

Student-Parent Handbook

DURKEE



ELEMENTARY

Alicia Puente, Principal
Carlie Burton, Dean of Instruction
Kristi Taylor, Assistant Principal

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Mission

Durkee Elementary prepares all scholars for a successful college bound path through rigorous academics, perseverance and integrity.

Core Values

Data driven instruction
Urgency in all we do
Respectful culture
Keep a growth mindset
Excuses free
Excellence in all we do

VISION

Durkee Elementary creates a positive and safe learning environment for all scholars to ensure academic success by modeling respect, and a growth mindset in all challenges. Durkee scholars are held accountable for meeting the challenges of a rigorous academic program. Durkee teachers model a growth mindset and exhibit perseverance through all challenges. Scholars and teachers demonstrate excellence in all we do, every day, without exception. Each day our Durkee scholars will be one step closer to college.

SCHOOL HOURS

7:00 A.M.	Campus Opens (adult supervision provided)
7:25 A.M.	Warning Bell Rings
7:30 A.M.	Breakfast in the Classroom and Instruction Begins
2:50 P.M.	Dismissal (prompt pickup required - after school supervision is not available)



School Name	District Assigned Email	First Name	Last Name	Grade
Durkee Elementary School	apunte@houstonisd.org	Alicia	Puente	
Durkee Elementary School	ktaylo13@houstonisd.org	Kristi	Taylor	
Durkee Elementary School	cburton3@houstonisd.org	Carlie	Burton	
Durkee Elementary School	maria.pena@houstonisd.org	Maria	Pena	K
Durkee Elementary School	jennifer.morales2@houstonisd.org	Jennifer	Morales	K
Durkee Elementary School	rosa.lozano@houstonisd.org	Rosa	Lozano	K
Durkee Elementary School	ebrondo@houstonisd.org	Elizabeth	Brondo	1
Durkee Elementary School	esanche1@houstonisd.org	Eduardo	Sanchez	1
Durkee Elementary School	alejandra.ramos2@houstonisd.org	Alejandra	Ramos	1
Durkee Elementary School	edith.rodriquez@houstonisd.org	Edith	Rodriguez	1
Durkee Elementary School	ediaz5@houstonisd.org	Elva	Sarmiento	2
Durkee Elementary School	izamora@houstonisd.org	Jose	Zamora	2
Durkee Elementary School	genevieve.stiers@houstonisd.org	Genevieve	Stiers	2
Durkee Elementary School	steven.reynoso@houstonisd.org	Steven	Reynoso	2
Durkee Elementary School	vharriso@houstonisd.org	Valerie	Harrison	2
Durkee Elementary School	emaldon1@houstonisd.org	Emma	Maldonado	3
Durkee Elementary School	cvargas@houstonisd.org	Carmen	Vargas	3
Durkee Elementary School	elaine.dewolfe@houstonisd.org	Elaine	Dewolfe	3
Durkee Elementary School	jaron.phillips@houstonisd.org	Jaron	Phillips	3
Durkee Elementary School	laurie.mccaleb@houstonisd.org	Laurie	Mccaleb	4
Durkee Elementary School	jaquil10@houstonisd.org	Joaquin	Aguilar	4
Durkee Elementary School	michelle.nguyen2@houstonisd.org	Michelle	Nguyen	4
Durkee Elementary School	gabriel.villa2@houstonisd.org	Gabriel	Villa	5
Durkee Elementary School	mitchelle.sutton@houstonisd.org	Mitchelle	Sutton	5
Durkee Elementary School	moviedo@houstonisd.org	Melinda	Oviedo	5
Durkee Elementary School	cdiaz6@houstonisd.org	Carmen	Diaz	
Durkee Elementary School	jaclynn.carpenter@houstonisd.org	Jaclynn	Carpenter	
Durkee Elementary School	shalynn.wright@houstonisd.org	Shalynn	Wright	
Durkee Elementary School	rachel.aubry@houstonisd.org	Rachel	Aubry	
Durkee Elementary School	srichar2@houstonisd.org	Sheila	Richardson	
Durkee Elementary School	katherine.urias@houstonisd.org	Katherine	Urias	
Durkee Elementary School	dthoma33@houstonisd.org	Daniel	Thomas	
Durkee Elementary School	shavuntay.cotton@houstonisd.org	Shavuntay	Cotton	
Durkee Elementary School	jasmine.liguez@houstonisd.org	Jasmine	Pardo	
Durkee Elementary School	mleblanc@houstonisd.org	Marzetta	Leblanc	
Durkee Elementary School	laura.benitez@houstonisd.org	Laura	Benitez	
Durkee Elementary School	aline.winter@houstonisd.org	Aline	Winter	
Durkee Elementary School	noemi.solano@houstonisd.org	Noemi	Solano	
Durkee Elementary School	laura.landaverderangel@houstonisd.org	Laura	Landaverde	
Durkee Elementary School	cbalder2@houstonisd.org	Balderaz	Carol	

