Personnel
- Referral for placement in long-term AEP
- Expulsion from NEISD to JJAEP
- ARD to review program and placement of special education student

In accordance with Title VI-Civil Rights Act of 1964, Title IX-Education amendment of 1972, Section 504-Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1992, the North East Independent School District does not discriminate on the basis of race, color, national origin, age, sex, or handicap.

CHAMP S

C Conversation & Communication

No talking, whispering, flashing signs or passing notes.

No communication of any kind with other students!

You will always sit facing forward.

H Help

Raise your hand and wait silently and patiently. Do not speak out.

A teacher will assist you.

A Activity

Work on the assignments that you are given.

M Movement

Stay seated until you have permission to move.

The teachers will assign, and may reassign, you to a seat.

If a teacher asks you to move to a new seat, you should simply move quietly.

Stay in the seat we have assigned you.

Never throw anything in our classroom.

P Participation

Never lay your head down.

Work and learn as an individual.

Maintain respect for the staff and the program.

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North East Alternative Center
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**ACKNOWLEDGMENT OF RECEIPT OF
SRC GUIDELINES**

We, the undersigned, do hereby acknowledge receipt of the NEAC Student Reassignment Center (SRC) Guidelines packet to which this document was attached. We also acknowledge that the following topics were discussed in the packet.

1. SRC program description
2. length of program stay
3. clarification/discipline notes
4. police involvement
5. SRC dress code
6. transportation
7. textbooks and materials
8. lunch
9. student and parent/guardian responsibilities
10. routine SRC day

If your student qualifies for any of these programs, you may ask for information about how they will be implemented or accommodated on the NEAC campus.

11. 504
12. ESL
13. Special Education
14. McKinney

We further acknowledge understanding of and a willingness to accept the student and parent/guardian responsibilities presented.

STUDENT'S NAME

HOME CAMPUS

GRADE

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN'S SIGNATURE

DATE

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LUNCH GUIDELINES AND INFORMATION

Lunches are available at the NEAC Student Reassignment Center. A sack lunch may be brought directly from home or students may order lunch through campus food service. Upon request, the district lunch will be made available for those students qualifying for the free or reduced lunch program or those students who wish to purchase one instead of bringing a lunch from home. Lunch drinks brought from home must be in either a can or waxed cardboard carton. **No glass or plastic containers are permitted in the SRC rooms.**

Lunches purchased through campus food service must be ordered in the morning and paid for when the order is placed (\$2.00). Breakfast is available for \$.95, free and reduced meals are available for students who qualify. Drinks are available for \$.75.

You may pay for multiple days at the same time. Your check must be made to NEISD Food Services.

STUDENT'S NAME: _____

HOME CAMPUS: _____ GRADE _____

_____ My child will be **purchasing a lunch** through campus food service either occasionally or daily. I understand that the cost of the lunch is \$2.00 and that breakfast is \$.95 each day.

_____ My child is participating in the **reduced lunch** program. I desire that he/she continue in that program while assigned to SRC. I understand that the price of the reduced lunch is \$0.40 per day and breakfast is \$.30 per day.

_____ My child is participating in the **free lunch** program. I desire that he/she continue in that program while assigned to SRC.

_____ My child will be bringing a **sack lunch** from home on a daily basis.

PARENT/GUARDIAN'S SIGNATURE

DATE

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Transportation

The North East Independent School District provides school bus transportation to and from the North East Alternative Center. This limited bus service is from and then back to the District's high schools. There is a specific schedule for this transportation service.

NEISD students who are assigned to the NEAC campus may ride these buses; this includes students who are attending the Alternative High School, the Alternative Middle School and the Middle School **Student Reassignment Center**.

Your student may lose this transportation option if he/she violates the bus riding guidelines as laid out in the **Student-Parent Handbook for Middle School Students**.

Your student may arrive on the campus by any method that you desire. That would include: you bring him/her in your car, he/she rides the NEISD bus from a high school, he/she rides the public VIA bus, or he/she walks.

