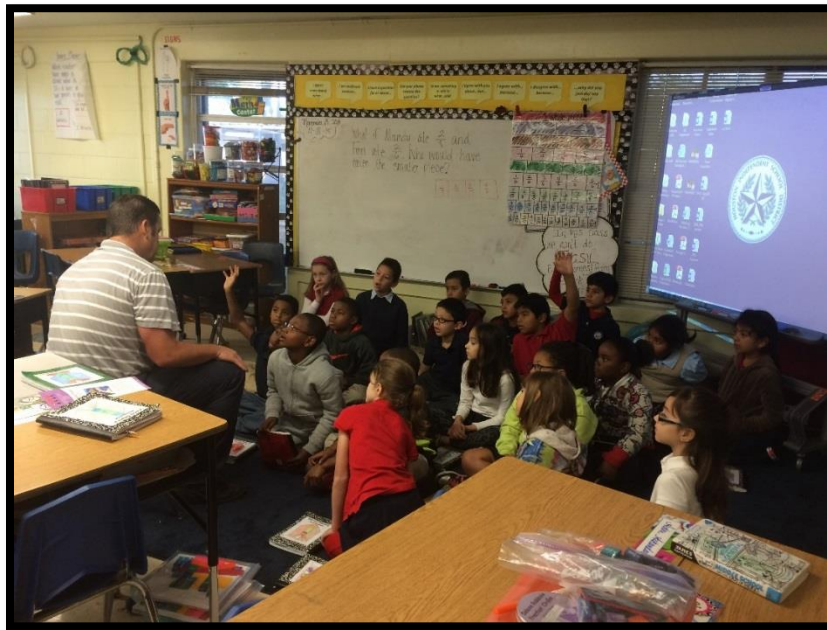


# Durham Elementary

## Student & Parent Handbook

### Manual para Padres y Estudiantes

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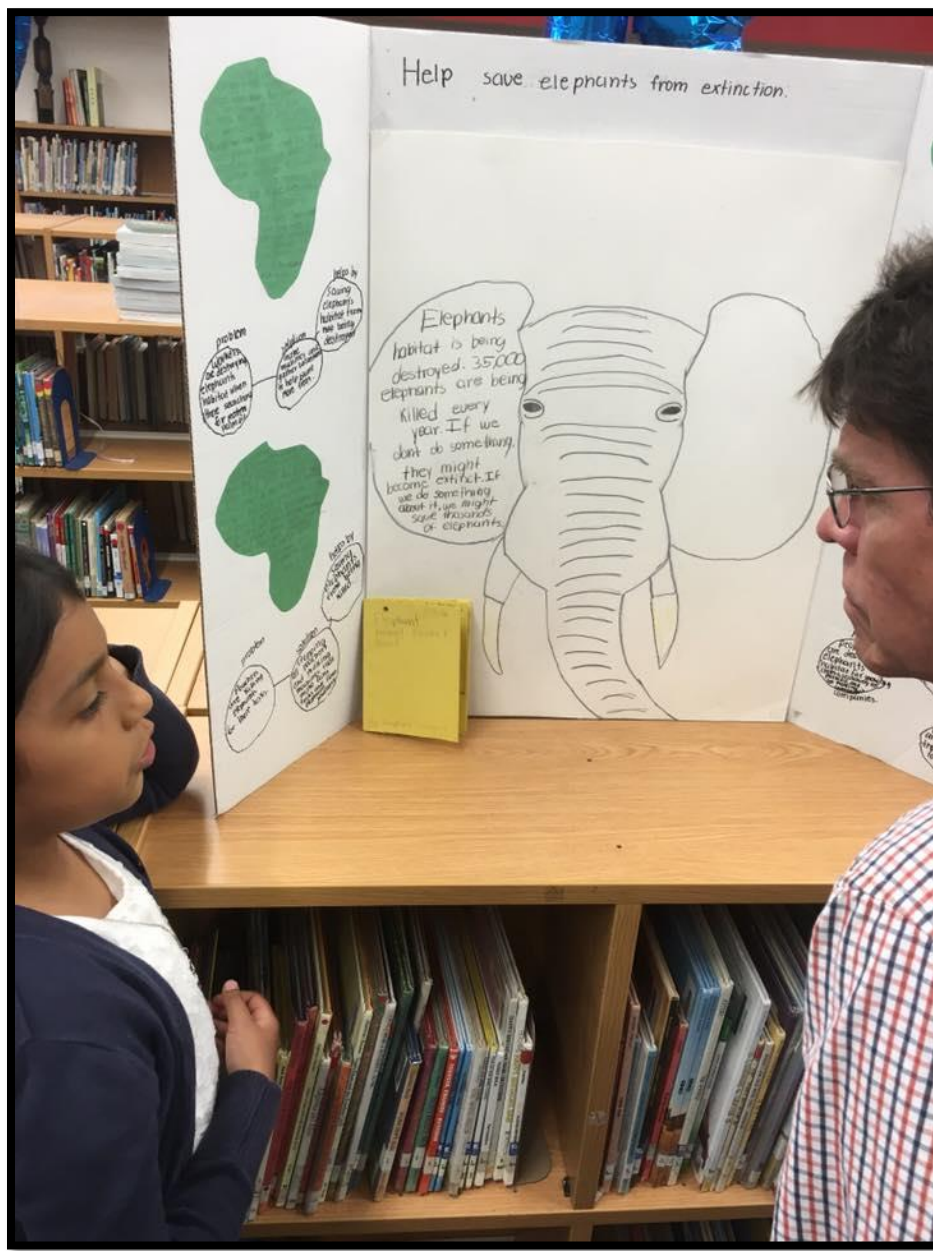
*Durham D.A.D & Real Men Read Mentor, Derek Adams  
reading to Ms. Chandler's 3<sup>rd</sup> Grade Class*

