

Burbank Middle School

**T.E.A. Met Standard Campus
with Academic Distinctions**



Home of the Eagles

VIRTUAL STUDENT/PARENT HANDBOOK 2020-2021

315 Berry Rd. Houston TX, 77022

Phone: 713-696-2720

FAX 713-696-2723

WEB <http://ms.houstonisd.org/BurbankMS/>

Burbank Middle School
Communication Plan

School Hours: 8:30am – 4:00pm

School Phone: 713-696-2720

Principal	David Knittle	DKNITTLE@houstonisd.org
School Secretary	Doraelia Zepeda	DZEPEDA2@houstonisd.org
Dean of Instruction	David Valentino	DVALENT1@houstonisd.org
GRADE LEVEL PRINCIPALS		
6 th Grade Principal	Ruben Pineda	rpineda@houstonisd.org
7 th Grade Principal	Brittany Jennings	Biennin1@houstonisd.org
8 th Grade Principal	Youlanda Marshall	Youlanda.Marshall@houstonisd.org
COUNSELORS		
6 th Grade Counselor	Frances Cortina	FCORTINA@houstonisd.org
7 th Grade Counselor	Carmen Porras	Carmen.porras@houstonisd.org
8 th Grade Counselor	Takehia Johnson	Tjohnso3@houstonisd.org
All grade levels Counselor	Carlos Martinez	Carlos.martinez@houstonisd.org
STAFF		
Magnet Coordinator	Amanda Vasquez	Avasque1@houstonisd.org
504/Special Education Administrator	Cassandra Sandoval	CSANDOV2@houstonisd.org
Special Education Dept Chair	Ledy Mendez	LMENDEZ4@houstonisd.org
Instructional Coordinator	Kylene Boswell-Jones	KJONES@houstonisd.org
Attendance Clerk	Eloisa Barron	EBARRON3@houstonisd.org
TECHNOLOGY		
Technology Customer Service Rep	Vanessa Carranza	VCARRANZ@houstonisd.org

Building Hours: Burbank will be open from 8:30 a.m. to 4:00 p.m. Due to COVID19, the building is closed to the public. The majority of meetings will be held virtually. Any in-person meeting must be requested by email to our Secretary, Ms. Doraelia Zepeda, DZEPEDA2@houstonisd.org. You may also call the school at 713-696-2720. **Please refrain from coming to the building unless you have an appointment and are cleared by our staff to do so.** If you do come to the building, you must wear a mask and follow established safety protocols.

Horario del Edificio: Burbank estará abierta de 8:30 a.m. a 4:00 p.m. Debido a COVID19, el edificio está cerrado para el público. La mayoría de las juntas serán realizadas virtualmente. Cualquier junta en persona deberá ser pedida mediante un correo electrónico a nuestra Secretaria, Ms. Doraelia Zepeda, DZEPEDA2@houstonisd.org. También puede llamar a la escuela al 713-696-2720. **Por favor absténgase de venir al edificio a menos de que tenga una cita y sea autorizado por nuestro personal para entrar.** Si viene al edificio, debe usar un tapabocas y seguir los protocolos de seguridad establecidos.

BURBANK MIDDLE SCHOOL

Virtual Learning Schedule 2020-2021



Time	Monday	Tuesday	Wednesday	Thursday	Friday (alternating)
8:30-9:00	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
9:05-10:05	1 st Period	6 th Period	1 st Period	6 th Period	1 st /6 th Period
10:10-11:10	2 nd Period	7 th Period	2 nd Period	7 th Period	2 nd /7 th Period
11:15-12:15	3 rd Period	8 th Period	3 rd Period	8 th Period	3 rd /8 th Period
12:20-12:50	Lunch	Lunch	Lunch	Lunch	Lunch
12:55-1:55	4 th Period	9 th Period	4 th Period	9 th Period	4 th /9 th Period
2:00-3:00	5 th Period	10 th Period	5 th Period	10 th Period	5 th /10 th Period
3:00-4:00	-Office Hours Interventions -Complete assignments in the HUB. -Project Explore	-Office Hours Interventions -Complete assignments in the HUB. -Project Explore	-Office Hours Interventions -Complete assignments in the HUB. -Project Explore	-Office Hours Interventions -Complete assignments in the HUB. -Project Explore	-Office Hours Interventions -Complete assignments in the HUB. -Project Explore

NOTES:

- ATTENDANCE AND GRADES COUNT. Attendance and daily participation in each class is required.
- Log in for class by 8:30 am each day.
- All students must log in participate in live lessons and complete an assignment in the HUB in order to be counted present.
- Students with less than 90% attendance in classes will be at-risk of being retained in their current grade.
- Log into TEAMS daily for updates and communications from your teachers and staff.
- Lessons will be recorded and available in the HUB for future reference.
- **Office Hours** are available in case you have questions or need additional assistance. Use this time to get clarification on assignments or more guided practice. Selected students will participate in Project Explore during this time.
- If for any reason you are unable to log in, please contact the school.

