

STUDENT REMOVAL CENTER (SRC)

The Texas Education Code (Chapter 37) requires every school district in the state of Texas to have a Disciplinary Alternative Education Program. The student disciplinary guidelines and consequences included in Chapter 37 give direction to school districts regarding management of inappropriate student behavior. The code also requires school districts to develop a student code of conduct to supplement the state requirements.

According to Texas law, Keller Independent School District (KISD) has developed and implemented a disciplinary program. It is one component of the district's Learning Center Campus. The program is an alternative placement for students who have committed specific violations of the law or certain violations of the KISD Student Code of Conduct.

The student being considered for SRC placement will first be given a hearing at the home campus. Student, parent/guardian, legal representative, if desired, and the home campus administrator are expected to be in attendance. Violation(s) of the code of conduct which merit SRC placement will be discussed, the student and parent/guardian will be given an opportunity to respond, and when appropriate, the home campus administrator will make the SRC placement for a specific time frame that must be successfully completed before the student may return to the home campus. Reassignment forms will be completed and signed (appropriate copies distributed), and an appointment will be made by the parent/guardian to meet with the Learning Center principal/designee. This meeting must occur before the student begins his/her SRC assignment.

SRC is a very structured, compact school day meeting from 8:30 a.m. to 3:30 p.m. Students arriving after 8:30 a.m. will be admitted to class but will lose points for tardiness. Students picked up after 3:45 lose points for non-compliance of guidelines.

SRC uses the same district calendar as other schools in the district.

When parent/guardian and student meet with the SRC principal/designee at the orientation meeting, the SRC program will be explained and enrollment forms will be completed. The student and parent/guardian shall read the handbook, sign the verification sheet, and return it to SRC before the student begins classes. The signed verification says that parent/guardian and student have read the handbook and agree to comply with the stated guidelines. It is vitally important this meeting occur before the student begins the SRC assignment.

District transportation is not available for students assigned to SRC. The parent/guardian is responsible for bringing and picking up the student. If someone other than the parent/guardian transports the student, the school officials must be notified in advance **in writing.** Any person approved to bring or pick up a student (1) must be eighteen (18)

years of age, (2) must not be a KISD student, (3) must present picture identification to school officials, and (4) must have written permission from the student's parent/guardian. If a student arrives earlier than 8:15 a.m., parent/guardian or designee should wait with the student until a staff member is available for student check-in. The student should be picked up no later than 3:44 p.m. Only a staff member can release a student to a parent/guardian or their designee. Due to the confidentiality and protection of every SRC student, only approved KISD personnel will be allowed in classrooms or any student area. Parents/guardians or designee coming to pick students up are asked to remain in the office foyer with no contact with any SRC students other than his/her own. No visitors are allowed in student areas.

Although behavior modification is a priority for an SRC student, high academic performance is expected. Students are expected to work in each subject daily, staying focused and busy while striving to accomplish academic targets. TAKS and End of Course tests are administered on state designated dates. In the classroom, work is developed from the individualized state-approved curriculum focusing on the four academic areas of language arts, social studies, science, and mathematics as well as electives from the core above mentioned disciplines. Upon review of the school records, an academic counselor will determine the student's schedule. Completion of any additional subjects other than the four core areas will be the student's responsibility upon return to the home campus. The only exception will be for seniors on course to graduate in May. There are no honors or AP classes offered at any grade level.

When a student enters the program, the lead teacher will determine the appropriate starting place for each subject. Factors to be considered are the student's academic progress, withdrawal grades, attendance, length of SRC assignment, and time remaining in the semester. Also, all SRC students are required to attend group-counseling sessions as part of the state-mandated requirements.

Progress reports (written notices) will be mailed home every three (3) weeks to the parent/guardian of every student enrolled. Parents/guardians are encouraged to review this report with the child. Parents wishing to discuss this with any teacher or administrator may do so by telephone or may set up a conference.

