

Flour Bluff Primary



Student/Parent Handbook 2023-2024

2505 Waldron Road
Corpus Christi, Texas 78418
Phone: (361) 694-9600
Fax: (361) 694-9806
www.flourbluffschoools.net

FLOUR BLUFF PRIMARY SCHOOL

The mission of the Hornet community is to foster and empower students to become confident, productive members of society who pursue excellence with integrity.

**Our vision is to make Flour Bluff ISD
the premier district in Texas.**

CAMPUS ADMINISTRATION

Dr. Nikol Youngberg, Interim Principal
Jessica Gutierrez, Assistant Principal 1st Grade
Joanna Breazeale, Assistant Principal 2nd Grade

SUPPORT STAFF

Cindy Drake, Counselor
Jennifer Martinez, Librarian
Tiffany Wauson, Nurse
Marion Bramblett, Secretary
Krystal Jennings, Attendance Clerk
Beth Champion, Receptionist

STUDENT/PARENT INFORMATION GUIDE

Welcome to Flour Bluff Primary School. The goal of the Primary School is to provide an environment conducive to the absolute best academic, physical, and social growth of each student. Students will have the opportunity to develop academic and social skills that will enable them to function effectively in our ever-changing world. To attain our goal, there are certain academic and behavioral expectations that must be followed to ensure that each student has the best educational opportunity possible. This handbook outlines those expectations and provides answers to questions regarding the school. For further clarification, or more information, parents may contact the school via email, telephone or personal visit.

PRINCIPAL'S WELCOME

Dear Students and Parents,

Welcome to the new school year, 2023-2024! I am so proud to be part of two outstanding campuses as the Flour Bluff Primary and Elementary School principal. This will be my thirteenth year as the principal of Flour Bluff Elementary and third year at Flour Bluff Primary. Many of you are already familiar to me and I look forward to continuing to serve your children. For those of you that are new to me, I look forward to getting to know your family and your child! I know that together we will achieve our goal of success for our students. Remember always that the faculty and staff of Flour Bluff Primary are here to support you. Nothing is more important than meeting the needs of our students' day to day. Parents are crucial to this work. We cannot do it without you. Together, our students will meet the highest expectations.

Please take some time to review the important information within this handbook. It will clarify many questions you may have, and it has pertinent information for student achievement. The Primary staff and I are committed to the students at Flour Bluff Primary School. Therefore, please do not hesitate to call if you need additional assistance. I look forward to our time together. This will be an outstanding year at Flour Bluff Primary, a Community of Champions!

Dr. Nikol Youngberg
Primary & Elementary Principal

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Index is cross-referenced with Flour Bluff School Board Policy. Flour Bluff
I.S.D. Policy supersedes all information in the handbook.

Assessments

Flour Bluff Primary School conducts regularly scheduled assessments embedded into the instructional timeline. Aligned with the curriculum, assessments have been designed to measure the student's academic progress and to give the teachers feedback to guide instruction and improve student achievement. The reading assessments determine a student's instructional reading level. We utilize the mCLASS Texas Edition Assessments, Fountas & Pinnell assessments, and teacher running records for reading progress. Students must read at an instructional level of H in 1st grade and L in 2nd grade by the end of the school year. In math, we administer a TEKS-based assessment every 9 weeks (and a cumulative math assessment at the end of the year. Students are required to obtain 70% mastery on the end-of-year assessment.

Attendance

Regular school attendance is essential for a student to make the most of his or her education, benefit from teacher-led activities and build each day's learning on that of the previous day. As your child progresses through school, the work will become more challenging and difficult to make-up. It is the desire of the Flour Bluff Primary School to work with you and your child to avoid unnecessary absences.

Students must be in attendance at least 90% of the required number of days that school is in session. Once a student is enrolled in school, the student **MUST** attend school and meet the 90% requirement to receive credit/promotion. An attendance committee shall review all cases where a student falls below the required 90% attendance requirement. The school attendance committee will review your child's attendance record and reasons for absences and shall formulate a plan of action providing a reasonable opportunity for your student to regain compliance with this requirement. The committee may impose any of the following conditions to regain compliance with the 90% attendance requirement: completing additional assignments (possible pull-out from other activities to complete), maintaining attendance standards for the rest of the year, providing documentation when a student is absent, completion of all make-up work missed due to absences, mastery of the required Texas learning standards for that grade level, tutoring, and summer school. **In addition, please know attendance law requires the District Truant Officer to file, in a court of law, on parents and students for non-attendance.**

When a student is absent from school, a parent/guardian must contact the Flour Bluff Primary School office by phone (694-9687) and send a note within three days of the absence explaining the reason. If the child went to the doctor, please provide a doctor's note. If a student attends school any portion of the day and brings a doctor's note from the appointment the same day, the student will not be counted absent for the day. If a student is absent for more than 3 consecutive days because of a personal illness, a statement from a doctor or health care clinic verifying the illness or condition that caused the student's extended absence from school must be provided and that they are cleared to return to school.

