FAMILY HANDBOOK

2026–2027

International Baccalaureate Magnet School

Embracing Diversity • Igniting Curiosity • Building Futures

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Welcome to Durham

School	Durham Elementary School • IB Magnet School
Address	4803 Brinkman Street, Houston, Texas 77018
Main Office	713-613-2527
School Hours	Monday–Friday, 7:25 a.m.–3:00 p.m.
Arrival	Doors open at 7:05 a.m.; students are tardy after 7:25 a.m.
Dismissal	Dismissal begins at 3:00 p.m.; gates close at 3:10 p.m.

Durham website: https://durham.houstonisd.org/

2026–2027 HISD academic calendar: https://www.houstonisd.org/fs/resource-manager/view/86c8b85e-6fff-4100-ab1b-14fcfedb2783

Durham PTA: https://www.durhampta.org/

> **How to use this handbook** This handbook is a campus guide and should be read together with the current HISD Student Code of Conduct and Board policies. Requirements may be updated when law, district policy, or safety needs change.

Vision

Durham Elementary excels as a hub of inclusive education where our Dual Language and IB programs empower students to become culturally adept, globally minded leaders who are ready for Destination 2035.

Mission

Through inquiry and rigorous instruction, Durham Elementary equips multicultural learners to compete at the highest academic levels, take action, and positively impact their world.

Core Values

Integrity • Empathy • Respect • Collaboration • Creativity

Motto

Embracing Diversity, Igniting Curiosity, Building Futures

Leadership Vision

We work cohesively and in alignment with the campus vision and mission to create a safe, practical culture of leadership, coaching, instruction, and learning in preparation for Destination 2035.

Durham Learner's Creed



I will respect myself and others.

I will be responsible for my learning and behavior.

I will speak and act in a positive manner.

I will be honest.

I will take pride in all I do.

As a citizen of Durham, I will be a leader in every part of my life.

A Message from the Principal

Dear Durham Parents and Students,

This handbook provides a convenient reference for the daily operations of Durham Elementary. Please read it with your child and use it throughout the 2026–2027 school year. Families should also review the current HISD Student Code of Conduct.

We are proud of our outstanding teachers, instructional programs, and supportive community. We are happy to welcome you to Durham Elementary and look forward to a wonderful school year.

Sincerely,

Terence King
Principal



Our IB Magnet Program

Durham Elementary is an International Baccalaureate Primary Years Programme (PYP) school. The PYP nurtures curiosity, agency, collaboration, and responsibility while helping students connect learning across subjects and to the world around them.

Students experience inquiry-based and project-based learning in the general education classroom and through enrichment classes, including physical education, music, Spanish, science, and library. Social-emotional learning and opportunities for student action strengthen leadership and community responsibility.

Durham's magnet program is a schoolwide and communitywide commitment. Families, staff, and students work together to develop knowledgeable, caring, reflective, and internationally minded learners.



IB Learner Profile

The IB learner profile describes ten attributes that help students become responsible members of local, national, and global communities.



Inquirers We nurture curiosity and build the skills needed to inquire, research, and learn independently and with others.	**Open-Minded** We value our own cultures and histories while considering the perspectives, values, and traditions of others.
Knowledgeable We develop conceptual understanding and explore knowledge across disciplines, including ideas of local and global significance.	**Caring** We show empathy, compassion, and respect and act to make a positive difference in the lives of others and the world around us.
Thinkers We use critical and creative thinking to analyze complex problems and make reasoned, ethical decisions.	**Risk-Takers** We approach uncertainty with determination, work independently and cooperatively, and remain resourceful and resilient.
Communicators We express ourselves confidently and creatively in more than one language and collaborate effectively while listening to others.	**Balanced** We balance the intellectual, physical, and emotional parts of our lives and recognize our interdependence with others.
Principled We act with integrity, honesty, fairness, and respect and take responsibility for our actions and their consequences.	**Reflective** We thoughtfully consider the world, our ideas, and our experiences so we can understand our strengths and areas for growth.

Learn more about the IB learner profile: https://www.ibo.org/benefits/learner-profile/

Attendance and Enrollment

Attendance Expectations

Students are expected to arrive on time and attend school every day. Durham's official attendance time is 9:30 a.m.; however, attendance is also determined by the amount of instructional time a student is present. Families should avoid unnecessary late arrivals and early checkouts.

When a student is absent or tardy, a written excuse from the parent or guardian must be submitted when the student returns. Written excuses must be received within three school days of the student's return and should include the student's name, date or dates of absence, reason, parent or guardian signature, and a telephone number for verification.

> **Important** A written excuse documents the reason for an absence but does not erase the absence. Excessive absences may affect promotion or course credit under Texas attendance requirements and may lead to campus or district attendance interventions.

Common Excused Absences

- Personal illness, quarantine, or illness or death in the family
- Dangerous weather or road conditions
- A school-approved activity or documented juvenile court proceeding
- An approved medical, dental, or therapy appointment supported by documentation
- Observance of a religious holy day
- An emergency or another reason approved by the principal or district

Family vacations and trips taken on school days are generally unexcused. Students must be given an opportunity to complete missed work following an absence; the teacher or campus will establish a reasonable deadline.

HISD attendance and withdrawal policies: https://www.houstonisd.org/families-students/student-requirements-expectations/new-page

Enrollment Information

A current enrollment information record must be on file for every student. Families must promptly update the school whenever an address, telephone number, authorized pickup person, or emergency contact changes.