While enrolled in SRC, a student is not allowed to attend or participate in any school-sponsored or school-related activity. There are to be no visits to any other campus in the district. If KISD officials receive a report that an SRC student has violated this rule, the student is subject to class B misdemeanor citation and additional SRC assignment.

All students at the SRC will follow the Keller ISD dress code recorded in the Student Code of Conduct along with the **additional restrictions of the SRC dress code**. We consider a student's appearance an important personal responsibility. The way a person dresses affects behavior, which will in turn affect the learning environment. Any form of dress or grooming that attracts undue attention, disrupts school or detracts from

the learning process, or is associated with gangs, is not acceptable. Parents are expected to support and assist in enforcing these standards. Students will not be allowed to attend class if they are out of compliance with the dress code.

Any student enrolled in SRC for a semester or more will have a 120-day review before the 120th day. At this meeting the student's status will be discussed by the board's designee (SRC principal). The student or the student's parent/guardian will be given the opportunity to present rationale for the student's return to the home campus. The Board's designee will make a decision by the conclusion of the meeting if possible. If additional time is needed, the decision will be made no later than three (3) school days after the 120-day review date.

Upon returning to SRC from an absence or suspension, students are responsible for any assignments missed. When a student returns, he/she has one day for each day missed to complete all makeup work.

When students have successfully completed their SRC assignment, they will be released to their home campus. The home campus will be notified that the student is scheduled to return by a specific date. All records will be reviewed and the SRC principal will sign a letter verifying completion of the assignment. These records will follow the student back to the home campus. The parent/guardian must accompany the student for re-enrollment if the student is under eighteen (18) years of age. It is recommended the parent contact the home campus for specific instructions.

SRC is a school for students who have made very unwise choices. State, district, and campus rules have been written to address areas of safety, curriculum, self-esteem, counseling, and behavior management. The SRC administrator will exercise whatever safety precautions deemed necessary to ensure a safe environment for all students and personnel. These precautions may include but are not limited to random searches with a hand-held metal detector and walk-through metal detectors. Law enforcement officers, probation officers, and judges may make periodic visits to the campus.

Every SRC student must clear a metal detector search daily upon entering the school. Before the search students are expected to remove all accessories and place them in a container that will be returned to them at the end of the school day. Every effort will be made to deter the possession and use of weapons, contraband, or any unacceptable item(s) and/or unacceptable behavior(s) at school. Any student found to be in possession of any unacceptable items would be subject to further action by the school district.

Rules are strictly enforced to ensure student/staff safety, to improve behavior, and to encourage academic progress.

STUDENT REMOVAL CENTER

PURPOSE

The Student Removal Center (SRC) is an alternative setting designed to serve students from age 10 through 12th grade, who through severe or repeated violations of the Keller ISD Student Code of Conduct, have been assigned from their home campus.

LOCATION

SRC is located at 250 North College Street, Keller, Texas 76248.

ENROLLMENT

The Texas Education Code designates certain offenses by students as mandatory removal to a Juvenile Justice Alternative Education Placement (JJAEP). Other offenses are designated as discretionary removal to an AEP. Information about these offenses is included in the Keller ISD Student Code of Conduct. After the decision has been made by the campus hearing committee to assign a student to SRC, the parent must call within 24 hours to schedule an intake conference. The student must enroll within three days of the assignment. Any additional days past this time, during which the student is not in attendance, will be counted as unexcused absences and may result in the student being in violation of the district attendance policy. Enrollment, policies, procedures and expectations will be explained to students and parents during the intake conference, which is held **prior** to the first day of enrollment.

EMERGENCY MEDICAL TREATMENT

Parents shall complete an emergency care form for the period of SRC assignment that includes a place for parental consent for school officials to obtain medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

ACADEMICS

All teachers are certified professionals. Instructional aides are assigned to assist the teacher and to work individually with students as needed. Small student to teacher ratio is the norm. Students receive instruction in their four core classes: language arts, math, social studies and science. Academic progress will be monitored and parents will be notified of their child's progress every three weeks by progress report or report card.