DURKEE ES

Lunch and Ancillary Time

GRADE LEVEL	ANCILLARY TIME	LUNCH TIME
SPED	12:45 – 1:45	10:00 – 10:30
Kinder	11:45 – 12:45	10:15 – 10:45
First Grade	12:45 – 11:45	10:45 – 11:15
Second Grade	1:45 – 2:45	11:15 – 11:45
Third Grade	8:30 – 9:30	11:00 – 11:30
Fourth Grade	7:30 – 8:30	11:30 – 12:00
Fifth Grade	9:30 – 10:30	10:30– 11:00

ACADEMICS - COMMUNICATION

Scholars will take home a completed and graded set of assignments, tests, and other work for parents to review and sign. Scholars will earn a weekly conduct grade. Scholars are responsible for securing a parent signature indicating a review of these materials by the parent.

Communication Folders will be sent home by the office, as well as classroom teachers. This includes written communications concerning parent conferences, field trips, school pictures, HISD flyers, PTO flyers, campus events, etc. **Please be certain to check back packs and folders daily.**

Automated calls to scholars and their families will be made on an as-needed basis to relay important information about school (early release, dismissal, events, report cards, field trips, etc.).

ACADEMICS - FIELD TRIPS

During the year, educational field trips will be arranged for your child’s class. Signed HISD permission slips must be returned prior to the trip. Verbal consent and notes are not acceptable. Field trips requiring an admission fee must be submitted in cash only. Exemplary behavior is expected on the school bus and at the destination. Improper conduct at school or on a field trip may result in the loss of field trip privileges. Scholars who do not maintain satisfactory conduct in the classroom will not be permitted to go on a field trip. Other siblings cannot be included in field trips. All scholars and chaperones ride the bus. **Note: In order for parents or guardians to participate in field trips, a VIPS form must be completed.**

ACADEMICS - GRADING AND REPORT CARDS

Report cards are issued each six-week grading period. When a scholar has transferred from one or more schools within the grading period, grades on the withdrawal form or latest report card are considered as the basis for report card grades. To earn promotion to the next grade level, scholars must master the Texas Essential Knowledge and Skills. HISD “Promotion Standards” generally include classroom grades and a local or state test. You will receive a report card for your child six times during the year, shortly after the end of each six-week grading period. If your child is not progressing satisfactorily, you will receive a preliminary report at the midpoint of the grading period and at other times as necessary. Parents must sign and return the reports.

Assignments	Weights
Daily classroom work	50%
Assessments	50%

Academic Subjects	Conduct
90–100 = Excellent	E = Excellent
80–89 = Good	S = Satisfactory
75–79 = Satisfactory	P = Poor
70–74 = Passing	U = Unsatisfactory
Below 70 = Failing	

ACADEMICS - HOMEWORK, RENAISSANCE, AND HIGH FREQUENCY WORDS

Parents should provide scholars with a quiet time and place for completing homework. Scholars are encouraged to: (1) complete 30 minutes of Renaissance, (2) practice math facts for 30 minutes, (3) write a reflective summary in a composition notebook over a 30 minute reading selection (newspaper, magazine, library chapter book), (4) study spelling, vocabulary and math facts. Homework assignments are provided every week by each grade level.

Renaissance is the HISD universal screener as well as a progress monitoring tool for math and reading. Each month that a student logs in, a computer-generated assessment is administered. Renaissance can be accessed from home using your child’s HISD credentials at www.houstonisd.org/digitalresources .

Parents can also help their child recognize “High Frequency Words” with flashcards, in books, and in the daily environment. Identifying these words is a promotion standard, and the word lists and flashcards can be found at HoustonISD.org/HFWE.

ACADEMICS - NOTICE OF PROGRESS

The Notice of Progress will be sent to all scholars at the midway point of each 6-week reporting period. Teachers will send home graded work in a communication folder. You can access your child’s attendance, assignments, and report cards through Parent Student Connect at HoustonISD.org/PCSRegister.

ACADEMICS - PARENT – TEACHER CONFERENCES

Conferences are designed to inform parents about their child’s academic progress. The campus will hold Parent-Teacher Conferences once a month to review attendance and academic progress. If a parent-teacher conference is needed in the meantime, a twenty-four hour notice should be provided prior to the requested conference. Written requests should be sent directly to the teacher via note or email. Teachers will confirm all appointments. Meetings take place during the teacher’s conference period. Follow sign-in procedures when arriving for a conference. Contact the front office if you encounter difficulty in scheduling a parent-teacher conference.