Punctuality is especially important at Flour Bluff Primary School. Students who consistently arrive tardy are unable to receive the maximum educational benefits available to them. Students are tardy after 7:50 a.m. Students arriving after 7:50 a.m.

must be signed in at the reception desk by the parent or an adult. A tardy slip will be given to the student to be admitted to class. The teacher is responsible for keeping track of the student's tardies. Students arriving after or leaving before 10:00 a.m. will be counted as absent. Students arriving late or having to leave early due to a doctor's appointment need to provide a doctor's note documenting the appointment. Leaving school early for non-emergencies such as transportation or parent work schedule are not advised.

Awards

An awards celebration will be held in May to recognize those students who satisfy the following criteria.

- Achievement Awards- Certificate for areas of improvement or achievements.
- Participation Awards- Certificate for voluntary participation in school organizations and/or projects: Science Fair, Reading Fair, Student Council, U.I.L. and Good Choice Club
- Perfect Attendance Award - Students who were not absent during the school year will receive a Perfect Attendance Medal.
- Citizenship Award - Students who receive "3" in conduct throughout the school year will receive a certificate.

Bully Prevention and Intervention

Reports of bullying are dealt with seriously and immediately. Students are consistently reminded to follow campus expectations – Be Safe, Be Respectful, and Be Responsible. Students are given a warning the first time a bullying incident occurs and are counseled by the campus counselor. All parents are notified of the incident. If there are repeated bullying incidents then there are consequences including but not limited to: parent notification, loss of privileges, removal from Good Choice Club, in-school-suspension, and suspension. Counseling and support are offered to both the bully and the student who was bullied. Parents may report a bully incident by reporting it to the campus or on the district website under Report A Bully or <https://flourbluffschoools.net/report-a-bully/> .

Cafeteria

Students are not allowed to leave campus for lunch during the instructional day. This is a safe school practice that keeps the continuity of the school day and aids in socialization skills during non-instructional time. Students have a 30-minute lunch period. All students will receive one free lunch, or they may bring their own lunch. Students who bring lunch may purchase milk or bottled water. Additional lunches and/or a la carte items will be available to purchase.

Breakfast is served in the classroom at no cost starting at 7:00 a.m. daily.

Lunch is served between 10:30 a.m. to 11:55 a.m. daily.

Clinic

Medicine at School

All medication must be immediately delivered to the school nurse upon arrival at school. (Please see the ***Student Code of Conduct***.) At no time shall a student have in his/her possession any form of medication (non-prescription, prescription, herbal substances, or

dietary supplements). All medication should be brought to school by a parent/guardian and kept in the nurse's office. A medical release form/letter from the parent/guardian giving a written request to administer the proper medication must be signed by the parent/guardian giving authorized school personnel directions for its administration. The request must include the student's name, date, name of drug, time and dosage required, and must be signed by the parent/guardian.

District employees will not give a student prescription medication, non-prescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policies at FFAC, may administer medication.
- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request. The prescription must be current and not expired.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container. The prescription must be current and not expired.
- Non-prescription medication, in the original, properly labeled container, provided by the parent along with a written request. The medication must be current and not expired.
- Herbal or dietary supplements provided by the parent, only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities. The supplement must be current and not expired.
- The district will maintain and administer to a student non-prescription medication for emergency situations, but only in accordance with the guidelines developed with an approved, licensed medical advisor, and when the parent has previously provided written consent to emergency treatment on the district's form.

The district and campuses do not maintain a supply of non-prescription medication. Parents are expected to supply the appropriate medication for their child.

If a student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse, administrator and 504 coordinators. A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The authorization must be on file with the school nurse and administration. The student must also demonstrate to his or her physician or health-care provider and to the school nurse

the ability to use the prescribed medication, including any device required to administer the medication.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. A student with diabetes who needs treatment or care at school must have a Diabetes Management and Treatment Plan (DMTP) developed by the physician and parent. A copy is to be provided to the school; from this, an administrator, nurse, 504 coordinator, parent or guardian, physician, and teachers are to develop an individualized health plan for the student. The parent or guardian must sign an authorization for care to be given. See the school nurse or principal for more information and see policy **FFAF (LEGAL)**.

The administration of any medication containing a narcotic is discouraged during school hours. If a student requires medication of this type for pain, it is recommended that he/she remain at home until a milder form of medication is indicated. It is highly recommended that parents do not administer narcotics before school due to safety issues at school.

Each student must have on file in the clinic the emergency physician and hospitalization information with current working phone numbers. The emergency information must be signed. Having the correct information on file will assist personnel in contacting a parent or physician if their child has an accident or becomes ill. If a parent's phone number changes during the school year, please immediately give the new number to the nurse and the office.

Counseling/Guidance

Safety, character education, and positive behavior lessons are taught to all students throughout the year by the counselor and classroom teacher. Students participate in various lessons, activities, and assemblies designed to further each child's understanding of living and modeling good character. Topics covered in guidance lessons are based on district-wide character education traits.

Students have access to individual or small group counseling to reinforce character education through parent or teacher referral. If you have any questions, concerns, or interest, please call the school counselor.