Student Expectations

- Attend all classes daily (See Virtual Learning Guide).
- Turn cameras on during class for teachers to monitor student engagement and learning.
- Actively participate and complete assignments in a timely manner.
- Dress appropriately. Clothing should not be offensive or revealing.
- Find a space that is quiet and conducive to learning at home.
- Use appropriate language/online behavior.
- Take care of borrowed technology.
- Maintain academic integrity.

Parent/Guardian Expectations

- Ensure that students log in and complete assignments every day.
- Monitor and establish routines for students.
- Provide an appropriate and conducive learning space in the home.
- Maintain communication with teachers/administrators as needed.
- Provide students with internet to attend virtual school and complete assignments.
- Consistently monitor campus and district communication.
- The equipment is property of Burbank Middle School. If a student withdraws from Burbank, the equipment must be returned, or it will be reported to the police as stolen.

For more parent and student resources, you may visit these sites:

Burbank website: <https://www.houstonisd.org/Page/182894>

HISD reopening plan: <https://www.houstonisd.org/reopening>

Grades

- Grades will count and students must meet academic requirements in order to be promoted to the next grade level. Students and parents should monitor grades through Power School portal.
- Students will receive Report Cards every 6 weeks and Progress Report every 3 weeks.

Six-Week Grading Periods (used in most secondary schools)	
First Grading Period:	September 8 - October 16
Second Grading Period:	October 19- December 4
Third Grading Period:	December 7 - January 28
Fourth Grading Period:	February 1 - March 12
Fifth Grading Period:	March 22 – April 30
Sixth Grading Period:	May 3 – June 11

Attendance

- Students must attend class every day.
- If student is absent, he/she is still required to watch pre-recorded lessons and complete assignments.
- In case of an absence, the parent/guardian must email Eloisa Barron, the attendance clerk EBARRON3@houstonisd.org, in order for the absence to be excused.
- Attendance is a promotion standard for the next grade level.
- Students must attend all classes 90% of the school year to meet standard.

Expectativas para Estudiantes

- Asistir a todas las clases diariamente (Ver Guía para Aprendizaje Virtual)
- Prender las cámaras durante las clases para que los maestros monitoreen la participación y aprendizaje del estudiante.
- Participar activamente y completar las asignaturas a tiempo.
- Vestir apropiadamente. La ropa no puede ser ofensiva o reveladora.
- Encontrar en casa un espacio que sea tranquilo y conducente al aprendizaje.
- Usar lenguaje/comportamiento en línea apropiados.
- Cuidar tecnología prestada.
- Mantener integridad académica.

Expectativas para Padres/Guardianes

- Asegurar que los estudiantes inicien sus sesiones y completen asignaturas todos los días.
- Monitorear y establecer rutinas para los estudiantes.
- Proporcionar un espacio en casa apropiado y conducente al aprendizaje.
- Mantener comunicación con maestros/administradores según sea necesario.
- Proporcionar a los estudiantes con internet para asistir a la escuela virtual y completar asignaturas.
- Monitorear consistentemente comunicados de la escuela y distrito.
- El equipo es propiedad de la Escuela Secundaria Burbank. Si el estudiante lo obtuvo de Burbank, el equipo debe ser regresado o será reportado a la policía como robado.

Para más recursos para padres y estudiantes, puede visitar las siguientes páginas:

Página de Burbank: <https://www.houstonisd.org/Page/182894>

Plan de HISD para la reapertura: <https://www.houstonisd.org/reopening>

Calificaciones

- Las calificaciones van a contar y los estudiantes deben cumplir requisitos académicos para ser promovido al siguiente grado. Los estudiantes y los padres deben monitorear las calificaciones a través del portal Power School.
- Los estudiantes recibirán Reportes de Calificaciones cada 6 semanas y Reportes de Progreso cada 3 semanas.

Periodo de Calificaciones de Seis Semanas (usado en la mayoría de las escuelas secundarias)	
Primer Periodo de Calificaciones:	Septiembre 8 - Octubre 16
Segundo Periodo de Calificaciones:	Octubre 19- Diciembre 4
Tercer Periodo de Calificaciones:	Diciembre 7 - Enero 28
Cuarto Periodo de Calificaciones:	Febrero 1 - Marzo 12
Quinto Periodo de Calificaciones:	Marzo 22 – Abril 30
Sexto Periodo de Calificaciones:	Mayo 3 – Junio 11

Asistencia

- Los estudiantes deben asistir a clases todos los días.
- Si el estudiante falta, el/ella esta requerido/a a ver las lecciones pregrabadas y completar asignaturas.
- En caso de una falta, el padre/guardián debe enviar un correo electrónico a Eloisa Barron, encargada de asistencia EBARRON3@houstonisd.org, para que la falta sea excusada.
- La asistencia es un estándar de promoción para el siguiente grado.
- Los estudiantes deben asistir a todas las clases 90% del año escolar para cumplir con el estándar.