Dr. Amy Poerschke, Principal  
Nicole Planck, Assistant Principal  
2017-18



4803 Brinkman Street  
Houston, Texas 77018  
713-613-2527

Durham Elementary equips multi-cultural learners, through inquiry and rigorous instruction to compete at the highest academic levels, take action, and positively impact their world.



Dear Durham Parents and Students,

This handbook is published so that you may have a reference with information about the daily operations of the school. Please read and use this reference throughout the school year. In addition to the handbook, you are encouraged to become familiar with the provisions of the district-wide *HISD Code of Student Conduct Handbook*.

We are very proud of our outstanding teachers, instructional programs, and supportive community. We are happy to have you with us at Durham Elementary and look forward to a wonderful school year!

Sincerely,

Amy Poerschke, Principal

Nicole Planck, Assistant Principal

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## Durham Elementary Core Values: The IB Learner Profile

### IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

#### INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

#### KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

#### THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

#### COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

#### PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

#### OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

#### CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

#### RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

#### BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

#### REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

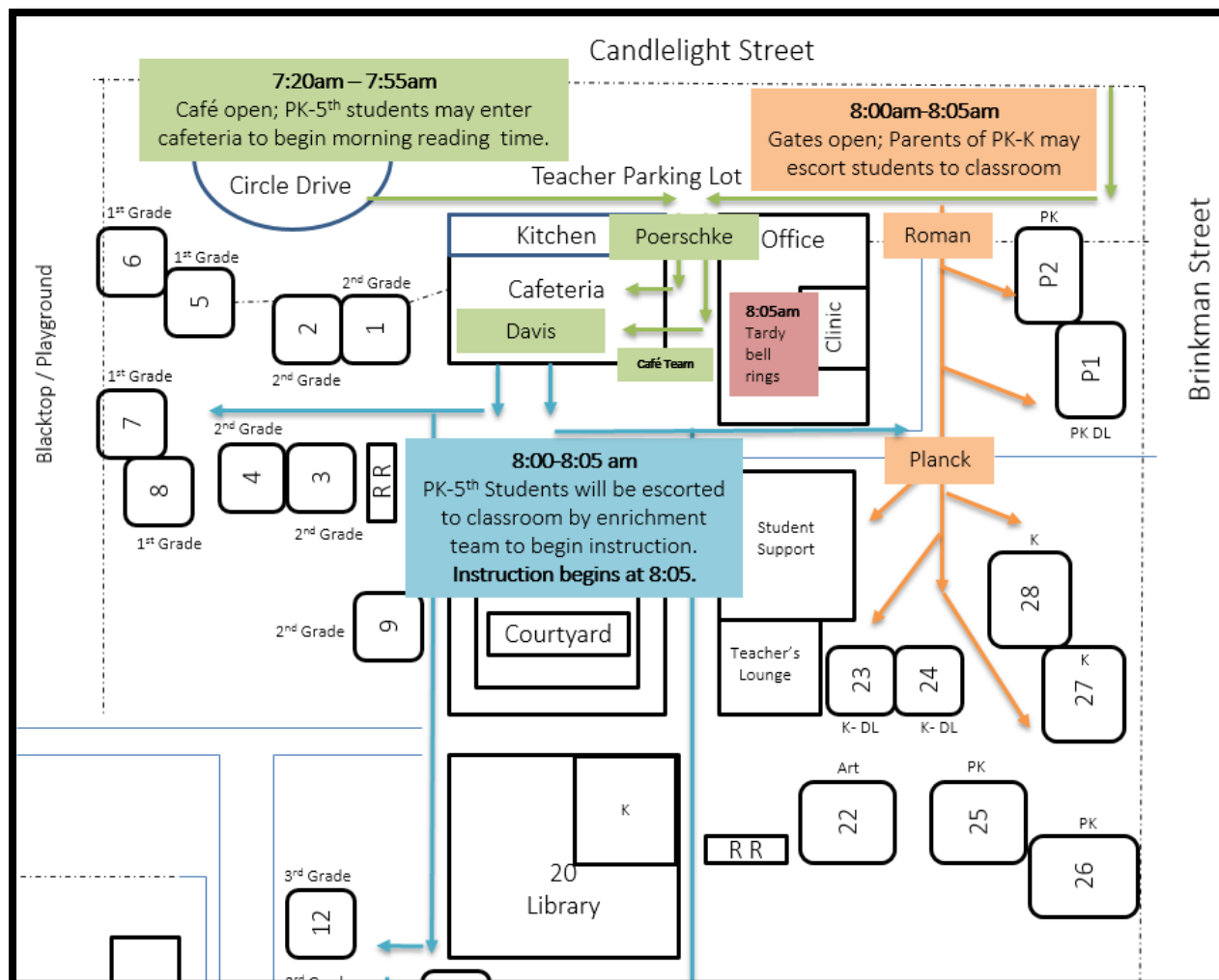


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## ARRIVAL OF STUDENTS



The cafeteria will open at 7:20 a.m. for PK-5th students to enter, select a book, and enjoy a quiet reading morning. Students should arrive at school no earlier than 7:20 a.m. Children will be supervised in the cafeteria during this time by campus leaders and support staff. Due to space restrictions, only students will be allowed in the café.

At 7:45 a.m., Mr. Shirley will begin Durham's morning song session. The first bell will ring at 8:00 a.m. At 8:00 a.m., students will stand and be escorted to class by their classroom teacher to their classroom. Instruction (and an optional breakfast) both begin at 8:05 a.m. Students are considered tardy at 8:05 a.m. Students arriving to school past 8:05 a.m. will be marked as tardy. Tardy slips are issued by the front office staff. A conference is required with you if your child has excessive tardies (7) or absences (3). **Further action may be taken if tardiness or unexcused absences continue after the conference.** Parents of Pre-K or Kinder students may park and walk through the PK gates at 8:00 a.m. to escort their PK-K students to class. Students should not exit their vehicles on **Brinkman Street or on Candlelight Street**. Starting at 8:15 a.m., all visitors will be welcome to enter the campus through the main office.