Flour Bluff Independent School District 2023-2024 Dress Code

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Dressing and grooming standards are considered an essential part of the educational process. All students are expected to dress and groom themselves neatly in clothing suitable for school activities.

The school has the right to ask a student to change his/her dress or personal grooming habits if it is deemed indecent, inappropriate, or disruptive to the educational environment. Repeat violations of the dress and grooming code shall be considered defiance of authority and may result in disciplinary action as described in the Student Code of Conduct. Administrators will make the final determination as to what constitutes appropriate attire. Parents who have difficulty

providing clothing or shoes for their children should contact the campus counselor for assistance.

Standardized Dress Code Guidelines apply for Intermediate and Junior High School students in addition to the FBISD Dress Code. SDGC has additional requirements to the FBISD Dress Code, which are communicated in the SDGC Student/Parent Handbook. Extracurricular activities may require special dress requirements. The sponsor or coach shall make these decisions.

Exceptions and additional requirements to the dress code may be made in supervised physical activities, some extracurricular activities, or school-sponsored events as determined by the principal. Medical exceptions shall be made upon certification from the family physician of the student.

The Student Code of Conduct contains the District Dress Code. The dress code is also found on the district website at www.flourbluffschools.net.

The following expectations are required of all students in the district:

- All clothing must fit and be worn properly.
- All clothing must be appropriate for school.
- Revealing or tight-fitting materials/apparel are not appropriate.
- Garments may not have oversized pockets.
- Clothing is to be free of holes or frays.
- School-provided, athletics-issued garments are to be worn only during the designated athletic activities.
- All articles/layers of clothing together must meet the dress code requirements. No coats will be allowed to cover inappropriate dress.
- Hornet spirit apparel must be school, or school organization related.
- Pajamas are not allowed.
- Beachwear is not allowed (casual playwear and sandals with backstraps are permissible for grades PK-2).
- Clothing must be in contrasting colors (Example: No black on black, red on red, blue on blue, camouflage on camouflage, etc.)
- The midriff may not be visible, even when hands are raised above the head.
- Undergarments must not be visible.

Pants/Shorts/Slacks/Skirts/Jeans/Denim/Dresses

- Jeans/denim, slacks, pants, shorts, and skorts/skirts/dresses must be appropriately sized for the individual and may not be oversized or undersized in whole or part.
- Items must be properly sized, fitted, and worn so as not to expose the midriff, other body parts or undergarments.
- Tights or leggings may be worn under another garment that meets the dress code.
- Must be standard jeans/denim/pants/slacks/shorts/skirts/dresses. Clothing must be no shorter than a dollar bill's width (2 ¾ inches) above the kneecap.
 - (Dollar bill's width does not apply at grades PK-4, Principal discretion).

At grades PK-6, girls are strongly encouraged to wear shorts/tights/leggings under dresses, due to involvement in physical activities.

Shirts/Tops/Sweaters/Jackets/Coats

- No low-cut fronts, cutouts or cleavage showing.
- The following items of clothing are not appropriate for school wear, if worn alone:
 - Muscle shirts
 - Tank tops (may be worn with other layers if the other layers meet dress code)
 - Backless, see-through, short, bare-midriff, cut-out tops and/or strapless attire

- Tops with thin shoulder straps (may be worn with other layers, if the other layers meet dress code)
- Shoulder straps of shirts/tops/dresses must be at least the width of a dollar bill at grades 3-12.
- No trench coats/oversized jackets/coats are permitted.

Hair

- Students will be clean-shaven.
- Hair must be clean, trimmed and kept out of the eyes.
- Sideburns may not be longer than the bottom of the ear.
- Hairstyles that create a distraction or are considered disruptive are not permitted, i.e., Mohawks, spiked hair, unusual colors/streaks.

Symbols

- Any article of clothing that displays illegal activities, alcohol, or drug slogans or other suggestive or inappropriate designs, including, but not limited to, those that promote (suggest) sex, violence, or anti-social behavior or do not promote positive behavioral expectations will not be allowed.

Accessories

- Beads, earrings, armbands, wristbands, or other items, which symbolize anti-social group membership will not be worn. This includes spiked rings, other spiked jewelry, wallet chains, or gang related jewelry.
- Head coverings - (for example, hats, caps, hoods, etc.) will not be worn or displayed at any time on campus during the school day unless the student is participating in a school-sponsored outdoor activity. **When permitted, hats must be appropriately sized and will not be worn sideways or backwards.**
- Oversized necklaces will not be permitted (i.e., dog chains, large chains).
- Bandannas are not allowed.
- Jewelry on teeth or in the mouth is **not** permitted.

Shoes

- Shoes or sandals must be worn at all times.
- All shoes must fit appropriately (securely and appropriately fastened).
- Closed-toe and closed-heel shoes are strongly encouraged at grades PK-6, due to safety and outdoor activities.
- At grades PK-8, strapless, open-heeled sandals/shoes are **not** allowed.
- Platform, high heel or stacked sole shoes more than one-inch high are not permitted at grades PK-4.
- It is beneficial for the students to wear tennis shoes or sports shoes to activities such as P.E./Athletics or recess.
- Steel toe shoes/boots are not allowed.
- Shoes with wheels connected are not permitted.
- Bedroom slippers are not allowed.