Registration Documents

- Proof of residence, such as an accepted utility bill or lease showing the correct name and address

- Certified birth certificate or birth registration card
- Current immunization record
- Report card from the most recently attended school
- Withdrawal form if the student enrolled elsewhere during the current school year
- Guardianship documents when the student resides with someone other than a parent
- Student Social Security number, if available

Required Forms

- Enrollment and annual student information forms
- Internet and email acceptable-use permissions
- Media release and student assistance forms, when applicable
- HISD Student Code of Conduct acknowledgment
- Durham Family Handbook acknowledgment and School–Parent Compact

Withdrawal Procedures

Please give the main office at least 24 hours' notice before withdrawing a student. A parent or guardian must complete the withdrawal process in person, provide the student's final day, new address, and new school, and clear any outstanding textbooks, library books, technology, or fees. The completed withdrawal documents should be taken to the new school.

Dress Code and Student Uniforms

Durham Elementary's uniform expectations support a safe, focused, and welcoming learning environment. Students are expected to arrive in approved uniform attire each school day unless the campus communicates a special dress opportunity.

Uniform Shirts

Students may wear:

- Solid red, navy-blue, or baby-blue polo shirts
- Red, navy-blue, or baby-blue polo shirts displaying the Durham Elementary logo
- Approved Durham logo T-shirts in red, navy blue, or baby blue

Uniform Bottoms

Students may wear:

- Denim, khaki, or navy pants
- Denim, khaki, or navy shorts
- Denim, khaki, or navy skirts
- Denim, khaki, or navy jeggings
- Approved uniform jumpers or rompers

Uniform bottoms may not have holes, decorations, or cargo pockets.

Shoes and Socks

Students must wear sneakers or other closed-toe shoes that are safe for physical education, recess, and playground activities.

Sandals, Crocs, flip-flops, high heels, and other open-toe shoes are not permitted. Socks or tights must be plain, and shoelaces must remain securely tied.

Outerwear

Cardigans, sweaters, sweatshirts, hoodies, and jackets may be any color and may be worn with or without the Durham Elementary logo.

Students must wear an approved uniform shirt underneath their outerwear. Outerwear may not display inappropriate, offensive, or distracting words, images, or graphics.

Jewelry and Grooming

- Necklaces are limited to one small- or medium-sized chain.

- Hoop earrings must be smaller than a quarter.
- Hair must be neat, clean, well-groomed, and free from classroom disruptions.
- Makeup and acrylic nails are not permitted for health and safety reasons.
- Hats may only be worn inside the school building during a Durham-sponsored event or activity.

Friday Dress

College shirts and approved Durham spirit shirts may be worn on Fridays.

Students may also earn Free Dress Friday passes for designated days. All clothing worn on Fridays must remain appropriate, safe, and suitable for the school environment.

Free Dress and Special Dress Days

Occasionally, Durham Elementary will designate free-dress or special-dress days. These opportunities will be communicated to families before the designated date.

Free dress does not mean that all clothing is permitted. Students must continue to wear clothing and shoes that are safe, appropriate, and suitable for an elementary school environment.

Dress Code and Uniform Violations

Clothing, outerwear, accessories, or other items may not display words, images, slogans, or designs that reference or promote:

- Alcohol or drugs
- Violence or weapons
- Profanity
- Suggestive or inappropriate content
- Discriminatory or antisocial behavior
- Other content that is offensive, unsafe, or disruptive to the school environment

Students who are not dressed in the required uniform or who wear clothing that does not meet campus expectations may be asked to change.

A parent or guardian may be contacted and asked to provide appropriate clothing. Repeated dress code or uniform concerns may affect a student’s eligibility to participate in future free-dress opportunities.

School administrators have final authority in determining whether clothing, footwear, outerwear, accessories, grooming, or hairstyles are appropriate for the school environment.

Uniform Donations and Family Support

Families are encouraged to donate gently used Durham uniforms that their children have outgrown. Donations support the campus uniform exchange and help students return to class without missing instruction.

Families needing assistance with uniforms should contact the Durham Elementary front office at 713-613-2527.

Illustrated Dress Code Guides and Additional Information

Families should review the complete illustrated dress code guides for pictures and examples of approved uniform shirts, bottoms, shoes, outerwear, and additional requirements.

Durham dress code webpage: https://durham.houstonisd.org/our-family-students/dress-codestudent-uniforms

English illustrated dress code guide: https://www.houstonisd.org/fs/resource-manager/view/2aa4d507-78c9-4a23-bce4-6fd0f74f93f6

Spanish illustrated dress code guide: https://www.houstonisd.org/fs/resource-manager/view/932f2edc-8dfe-49d3-93fd-e17200801c5d

Visitors, Volunteers, and PTA

School Visitors

Parents and community members are welcome at Durham. All visitors, including HISD employees visiting as parents, must enter through the main office, present a valid photo ID, sign in, wear the issued visitor badge, and return the badge when leaving. These procedures apply even when school staff know the visitor personally.

Volunteer Opportunities

For information about volunteering, contact Ms. Montemayor through the main office at 713-613-2527. Opportunities may include:

- Teacher workroom support
- Classroom support
- Arrival or dismissal support
- Lunch and cafeteria support
- Preparing copies or materials for teachers

Become a VIPS Volunteer

All volunteers must complete the HISD Volunteers in Public Schools (VIPS) registration and background-check process each school year.

1. Complete the volunteer registration through the HISD volunteer webpage.
2. Present a valid photo ID to the campus VIPS clerk in the main office.
3. Confirm with the campus that clearance is complete before volunteering or attending a field trip as a chaperone.

> **Plan ahead** Only cleared VIPS volunteers may serve as field-trip chaperones. Processing times vary, so families should register well before a planned event.