*In order to maintain the safety and security of all students, all children being dropped by car must be dropped off in the circle drive.*

## DISMISSAL OF STUDENTS

Students will be dismissed from the building promptly at 3:20 p.m. All students should be picked up before 3:35 p.m.

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**CAR**

If your child is picked up in a **CAR**, they will be dismissed through use of the circle drive. There will be two lanes of traffic with four cones in the circle drive. Eight cars will be loaded at one time. Students will be loaded into cars by Durham staff members.

You will receive a hang tag that will display the name of the oldest sibling and their homeroom teacher's name. You will have an opportunity to obtain your pick up tag at the Ice Cream Social or in the main office. **Beginning September 5, 2016 all cars without a car tag will be required to park and obtain a new car tag through the main office. No exceptions.**

- Please make sure you have your hang tag visible as you pull up to the circle drive.
  - During arrival and dismissal, please pull ***all the way to the end of the car lane***. This speeds up the flow of traffic. Additionally, for safety reasons, please do not pull around other cars.
  - You will pull up to one of four cones where your child(ren) will be loaded into your car.
  - ALL PK/Kinder students with older siblings will be picked up by older sibling and brought to car rider area.
- 

*All walkers in grades PK-1<sup>st</sup> may only be picked up through the use of a Durham walker tag. Walker tags are available for pick up in the main office and at Ice Cream Social. Students in grades PK-1<sup>st</sup> (without a sibling) will not be released to adults unless the adult has a walking tag for that student.*

### BRINKMAN WALKER

- If the oldest sibling in the family group is in 2<sup>nd</sup> grade through 5<sup>th</sup> grade, the entire family group will be dismissed promptly at 3:20 and will wait in designated waiting area east of the main entrance by the picnic tables.
- If the oldest sibling in the family group is in PK, K or 1<sup>st</sup> Grade, parents are required to show lime green walker tag and students will be brought to you at the main gate. Students will be exited in the order of walker tags received. Walker tags are required for students in PK, K or 1<sup>st</sup> Grade.

### CANDLELIGHT WALKER

If you **WALK** up to get your children from the (Dunsmere) Candlelight side, you will meet your children at the pedestrian gate near just west of the circle drive. Walker tags are required for students in PK, K or 1<sup>st</sup> Grade.