Body Markings/Tattoos/Earrings/Piercings/Make-Up

- Students will not be allowed to display tattoos while in school dress (must be covered at all times).
- Earrings and studs may be worn **only** in the ear.
- No other body piercing is permitted.

- Make-up must not be distracting in color, design, and style.
- Writing/markings on any visible part of the body is not acceptable.

Identification Badges

The student must wear his/her school identification badge in front and above or at the waist (junior high and high school).

The campus principal has the final authority to determine whether a student's dress is within the requirements of the district and campus dress codes. The principal's judgment will determine whether any items of dress, mentioned or not mentioned in the district or a campus dress code, will be considered inappropriate school attire.

In addition to the District Dress Code, the following campuses have requirements.

ALL STUDENTS MUST ABIDE BY THE CAMPUS AND DISTRICT DRESS CODE GUIDELINES.

Standardized Dress Requirements at Intermediate and Junior High

In an effort to teach expectations for dress at ages where students generally begin selecting their own clothing and where students tend to mature physically, a standardized dress code has been implemented for grades 5-8.

All clothing must be in solid colors.

Pants/Shorts/Slacks/Jean/Denim/Skirts/Dresses/Skorts

- Students can only wear plain, solid-colored jeans/denim, slacks, pants, leggings, walking shorts, or skirts/skorts/dresses. Jeans/denim/pants/slacks/shorts/skirts/skorts/dresses must be standard style.
- Shorts may have a solid color stripe on the side seam.
- Overalls are not permitted.
- Sweatpants are not permitted.
- No distracting embellishments or stitching.

Shirts

Shirts may be short or long-sleeved.

Acceptable shirts are:

- Any solid-colored shirt
- Spirit shirt – Flour Bluff I.S.D. themed t-shirt
- Zippers or sleeveless shirts are **NOT** permitted.
- May **NOT** have pictures, graphics, insignias, logos, stripes, or designer logos/emblems larger than one inch visible on shirt, collar or sleeve.
- **Collarless sweatshirts are permitted**
-

Early Checkout

Occasionally, parents/guardians find it necessary to check students out early during the instructional day. The office staff must check the child's enrollment card to verify which adults have permission to pick up a student. **PARENTS MUST ALWAYS SHOW A CURRENT AND VALID PICTURE I.D. WHEN PICKING UP A CHILD DURING THE SCHOOL DAY.** If there is a court order denying visitation privileges, this documentation

must be a part of the child's permanent record. A student will not be released to anyone not listed on his/her enrollment card. The designated attendance accounting time is 10:00 a.m. This is designated by Texas. Parents are encouraged to arrange doctor, dentist, therapist, etc., appointments after this time.

Grading

Report cards are issued to students at the end of every nine weeks period during the school year. For students in grade 1, promotion to grade 2 shall be based on grade level proficiency of 70% of the TEKS (Texas Essential Knowledge and Skills) for mathematics, ability to read on Level H by the end of the school year, and satisfactory completion of TEKS for language arts, social studies, and science. For students in grade 2, promotion to grade 3 shall be based on grade level proficiency of 70% of the TEKS for mathematics and an ability to read on Level L by the end of the school year, and satisfactory completion of TEKS for language arts, social studies, and science.

Report cards will be marked for all areas according to the following criteria:

1= Below Expectations

2= Meets Expectations

3= Exceeds Expectations

N/A = Not Assessed

Parents are urged to carefully examine their child's report card and return the report card envelope promptly to school with their signature. Parents are invited to conference with their child's teacher regarding any questions they might have about the report card, academic progress, and promotion expectations.

Progress Reports

On Wednesday of the fifth week of each nine-week grading period, a progress report is sent home indicating any areas where the student needs improvement. Parents are urged to discuss these reports with their children. Please contact the teacher when you need an explanation. The progress reports must be returned to the teacher with a parent's signature.

Homework

Homework provides an opportunity for children to extend their learning. It reinforces skills taught in the classroom, provides time to makeup work due to absences, improves a child's performance during class, develops effective study habits, and provides an important link between home and school.

1. Homework and/or books to read (by child and parent) will go home at the teacher's discretion. The length of assignments is determined by the individual student's needs and abilities. A practical time limit for children to complete homework should not exceed thirty minutes per night.

Parent-teacher contact is essential to the learning process and should be utilized when questions arise concerning homework. Children are expected to complete

and return homework on time. Homework will be corrected, and students will receive credit for completion.

2. **Make-up Work:** When students return to school after an absence, they will have the same number of school days to turn in work as when they were absent. For example, 3 days absent= 3 days to make up missed work after returning to school.

Home/School Transition

On the first day of the school year, parents may accompany their child/children into the Primary School building and to the classroom to leave their backpacks. After this time, please allow your child to enter at the front doors independently. Staff on duty will assist the children to arrive safely at their designated location.

