

Student and Parent Handbook

2016-2017



John Durkee Elementary

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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.

DAILY SCHEDULE

7:30 A.M.	Campus Opens (adult supervision provided)
7:55 A.M.	Tardy Bell Rings
8:00 A.M.	Breakfast in the Classroom and Instruction Begins (late scholars report to front office for tardy pass)
3:20 P.M.	Dismissal (prompt pickup required - after school supervision is not available)

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.



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.
- Attend school-sponsored events.
- Support school-sponsored organizations including the PTO.

CAR POOL AND TRAFFIC SAFETY

Scholars are to be dropped off and picked up through the car pool line. Parking in the carpool lane is never permitted - it is a fire lane. Do not block the driveways of homeowners. The City of Houston Police Department and HISD Police regularly patrol and ticket for traffic violations. **No cell phones use - talking or texting - is permitted while in the car rider lane. Car tags will be revoked due to this violation.**

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 of 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.

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.

Blue 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.).



SAFETY AND SECURITY

RELEASE OF SCHOLARS BEFORE REGULAR DISMISSAL

Scholars are not permitted to leave school after they arrive unless certain procedures are followed. **Only the parent who has signed the enrollment card or someone with a written authorization from that person will be allowed to take a child from school during regular school hours.** 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 not 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 10:00 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 should write a note to the teacher indicating the change. If a scholar has a doctor's appointment before or after ADA time (10:00 a.m.) they 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.

VISITORS AT DURKEE

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.

Visitors should keep in mind to dress in a school friendly environment. No short shorts, short skirts, tank tops, low cut blouses or see-through clothes.

Due to a busy and crowded lunch room, parents **are not** allowed to eat lunch or breakfast with their child.

VIPS approval is necessary in order to participate in all school events. This process takes approximately two weeks.

CLASSROOM VISITATION

Building a partnership between home and school is important and we welcome you to visit your child's classroom. In order to assure scholars receive uninterrupted instructional time, we ask you to observe the following guidelines:

- **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.
- Sign-in at the office before going to the classroom.
- Lessons must 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, please set up a conference with the teacher at a mutually convenient time. Visitations shall 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.



PETS ON CAMPUS

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

A PLAN FOR EVERY CHILD FOR EVERY DAY

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 FOR 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.

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.**

ILLNESS AND INJURY

Any illness or injury will be reported by the classroom teacher or other witnessing adult, who will then have the scholar report to the nurse. Parents will be contacted by the nurse. 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 which 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 parent or physician. **Notify the office of any changes in phone numbers and/or addresses.**

REGULATIONS CONCERNING CARE OF ILLNESS (SCHOOL BOARD POLICY)

The Board of Education policy prohibits school personnel from dispensing medication. It is not the function of public school personnel to administer medical treatment or medication including over-the-counter drugs.

SCHOLAR CONDUCT

PERFECT ATTENDANCE/GOOD CONDUCT

Scholars with perfect attendance and good conduct during each nine-week grading period will be recognized at a grade level assembly

DURKEE DISCIPLINE MANAGEMENT SYSTEM

The school wide classroom rules have been written to help your son or daughter gain the greatest possible 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. It is important that every scholar understands the importance of following the rules on a daily basis. 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 that will result when scholars break the rules. Parents are notified by the grade level team of the consequences. This is done during Open House when teachers make presentations to their parents. During this time, parents will sign off on a classroom sheet that the rules and consequences have been explained to them.

CODE OF STUDENT CONDUCT: YOUR RIGHTS AND RESPONSIBILITIES

Parents and scholars can access the District's *Code of Student Conduct: Your Rights and Responsibilities* online at <http://www.houstonisd.org/CodeofConduct>. This book 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. Scholars will be dealt with reasonableness, fairness and patience. Persistent misconduct will not be tolerated. Parents will be advised promptly when scholars commit Level 3 and 4 offenses, which may lead to reassignment, suspension or expulsion.

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* or 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 members 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.



School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, and/or students can meet with a teacher at appropriate times to discuss existing problems.

CELL PHONE, IPODS, IPADS, AND ELECTRONIC TABLET USAGE

Cell phones, iPods, iPads, and Electronic Tablets are not permitted on campus. Cell phones, iPods, iPads, and Electronic Tablets will be confiscated by school personnel. Parents and/or Guardians will need to pay a \$15 return fee, as noted in Houston ISD's, Student Code of Conduct.

STUDENT 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.

SCHOOL DISCIPLINE COMMITTEE

Scholars with chronic misbehavior will be referred to the administration. After an initial conference with the scholar/parent/teacher, a School Discipline Committee composed of the scholar, parent, teacher(s) involved, assistant principal (as appropriate), and principal will be convened. This committee will 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.

GENERAL CONDUCT

Each member of the school community is responsible for contributing to a positive learning environment. 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 the rules applicable to their child's conduct while they are 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 school uniform
- 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.

ATTENDANCE

ATTENDANCE POLICY

Scholars are expected to be on time and present in school every day. Scholars are tardy after 8:00 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 10:00 a.m. and children must be present at 10:00 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.

EXCUSED ABSENCES

The only acceptable excuses for tardiness and absences are:

- Personal illness-*up to 5 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

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.

TARDY POLICY

School begins promptly at 8:00 a.m. each day. Scholars are considered tardy after 8:00 a.m.

Academics

HOMEWORK

Parents should provide scholars with a quiet time and place for completing homework. Scholars are encouraged to: (1) complete 30 minutes of iStation, (2) complete 30 minutes of Think Through Math (grades 3-5), (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.