ACADEMICS - PROMOTION STANDARDS

In order for your child to move to the next grade level, he or she must show they have met HISD’s Promotion Standards. These standards generally include classroom grades, local and state tests, and attendance, including, but not limited to the following:

Grade Level	Promotion Standards
1 and 2	<ul style="list-style-type: none"> ● Students must pass High Frequency Word Test – recognizing and reading words that appear very often in written and spoken language ● State requirement of overall yearly average of 70 or above and local requirement of an average of 70 or above in reading, other language arts, mathematics, and science or social studies. ● Students must have sufficient attendance*

3, 4 and 5	<ul style="list-style-type: none"> • State requirement of overall yearly average of 70 or above and local requirement of an average of 70 or above in reading, other language arts, mathematics, and science or social studies. • Students must have sufficient attendance*
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ATTENDANCE - ASSEMBLY RECOGNITION

Scholars with perfect attendance will be recognized at a grade level assembly at the first and second semester.

ATTENDANCE - CAMPUS POLICY

Scholars are expected to be on time and present in school every day. **Scholars are tardy after 7:30 a.m.** The reason for an excused absence must be stated in writing and signed by the parent/guardian of the scholar. The written **excuse must be received by the school within three days after the absence or tardy. When a scholar is tardy, parents must accompany the scholar inside the school and sign in the scholar. Parking is only allowed in marked areas - not allowed in fire zones/lanes.**

Assist the school in promoting good attendance by making appointments after school hours whenever possible. If a daytime appointment must be made, be aware that attendance is taken daily at 9:30 a.m. and children must be present at 9:30 to be counted as present. If your child is not present at that time, he/she will be counted absent. The exception: Texas law accommodates a child who is absent from school part of the day because of an appointment with a health care provider. A child is counted present if he/she begins or completes the school day and provides the school with a signed note from the health care professional. Your child’s instructional time is valuable so please make appointments after school whenever possible. If a child is ill, do not send him/her to school. You may contact the school nurse for assistance with ongoing medical concerns.

ATTENDANCE - EXCUSED ABSENCES

The only acceptable excuses for tardiness and absences are:

- Personal illness-*up to 5 parent/guardian handwritten excuses will be accepted in one school year*
- Medical, dental, or psychological appointments
- Illness or death in the family
- Quarantine
- Weather or road conditions making travel dangerous
- Emergencies or unusual circumstances recognized by the principal or person designated
- Observance of religious holy days
- Health services provided to Medicare-eligible scholars
- School sponsored or school sanctioned activities away from the campus or at the school
- H.I.S.D. or private bus break downs
- Suspensions
- Competitive athletic events sanctioned by the national governing body for that sport as recognized by the U.S. Olympic Committee
- Academically engaged time approved by the principal



ATTENDANCE - TARDY POLICY

School begins promptly at 7:30 a.m. each day. Scholars are tardy after 7:30 a.m. **When a scholar is tardy, parent/ guardian must accompany the scholar inside the school and sign-in the scholar.**

ATTENDANCE - UNEXCUSED ABSENCES

A scholar is considered to have an unexcused absence if he/she does not present a written excuse within three days for one of the reasons stated or is away from school participating in an activity *not approved* by the district as excusable.

Unexcused absences may be reviewed by the principal in determining whether or not to grant a scholar credit for a class in which the scholar failed to meet the attendance requirement but who met all other academic requirements for passing. Schools shall attempt to notify parents/guardians of all unexcused absences immediately. All unexcused absences are subject to investigation by the HISD attendance officer assigned to Durkee Elementary. **Excessive truancy will be reported to the proper authorities.**

Ages 6-18. Withdrawal after 10 consecutive days and family cannot be located. (Compulsory Attendance TEC §25.094)

Ages 3-5. Optional attendance. Withdrawal after 5 cumulative days in semester. Optional re-enrollment. Students with disabilities must receive ARD.

COMMUNITY IN SCHOOLS (CIS)

Communities in Schools is a student support program with the ultimate goal of ensuring academic success, especially targeting student who demonstrate early warning signs of dropping out of school. Communities in Schools provides services and activities in the following Six Core Components: 1) Supportive Guidance & Counseling 2) Academic Support 3) Health & Human Services 4) College & Career Readiness 5) Parent & Family Engagement 6) Enrichment Activities.

Ms. M. Diaz is our campus representative who is available to meet with students and parents.

CLINIC – HEAD LICE

Although not an illness or a disease, head lice is very common among children and is spread easily through head-to-head contact during play, sports, and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent must check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return. More information can be obtained from <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

CLINIC – ILLNESS AND INJURY

Any illness or injury will be reported by the classroom teacher or other witnessing adult and the scholar will report to the clinic. The nurse or office staff will contact a designated relative or family



friend. Emergency phone numbers on enrollment cards are important and must be kept current. If the nurse sends a child home during the day, the child must report to the clinic upon his/her return to school.

Parents should notify their child's teacher and the nurse of any physical condition that might adversely affect the child's participation in school activities. Parents may obtain the appropriate form for restricted participation from the nurse. Children will not be excused from physical education without a note from the physician. **Always notify the office of any changes in phone numbers and/or addresses.** Prescription medication may be administered to students when advance written physician permission is submitted. Medication must have the prescription label affixed to the container. It is not the function of public-school personnel to administer medical treatment or over-the-counter drugs.