Volunteer with HISD: https://www.houstonisd.org/community-partnerships/volunteer-with-hisd

Parent Teacher Association

The Durham Parent Teacher Association (PTA) supports students, teachers, and campus programs. Families are encouraged to join, share their voices and talents, and participate in meetings and events.

Durham PTA: https://www.durhampta.org/

Cafeteria Information and Procedures

Cafeteria Guidelines

- Do not share food because of allergies.
- Soft drinks are not permitted.
- Go through the serving line only once unless directed otherwise by staff.

Teachers and cafeteria staff will reteach expectations and address behavior concerns. Cafeteria conduct may be reflected in a student's conduct grade.

Student Responsibilities

4. Walk in a single line to the assigned serving line and seating area.
5. Sit at the designated table.
6. Raise a hand when assistance is needed.
7. Ask permission before leaving the cafeteria.
8. Use an appropriate indoor voice.
9. Clean the table, seat, and floor area before leaving.
10. Line up quietly and wait for the teacher or staff member.

Meal Program

Breakfast and lunch are available at no charge to all students. Breakfast is served in the classroom and is part of the instructional day. Students may eat the school meal or bring lunch from home. Available à la carte items are subject to campus and Nutrition Services procedures.

Celebrations and Field Experiences

Birthday Celebrations

Birthday treats may be shared only during the student's scheduled recess time. Families may drop off store-bought cupcakes or another campus-approved store-bought treat before 9:00 a.m. Durham staff will deliver the items to the classroom. Candles are not permitted.

Classroom Celebrations

In accordance with district policy, up to two classroom celebrations may be held during the school year. Durham typically schedules these before winter break and during the final week of school. The campus will communicate details in advance.

Field Day

Field Day activities may be moved indoors because of weather. Teachers may invite a limited number of VIPS-cleared volunteers. Additional siblings may not attend because adults must focus on assigned student supervision.

Field Trips and Field Lessons

Each participating student must submit a complete, signed permission form by the stated deadline, normally at least 48 hours before the trip. Notes and telephone calls cannot replace the required form. Unsigned or late forms may prevent participation.

All chaperones must be cleared through VIPS. Chaperones may not bring other children and must follow staff directions and assigned supervision responsibilities. Students are expected to demonstrate the IB learner profile and follow the HISD Student Code of Conduct during every field experience.

Student Conduct and Discipline

Student Conduct

A safe and productive school requires collaboration among students, families, teachers, and administrators. Teachers establish clear classroom expectations and support students in meeting them.

Discipline Expectations

Durham uses a positive, instructional approach to behavior. Staff reteach expectations, identify needed skills and supports, and use appropriate interventions and consequences in accordance with the HISD Student Code of Conduct.

- Behavior may communicate an unmet need or a skill that requires instruction and practice.
- A rigorous, engaging academic program and consistent classroom management support positive behavior.
- Positive relationships, clear expectations, and restorative or corrective interventions are emphasized.
- Consequences are based on the student's age, circumstances, conduct, and applicable district policy.
- To protect student privacy, staff may not disclose disciplinary action involving another student.

IB Learner Profile and Conduct

Durham students are expected to demonstrate the IB learner profile through principled choices, caring actions, respectful communication, reflection, and responsibility. Families should review the current HISD Student Code of Conduct with their children and return the district acknowledgment form.

HISD Student Code of Conduct: https://www.houstonisd.org/families-students/student-requirements-expectations/code-of-conduct

Student Technology and Personal Communication Devices

District-Provided Technology

Durham Elementary provides students with district-approved technology for instructional purposes. District-provided devices may be used only as directed by a teacher or staff member and in accordance with HISD technology and acceptable-use expectations.

The restrictions below apply to personally owned communication devices and do not prohibit authorized use of technology issued or approved by HISD.

Personal Communication Devices

In accordance with Texas House Bill 1481, Texas Education Code §37.082, and HISD policy, students may not use personal communication devices on school property during the instructional day.

Personal communication devices include, but are not limited to:

- Cell phones
- Smartwatches and wearable communication devices
- Tablets
- Headphones and earbuds
- Personal laptops
- Other electronic devices capable of telecommunication or digital communication

The instructional day begins when a student arrives on campus in the morning and continues through the conclusion of the final instructional period. The restriction applies before classes begin and during class, lunch, recess, transitions, and other portions of the school day.

Device Storage

Families are strongly encouraged to have students leave personal communication devices at home.

When a personal device is brought to school, it must be:

- Completely powered off;
- Secured inside the student's backpack;
- Kept out of sight; and
- Unused throughout the instructional day.

Devices may not be carried visibly, worn, stored in clothing pockets, heard, displayed, or used during the instructional day. Smartwatches capable of calling, texting, receiving notifications, or other digital communication may not be worn or used unless the student has an approved accommodation.

Exceptions and Accommodations

An exception may be provided when use of a personal communication device is necessary:

- To implement a student's Individualized Education Program, Section 504 plan, or other legally required disability accommodation;

- Because of a documented medical need supported by a directive from a qualified physician; or
- To comply with a legal health or safety requirement or an authorized HISD or campus safety protocol.

Parents should contact the school before sending a student with a device that must be used for an approved medical, disability-related, health, or safety purpose. An exception is not established solely by a parent request; it must be appropriately documented and approved through the applicable campus or district process.

Emergency Communication

Students may not independently use a personal device during the school day to call, text, photograph, record, access social media, or communicate with others.

If a student experiences a personal or medical emergency, school staff will contact the parent or guardian. During a campus emergency or safety event, HISD will communicate official information to families through ParentSquare, telephone calls, email, text messages, or other district communication systems. Families are responsible for keeping their emergency contact information current.

Parents who need to communicate an urgent message to their child should contact the Durham Elementary front office. Non-emergency messages may not be delivered immediately and should not be used to make last-minute dismissal arrangements.