Library

The library supports and enhances the school curriculum. Primary students come to the library with their class on a weekly schedule. First and second-grade students will check out library books. Students may also check out books during open checkout times. Check-out privileges will be suspended for late or lost books. The library also hosts two book fairs and an author visit each year. Library hours are 7:30 a.m.-3:30 p.m.

Lost, Found or Confiscated Items

Lost clothing items, lunch boxes, book bags, and backpacks are placed in the back hall near the exterior doors to be reclaimed. Smaller personal items are turned into the reception desk. Students are free to look through the lost and found. Confiscated items are turned into the office and parents can reclaim these items. If lost or confiscated items are not claimed within two weeks after school ends, then items will be disposed of or given to charity.

Messages

Parents who need to leave a message for their child during the school day must write a note with the parent's name, the child's name, and the date. Transportation changes must be written and signed by the parent/guardian. Verbal changes over the phone require a student ID number before delivery to the student. Parents will be issued a Student ID number card at the beginning of the school year. Please refer to this ID Number when leaving a message or asking/making a change to your child's after-school routine. Only share the student ID number with individuals who will be picking up your child. If you lose or misplace your child's card, please come by the school office with a valid picture ID to have the card replaced. After-school change forms are delivered to teachers at 2:00 p.m. Please call prior to 2:00 p.m. to be sure your child receives the message before dismissal. School staff will deliver messages only at the end of the day. Do not rely on voice mail or email for changes in dismissal. Voice mail is available for leaving non-emergency messages.

Parent-Teacher Conferences

With parent help, teachers do the best job of educating each child. Parents have valuable information about their child that can be very useful to the teacher. The teacher can offer suggestions to parents on how they can help with the education process at home. For these reasons, parent-teacher conferences are encouraged. These conferences are scheduled during the teachers' conference periods or at other times convenient for the parent and teachers' instructional time. Please call ahead of time to make an appointment.

Physical Education

Students will have PE for at least 30-minute period five days a week or 135 minutes. Students' physical fitness ability is tested twice during the year. Students are encouraged to wear tennis shoes each day. **Grading:** Student progress is measured every nine weeks in PE. **Excuses:** A student is not excused from PE for the day unless a note from the parent explains why they cannot participate or by teacher recommendation. A doctor's note will be required for those students in attendance at school who must miss more than (3) consecutive days.

Primary School Rules and Behavior Expectations

Students will be expected to be well-mannered and abide by the expectations established by the school district and school staff. (See the Appendix for Primary School Rules and Behavior Expectations).

Recess

All Primary students will take a scheduled 25-minute recess break daily.

S.A.I.L. (Gifted & Talented Program)

The Flour Bluff Independent School District's gifted and talented program, Students Accelerating in Innovative Learning (S.A.I.L.), is designed to serve identified students who need challenges in their educational instruction beyond the regular classroom objectives. The S.A.I.L. instructional program is differentiated to promote extension and enrichment for identified students.

Screening Procedures

1. Referrals are accepted at all times for the S.A.I.L. (Gifted and Talented) Program. Students are referred by anyone, including parents, staff, community members, or through self-nomination.
2. Students are assessed per the district timelines and procedures posted at each campus.
3. Each campus S.A.I.L. committee meets to review assessment data, screen applicants, and to recommend placement of students for whom the S.A.I.L. program is an appropriate placement. Qualification is based on general intellectual ability, specific subject matter aptitude, and creative- productive thinking skills.

Parents receive notification regarding qualification. Students who qualify must submit a parent permission form in order to be placed and served.

Furloughs

A student or parent may request a temporary leave from the program of not less than one semester or more than one year, for extenuating circumstances. The student's eligibility to re-enter the S.A.I.L. Program shall be reviewed by the Primary campus committee at the end of the furlough period.

Exit Policy

The Primary campus committee may exit a student from the S.A.I.L. Program upon the recommendation of the teacher and/or parent when the program fails to meet the student's educational needs. Reasons for consideration of exit will include:

- Evidence of working at a level of frustration, observable through performance and/or behavior.
- Demonstration of clear inability or unwillingness to maintain the standards of program performance by maintaining a below satisfactory grade average for two nine weeks or more.
- Failure to participate in the program in the appropriate grade level and course offerings for the areas in which the student is qualified.
- Parent request for removal is automatic. An exit form requesting removal is signed and dated by the parent.

Procedures for exit will include a parent conference, a counselor/student conference, and a dismissal review by the S.A.I.L. committee, to include input from the parent, teacher, and Primary campus administrator.

Appeals

Parents or students may appeal any final decision of the campus committee regarding selection for or removal from the S.A.I.L. Program. Written notice of desire to appeal should be given to the campus administrator. An appeal shall be made first to the campus committee within 10 days of notification. The campus committee then meets and reviews the appeal and makes a decision. Any subsequent appeals shall be made in accordance with FNG (LOCAL) in Board Policy.

Timeline and Procedures

Referrals for testing are accepted any time. Current students who are referred will be assessed in April/May for the following school year. Applications must be submitted by the specific deadlines communicated each year for testing. Assessment will occur for new August entry students within the first ten days of the semester. Students who qualify will be placed within the first three weeks of the fall semester. Students who have been enrolled in a gifted and talented program in another district immediately prior to enrollment at F.B.I.S.D. will be assessed for entry into the program upon enrollment. Kindergarten students will be assessed for eligibility by March 1st of each year.