Parents may purchase accident insurance, which includes coverage for only school or 24 hours a day by calling 800-366-8354 (Texas Kids First)

CLINIC – IMMUNIZATIONS

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://corequest.dshs.texas.gov/>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. The immunizations required are: diphtheria, tetanus, and pertussis; measles, mumps, and rubella; polio, hepatitis A; hepatitis B; varicella (chicken pox); pneumococcal conjugate (pcv), haemophilus influenzae type b (hib), and meningococcal (mcv). The school nurse can provide information on age-appropriate doses. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation or on an acceptable physician-validated history of illness required by the TDSHS. The Texas Department of State Health Services (TDSHS) may modify or delete any of these immunizations or may require immunizations against additional diseases as a requirement for admission to any elementary or secondary school. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. FMI, visit the TDSHS Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.

CLINIC – PERSONAL HYGIENE

If a child soils his/her pants, the parent is required to attend to, properly clean, and change the child.

If a parent or emergency contact cannot be reached, the child will remain in the clinic. If the pants are soiled, the student will be given the option to stand until the parent arrives. The child must be picked up and cannot be sent home on the bus or daycare van.

If a child wets his/her pants, most students should be able to change wet clothing by themselves. However, if the child needs assistance with zippers, buttons or clasps, the nurse or other staff member can assist with a minimal task and then allow the child to remove the clothing by himself/herself. The nurse will send the wet clothes home in the bag that was provided by the parent for the dry clothes.

The school is not responsible for lost or stolen items.

CONDUCT

Parents and scholars may access the District's *Code of Student Conduct: Your Rights and Responsibilities* online at <http://www.houstonisd.org/CodeofConduct>. It details the expectations for scholar behavior and the consequences for misbehavior. The administrative staff is in charge of maintaining adequate discipline in each school. Teachers are expected to assume responsibility for the discipline of scholars in the individual classrooms with assistance from campus administration and the counselor, as needed.

Acts of misconduct are categorized into the following five levels of offenses:

Level I–Violations of Classroom Rules

- Offenses that generally occur in the classroom and can be corrected by the teacher.

Level II–Administrative Intervention

- Offenses that are more serious in nature or a continuance of Level I misconduct.

Level III–Suspension and/or Optional Removal to a Disciplinary Alternative Education Program

- Offenses that seriously disrupt the educational process in the classroom, in the school, and/or at school-related activities, or repeated instances of Level I, II, or III misconduct. A finding that a student has engaged in a Level III offense may constitute a serious offense.

Level IV–Required Placement in a Disciplinary Alternative Education Program

- Criminal offenses as defined in Level IV. This may include any felony, whether school-related or not, unless it is one for which expulsion is required. A finding that a student has engaged in an offense listed under Level IV constitutes a finding that the student has engaged in serious misbehavior.

Level V–Expulsion for Serious Offenses

- Offenses that include those for which a student may or shall be expelled under state law. They include continued serious or persistent misbehavior that violates the district's *Code of Student Conduct* e placed in a Disciplinary Alternative Education Program. A finding that a student engaged in an offense listed under Level V constitutes a finding that the student has engaged in serious misbehavior.

Staff will use their professional judgment to determine the most effective way to correct student misconduct. Disciplinary actions apply equally to all students, except as provided under Board Policy and Administrative Regulations related to disabled students.

Each member of the school community is responsible for contributing to a positive learning environment. School wide classroom rules are written to help your child gain the greatest benefit

from his or her school experience. All rules are aligned with the Houston ISD Code of Scholar Conduct. Failure to comply with the rules will result in disciplinary action in accordance with the *HISD Code of Student Conduct*.

The school is in need of your help and cooperation. Please read and discuss the rules with your child. A copy of the Code of Scholar Conduct will be sent home on the first communication day. Review this with your child, sign it, have your child sign it, and return it to the teacher the following school day. This signature sheet is placed in the scholar's permanent folder.

At the beginning of the year each grade level develops consequences for classroom behavior. Parents are notified by the grade level team of the consequences during Open House. A cooperative relationship among scholar, parents, and educators requires that:

Parents/Guardians Rights and Responsibilities

- To participate in decisions related to the education of their child
- To adhere to school rules and procedures
- To ensure that their child attends school everyday
- To send their child to school on time and prepared with appropriate school supplies
- To send their child to school in the required school uniform
- To read, acknowledge, and understand conduct rules applicable to their child's while at school
- To emphasize the value of education
- To model behavior by obeying school rules and traffic safety rules and showing respect for others
- To remain involved with their child from kindergarten through 5th grade
- To read all communications from the school
- To supply accurate, updated information (including current address and current telephone numbers) to the school promptly
- To monitor their child's progress and communicate with the school
- To become informed about the school's policies and programs
- To confer with their child's teachers
- To bring to the attention of school authorities any problem or condition which affects their child
- To discuss with their child appropriate responses to unprovoked physical contact, which could result in injury