NOTICE OF PROGRESS

The Notice of Progress will be sent to all scholars at the midway point of each 9-week reporting period. Teachers will send home graded work in a communication folder. You can follow your child's grades online by signing up on the Houston ISD Portal.

REPORT CARDS

A report card is issued to the parent or guardian at the close of each nine-week grading period. Grades obtained during the days of attendance and/or current transferred grades will be the basis for the report card grade. When a scholar has transferred from one or more schools within the grading period, grades on the checkout sheet or latest report card are considered as the basis for report card grades.



FIELD TRIPS

During the year, educational field trips will be arranged for your child's class. Signed HISD permission slips must be returned by your child prior to taking the trip. Verbal consent and notes are not acceptable. Field trips requiring an admission fee must be submitted in cash only. Durkee scholars represent the school and their homes. Exemplary behavior is expected of all scholars 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.

REQUESTING A PARENT – TEACHER CONFERENCE

Parents and guardians may request a parent/teacher conference to discuss a variety of issues. 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.

CAMPUS ENVIRONMENT

LUNCHROOM 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. Carbonated drinks are not permitted. Large bags of chips or other snacks are not permitted. Snacks should be single serving sized. All scholars who have not been approved for free lunch must pay. Scholars new to the district must pay until they receive confirmation that the child's free lunch status has been approved. For safety reasons, visitors, including parents/guardians **may not** eat lunch with their child in the cafeteria. Scholars who would like to purchase additional items (chips, fruit slush) must bring money on the day of purchase. Cafeteria personnel will not maintain money in child's account for the snack items. Accounts are maintained only to pay for the school lunch.

Past Due Lunch Balances: Lunch balances must be paid promptly. 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.

Scholars will:

- Eat and talk quietly with their neighbors.
- Not play with their food or utensils.
- Not get up without raising their hands for permission.
- Use good table manners.
- Keep their hands and feet to themselves.
- Eat their own food. Sharing is not permitted
- Pick up their trash and leave their eating area clean.
- Line up following the direction of supervising adults.
- Walk at all times.
- Line up in a single line in silence.
- Be assigned to the *Silent Lunch* table for inappropriate behavior.
- Not leave the cafeteria with food unless the food is kept in a lunch box.



CAFETERIA COURTESY

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

- We talk quietly.
- 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.
- We line up quietly.

DRESS CODE

The required school uniform is to be worn everyday by all scholars except for specified events (individual picture day, fifth grade awards program, Western Day, grade level culminating unit activity day). On Fridays, scholars may wear any of their Durkee spirit T-shirts with their uniform pants or skirts. **Blue jeans are NOT permitted any day of the week, unless it is for a school sponsored activity.**

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 as this creates a distraction.

Shoes:

Closed shoes must be worn and should be appropriate for school and all school activities. Socks should be worn with all types of footwear. No sandals, cleats, clogs, house or bedroom slippers.

All scholars are required to adhere to following dress code:

GIRLS

- Navy or Khaki blue jumper, skirt, pants, or walking shorts
- Navy or red school shirt or blouse
- Earrings are permitted, but the school is not responsible if they are lost or stolen
- Earrings should not be longer than one inch
- **No make-up**
- **No dyed hair**

BOYS

- Navy or Khaki pants or walking shorts
- Belts are mandatory
- Navy blue or red shirts with a collar.
- Tennis shoes are preferred
- **No earrings are permitted**
- **No Mohawk/dyed/designed hair cut.**
- **Baggy pants are not permitted.**

BACKPACKS

- **No rolling backpacks or luggage cases with wheels**



CONSEQUENCES FOR NOT WEARING UNIFORMS

- 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 will receive up to a three day suspension.

ORGANIZATIONS AND ACTIVITIES

VOLUNTEERS IN PUBLIC SCHOOLS (VIPS)

Volunteers include parents, grandparents, and community members. All volunteers must complete an on-line VIPS volunteer information 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.

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.

MISCELLANEOUS

USE OF SCHOOL TELEPHONES AND PHONE MESSAGES

Children must have written permission from a teacher to use school telephones. Children will not be called to the school office to talk to parents, as this results in missed instruction. However, the office will deliver emergency messages.

Changes on how the scholar will get picked up need to be sent to the teacher and front office in a written form. Phone messages that are called in too close to dismissal are not guaranteed to get delivered. Written messages are encouraged.

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.

TECHNOLOGY

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 staff members have an email address and may be contacted via the Internet. Violations of security, copyrights, and various other inappropriate uses are handled by the Code of Scholar Conduct for scholars and by Board Policy. Parents are required to sign a permission form to allow scholar access to the Internet.



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 for reclamation. Unclaimed items are given to charity at the end of each grading period. Durkee 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.

FOODS OF MINIMAL NUTRITIONAL VALUE

Approved food items will be permitted at the winter holiday party, field day, and end of the year party. 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. Birthday celebrations may be held in the respective classroom at 2:30 p.m. Notify the teacher 24 hours in advance.



PARENT / SCHOLAR AGREEMENT

*****Please sign and return to your child's teacher by August 26, 2016*****

SCHOLAR

I agree to follow all campus rules, policies, and procedures. I understand that compliance helps me achieve my academic goals for the 2016-2017 school year.

Scholar Printed Name

Scholar Signature

Date



PARENT/GUARDIAN

I have read and understand that I am responsible for complying with all of Durkee Elementary's 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