Per city of Houston Ordinances:

- No parking within 20 feet of the crosswalks
- No parking within 10 feet of driveway entrances, including circle drive and the staff lot
- No parking within 10 feet of fire hydrants
- No parking on the west side of Bethlehem



**WALK**



Bus riders will continue to wait in the covered area on Brinkman St. for pickup and will be supervised by teachers until they are picked up by their respective bus service.

- Please call the main office if/when there is an update to your students' bus service.

## BUS CONDUCT

Specific student behavior expectations are established for the safe and efficient operation of the school district transportation system. Transportation is considered an extension of the regular school program and students who violate behavior expectations while riding a bus are subject to suspension from riding the bus and/or other penalties established for misbehavior while students are on the school premises. A bus behavior report will be provided to administration. The parent will be notified immediately.

*We understand that events will occur which may require a parent to be late. Please call the office to inform us of your arrangements. If you are unable to pick up your child/children on time, **please make after-school child care arrangements**. **SAFETY** is our number one priority. If your student is left after 3:45 p.m., they will be sent to After 3 Childcare for a fee.*

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## APPOINTMENTS

We encourage you to schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the main office to sign out your child in order for your child to be released. **Your name must appear on the enrollment card.** . If an emergency requires that your child be released to someone else, **you must provide written notice**. Students will not be released to anyone under the age of 18. Any adult picking up a student must present a picture I.D. If your child is cleared by the doctor/dentist to return the same day to school, present the doctor/dental note upon return. Your child will not be marked absent.

**Students will not be checked out from class between 3:00 and 3:30 pm** as teachers are preparing them for dismissal.

## ATTENDANCE & TARDIES

Daily attendance is taken by the classroom teacher at the official attendance time of 9:45 a.m. Students who are not in school at 9:45 a.m. are marked absent. If a student attends school for part of the day and leaves for an appointment with a medical professional, they can be considered present if they return with a doctor's note. Students are expected to attend school on a regular basis. Failure of a student to attend when he or she is able to do so may jeopardize promotion to the next grade. **A detailed written explanation, including dates of absences, should be sent to your child's teacher upon their return to school.** Students who have been absent or tardy must present a written excuse from the parents or guardian when they return to school. Excuses for absences and tardies are:

- personal illness
- sickness or death in the family
- quarantine
- weather or road conditions making travel dangerous
- participation in school activities with permission of the principal
- juvenile court proceeding documented by a probation officer

- approved college visitation
- emergencies
- or "any other cause acceptable to principal or administrator"

Written excuses should be in the school's possession no later than three school days after the date of the absence or tardy. The three-day period begins with the day the student returns to school.

Excessive unexcused absences will result in a referral to the district attendance specialist. Additionally, students attending Durham through a magnet transfer will be placed on an attendance growth plan following 3 absences. Magnet growth plans may lead to a school non-renewal at the end of the 2016-2017 school year.

## CAFETERIA GUIDELINES

In addition to our IB Learner Attitudes, the following cafeteria guidelines are in place:

- ❖ Do not share food due to allergies
- ❖ Soft drinks are not allowed
- ❖ Go through the lunch line only once
- ❖ Ask permission to leave your seat. For safety reasons, students are encouraged to use the restroom prior to arriving to lunch.

If a child makes poor choices in the cafeteria his/her teacher will administer the same consequences that are applicable in the classroom. Poor choices in the cafeteria will be reflected the student's conduct sheet and marked in kickboard.

## CALENDAR & COMMUNICATION

Please refer to the 2016-17 Academic Calendar for important dates such as holidays and report card dates. All school-wide communications will be sent home on Tuesdays in the "Tuesday Folder". Please set up a Living Tree account to ensure you receive valuable school information.

## DRESS CODE

Please refer to Appendix A.

**Free Dress** – Occasionally, free dress days will be designated. Any article of clothing that displays alcohol, drug slogans, or other suggestive and inappropriate designs or words including, but not limited to, those that promote (suggest) violence, or anti-social behavior will not be allowed.

## ELECTRONIC DEVICE POLICY

Students are discouraged from bringing electronic devices to campus. All electronic devices for students are to be kept in backpacks and turned off during the school's instructional hours (8:00 a.m. - 3:20 p.m.) and while students are on the school's grounds (dismissal, tutorials, after school functions, etc).

Electronic devices that are used during school hours will be confiscated. In addition to disciplinary action, the unauthorized use or operation of electronic devices will result in confiscation. The principal or another administrator will notify the parent of intent to dispose of the device after 30 days. A \$15 administrative fee payable to HISD will be charged if the device is claimed within the 30 days. Electronic devices not claimed will be sent to Property Management for disposal (Page 7, HISD Student Code of Conduct). The school is not responsible for lost or damaged electronic devices.