School Hours

The instructional school day is from 7:35 a.m. – 3:08 p.m. Students are expected to arrive on time and to be picked up on time from school.

Notice: Students should not arrive on the school grounds before 7:00 a.m. Primary students are not allowed to ride bikes to and from school for safety reasons.

7:00 a.m.–7:35 a.m. Students sit in the halls by classroom (whisper/read time).

7:35 a.m.- 7:50 a.m. Breakfast is served in the classroom.

7:50 a.m. Instructional Day begins/Tardy bell rings.

3:08 p.m. Dismissal

School-Parent Compact

The School-Parent Compact outlines how parents, the school and students will share responsibility for improved student achievement, and the school and parents will build and develop a partnership to help children achieve Texas Academic Standards. (See Appendix)

School Sponsored Trips

Off-campus field trips may be scheduled during the school year. Permission slips will be filled out at registration. Parents will be notified of field trips at least one week prior to the trip. A student will not be allowed to attend a field trip without a current permission slip on file.

School-Wide Programs

Flour Bluff Primary is a Title I school. Teachers utilize team planning and collaboration as a vital component in planning for instruction. Interventions and enrichment are provided to meet the academic needs of all students. Students also receive Music, Physical Education, Science Lab and Library instruction from additional staff members. High expectations are maintained for all students in academic and behavior standards.

Security and Safety

Security is an important subject with a student population of nearly 800 students. Our first concern is always the health, safety, and emotional well-being of our students. **Access to the Primary School will be through the FRONT ENTRANCE ONLY.** Side doors will be locked during the instructional school day. All side doors will be locked, and alarms will be activated during the instructional day. To ensure student security at all times, during dismissal, parents will remain in their vehicles in their designated area. First grade on the side of the building between the Primary and Intermediate school and for second grade in front of the primary school. Parents and visitors are not allowed in the student hallways without prior permission from administration.

All visitors must electronically register at the campus/reception desk. Visitors must wear a badge while on campus and return the badge upon checkout. All

parents/guardians must stop by the campus reception desk if they plan to pick up a child early. Parents/guardians/others who pick up children need to provide a non-expired picture ID before being allowed to remove a child from campus. The child's classroom will be called, and the teacher will be asked to send that child to the front. Due to covid, currently we are a closed campus. Any visitor must have an appointment and must follow covid protocol. Additional visits will be discussed and approved by the principal. **No pets or animals** will be allowed without written permission from the teacher and principal unless it is a certified service animal.

The Primary School will conduct periodic drills for different types of emergencies. Teachers will take class rosters for roll call and an emergency equipped backpack to their assigned area. All students are expected to listen and follow directions.

Special Education in Texas

A written explanation of the options and requirements for providing assistance to students who demonstrate learning difficulties or who need, or may need, special education may be found in the Appendix section.

Student Placement Procedures

Parent input is accepted and reviewed at Flour Bluff Primary during May. Every consideration is given to try and accommodate these requests within the confines of maintaining an ethnically balanced, boy/girl ratio needed in each class. Parent input forms will be available by emailing the principal. Requests will be accepted during scheduled dates communicated. No more than ten requests per teacher will be allowed.

Supplies

Supply lists for first and second grade may be found in the Appendix. Some items may be collected by teachers to hold as a class set. Please check with your child's teacher to keep supplies replenished.

Teacher Web Pages

Teacher web pages are available on the district website at www.flourbluffschoools.net.

- Under campuses tab, click Primary
- Under campus links, click About Us
- Scroll down to Teachers and Teacher Webpages
- Click Teacher Webpages

Telephone

Office telephones are available to students for emergency purposes only (sick, injuries, etc.). Students will not be called from class for phone calls. Teachers cannot receive phone calls during instructional time. Please contact teachers before school, after school or during their assigned conference period. For safety and consistency, teachers cannot accept transportation changes. All transportation changes must be made through the reception desk, 694-9694.

Video recording

Students are occasionally video-taped/photographed by local news, print media, and school personnel for performances, showcasing work, or honorable mentions. If this exposure is deemed inappropriate by parents/guardians, please notify the office in writing.

Notification to Parents of Teacher Qualifications

As a parent of a student at Flour Bluff Primary, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and federal law requires the school district to provide you this information in a timely manner, if you request it specifically, you have the right to request the following information about each of your child's classroom teachers:

- Does the teacher meet the State qualifications and certification criteria for the grades and subjects he or she teaches?
- Is the teacher teaching under emergency or provisional status because of exceptional circumstances?
- What is the teacher's college major? Does the teacher have any advanced degrees? What are the fields or disciplines of the certification or degrees the teacher possesses?
- What are the qualifications of any paraprofessional working with a child?

If you want to receive any of this information, contact the campus principal at 694-9600.

Appendix

- Student with Exceptionalities or Special Circumstances
- Primary School Positive Behavior Initiative & School Rules/Expectations
- Title I School-Parent Compact
- Official School Calendar
- School Supply List
- School Nutrition Charge Policy

This guide is revised annually. Any questions or suggestions on the material may be directed to the campus principal.