SCHOLARS

- Attend all classes daily and on time
- Be prepared for each class with appropriate materials and assignments
- Wear proper dress code
- Show respect towards individuals and behave in a responsible manner
- Refrain from making profane, insulting, threatening or inflammatory remarks, engaging in disruptive conduct, cheating, and/or stealing
- Obey all school and class rules
- "Walk away" from situations involving unacceptable physical contact
- Be truthful and honest in all situations
- Take responsibility for keeping the school litter-free

SCHOOL PERSONNEL

- Maintain an atmosphere conducive to good behavior and effective learning.
- Have regular attendance, be on time, and prepared to perform duties with appropriate work materials.
- Exhibit an attitude of respect toward individuals and property and behave in a responsible manner.
- Inform parents of needed supplies.
- Plan a flexible, differentiated curriculum to meet the needs of all scholars.
- Encourage parents or guardians to keep in regular communication with the school and encourage parental participation in school functions.
- Develop a cooperative working relationship among staff and scholars.
- Comply with district and school policies and regulations.

CONDUCT – CAFETERIA COURTESY

All classes are required to display good behavior during lunch. The rules are:

- We talk using an inside voice.
- We use good table manners.
- We talk only with classmates at our table.
- We sit facing our own table.
- We always walk in the cafeteria.
- We remain seated unless an adult gives permission to get up from the table.
- We keep our area clean and pick up trash on and under the table.
- We keep our hands and feet to ourselves.
- We keep our food on our tray or in our lunch box.
- We do not take our classmate's food or share food with others.
- We line up quietly and follow the direction of supervising adults.
- We put away leftover food in our lunch box.

Students who violate Cafeteria rules will be assigned to the *Silent Lunch* table for the remainder of the lunch period.

CONDUCT – CAFETERIA PROCEDURES

State law mandates that staff be given a 30-minute duty-free lunch period. The rules and policies are designed to have a cafeteria where scholars and adults can have a pleasant experience eating and visiting with friends. Parents can assist us by being sure that your child has his/her money or lunch each day. **NOT PERMITTED: Candy, drinks with excessive sugar or carbonation, large bags of chips or other snacks.** These items will be picked up and returned to the parent. Nutritional snacks should be single serving sized. All scholars at Durkee ES qualify for free breakfast and lunch. Applications for free or reduced-priced meals are available online at www.HoustonISD.org/SchoolMeals as well as on campus. Scholars may purchase additional snack items for an additional cost. To manage account balances, go to SchoolCafe.com. To get menus and nutrition information, visit HoustonISD.org/Menus.

You can pay online in the www.houstonisd.org website or pay in the school cafeteria between the hours of 8:30 – 1:00 p.m. with exact change.



CONDUCT – DRESS CODE

For the 2022-2023, we want our Durkee students to exhibit the highest standards of behavior and student dress code. All scholars are required to adhere to following dress code:

- Students are required to wear their uniforms— **blue or gray polo-style shirt, khaki bottom at waist-level.**
- Only closed-toes shoes are allowed. (No sandals, flip-flops, cleats, clogs, or house slippers)
- Only button or zipper jackets allowed. No pullovers sweater/ jacket
- Girls can wear earrings but no facial make-up.
- Students **may not** wear their hoods, hats, or caps in the building.

GIRLS

- **Earrings should not be longer than one inch**
- **No leggings**
- **No jeans with holes or frays**
- **No shorts that are shorter than 6 inches above the knee.**

BOYS

- **No earrings are permitted**
- **Baggy or sagging pants are not permitted**
- **No jeans with holes are frays**

Backpacks:

All students are required to bring a backpack to school. It is a tool used to transport homework, a book, needed supplies, and school information home and back to school.

Hair:

Hair should be clean, combed and worn in a style that does not impede vision or distract from instruction. Scholars are **not** allowed to **dye** their hair.

CONDUCT – DRESS CODE VIOLATION CONSEQUENCES

- The student will report to the front office and a call will be made to the parent for a change of clothes.
- Scholars who repeatedly do not conform to the dress code will conference with an appropriate administrator. The administrator will contact the parents. The HISD Board Policies and Procedures will guide further action involving parents.
- The HISD Code of Scholar Conduct states that violation of the campus dress code is a Level I offense with disciplinary measures. Repeated violators may receive up to a three-day suspension.

CONDUCT – ELECTRONICS AND TECHNOLOGY

For safety purposes, a student may be in possession of a mobile phone. However, the device must remain turned off during the school day. Other electronic devices such as iPods, iPads, and Electronic Tablets are not permitted on campus. If used without authorization during the school



day, cell phones, iPods, iPads, and Electronic Tablets will be confiscated. Parents and/or Guardians may pick up the confiscated device from the principal's office for a \$15-fee.