## ENROLLMENT INFORMATION SHEET

An enrollment information sheet for each student must be on file in the office. If there is a need to contact you during the day, school personnel will use the telephone numbers listed. **If there is a change of address or telephone number during the school year, please notify the school office.** It is very important for the safety of our students that the parent's home, business and emergency numbers are kept current during the school year.

## FIELD TRIPS

Each student must return a school-created field trip permission slip signed by the parent or guardian. **Notes and telephone calls will not be accepted as a form of permission to attend a field trip.** Field trip permission slips are due at least 48 hours before the field trip. **All chaperones must be cleared through the VIPS process at the beginning of the school year.** See the VIPS section. Siblings will not be permitted to attend field trips due to the supervisory responsibility of each chaperone.

As representatives of Durham Elementary, students should exhibit our IB Learner Attitudes on all field trips. Students who continually make poor choices will be excluded from field trips or require a parental chaperone to attend field trips with them to ensure the safety of all students (Page 7, HISD Student Code of Conduct).

## FOOD PROGRAM

Breakfast is free for all students and will be served in the classroom. Students may purchase their lunch at school or bring one from home. Those who bring a lunch may purchase milk or an a la carte item.

Money may be placed on the lunch card via the internet by accessing the parent online link on the HISD web site at [www.houstonisd.org](http://www.houstonisd.org) or by paying for the lunch card in the cafeteria on **Monday** mornings for one week, two weeks, etc. Only cash will be accepted in the cafeteria.

## FORGOTTEN ITEMS

### *Morning:*

Occasionally, as students exit their cars in the morning they realize that they have forgotten a lunch, backpack, instrument, etc. You may leave those items with the front office and we will ensure your child receives it.

### *After-School:*

Items (homework, lunch kits, etc.) forgotten in the classroom after dismissal may not be retrieved until the following day due to safety concerns and encouraging student responsibility of items. The lost and found station is located outside of the library.

## FORMS

The following forms must be on file in the office for your child/children:

- ❖ Enrollment Information
- ❖ Internet & Email User Agreement and Parent Permission
- ❖ Media Release
- ❖ Student Assistance Questionnaire
- ❖ Code of Conduct Signature Page
- ❖ Student/Parent Handbook Signature Page



## GRADING AND HOMEWORK

Please refer to Appendix B.

## HANG TAGS FOR CAR PICKUP

All students who will be picked up in a car will receive a carpool tag. Parents should place this tag on the rearview mirror to expedite the carpool process. If you need additional tags please come to the front office with your ID and we will provide you with another tag. The name, teacher, and grade level of the **oldest** child of the sibling group should be clearly written on the tag.

## HEALTH

### *Illnesses and Accidents at School:*

If your child becomes ill or is involved in an accident, school personnel will contact you immediately. If we cannot reach you, we will call the emergency contact name. Please remember, students with fever or a communicable disease cannot remain at school. Students must be fever-free for 24 hours before returning to school. Please send a complete change of clothing in your students' backpack for all pre-kindergarten and kindergarten students in the event they need a change of clothing.

### *Lice:*

If your child has head lice, he/she must be examined by the school nurse before returning to class.

### *Illness:*

Please keep your child home if he/she has a fever, vomiting, diarrhea, unexplained rash, or red eyes the night before or the morning of school. Most fevers drop in the morning but will rise again during the day. For this reason, we ask you to keep your child home until he/she has been free of fever for twenty-four hours. If your child has a contagious disease, usually he/she must stay home for at least twenty-four hours on appropriate medication treatment. Please call the school to notify us of your child's illness.

### *Medication*

H.I.S.D. Policy reads: "School personnel will not administer medical treatment or medication including over the counter drugs." If your child is on a short term medication, please schedule the dosage so that the child receives a morning dose and the remaining doses when he/she returns home. Students on a long term medication will receive the medication only if a physician has stated in writing that the student should have a certain medication during school hours. The official form, which is available from the nurse, and must be signed and on file before any long term medication can be given during the school year. Students that may require an emergency medication such as an inhaler for asthma or and Epi Pen for an allergic reaction are also required to have updated medical paperwork yearly. Please see the nurse for the approved forms.

## IB LEARNER ATTITUDES

Our goal is to work collaboratively to create an atmosphere conducive for learning through empowering students to acquire the IB Learner Attitudes and utilize them throughout their lifetime. Please refer to the IB Learner Attitudes at the beginning of the handbook. In using our IB Learner Attitudes, children will demonstrate self-discipline strategies that adhere to the guidelines in the HISD **Code of Student Conduct Handbook**. The handbook contains five levels of misconduct and five levels of appropriate disciplinary responses. Parents should discuss the handbook with their child/children. The **STUDENT - PARENT ACKNOWLEDGMENT** in the **Code of Student Conduct Handbook** form needs to be signed and returned so it can be placed in the student's permanent record folder. Parents may use Kickboard to monitor their child's demonstration of each of the learner attitudes. Contact your teacher to acquire Kickboard login code for your child.