FEES

Computer based modules and/or textbooks will be furnished during instructional time without charge. Students are expected to conduct themselves in a mature manner and take care of all school property. If there is damage to school property, the student/or parent is responsible for reimbursing the school at the replacement amount from the vendor. This includes but is not restricted to modules, textbooks, library books, school-owned equipment, books or personal items brought by staff.

BEHAVIOR MODIFICATION SYSTEM

Basic social skills, such as anger management, goal setting, problem solving, and coping skills, are taught and reinforced on a daily basis by all staff members. Students are on a daily point system tied directly to these social skills. Positive points are earned for appropriate behavior and inappropriate behaviors earn negative points. Positive points are accumulated to earn levels and privileges. Teacher intervention is a key element in re-teaching the necessary social skills and providing a strategy for future success. This motivational system is used to shape appropriate student behavior, and to provide students with the support and positive reinforcement needed for success.

LENGTH OF STAY

Students from intermediate and middle schools will be assigned to SRC for no less than thirty-(30) days. Students from high schools will be assigned to SRC for no less than forty-five (45) days. Before a student is released, a review will be made to evaluate each student's progress in terms of attitude, academics, attendance and behavior. The review will determine if the student has met the success criteria allowing them to return to their home campus or if they must continue at SRC for a longer period of time. High school students may be eligible for release at thirty-five (35) days if they have met the success criteria and have achieved level three status.

The Keller ISD Student Removal Center (SRC) is an alternative program dedicated to helping each student reach his or her maximum potential in all areas. **Attendance is extremely important in order to meet this goal.** Students are to be in attendance from 8:30 a.m. to 3:30 p.m. It is the responsibility of both the parent and student to make sure that the student arrives and leaves campus at the correct times. SRC students must not attempt to interact with students enrolled in other programs at The Learning Center or Keller Middle School. Any attempt to do so will be treated as an extremely serious violation. If a student is absent or tardy for any reason, **it is the parent's responsibility to NOTIFY SRC BY 10:00 A.M ON THAT DAY.** A student must be in attendance at least 90% of the scheduled days in order to receive credit. The Keller ISD Student Code of Conduct details the district attendance policy, and the district actively prosecutes truant students and proper authorities will be notified regarding unexcused absences or tardies.

EXPULSION

Texas Education Code, Subtitle G. Chapter 37.007, states that a student, who has been placed in an alternative education program and continues to engage in serious or persistent misbehavior, can be expelled from the district. Students who are expelled from SRC will be assigned to JJAEP for no less than ninety- (90) successful school days.

GRADUATING SENIORS

Graduating seniors assigned to SRC **WILL NOT** be allowed to participate in any senior activities, which include, but are not limited to prom, senior awards assembly, baccalaureate, graduation, etc., until their placement has been completed.

LUNCH

A full service cafeteria is not provided at SRC. Sack lunches can be purchased daily. Students who are eligible for the Free/Reduced Lunch Program will be charged according to their eligibility. Others desiring to purchase a sack lunch must pay the charge for their grade level. Students have the option of bringing a sack lunch and drink from home. Please include nutritional snacks, not snacks high in sugar. All students are expected to assist with lunch cleanup duties. Students are not allowed to have fast food brought in for lunch. Lunch must be brought with them or ordered at school.