The use of technology in the classroom is an integral part of the instructional process. The entire school campus is wired for access to the Internet with all workstations connected to a Local Area Network with access to the Houston Independent School District's Wide Area Network. All scholars have a login address. Violations of security, copyrights, and various other inappropriate uses are handled by the Code of Scholar Conduct for scholars and by Board Policy.

CONDUCT – STUDENT DISCIPLINE COMMITTEE

Scholars with chronic misbehavior will be referred to administration. After a scholar/parent/teacher conference, a School Discipline Committee composed of the scholar, parent, teacher(s) involved, assistant principal (as appropriate), and principal will convene to develop a growth plan that describes the behaviors and steps that will be taken to correct the scholar's unacceptable actions. Modifications will be made as the scholar shows improvement. If improvements are not made as indicated, the principal will enforce all policies related to the suspension process or reassignment.

CONDUCT – SUSPENSION

The days scholars are suspended from school are considered excused absences. Work that is missed must be made up within five days of returning from suspension.

CONDUCT – SHARPENERS AND TOYS

Scholars may not bring anything that distracts from the educational process to school, nor may they take these items on the school bus or on field trips, including, but not limited any type of collectible item, slime, toys, and dice or any gambling paraphernalia. Toys with educational value (trading cards, rubrics cubes, etc.) can be used before 7:25 a.m. but must be put away upon entering the classroom at 7:25 a.m.

Pencil shavings damage classroom floors. Student purchased pencil sharpeners are not allowed. They will be confiscated by staff and returned only to the parent/guardian.

DISMISSAL

Elementary school children need the security of knowing exactly what to do when the school day is over and should be reminded how they will go home. A message can be relayed to a child through the school office if an emergency necessitates a change in plans. A predetermined plan should be made for rainy days. Since children are not permitted to leave school once they have arrived and are discouraged from using the school phone, except in an emergency, parents should do all they can to help their children remember everything needed each day including homework, library books, lunch money, school books, etc.

DISMISSAL – AFTER SCHOOL

Scholars are dismissed at 2:50 p.m. Unless a scholar is participating in a monitored after-school activity, scholars should not be left by parents or guardians unsupervised at the school. For the safety of our scholars who are left beyond the school day and a parent or guardian cannot be reached, school personnel will contact the HISD Police Department for assistance.



Walkers: Scholars in Kinder-2nd grade will be dismissed through the Kinder hallway doors. One teacher for 3rd through 5th grades will escort their grade-level walkers to the front side of the building for pick up. Walkers are not permitted to re-enter campus once they leave. Scholars are not permitted to wait by the gate for their parent. Scholars not picked up by 3:10 p.m. will be escorted to the foyer.

Car Riders: Car riders will load vehicles beginning at 2:50 p.m. Parents are required to have their car tag visible in order to load their scholar.

DISMISSAL – BEFORE REGULAR DISMISSAL

Student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours. Picking up a child early on a regular basis result in missed opportunities for learning. **Students will not be released after 2:15 p.m., due to the office being closed for dismissal duty.** Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day. Scholars are not permitted to leave school after they arrive unless certain procedures are followed. Only the parent who has signed the enrollment form, a person who has legal custody of the child, or a person who has written permission from the student’s parent(s). That individual must report to the front office to sign out the child who will then be called to the front office. A valid ID must be provided to office personnel to complete the early sign out process. Teachers are not permitted to release scholars unless this procedure has been followed. **Changes to how students will get home are NEVER permitted over the telephone.** If a parent is out of the city and has left his/her child with another adult, a note should be written to the school authorizing the child’s release to this person in case such a release is needed. **Attendance is taken daily at 9:30 a.m.** Scholars must be present at this time to be counted present at school. If a scholar’s dismissal schedule or routine changes, the parent or guardian must write a note to the teacher indicating the change. If a scholar has a doctor’s appointment before or after ADA time (9:30 a.m.) the child may attend school after ADA time or leave before ADA time, the absence may be changed to Present if proper documentation is given to our attendance office and the student stays in school after or before the appointment.

DISMISSAL – INCLEMENT WEATHER AND OTHER EMERGENCIES

There is a possibility that schools may be closed in the event that weather conditions become inclement or other emergencies arise. Parents, scholars, and staff members are asked to keep tuned to their radio and television stations for definitive information. In the event school must be closed, this decision will be made by the Superintendent of Schools prior to 6:30 a.m., whenever possible. Text YES to 68453 to receive weather bulletins and other important alerts.

In the event school must be closed due to an emergency, day care and bus scholars will be released to bus drivers. Children will be signed out in the office by drivers and/or parents. Every attempt will be made to reach parents to pick up their children. Parents are required to notify the school of their correct home and office telephone numbers, and they must also be indicated on the enrollment card. **Always notify the front office of any changes in phone numbers and/or addresses.**

LAW ENFORCEMENT AGENCIES

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the campus will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The campus will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The campus will make reasonable efforts to notify the parents unless the interviewer raises what the campus considers to be a valid objection.