## COMMUNICATING WITH TEACHERS & ADMINISTRATORS

### **Instructional Time:**

While teachers are providing instruction and supervision, it is critical for students that there are no interruptions. Therefore, messages will be provided only during teacher's planning times. Whenever possible, please use email or Living Tree to communicate with your child's teacher. Additionally, each teacher has a designated time for parent-teacher conferences. Please work with your child's teacher to schedule a conference.

### **Changing Dismissal Plan:**

Changes to your child's dismissal plan should be made in advance and submitted to the classroom teacher in writing. In case of a last minute change due to an emergency, please notify the main office.

### **Administrator Conference:**

We value your option and want to seek a resolution to all questions or concerns quickly. Parents are encouraged to support an open line of communication with the teacher by directing all questions or concerns to the teacher primarily. If a parent has communicated with a teacher and the question or concern **persists**, please contact the main office at 713-613-2527 to schedule an appointment with the grade level administrator. The grade level administrator will contact the parent within 24 hours to schedule a conference. If the concern persists further, the parent may schedule a conference with the campus principal by contacting the main office at 713-613-2527.

## LIBRARY

Books may be checked out and taken home to read or study only with a signed permission slip. **Students must be responsible for the care of the books.** A fee will be charged for lost and/or damaged books. Parents may check out up to five books for their child during parent hours. Those hours are Mon., Tues. & Wed. 8:30 - 9:30 a.m. and 2:00 - 3:00 p.m.

## LIVING TREE

Living Tree is an online social engagement site in which parents are able to connect to their child's classroom(s) as well as their child's after-school activities or clubs. Using LivingTree, parents are able to view photographs and information about current activities, events, and achievements taking place in the classroom. Parents are also able to post photos and notes following school events such as field trips, ceremonies, or after-school events. LivingTree is the best way for you to be connected and informed of all Durham community and parental involvement events.

Those already utilizing LivingTree will be automatically placed into your child's new classroom during the first week of school.

### *Not using Living Tree yet? How to Join Living Tree:*

- 1- Come to Ice Cream Social to obtain a code from your teacher.
- 2- Visit <https://www.livingtree.com> and complete the FREE registration process
- 3- Enter your teachers code
- 4- Enjoy receiving updates from your teacher and the administrative team

## LOST AND FOUND

The "Lost and Found" area is located directly outside of the library. **Please label all items with your child's first and last name.** Students should keep valuable items at home. The school is not responsible for lost or broken items. In December, March, and June of each year, all unclaimed items will be donated to a local charity.

## PAYMENT OF FEES

When paying for pictures, school sponsored fundraisers, or other school activities, please submit payment in cash or check. You may place the money in a Ziploc bag or envelope in your children's backpack or drop off the money in the main office.

## PEDESTRIAN REGULATIONS

HISD places a crossing guard at the corner of Oak and Brinkman Street and at Brinkman and Candlelight Street from 7:15- 8:15 a.m. and 2:45- 3:45 p.m. to supervise our students. Children must cross at one of the supervised areas. **No child will be allowed to cross the street in the middle of the block.**

## PTA

The Durham Parent Teacher Association (PTA) is a highly engaged group of adults who work tirelessly to support the children of Durham. All parents are highly encouraged to join this group and share your voice, talents, and efforts in making Durham the best it can be! Meetings are held on the second Tuesday of the month at 6:00 p.m. Join and make your voice heard: <http://www.durhampta.org/>.

## RECESS

Durham students will participate in physical activity for approximately thirty minutes daily. Physical Education class counts toward the state required 135 minutes a week of physical activity. On the day of a scheduled Physical Education class, at the teacher's discretion, the class may/may not have a full recess period.

## TELEPHONE USE

The school telephone is a business telephone. Students may use the telephone in emergency situations only. The student must have a pass from the teacher and the office staff must give permission for the use of the phone.

## TEXTBOOKS

Students will be issued textbooks. Students should carefully check each book. If damaged pages are found, the student should report the information to the teacher. Students are responsible for the care of the books. If the book is lost, the student **must** pay the cost for replacement.

## VISITING THE SCHOOL OR VOLUNTEERING BY JOINING VIPS

### *Visitors:*

We encourage parents and the community to visit our school. Please contact the office if you are interested in becoming a volunteer. Your time and interest will make a difference in our students. **When you are visiting the school, you must show a valid ID and sign in at the office and wear the visitor's pass that will be given to you. This policy includes HISD employees who are parents.** Please give your badge to the receptionist upon leaving the building. We appreciate you following this policy for the protection and safety of all of the students at Durham Elementary.