METAL DETECTORS

Hand-held and walk-through metal detectors will clear students for entrance every morning. All personal items will be searched and any articles considered inappropriate for school will be confiscated at this time. Any illegal items found will be turned over to the police. Inappropriate items include, but are not limited to jewelry, beepers, cellular phones, walkmans, diskmans, lighters, matches, tobacco products, inappropriate published or written material, wallet chains and items that could be used as a weapon. Illegal items may include, but are not limited to fireworks, weapons, drugs, drug paraphernalia, open containers, cans, pump sprays, etc. Illegal confiscated items will not be returned. Other confiscated items will be returned to the parent/guardian at the end of the student's assignment at SRC. **Leave jewelry at home!**

SCHOOL SUPPLIES

Students need:

1. 3 ring binder (minimum 2 inches with a clear cover-**no writing or drawings**)
2. notebook paper and set of dividers
3. blue or black ink pens; pencils
4. map colors
5. ruler and calculator
6. box of Kleenex

TICKETS

The Keller Police Department may issue citations. It will be at the discretion of the officer whether to arrest that student(s) for the following offenses:

1. Verbal abuse to a staff member
2. Sexual harassment
3. Disruptions of the educational setting
4. Destruction of property
5. Violation of law

DRESS CODE

Students must comply with the Keller ISD Student Code of Conduct Dress Code plus additional restrictions of the SRC dress code. If it becomes necessary to alter the dress code, a notice will be given to students and parents. Students will not be allowed to attend class if they are not in compliance with the dress code. Parents will be notified.

Shirt/Sweatshirts

- must be plain white-NO logos, decorations, pictures or writing
- neck opening should not come below the collar-bone
- may be short or long sleeved
- must have a collar
- must be tucked in so that the waist of the pants is revealed at all times

Pants

- will be black, blue, or khaki slacks or jeans (no overalls)
- will be free of large logos and decorations, including stripes, pictures, and large writing
- will be worn at the waist and fit properly
- will not be bagging, sagging, or dragging (no Jincos or similar styles)
- will not have rips or tears
- will be ankle length (no shorts or short pants)

GENERAL RULES

1. Book bags/backpacks will not be allowed.
2. Shorts may not be worn. Girls must wear jeans or slacks, no skirts or dresses.
3. Attire that is associated in any way with gangs will not be acceptable.
4. No jewelry or visible body piercing is allowed.
5. No head coverings of any type will be allowed.
6. A belt must be worn.
7. Appropriate footwear (shoes or boots) and socks must be worn at all times. (No sandals or clogs)
8. Cellular telephones or beepers are not allowed.
9. All purses and billfold/wallets must be checked-in to the instructor before entering the classroom.

BEHAVIORAL HIERARCHY

1. All students enter SRC on level I.
- 2a. Requirements to move to Level II.
 - No unexcused absences
 - Earn at least 35,000 positive points
[max. per day is 1800 pts=min. of 20 days]
 - Recite from memory 8 social skills
 - Complete all school work on time with a weekly grade average of at least 70
 - Participate in counseling
 - Conference w/lead teacher to review Level II maintenance requirements
- 2b. To stay on Level II, a student must:
 - Have no unexcused absences or suspensions
 - Complete all school-work on time with a weekly grade average of at least 70 in all subjects
 - Consistently use 8 social skills learned in Level I
 - Participate in counseling
3. Requirements to move to Level III:
 - Have no unexcused absences or suspensions
 - Earn at least 25,000 positive points
[Max. per day is 1800=min of 15 days]
 - Recite from memory 9 additional socials skills
 - Complete all school work on time with a weekly grade average of at least 80 in all subjects
 - Participate in counseling
 - Conference w/lead teacher to review Level III maintenance requirements
4. To stay on Level III, a student must:
 - Have no unexcused absences or suspensions
 - Complete all school work on time with an average of at least 80 per cent in each class
 - Consistently use all 17 social skills
5. Students who earn 1,000 negative points in a single day are subject to suspension. A student who is suspended will be moved back one level. First time suspension will be one day. The second time will be a two-day suspension with a required meeting with parent and lead teacher. The third time will be a three day suspension with a required meeting with the student, parent/guardian, lead teacher and principal at which time it will be determined what further action will be required.
6. Level I students must wear a red button; Level II students must wear a green button; and Level III students do not wear buttons.