After-school transportation and dismissal plans should be established before the student arrives at school each day.

Confiscation of Devices

A personal communication device that is seen, heard, displayed, worn, or used during the instructional day will be confiscated and delivered to the school office.

A parent or guardian must personally retrieve a confiscated device. Students may not retrieve confiscated devices on behalf of a parent or guardian. HISD is not responsible for personal devices that are lost, stolen, or damaged, including devices confiscated because of a policy violation.

Consequences for Violations

Current HISD disciplinary consequences are:

- **First offense:**The device is held until the end of the school day. A parent or guardian must retrieve the device after school and sign the Parent/Student Acknowledgment.
- **Second offense:**The extended confiscation period is seven full school days. The parent or guardian must review and sign the Extended Device Confiscation Agreement.
- **Third offense:**The extended confiscation period is fourteen full school days. The parent or guardian must review and sign the Extended Device Confiscation Agreement.
- **Fourth offense:**The extended confiscation period is thirty full school days. The parent or guardian must review and sign the Extended Device Confiscation Agreement.
- **Fifth offense:**The student may receive a ten-day Disciplinary Alternative Education Program placement. A personal communication-device violation while assigned to DAEP may result in the home campus confiscating the device for the remainder of the semester.

- For an extended confiscation, the parent or guardian must select whether the device will remain at home or be held on campus for the applicable period. Bringing a device to school during an extended restriction may result in confiscation and escalation to the next offense level. Refusal to surrender a device or repeated violations may result in additional disciplinary action under the HISD Student Code of Conduct.

Family Messages and Early Dismissal

Parents should leave messages for students only when necessary. Because staff members are responsible for instruction, supervision, and dismissal operations, immediate delivery of non-emergency messages cannot be guaranteed.

Students will remain in class until the parent or authorized adult arrives at the main office, presents identification, and completes the early-checkout process.

To protect instructional and dismissal procedures, students may not be checked out after 2:00 p.m. Parents needing to pick up a student before the end of the school day must arrive and complete the checkout process before 2:00 p.m.

Acceptable Use Of District Technology

HISD provides students with access to district-owned computers, tablets, digital resources, accounts, and network services to support classroom instruction. The use of district technology is a privilege and requires students and families to follow all HISD and Durham Elementary technology expectations.

By signing the applicable HISD Acceptable Use Procedures, the student and parent or guardian acknowledge that they understand and agree to follow all district and campus technology requirements.

Teacher-Directed Use Only

All student use of computers, Chromebooks, iPads, applications, websites, digital resources, and other technology must occur under the direction and supervision of a teacher or authorized staff member.

Students may only:

- Use a device when instructed to do so by a teacher.
- Access the website, application, assignment, or digital resource identified by the teacher.
- Use technology for the specific instructional purpose assigned by the teacher.
- Continue using a device for the amount of time authorized by the teacher.
- Change activities, websites, or applications after receiving permission from the teacher.

Students may not use district technology independently, for free-choice activities, during unstructured time, after completing an assignment, as a reward, or for personal entertainment.

When the assigned activity is complete, students must close the device, log out, or return it to its designated location as directed by the teacher.

Campus Device Requirement

All student devices assigned or provided by Durham Elementary must remain on campus.

Students may not take Durham Elementary Chromebooks, iPads, chargers, cases, headphones, or other technology equipment home. Devices and accessories must remain in the assigned classroom, technology cart, cabinet, storage area, or other location designated by school staff.

Students may only remove a device from its assigned classroom or storage location with permission from a teacher or authorized staff member.

General Acceptable-Use Expectations

Durham Elementary students and families must understand that:

- All users of HISD networks, devices, accounts, and digital resources must comply with district and campus acceptable-use procedures.
- District technology may only be used for teacher-directed educational purposes.
- Students must follow all teacher and staff instructions while using technology.
- Students must follow all applicable school, district, local, state, and federal laws.
- Technology expectations apply whenever a student uses an HISD-owned device, account, network, application, or digital resource.
- Files, communications, and activity stored or transmitted through HISD devices, accounts, or networks may be reviewed or monitored in accordance with district policy and applicable law.
- District equipment includes computers, Chromebooks, iPads, protective cases, chargers, power cords, headphones, batteries, and other issued accessories.
- District technology is an educational resource and must be cared for in the same manner as textbooks and other school property.
- Students are responsible for keeping all equipment in good condition.
- Damage, loss, theft, or operational concerns must be reported to a teacher or designated staff member immediately.
- Students who discover a security concern must report it privately to a teacher or administrator.
- Students may not investigate, exploit, demonstrate, or share a security concern with other students.
- Students must immediately notify a staff member if they encounter inappropriate, dangerous, threatening, or disturbing information, images, messages, or online activity.
- Students must comply with copyright laws, licensing requirements, and educational fair-use guidelines.
- Students may only access accounts and devices assigned to them.
- Students may not share usernames or passwords with other students.
- Students may not lend devices, chargers, cases, headphones, or other equipment to another student.

Failure to follow these expectations may result in disciplinary consequences, restricted technology access, loss of device privileges, confiscation of equipment, or financial responsibility for repair or replacement.

HISD or Durham Elementary may restrict or remove a student’s access to district technology when the student engages in unauthorized, unsafe, inappropriate, disruptive, or unlawful activity.

Parent And Guardian Responsibilities

Parents and guardians are expected to:

- Review technology expectations with their child.
- Sign all required HISD Acceptable Use documents.
- Remind their child that district technology may only be used under teacher guidance.
- Remind their child that Durham Elementary devices and accessories must remain on campus.
- Encourage their child to use district technology safely, responsibly, and only for assigned educational activities.
- Report concerns involving district technology, online safety, or student accounts to the school.
- Accept financial responsibility when damage or loss results from negligence, intentional misuse, or failure to follow district and campus procedures.