### *How to become a parent volunteer through VIPS:*

All volunteers must register for the Volunteer in Public Schools (VIPS) Program and pass a background check at the beginning of each year. This is a three-step process. 1- You will need to register at [www.houstonisd.org](http://www.houstonisd.org) under the VIPS link. 2- You must present a valid picture ID to the VIPS clerk in the main office to finalize the process. 3- You will need to call the VIPS clerk to ensure the VIPS information was finalized.

**Please note that you cannot attend field trips as a chaperone if you do not register with VIPS.** Background checks require a minimum of four weeks for clearance. If you plan to attend field trips, please register promptly.

## APPENDIX A

### Durham Elementary Dress Code Policy

It is our belief that the Uniform/Dress Code Policy helps to maintain a positive learning climate, where distractions are minimized and appropriate focus on learning is maintained.

#### Girls may wear:

- Shirt - white uniform blouse, oxford, polo or turtleneck in navy, red, or white
- T-Shirt- various colors; designated Durham T-shirt with Durham school logo
- Jumper - khaki or navy
- Skirt - khaki or navy
- Shorts - khaki or navy, uniform style (must be mid-thigh or longer)
- Slacks - khaki or navy
- Socks or tights
- Tennis shoes or other closed toe shoes that are safe for the playground and P.E.

#### Boys may wear:

- Shirt – collared shirt in navy, red, or white
- T-Shirt- various colors; designated Durham T-shirt with Durham school logo
- Slacks - khaki or navy
- Shorts - khaki or navy, knee length uniform style
- Tennis shoes or other closed toe shoes that are safe for the playground and P.E

**Hairstyles and jewelry that distract from the instructional day will be addressed on an individual basis and could be subject to disciplinary action.**

#### Fridays, Field Trips, & More

- Many Grade Levels order Spirit T-shirts to be worn on all field trips (check with your teacher).
- Spirit shirts (college or sports) may be worn on Fridays with long jeans.
- **Durham Spirit T-Shirts** may be worn on Fridays with long jeans.
  - Examples include:
    - Buddy Field Day
    - Jump Rope 4 Heart
    - UIL
    - 26.2 Miles
- Cowboy hats and boots may be worn on "Go Texan Day".
- Other clothing may be permitted for "Special Event Days".
- Students are permitted to have a sweatshirt or jacket at school in case a particular area of the school is cold.



## APPENDIX B

### GRADING AND HOMEWORK GUIDELINES

#### Grading

At Durham Elementary we believe that the primary purpose for grades is to provide information and feedback to students and parents. Furthermore; grades should accurately reflect the student's ability to master the grade level standards. Teachers assess student learning in a variety of ways. Grades are based on multiple measures over time such as daily assignments, tests, projects, reports, teacher observation, and participation.

The following is a guideline for what specific grades reflect in terms of student ability:

A- to A+	90-100	Student has a firm grasp of the concepts that were taught in that subject.
B- to B+	80-90	The student has the ability to show mastery for the majority of the required concepts taught in that subject. Additional practice may still be needed for certain skills to be retained.
C- to C+	75-79	The student has the ability to show mastery for at least $\frac{3}{4}$ of the required concepts taught in that subject. Re-teaching of multiple skills is most likely still needed.
D- to D+	70-74	The student is still struggling with a significant amount of concepts. Re-teaching of multiple skills is still needed.
F	Below 70	The student is unable to master required concepts taught in that subject. Student is need of targeted intervention to support learning of these skills.

**Progress Reports** - Progress reports are sent home the fifth week of each nine weeks reporting period. Please utilize these reports to discuss your child's academic strengths and weaknesses with them and create learning goals for areas that need remediation. Progress reports containing failing grades must be signed and sent back to school to document parents notification of failing grades.

**Parent Student Connect (PSC)**, an online service launched by HISD in September 2009, allows registered users (i.e., parents and students) to log in to access a variety of student information, see class assignments and track student grades. Users can also choose to have an e-mail or text message sent if a child's grades drop below a selected average or is absent or tardy to class.

To get started, log in at [www.houstonisd.org/psc](http://www.houstonisd.org/psc) or register at [www.houstonisd.org/pscregister](http://www.houstonisd.org/pscregister). Parents will need the following information to complete registration:

1. Student ID number (HISD)
2. Student date of birth
3. Last five digits of student's Social Security number if on file with HISD. If not on file, use the last five digits of the "S-Number" provided to your child by HISD. Please call the school if you do not know this number.

Please note, parents will need to register each child separately. If you have difficulty registering, be sure that the information you are entering is the exact same data that is on file with your child's school. If you still have difficulty, contact the HISD Service Desk (713-892-7378 or [ServiceDesk@houstonisd.org](mailto:ServiceDesk@houstonisd.org)). Service Desk hours of operation are 7 a.m. to 5 p.m., Monday through Friday.