**Student with Exceptionalities or Special Circumstances:
Aiding Students Who Have Learning Difficulties or
Who Need Special Education or Section 504 Services**

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open-enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with

a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply. Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

- The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:
- Contact Person: Dr. Nikol Youngberg
- Phone Number: 694-9699

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

- The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:
- Contact Person: Grade Level Assistant Principal
- Phone Number: 1st Grade 694-9688 or 2nd Grade 694-9698

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Para obtener ayuda con los estudiantes que tienen dificultades de aprendizaje o necesitan educación especial o servicios de la Sección 504, consulte el manual para padres y estudiantes del distrito.

Primary School Positive Behavior Initiative

The Primary School participates in the district's Positive Behavior Initiative and Support (PBIS) program. The following information is an overview of the discipline management system we have in place for the welfare and safety of each student on our campus.

Primary School Rules and Behavior Expectations

Be Safe

Be Respectful

Be Responsible

There are three Expectations that are taught school wide. Each of these expectations have specific behaviors under their categories that are directly taught by the teachers and other Primary School staff members throughout the year. The expectations are taught in a positive manner at the beginning of the school year and reinforced throughout the year by all staff. It is our goal to teach all children to be responsible for their actions, to focus on behaviors that are positive, and to help children change behaviors that are not appropriate. It is our intention to help our students realize that the choice to follow the expectations and enjoy the rewards of their efforts is theirs, just as it is their choice to disregard them and accept consequences. We hope that positive responses are a natural, consistent part of our approach that will inspire our students to demonstrate respect, responsibility, and safety.

Students can earn "Golden Buzzy slips" for demonstrating those expectations in all settings of the school. Golden Buzzy winners are drawn and announced weekly. Teachers also give buzzy slips within the classroom to earn privileges decided by the teacher. In addition, students celebrate the end of each 9-week grading period as participants of Good Choice Club, when they have not had any office discipline referrals or more than 5 marks in the PBIS student folder during a 9-week period. Celebrations may be in the form of a game day, a movie in the auditorium/classroom, inflatable activities, field trips etc. It is our sincere hope that each student's experience at the Primary School is a positive one. In order to accomplish that, parent support is vital. We are excited about the opportunity to share your child's learning experiences with you and we encourage you to discuss the school expectations on a regular basis. There are

posters displayed throughout the campus detailing the specific behaviors we are looking for. Come by to visit us and see how the students and staff are demonstrating the power of positivity!

All consequences are intended to provide all students with a safe and respectful learning environment as well as help develop responsibility and positive self-esteem. Serious code of conduct violations will result in an automatic office referral.

Flour Bluff Primary School 2023-2024 Title 1 School-Parent Compact

To envision the highest level of success at Flour Bluff Primary School for every individual, we make this agreement to motivate, to challenge, to inspire each other, and to accomplish this, we hereby sign this compact to work together.

Student Agreement

It is important that I work to the best of my ability. Therefore, I will strive to do the following:

- Try to do my best
- Follow rules of student conduct
- Complete and return homework assignments on time
- Follow teacher classroom rules

Parent or Guardian Agreement

I want my son/daughter to achieve. Therefore, I will encourage him/her by doing the following:

- See that my child attends school daily and gets to class on time
- Support the school in its efforts to maintain proper discipline
- Establish a place and time for homework and review it regularly
- Encourage my child's efforts and be available for questions
- Be aware of what my child is learning
- Provide the opportunity for reading with my child; provide an opportunity to reinforce math skills
- Sit down and visit with my child's teacher at least once a year
- Provide the necessary school supplies my child needs, or speak to the teacher about help needed
- Contact the teacher first with concerns or questions

Staff Agreement (Teacher, support staff, or administrator)

We agree to:

- Show that we care about all students
- Have high expectations for ourselves, students, and other staff members

- Communicate and work with families to support all students' learning
- Arrange Parent/Teacher visits at least once a year
- Provide a safe and orderly environment for learning
- Provide reports on all students' progress each six weeks (report card)
- Provide reports on students' progress at three weeks if there are academic or behavioral concerns
- Be on time and instruct daily
- Be prepared and teach the state required curriculum (Texas Essential Knowledge & Skills)
- Keep all visits and student information confidential within the school

Thank you for your commitment to our partnership!