Parents and guardians should not expect students to transport district-owned computers, Chromebooks, iPads, chargers, cases, headphones, or other accessories between home and school.

Device Rules And Guidelines

Students receive instruction on the appropriate use and care of district technology. Students are expected to use all technology safely, efficiently, ethically, and legally.

All technology use must:

- Be specifically authorized by a teacher or staff member.
- Support the assigned classroom lesson or educational activity.
- Follow teacher and staff directions.
- Be appropriate for the school environment.
- Comply with local, state, and federal laws.
- Protect the privacy and safety of students and staff.
- Follow HISD internet-safety and cybersecurity expectations.

Students must immediately stop using a device when directed by a teacher or staff member.

Account and Network Security

Students must:

- Use only their assigned HISD username and account.
- Keep passwords private from other students.
- Follow district password requirements.
- Sign out of accounts when directed.
- Report suspected account misuse or security concerns immediately.
- Avoid opening unexpected attachments, links, downloads, or files.

Students may not:

- Access another person’s account, files, email, or device.
- Share passwords or login information with other students.
- Attempt to bypass internet filters, security settings, or device-management controls.

- Use proxy sites, virtual private networks, or other methods to avoid district restrictions.
- Download unauthorized programs, applications, browser extensions, games, files, or media.
- Introduce viruses, malware, or other harmful software.
- Modify device settings without permission.
- Engage in hacking, phishing, impersonation, or other deceptive online conduct.
- Search for or access content unrelated to the teacher-assigned activity.
- Use artificial intelligence tools unless specifically authorized and supervised by a teacher.

Prohibited Entertainment and Media Use

Student devices may not be used for music, videos, movies, television programs, streaming media, social media, or games at any time.

- This restriction applies during instruction, arrival, dismissal, breakfast, lunch, recess, transitions, intervention, tutorials, indoor recess, clubs, after-school activities, reward time, free time, and after assignments are completed.
- Students may not independently open YouTube or another video platform, use streaming services, play online or downloaded games, or use earbuds or headphones unless a teacher directs their use for a specific non-media accessibility or instructional need.
- Teachers may present district-approved instructional media through a teacher-controlled classroom presentation system. This does not authorize students to search for, select, open, stream, or play media on student devices.
- Technology may not be used as entertainment, a reward, a free-choice activity, or an activity for students who finish work early.

Prohibited Device Alterations

Students may not deface, alter, decorate, or damage Durham Elementary or HISD-issued equipment.

Prohibited actions include, but are not limited to:

- Writing, drawing, painting, or marking on a device or case.
- Adding unauthorized stickers or labels.
- Scratching, cutting, tearing, or damaging a device or protective case.
- Removing district labels, barcodes, asset tags, or identification numbers.
- Altering the operating system, hardware, security settings, or installed software.
- Changing backgrounds, wallpapers, profile images, or screensavers.
- Attempting unauthorized repairs.
- Removing a device or accessory from campus.

Students may be charged the cost of repair or replacement when equipment is intentionally or negligently damaged, lost, or removed without authorization.

Caring For District Devices

District devices are the property of HISD. Students must follow all district and campus procedures when using or transporting equipment within the school.

Students must:

- Use only the device assigned to them or provided by their teacher.
- Keep the device in its district-provided protective case, when applicable.
- Keep food and drinks away from the device.
- Keep the device clean and dry.
- Keep the device secure and under appropriate supervision.
- Return the device to its charging location as directed.
- Report damage or malfunction immediately.
- Return malfunctioning or damaged equipment to the designated staff member.
- Keep cords and cables organized and insert them carefully.
- Use only district-approved chargers and accessories.
- Return the device to its designated classroom, cart, cabinet, or storage area before leaving campus.

Students may not attempt to repair a device themselves.

Only a clean, dry, soft cloth or approved antistatic cloth should be used to clean a device screen. Cleaning products, sprays, liquids, or harsh chemicals should not be applied directly to the device.

Devices may not be left:

- Unattended in an unsecured area.
- In hallways, restrooms, cafeterias, playgrounds, or other unsupervised locations.
- Near food, drinks, water, or cleaning supplies.
- On the floor or where they could be stepped on or damaged.
- Outside or in extreme temperatures.
- Inside a student’s backpack at the end of the school day.
- Anywhere outside the school building without staff authorization.

Protective cases and accessories must remain with the assigned device.

Carrying Devices On Campus

When moving a device within the school:

- The device must be completely closed.
- The device must be carried by its base and not by the screen.
- The device must remain inside its protective case or sleeve, when one is provided.
- Students must walk and use both hands when carrying a device.
- Students may only carry a device to a location authorized by a teacher or staff member.
- Devices must be returned to their designated storage location before dismissal.
- Devices may not be placed inside student backpacks for transportation home.

Students may not run, play, or engage in unsafe behavior while carrying a device.

Screen Care

Device screens are fragile and may be damaged when excessive pressure is applied.

Students must:

- Avoid leaning or placing weight on a closed device.
- Avoid stacking books or other heavy objects on top of the device.
- Keep pens, pencils, earbuds, and other objects away from the keyboard before closing the lid.
- Avoid placing the device in an overfilled storage area.
- Keep the device from striking walls, desks, floors, doors, or other hard surfaces.
- Carry the device by its base and never by the screen.
- Clean the screen only with a clean, dry, soft cloth or approved antistatic cloth.