The purpose of this form is for you to tell us how your student is to **get home in the afternoon**.

STUDENT'S NAME: _____

HOME CAMPUS: _____ GRADE: _____

___ I would like for my student to ride home on the NEISD bus that goes to

_____ High School.

_____ I will pick up my student at the main entrance to the school. I know that the pick up time is 3:44 P.M. I know that the student must be off of the campus by 4:15 at the latest.

_____ I want my student to ride home on the public VIA bus

_____ I want my student to walk home

PARENT/GUARDIAN SIGNATURE

DATE

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Communication

While your student is on the NEAC campus and in the Student Reassignment Center program we need to be able to contact you during the school day.

The **SCR** teachers may contact you to tell you: that your student is absent, that your student was tardy and what time he/she arrived, about discipline problems that they are having with your student, about school work problems that your student is having, how well your student is doing.

To contact you we must have current phone numbers and alternate phone contacts. Please do not write the same number in all of the spaces.

Student Name _____

Home Campus _____ Grade _____

Home phone number: _____

Parent name: _____

Day time phone numbers: Cell _____ Work: _____

Parent name: _____

Day time phone numbers: Cell _____ Work: _____

Alternative contact: _____

Relationship to student: _____

Day time phones: Cell _____ Work: _____

PARENT/GUARDIAN SIGNATURE

DATE



**Middle School Reassignment Center
Alternative Middle School**

103 Rampart – San Antonio, TX 78216—(210) 442-0609 / FAX (210) 442-0623

MEMO TO: North East Middle School Student Reassignment Center Parents
FROM: Mrs. Palma Scott, AMS/SRC Principal
Esmeralda Quintero, AHS/AMS/SRC School Nurse

MEDICATION:

The North East Alternative Center must observe the regulations set by the NEISD School District.

The North East Alternative Center **requires parents to bring all medications to the nurse. Students may not bring medications to school.** The parent is also responsible for picking up leftover medications. The nurse will not pick up your student’s medications from their home campus. The nurse will not send leftover medications back to your student’s home school. **Medications, which are left at NEAC, will be destroyed at the end of the year. A “letter to remind parents” will not be sent home with your child.** This letter will serve as your notice. Just leave enough medication to cover the number of assigned days.

The school requires that all medication to be administered at school, be sent in the original pharmacy bottle with a current prescription label. Leave only the amount needed to cover your assignment at the Alternative Center. Non-prescription medications brought in by a parent may be given on a temporary basis. The medication must be in the original container with clear directions. Written parental consent is required each assignment to the Alternative Center. Please fill out our consent form completely. Only FDA approved medications please.

SPECIAL HEALTH PROBLEM FORMS:

Please obtain a copy of your student’s “Special Health Problem Form” when you pick up your student’s medication from your home school campus. The form must include the doctor’s signature as well as the parent signature. All demographic information should be filled out to include parent/doctor telephone numbers in case there are questions/adverse reactions/emergency.

For your child’s safety, prescription medicine will not be given, without a Special Health Problem Form or appropriate documentation. Please meet or call the nurse if your child has special health needs/treatments.

Parents are encouraged to give morning medications; the Alternative Center will give noon medications unless other arrangements are made. This arrangement will help your child to have a successful experience.

EMERGENCY CARD:

Each admission to NEAC, the parent is required to provide a current emergency card. For emergency purpose, we must have alternate telephone numbers/contacts. Please do not write the same number down 2 – 5 times. Please include medications taken at home and any pertinent medical information including food allergies. This emergency information will be used in caring for your student safely during the school day.

ALLERGIES: FOOD/INSECT/MEDICATION/SEASONAL: _____

Please note that if a student brings in a prescription or over the counter medication, a conference will be required with the parent prior to administration.

STUDENT SIGNATURE: _____ PARENT SIGNATURE: _____ DATE: _____