#### Kickboard,

Durham's online platform for behavior and assessment monitoring, may be accessed via code provided by classroom teacher. Please contact your child's teacher to obtain this code.

## Homework

### Purpose of Homework:

- ❖ Develop initiative, responsibility, and organizational skills.
- ❖ Extend learning and provide practice in applying concepts that teachers have presented in the classroom.
- ❖ Strengthen concept attainment and skill development. Research has shown that there are benefits for nightly practice of spelling words and math facts for brief periods, especially before bedtime when some studies show the brain repeats patterns and facts during sleep.
- ❖ Support reading outside of the regular school day which has shown to have many benefits for children.

### Time Allotments:

Below are the times, on average, that students should spend on homework each night:

- ❖ Grades K-1: up to 20 minutes/night + independent reading
- ❖ Grades 2-3: up to 30 minutes/night + independent reading
- ❖ Grades 3-5: up to 50 minutes/night + independent reading

\*If a student has worked constructively for the suggested time frames, but the assignment is not complete or the child is frustrated, parents are encouraged to write a note to the teacher stating this to address his/her needs.

### Guidelines:

- ❖ In all grades, homework may be given Monday through Thursday.
- ❖ Students may make up assignments missed due to excused absences.
- ❖ Teachers are not expected to provide assignments in advance for absences of any type.
- ❖ **Required homework** will not be assigned the night before a standardized test, over the weekends or during breaks and holidays.
- ❖ Homework is used as a communication tool of what is being learned in the classroom. Toward that end, teachers will communicate with parents through websites, email, newsletters, or home folders.
- ❖ When appropriate, a second opportunity to complete homework will be offered during ancillary, lunchtime homework lab, or during the first ten minutes of recess if applicable.
- ❖ Homework will not be a significant factor in determining academic grades. In most cases, homework completion will be included on the learning skills section of the report card and as a small percentage of grading.

### The Teachers Role

- ❖ Communicate classroom policies and procedures to students and parents in September.
- ❖ Communicate due dates and directions for completing each homework assignment to students.
- ❖ Provide homework assignments that are directly related to instructional objectives and take into account the differences among students so that it can be completed independently.
- ❖ Provide opportunities for students to ask questions and receive clarification of expectations when the assignment is given.
- ❖ Review and provide feedback to students. This feedback may include self-evaluation and/or tracking of progress, peer feedback, or teacher comments.

### The Students Role

- ❖ Make sure you understand the homework when the teacher assigns it.
- ❖ Ask for help when needed.
- ❖ Complete the assigned homework neatly and hand in assignments on time.
- ❖ Review homework with parents.

## The Parents Role

To help children be successful with work at home, parents should:

- ❖ Create a place that supports studying. Most children do best in quiet, well-lit environments.
- ❖ Set aside a specific time to do homework each day. Family routines, including set homework times, have been linked to higher achievement.
- ❖ Make sure children have the supplies they need to complete assignments.
- ❖ Be available if children have questions. Parents can support their children by looking over homework and giving suggestions, but should not do the homework for them.
- ❖ Let teachers know if homework assignments are too difficult or unclear.
- ❖ Monitor assignment completion through the use of student planners or Grade Speed.

*We believe that family time is an important time that needs to be protected. As teachers, our family time allows us to explore our interests, continue our learning, and spend time with our loved ones. Enjoy the time you have as your children's first teachers.*

(References: *Getting the Most out of Homework*, North West Regional Educational Laboratory; *A Handbook for Classroom Instruction That Works*, Robert Marzano)

## Honor Roll

Durham recognizes two (2) categories of Honor Roll as defined below. The names of students on Honor Roll will be posted each nine (9) weeks on the bulletin board outside of the main office.

1. Students must be graded in all **ACADEMIC SUBJECTS**.
  2. Students must have all "As" with an "E" or "S" in conduct.
- or**
3. Students must have all "As" and "Bs" with no more than two "Bs" and with an "E" or "S" in conduct.
  4. A special certificate will be presented at the end of the year to students on the **Honor Roll** all four nine (9) weeks.

***Please return this portion of the Student/Parent Handbook  
to the school no later than September 4, 2017.***

The Durham Student/Parent Handbook has been written to help your child gain the greatest possible benefit from his or her school experience.

It is important that every student understands the Student/Parent Handbook guidelines. **Please read and discuss the Handbook with your child.** Signatures of parents and the student acknowledge receipt of a copy of the Durham Student Parent Handbook and certify that they have read and discussed the Handbook.

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Student Signature

Date

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Parent or Guardian Signature

Date

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Parent or Guardian Signature

Date

Grade \_\_\_\_\_

Homeroom\_\_\_\_\_