Cameras, Microphones, And Recording

District devices may include cameras, webcams, microphones, and other recording features. These tools may only be used when a teacher has assigned and is supervising a specific educational activity.

Approved uses may include:

- Recording a teacher-assigned presentation or speech.
- Taking photographs for a teacher-approved class project.
- Participating in an authorized instructional video conference.
- Creating a teacher-directed digital assignment.
- Documenting classroom work with permission.

Students may not photograph, record, livestream, or distribute images, video, or audio of another student, employee, classroom, or school activity without permission.

Students may not use cameras or recording tools in restrooms, changing areas, clinics, counseling offices, or any other location where there is a reasonable expectation of privacy.

Digital Citizenship And Internet Safety

Students must:

- Access only teacher-assigned websites, applications, and resources.
- Never accept unexpected files, links, downloads, attachments, or messages.
- Never provide a full name, home address, telephone number, personal email address, password, schedule, or other private information to an unknown person.
- Never share another person’s private information.
- Avoid posting photographs, videos, or location information publicly.
- Only communicate online as part of a teacher-directed educational activity.
- Tell a trusted adult when an online interaction feels unsafe, threatening, inappropriate, or uncomfortable.
- Report suspected scams, impersonation, inappropriate content, or account misuse.
- Report cyberbullying to a parent, teacher, counselor, or administrator.
- Treat others respectfully in emails, chats, documents, discussion boards, video conferences, and other digital spaces.
- Remember that online actions may be permanent, copied, shared, or viewed by others.

Cyberbullying includes using digital technology to harass, threaten, embarrass, intimidate, target, or repeatedly mistreat another person. Cyberbullying may result in disciplinary action in accordance with law and district policy.

Internet Filtering And Monitoring

HISD and Durham Elementary support student online safety by:

- Filtering or blocking access to internet content that is obscene, harmful to minors, or otherwise prohibited.
- Monitoring student use of district networks, accounts, and devices as permitted by law and district policy.
- Providing instruction in digital citizenship and internet safety.
- Educating students about appropriate online behavior and cyberbullying prevention.
- Restricting access to unauthorized websites, applications, downloads, and digital services.

Internet filters cannot block every inappropriate or unsafe item. Students must immediately close inappropriate content and report it to a teacher or staff member.

Access to a website or application through the district network does not mean that students have permission to use it. Students may only use resources specifically assigned by their teacher.

Consequences For Misuse

Failure to follow HISD or Durham Elementary technology expectations may result in one or more of the following:

- A warning or reteaching of technology expectations.
- Parent or guardian notification.
- Restricted access to a device, application, network, or digital resource.
- Loss of technology privileges.
- Confiscation of equipment.
- Disciplinary consequences under the HISD Student Code of Conduct.
- Financial responsibility for negligent, intentional, or repeated damage.
- Referral to law enforcement when conduct may violate the law.

Removing a Durham Elementary device or accessory from campus without authorization may result in disciplinary action and financial responsibility for loss or damage.

The campus will determine consequences based on the nature, severity, frequency, and circumstances of the violation.

Official Policy Links

HISD Cell Phone Policy: https://www.houstonisd.org/cell-phone-policy

HISD Student Code of Conduct: https://www.houstonisd.org/families-students/student-requirements-expectations/code-of-conduct

Texas Education Code §37.082:
https://statutes.capitol.texas.gov/Docs/ED/htm/ED.37.htm#37.082

Textbooks, Grading, and Homework

Textbooks and Library Books

Students are responsible for textbooks and library books assigned or checked out to them. Families may be charged for lost or damaged books. If a paid item is later returned in good condition, the school will process any applicable refund in accordance with district procedures.

Library books may be taken home when the required permission is on file. Students must keep books clean, dry, and protected from damage.

Grading

Grades communicate student progress toward grade-level standards. Teachers use multiple measures over time, including assignments, assessments, projects, written responses, teacher observation, and participation.

Grade	Range	General Description
A	90–100	Consistent mastery of the concepts and standards taught.
B	80–89	Mastery of most concepts and standards; some additional practice may be needed.
C	75–79	Partial mastery; targeted reteaching and practice are needed.
D	70–74	Limited mastery; significant reteaching and intervention are needed.
F	Below 70	Required concepts and standards have not yet been mastered; intensive support is needed.

Progress Reports and Report Cards

HISD uses six-week grading cycles. Families receive a progress report near the midpoint of each cycle when a student is not progressing satisfactorily and a report card after each cycle. Reports showing failing performance must be signed and returned when requested.

2026–2027 HISD academic calendar and grading cycles:
https://www.houstonisd.org/fs/resource-manager/view/86c8b85e-6fff-4100-ab1b-14fcfedb2783

HISD Connect Parent Portal

HISD Connect, powered by PowerSchool, gives parents and guardians secure access to grades, assignments, attendance, schedules, progress reports, report cards, enrollment information, required forms, and alerts.

- Student's full name
- Student's Access ID
- Student's Access Password
- Parent or guardian relationship to the student

The school provides each student's Access ID and Access Password. One parent account may be linked to multiple students, but each student has unique access credentials.

Create an Account

11. Visit the HISD Connect Parent Portal.
12. Select Create Account and follow the prompts.
13. Enter the parent or guardian's name, email address, username, and password.
14. Add each student using the student's name, Access ID, Access Password, and relationship.
15. Submit the form, then sign in with the new username and password.

HISD Connect Parent Portal: https://hisdconnect.houstonisd.org/public/

For Access ID or Access Password assistance, contact the Durham front office. For technical support, contact the HISD Service Desk at 713-892-7378 or ServiceDesk@houstonisd.org.

Homework

Homework may be used to practice skills, strengthen responsibility and organization, extend classroom learning, and support reading outside the school day.