2023-2024 School Supply Lists

First Grade Supply List

(3) Boxes of crayons (24 count) (1) Bottle of white glue (8oz) (8) Glue sticks (1) Box of gallon freezer bags (girls) (2) Large pink erasers (2) Containers of disinfecting wipes (1) Box of quart freezer bags (boys) (36) #2 Sharpened pencils (1) Headphones for technology use (non-Bluetooth) (1) Pkg washable markers (10 count) (1) Pointed tip student scissors (1) Pkg. Crayola watercolors (1) Regular size plastic school box (1) Pencil sharpener (with closed lid) (2) Spiral notebooks – wide ruled (red, blue, yellow, green, 70 count) (1) Primary composition book (1) Roll of paper towels (6) Dry erase markers (black, low odor) (5) Sturdy plastic folders with brads &pockets (solid colors/no patterns)	Optional (1) Plain white paper plates Optional (1) Pkg of colored pencils Optional (1) Pkg of construction paper Optional (1) 1" 3 ring binder
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PLEASE NOTE:

ROLLING BACKPACKS ARE NOT ALLOWED FOR SAFETY REASONS.
NAME IS NOT NEEDED ON SUPPLY ITEMS

Second Grade Supply List

(2) Boxes of crayons (24 count) (2) Bottle of white glue (8oz) (8) Glue sticks (1) Box of gallon freezer bags (girls) (2) Large pink or white erasers (2) Containers of disinfecting wipes (1) Box of quart freezer bags (boys) (36) #2 Sharpened pencils (1) Headphones for technology use (non-Bluetooth) (1) Pkg washable markers (10 count) (1) Pointed tip student scissors (1) Pkg. Crayola watercolors (1) School supply pouch w/zipper or box (1) Pencil sharpener (with closed lid) (4) Spiral notebooks – wide ruled (red, blue, yellow, green, 70 count) (2) Primary composition book (1) 12 in standard ruler (2) Containers of disinfecting wipes (1) Roll of paper towels (8) Dry erase markers (black, low odor) 4) Sturdy plastic folders with brads & pockets (solid colors/no patterns	Optional (1) Pkg of colored pencils Optional (1) Pkg of construction paper
	Optional (1) 1” 3 ring binder Optional (1) Pkg 3x5 index cards Optional (1) Plain white paper plates

PLEASE NOTE:
ROLLING BACKPACKS ARE NOT ALLOWED FOR SAFETY REASONS.
NAME IS NOT NEEDED ON SUPPLY ITEMS

**FBISD School Nutrition Department
2023-2024 Charge Policy**

Students in Grades Pre-K – Kinder have no charge limit since meals are provided at no cost.

Students in Grades 1st through 12th may charge a maximum of \$25 for reimbursable meals only.

A la carte items must be paid for as they are purchased which includes second entrees or any other extra food items.

An automated call-out system is made on Mondays & Thursdays for students who have a negative balance. If parents/guardians have a financial issue, please call 361-694-9022. Prepayments can be made at www.myschoolbucks.com. There is also an app called “My School Bucks” available for download on your smart phone.

Applying for the Free and Reduced program is allowable at any time of the year should your financial situation change. You may apply online or call 361-694-9022 for an application to be mailed to you or any school should have an application available. The application is processed the day it is received in the Central Kitchen, if all the information is complete.

A “Courtesy” meal may be provided to students after the maximum charge limit has been reached.

The Head Cashier in the Central Kitchen makes every effort to notify parents when a courtesy meal has been given to a student. It remains the responsibility of parents/guardians to send money to school for meals.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American

Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:** U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

APPROVED BY THE BOARD OF TRUSTEES FEBRUARY 2023

CALENDAR LEGEND

- NEW TEACHER ORIENTATION
- PROFESSIONAL DEVELOPMENT
- TEACHER PLANNING DAY
- TEACHER PREPARATION
- FIRST/LAST DAY OF SCHOOL
- DISTRICT HOLIDAYS
- 6 WK GRADING PERIOD BEGINS
- 6 WK GRADING PERIOD ENDS
- 9 WK REPORTING PERIOD BEGINS
- 9 WK REPORTING PERIOD ENDS
- STAFF WEATHER DAY
- HALF DAY
- HIGH SCHOOL GRADUATION

PROGRESS REPORT DATES

9 WEEKS - ECC & PRIMARY

SEPT. 7, NOV. 9, FEB. 8, APR. 25

6 WEEKS - ELEMENTARY, INTERMEDIATE, JUNIOR HIGH, HIGH SCHOOL

AUG. 31, OCT. 12, NOV. 30, JAN. 25, MAR. 21, MAY 9

REPORT CARD DATES

9 WEEKS - ECC & PRIMARY

OCT. 12, JAN. 4, MAR. 21, MAY 24

6 WEEKS - ELEMENTARY AND INTERMEDIATE

SEPT. 21, NOV. 2, JAN. 4, FEB. 22, APR. 18, MAY 24

6 WEEKS - JUNIOR HIGH & HIGH SCHOOL

SEPT. 22, NOV. 3, JAN. 5, FEB. 23, APR. 19, MAY 31

REPORTING PERIOD

1ST 6 WK/DAYS: 27 3RD 6 WK/DAYS: 29 5TH 6 WK/DAYS: 31
2ND 6 WK/DAYS: 27 4TH 6 WK/DAYS: 32 6TH 6 WK/DAYS: 29

TOTAL STUDENT DAYS: 175 TOTAL DAYS 1ST SEMESTER: 83
TOTAL TEACHER DAYS: 187 TOTAL DAYS 2ND SEMESTER: 92

JULY 2023

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OCTOBER 2023

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DECEMBER 2023

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APRIL 2024

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MAY 2024

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JUNE 2024

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JULY 2024

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