LOST AND FOUND AND OTHER VALUABLES

All removable articles of clothing, as well as other belongings, should be clearly and securely labeled with the child's first and last name to prevent loss. Lost and found articles are taken to the cafeteria. Unclaimed items are given to charity at the end of each semester. Scholars are discouraged from bringing personal items of high monetary value. The campus is not responsible for lost or stolen items.

MONEY

Money sent by parents for a special collection such as picture money, book order, etc. should be sealed in an envelope with the child's name, amount enclosed, and purpose written on the outside of the envelope. Teachers or room parents shall not collect monies from scholars without permission from the principal. All money should be turned in to the front office.

PARTIES AND CELEBRATIONS

Approved food items will be permitted at the winter holiday party, and end of the year party. **All food must be store bought, in unopened packaging.** Foods of minimal nutritional value are not permitted at any other time of the year. The Texas Department of Agriculture established guidelines for foods of minimal nutritional value. Notify the teacher 24 hours in advance. Children may have severe allergies to certain food products. Therefore, it is imperative to discuss this with your child's teacher prior to bringing any food in these circumstances. Occasionally, the school or a classroom may host certain functions or celebrations tied to the curriculum that will involve food. The teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

PETS

Pets are not permitted on campus. The only dogs permitted are guide dogs for the vision impaired.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Texas Legislature requires all students, once during each school day, to recite the pledges of allegiance to the United States flag and to the Texas flag. On written request from a student's parent or guardian to the school, the campus will excuse the student from reciting either pledge of allegiance. State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first-class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. Each teacher or other school



employee in charge of students during that period shall ensure that each of those students remains silent and does not act in a manner that is likely to interfere with or distract another student.

SCHOOL ORGANIZATIONS – PARENT TEACHER ORGANIZATION

The Parent Teacher Organization (PTO) is a valuable group that encourages parent and student involvement, along with campus activities. Membership is voluntary and open to all interested persons.

SCHOOL ORGANIZATIONS – SITE-BASED MANAGEMENT

Durkee’s Shared Decision-Making Committee (SDMC) is designed to establish, monitor, and evaluate goals for budgeting, staffing, curriculum, planning, school organization, staffing patterns, and staff development. This model is aligned to state legislation and HISD board policy. The intention of the SDMC is to pull together Durkee’s community in a constructive, organized, and unified body to enhance the education of all scholars.

SCHOOL ORGANIZATIONS – VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)

Volunteers include parents and other community members. All volunteers must complete an on-line VIPS form available on the HISD website. All chaperones must have cleared the HISD criminal background check prior to participating in any field trips. Volunteers will be approved by principal prior to any event. For further information, you may contact the front office staff.

TELEPHONES AND PHONE MESSAGES

Scholars must have permission from a teacher to use school telephones. Scholars will not be called to the school office to take personal calls, as this results in missed instruction. In the event of an emergency, the front office may deliver a message to a student. Phone messages that are called in too close to dismissal are not guaranteed delivery.

Changes on how the scholar will get picked up must be sent to the teacher and front office in a written form. Phone calls are not allowed.

TEXTBOOKS

All textbooks, including library books, are owned by the state, and must be paid for when lost or stolen. A replacement book cannot be issued until payment has been made for the lost book. If books are found after they have been paid for, a refund will be provided.

TRAFFIC SAFETY

Scholars will be dropped off through the horseshoe lane. K-2nd grade scholars will be picked up by Corwin Street and 3rd – 5th grade car riders’ scholars will be picked up through the horseshoe lane. Parking in the horseshoe lane is never permitted – it is a fire lane. Corwin St. is a **“ONE WAY”** and **“NO PARKING”** street during school zone hours. Do not block homeowners’ driveways. The City of Houston Police Department and HISD Police regularly patrol and ticket for traffic violations. **Cell phone use is NEVER permitted while in the car rider lane or throughout the school zone boundary. Car tags will be revoked for placing students, staff, or other drivers in danger.**

The safety of scholars is a major concern. Durkee rules for bicycle riders, walkers, and drivers are of extremely important in maintaining an accident-free environment for all our scholars. The safety of children cannot be over-emphasized. We urge you to caution your child about safety to and from school, talking to strangers, and going directly home from school unless previous plans have been arranged.

Teachers and crossing guard work under difficult conditions to try to keep the traffic flowing each day. Please prepare your child with a routine to enter and exit the car quickly and safely. Do not stop your car in the middle of the street to drop off or pick up your child. Please honor the handicapped parking zones.