Homework Guidelines

- Homework may be assigned Monday through Friday.
- Students may make up work following absences within the deadline established by the teacher or campus.
- Teachers are not required to provide assignments in advance of an absence.
- Required homework will not normally be assigned over weekends, breaks, holidays, or the night before a standardized assessment.
- Teachers will communicate assignments and due dates through the classroom's established communication system.
- Homework will not be a disproportionate factor in a student's academic grade.

Teacher Responsibilities

- Communicate classroom homework procedures to students and families.
- Give clear directions and due dates.
- Assign work connected to instructional objectives and appropriate for independent completion.
- Provide opportunities for clarification and useful feedback.

Student Responsibilities

- Understand the assignment and ask questions when needed.
- Complete work carefully and submit it on time.
- Review homework and progress with a parent or guardian.

Family Responsibilities

- Provide a quiet, well-lit place and a consistent homework routine.
- Make sure the student has needed supplies.
- Offer support and suggestions without completing the work for the student.
- Contact the teacher when an assignment is unclear or consistently too difficult.
- Monitor progress through student planners, classroom communications, and HISD Connect.

Honor Roll

Durham recognizes two Honor Roll categories at the end of each six-week grading cycle. Students must receive grades in all academic subjects and meet one of the following standards:

- All A grades with an E or S in conduct.
- All A and B grades, with no more than two B grades, and an E or S in conduct.

Students who qualify during all six grading cycles may receive end-of-year recognition.

Family Communication and Conferences

Parent–Teacher Conferences

Families and teachers are encouraged to collaborate about academic progress, behavior, and student needs. Conferences may be scheduled before school, after school, or during a teacher's designated planning or conference time. Meetings may be held in person or virtually by appointment.

Communicating with Teachers

Instruction and supervision should not be interrupted. Please use email or ParentSquare to contact the teacher and allow 24–48 hours for a response on school days. Urgent matters should be directed to the main office.

Communicating with Administrators

We value your opinion and want to resolve questions and concerns promptly. Begin by contacting the teacher closest to the concern. If the matter remains unresolved after that conversation, call the main office at 713-613-2527 to request an administrator conference.

Changing a Dismissal Plan

Submit dismissal changes to the classroom teacher in writing before the school day whenever possible. For a genuine last-minute emergency, contact the main office. Messages received late in the day may not be delivered before dismissal.

ParentSquare



ParentSquare is Durham's schoolwide communication platform. Families receive campus, classroom, and district messages by email, text, app, or web and may select a preferred language and notification method. Important calendar reminders, emergency notices, classroom updates, and school news will be shared through ParentSquare.

> **Stay connected** Keep contact information current in HISD Connect and activate ParentSquare notifications so you do not miss urgent or time-sensitive messages.

Student Health and Appointments

Illness or Injury at School

If a student becomes ill or is injured, school personnel will contact a parent, guardian, or emergency contact. Families must keep all telephone numbers and authorized contacts current.

Students with a fever, vomiting, diarrhea, an unexplained rash, red eyes, or another potentially contagious condition should remain home. A student should be fever-free for at least 24 hours without fever-reducing medication before returning. Contact the school nurse for guidance about communicable conditions or return-to-school documentation.

Prekindergarten and kindergarten families should keep a complete change of clothing in the student's backpack.

Head Lice

Notify the school when head lice are identified. The school nurse will provide return-to-class guidance and may need to examine the student before the student returns to class.

Medication

The school nurse may administer prescription or over-the-counter medication only when the required parent and physician documentation is complete and on file. Students may not carry or self-administer medication unless specifically authorized through the appropriate health plan or accommodation. Contact the nurse for current forms and procedures, including forms for inhalers, epinephrine, and other emergency medication.

HISD Health and Medical Services: https://www.houstonisd.org/families-students/family-support-services/health-medical-services

Appointments and Early Checkout

Whenever possible, schedule medical and dental appointments outside school hours. An authorized adult listed in the student information system must come to the main office, present a valid photo ID, and complete the checkout process. Students will not be released to anyone younger than 18.

When a student returns from a medical or dental appointment, provide documentation from the healthcare professional. To protect instruction and dismissal procedures, students may not be checked out after 2:00 p.m.

Arrival, Dismissal, and Transportation

Morning Arrival • 7:05–7:25 a.m.

Durham has three morning arrival locations:

16. Circle Drive: all car riders
17. Brinkman Gate: prekindergarten and kindergarten walkers and bus riders
18. Candlelight Gate: walkers in grades 1–5 near the large playground

- Gates open at 7:05 a.m. and close at 7:25 a.m.
- After 7:25 a.m., a parent or guardian must walk the student to the main office for a tardy pass.
- All students arriving by car must use Circle Drive and follow posted traffic-flow directions.
- Students should be ready to exit promptly. Staff and Safety Patrol members cannot fasten or unfasten seat belts or car seats.
- Students report directly to the designated morning area.

Afternoon Dismissal • 3:00–3:10 p.m.

Durham has three afternoon dismissal locations:

19. Circle Drive: all car riders
20. Brinkman Gate: prekindergarten and kindergarten walkers with siblings, daycare/private buses, and HISD buses
21. Candlelight Gate: walkers in grades 1–5 near the large playground

- Dismissal begins at 3:00 p.m.; gates close at 3:10 p.m.
- Adults picking up walkers or car riders must display the correct dismissal tag.
- Bus riders are escorted to the Brinkman Gate.
- Students enrolled in the campus after-care program are released to after-care staff at dismissal.
- Students not picked up by 3:10 p.m. must be picked up from the main office with valid identification.