VISITORS – ETIQUETTE

Make your campus visit pleasant for yourself and others by following these guidelines:

- Wear appropriate clothing (remember this is an elementary school campus; avoid short shorts, short skirts, tank tops, low cut blouses, see-through clothes, and pajamas)
- Respect office furniture – keep feet off chairs and tables
- Profanity is prohibited
- Talk softly to avoid sharing personal information
- Cell phones should be silenced upon arriving on campus; personal calls may be taken outside; office staff will happily assist visitors when personal calls are completed
- Loitering and soliciting is prohibited
- Children must be supervised at all times

VISITORS – CAMPUS

Every visitor to Durkee must first report to the office, state their purpose for visiting, sign in, and obtain a visitor's badge. Badges must be worn and visible. **Visitors must show valid photo identification upon arrival** such as Texas identification, ID from another state, Passport and Mexican Matricula Consular. The staff has been instructed to stop all visitors without badges and direct them to return to the office. The staff will also notify the office of visitors without badges. Parents must sign-in in the office before going to a classroom. The Raptor system is used by the campus to provide alerts on individuals who may jeopardize the safety of the campus.

Visitors should keep in mind to dress accordingly in a school friendly environment. Visitors are not allowed in short shorts, short skirts, tank tops, low cut blouses, see-through clothes, or pajamas.

Monday will be the designated day for parents or guardians to eat with their child during their scheduled lunch time. Sharing food with children other than your own is NEVER permitted.

VIPS approval is necessary to participate in all school events. This process takes approximately two weeks. Applications are online and must be renewed on a **yearly basis**.

Parents/guardians or others who visit the campus and who engage in verbal abuse or offensive physical contact directed towards staff or students may be banned from the campus for a specified time period designated by the campus principal. The incident will be immediately reported to the Office of Legal Services. The campus principal will issue the ban letter. An



individual in receipt of a ban letter cannot go onto any District property during the specified banned period without the permission of the campus principal.

VISITORS – CLASSROOM

Building a partnership between home and school is important. In order to minimize classroom interruptions, please:

- **Be sure to keep your phone number and emergency contacts updated in the front office.**
- Make an appointment with your child’s teacher at least 24 hours in advance. This courtesy enables you to schedule the visit for maximum benefit. Classroom visits are limited to no more than 15 minutes, not more than one time per month. Visits are limited to parents/guardians only.
- Sign-in at the office before going to the classroom.
- Lessons will proceed as planned. Please do not talk with the teacher during class time. If you wish to discuss your visit, or any other aspect of school, you must set up a conference with the teacher at a mutually convenient time. Visitations will not be permitted when substitute teachers or other long-term substitute teachers are assigned. The principal reserves the right to deny visitations that may disrupt the educational process. In addition, the principal may opt to accompany visitors to classrooms.

USEFUL CONTACTS

HISD Main Number	713-556-6000
Buses	713-613-3040
Counseling and Guidance	713-556-7387
Health and Medical Services	713-556-7280
Inclement Weather Hotline	713-267-1704
Nutrition Services	713-491-5944
Parent and Community Assistance	713-556-7121
Special Education	713-556-7025
Transfers	713-556-6734

WRAPAROUND SERVICES

Wraparound Services supports critical issues of students: mental and physical health needs, food insecurity, stable housing, violence, parent incarceration, and things that adversely affect college and career readiness or their ability to learn. Ms. E. Lopez is Durkees’ Wraparound Specialists. Ms. Lopez develops and manages partnerships with local service providers and connect students to needed services.



PARENT / SCHOLAR AGREEMENT

****Please sign and return to your child’s teacher by Friday, September 2, 2022****

GOALS AND EXPECTATIONS FOR SCHOLARS AND PARENTS

Achievement

Each scholar will:

- Demonstrate proficiency in reading and mathematics.
- Demonstrate proficiency in oral and written communications.
- Develop the knowledge and skills necessary to succeed in college, career, or military readiness.

Citizenship

Each scholar will:

- Demonstrate regular attendance.
- Exhibit positive behavior and refrain from acts of misconduct as described in the *Code of Scholar Conduct*.
- Develop proficiency in practical and technical skills required for career opportunities.
- Demonstrate civic responsibility necessary for functioning in a diverse society including participation in community service projects.
- Demonstrate responsibility for completion of homework and responsiveness to class work.

Each parent will:

- Make sure their child comes to school each day on time.
- Support their child in completing all assignments and projects.
- Support the school in maintaining appropriate discipline.
- Support our school-sponsored events by attending.
- Support their child by allowing them to attend required tutorials.
- Support school-sponsored organizations including the PTO.

I agree to follow all campus rules, policies, and procedures. I understand that compliance helps me achieve my academic goals for the 2022-2023 school year.

Scholar Printed Name *Scholar Signature* *Date*

Grade Level *Name of Homeroom Teacher*

I have read and understand that I am responsible for complying with all of Durkee Elementary rules, policies, and procedures. I will support my child’s education in ensuring that he/she follows all school rules and meets his/her academic goals.

Parent Printed Name *Parent Signature* *Date*