Arrival and Dismissal FAQs

Do I need a dismissal tag? Yes. Anyone picking up a walker or car rider must have the correct dismissal tag.

What if I do not have a tag? You will be directed to the main office, where you must present valid identification and be listed as an authorized pickup person.

What if a tag is lost? Visit the main office before dismissal to request a replacement.

What about carpools? The driver must have a dismissal tag for every student, and each family must notify the teacher and office about the arrangement before dismissal.

May students ride bicycles? Yes. Bicycle riders may enter at the Candlelight walker gate and secure bicycles in the designated area near Circle Drive.

May a minor pick up my child? No. Only an adult listed as an authorized pickup person in PowerSchool may pick up a student.

May I park and walk to campus? Families who park and walk must use sidewalks and guarded crosswalks, obey all signs, and avoid blocking driveways. Students arriving in a vehicle should use Circle Drive.

Traffic Flow Map



Neighborhood Parking Reminders

- Do not park within 20 feet of a crosswalk at an intersection.
- Do not park within 30 feet of a stop sign or traffic signal.
- Do not park within 15 feet of a fire hydrant.

- Do not block a driveway or sidewalk, and park in the direction of traffic.
- Follow all posted parking restrictions, including restrictions on Bethlehem Street.

City of Houston parking regulations: https://www.houstontx.gov/parking/violationcodes.html

Bus Riders



Bus riders are escorted by staff to the Brinkman Gate. Contact the main office promptly when a student's bus service changes.

Bus Conduct

The school bus is an extension of the school program. Students must follow the driver's directions and all transportation safety and behavior expectations. Misconduct may result in a bus behavior report, parent notification, assigned consequences, or suspension of bus-riding privileges in accordance with district procedures.

Miscellaneous Family Information

Forgotten Items

Items forgotten during morning arrival may be left with the main office for delivery when operations allow. Items left in classrooms after dismissal may not be retrieved until the next school day because of safety, staffing, and building-security procedures.

Lost and Found

The Lost and Found area is outside the library. Label belongings with the student’s first and last name and keep valuable items at home. Unclaimed items may be donated in December, March, and June.

Payment of Fees

Campus fees are paid through SchoolPay. The campus does not accept cash unless a specific exception is communicated in writing.

Recess and Physical Activity

Students participate in daily physical activity through recess and physical education. Outdoor activities may move indoors because of temperature, rain, moisture, air quality, or other safety conditions. Send weather-appropriate outerwear when needed.

Required Family Signature Forms

Complete and return each requested signature page; keep the handbook for reference during 2026–2027.

Durham School–Parent Compact

2026–2027 • RETURN THIS PAGE

Our shared goal is to help every Durham student learn, grow, and succeed.

The School Will

- Provide effective curriculum and instruction that strengthens academic skills in a safe, supportive learning environment.
- Communicate regularly with families about student progress and school expectations.
- Offer meaningful opportunities for family participation, conferences, and volunteering.

The Family Will

- Support regular attendance, punctuality, and readiness to learn.
- Review schoolwork, communications, and required forms promptly.
- Encourage responsible behavior and reading, communicate concerns, and participate in decisions about the child's education.

The Student Will

- Attend school regularly, arrive on time, and be prepared to learn.
- Follow the Durham Learner's Creed and school expectations.
- Complete assignments, share school notices, treat others respectfully, and take responsibility for learning, behavior, and school property.

Agreement We reviewed this compact and agree to work together during 2026–2027.

Student printed name	Grade / Homeroom
Student signature	Date
Parent/guardian signature	Date

Family Handbook Acknowledgment

2026–2027 • RETURN BY SEPTEMBER 4, 2026

The Durham Family Handbook explains campus procedures and expectations that support a safe, respectful, and productive school year. Please review it with your child before signing.

By signing below, we acknowledge that:

☐ We received and reviewed the 2026–2027 Durham Family Handbook.

☐ We discussed the handbook's expectations, including attendance, dress code, conduct, arrival and dismissal, and family communication.

☐ We understand that district and campus procedures may be revised when required by law, HISD policy, or safety needs.

☐ We know where to find the HISD Student Code of Conduct and understand that it applies together with this campus handbook.

☐ We will contact the school when we need clarification or support.

Student printed name	Grade / Homeroom
Parent/guardian printed name	Relationship to student
Student signature	Date
Parent/guardian signature	Date
Best phone number	Email address

> **Need help?** Contact the Durham Elementary front office at 713-613-2527 with questions about any handbook section.

Student Technology Acknowledgment

2026–2027 • RETURN THIS PAGE

This form summarizes the campus technology expectations. The full policy appears in the Student Technology and Personal Communication Devices section of this handbook.

- ☐ All computer, Chromebook, iPad, website, application, and network use must be teacher-directed and supervised.
- ☐ Durham devices and accessories must remain on campus and must be returned to the assigned classroom or storage area before dismissal.
- ☐ Student devices may not be used for music, videos, movies, streaming media, social media, or games at any time.
- ☐ Students may use only assigned accounts, websites, applications, and resources and may not bypass filters or change device settings.
- ☐ Students must protect passwords, privacy, equipment, and the safety of others and must immediately report damage or unsafe content.
- ☐ Personal phones, smartwatches, earbuds, tablets, and other communication devices must remain powered off and secured in the student's backpack throughout the instructional day.
- ☐ A parent or guardian must personally retrieve any confiscated personal communication device.

> **Acknowledgment** We reviewed these expectations and understand that misuse may result in restricted access, disciplinary consequences, confiscation, and financial responsibility for negligent or intentional damage.

Student printed name	Grade / Homeroom
Student signature	Date
Parent/guardian printed name	Relationship to student
Parent/guardian signature	Date