

# Flour Bluff Primary



## Student/Parent Handbook 2025-2026

537 Hustlin' Hornet  
Corpus Christi, Texas 78418  
Phone: (361) 694-9600  
Fax: (361) 694-9806  
[www.flourbluffschoools.net](http://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 I.S.D.  
The premier district in Texas.

### **CAMPUS ADMINISTRATION**

Jessica Gutierrez, Principal  
Jennifer Norman, Assistant Principal 1<sup>st</sup> Grade  
Joanna Breazeale, Assistant Principal 2<sup>nd</sup> Grade  
Ashley Debler, Curriculum Supervisor

### **SUPPORT STAFF**

Jennifer Martinez, Librarian  
Tiffany Wauson, Nurse  
Jennifer McCormick, 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. Certain academic and behavioral expectations must be followed to ensure each student has the best educational opportunity possible to attain our goal. This handbook outlines those expectations and provides answers to questions regarding the school. Parents may contact the school via email, telephone, or personal visit for further clarification or more information. □

## **PRINCIPAL'S WELCOME**

Dear Students, Parents, and Guardians,

It is with great pleasure that I welcome you to the Flour Bluff Primary family for the upcoming school year! As the Principal of this amazing school, I am thrilled to have the opportunity to guide and support you on your educational journey.

Our school handbook is a valuable resource outlining our policies, procedures, and expectations to ensure a safe and conducive learning environment for all. It is important for students, parents, and guardians to familiarize themselves with the handbook's contents, as it plays a vital role in promoting a positive school culture and fostering academic success.

I encourage you to utilize the handbook as a reference guide throughout the year and reach out to our staff if you have any questions or concerns. Together, we can work towards creating a strong and successful community where each student can reach their full potential.

I am confident that this academic year will be filled with growth, learning, and countless opportunities for success. I look forward to seeing all our students grow and achieve their goals!

Thank you for entrusting us with your student's education. Let's make this year a memorable and rewarding one!

Warm regards,

Jessica Gutierrez

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The 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. We utilize the mCLASS Texas Edition Assessments (3x per year) and TEKS-based assessment every 9 weeks. In math, we administer a TEKS-based assessment every 9 weeks and IXL Learning Assessments (3x per year).

## **Attendance & Tardies**

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

Students must attend 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 90% attendance requirement. The school attendance committee will review your child's attendance record and reasons for absences and 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 TEKS for that grade level, tutoring, and summer school.

**In addition, please know attendance law requires the District Truancy 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. Please provide a doctor's note if the child went to the doctor. 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. 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 they are cleared to return to school.

Punctuality is essential 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 is not advised.

For more information on attendance, please see the Flour Bluff District Handbook at [www.flourbluffschoools.net](http://www.flourbluffschoools.net).

### **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 Program, 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 an “E” 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. Texas Education Code (T.E.C.) §37.0832 identifies bullying as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct. 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, 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 bullied student. 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/> . You can also find additional information in our Flour Bluff District handbook at [www.flourbluffschoools.net](http://www.flourbluffschoools.net).

### **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 may purchase a lunch or 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. Please see the District Handbook for the School Nutrition Charge Policy at [www.flourbluffschoools.net](http://www.flourbluffschoools.net).

### **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 any form of medication (non-prescription, prescription, herbal substances, or dietary supplements) in their possession. A parent/guardian should bring all medication to school, and it should be 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 (Legal), 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 (I.E.P.) or Section 504 plan for a student with disabilities. The supplement must be current and not expired.
- The district will maintain and administer non-prescription medication to a student for emergencies, 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 they have written authorization from their 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 their physician or health-care provider and the school nurse the ability to use the prescribed medication, including any device required to administer it.

In accordance with a student's individual health plan for managing diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or a school-related activity. A student with diabetes who needs treatment or care at school must have a Diabetes Management and Treatment Plan (D.M.T.P.) developed by the physician and parent. A copy will 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 **FFAC (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 they 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 the emergency physician and hospitalization information on file in the clinic and 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.

For more information, please see the Flour Bluff District Handbook at [www.flourbluffschoools.net](http://www.flourbluffschoools.net).

### **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.

### **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 students to change their dress or personal grooming habits if it is deemed indecent, inappropriate, or disruptive to the educational environment. Repeat dress and grooming code violations 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.

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 student's family physician.

The Student Code of Conduct contains the District Dress Code. The dress code can also be found on the district website at [www.flourbluffschoools.net](http://www.flourbluffschoools.net).

### **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 a court order denies visitation privileges, this documentation must be part of the child's permanent record. A student will not be released to anyone not listed on their enrollment card. The designated attendance accounting time is 10:00 a.m. Parents are encouraged to arrange appointments with doctors, dentists, therapists, etc., after this time.

### **Grading**

Specific grading guidelines will be communicated to students and their parents by the classroom teacher. Report cards are issued to students at the end of every nine weeks during the school year. Students receive numerical grades for math, language arts, reading, science and social studies. A grade of 70 or better is required for a student to pass each subject. A student may have the opportunity to redo a class assignment for which the student received a failing grade for no higher than a 70.

Minimum number of grades per nine weeks:

Reading – 9

Language(grammar/writing/spelling) – 9

Math – 18

Science – 6

Social Studies – 6

Grading Scale:

90-100 = A

80-89 = B

70-79 = C

69 – below = F

Conduct, music and physical education progress will be indicated by an “E” denoting excellent achievement, an “S” denoting satisfactory achievement, an “N” denoting needs improvement, or a “U” denoting unsatisfactory. Parents are urged to carefully examine their child’s report card and promptly return the report card envelope to school with their signature. Parents are invited to conference with their child’s teachers regarding any questions they might have about the report card.

### **Progress Reports**

On Wednesday of the fifth week of each nine-week grading period, a progress report is sent home. 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 make up for 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 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 to 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.

## **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 in at the reception desk. Students are free to look through the lost and found. Confiscated items are turned into the office, and parents can reclaim them. Twice a year, if lost or confiscated items are not claimed, then items will be disposed of or given to charity. This occurs after the winter break and after the end of the school year.

## **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 voicemail or email for changes in dismissal. Voicemail is available to leave non-emergency messages.

## **Parent-Teacher Conferences**

With the help of parents, 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 P.E. for at least 135 minutes per week. 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 P.E. **Excuses:** A student is not excused from P.E. 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, however, testing occurs twice yearly unless the student was served as GT in a previous school (testing occurs at the end of the school year under these circumstances). 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 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 to be placed and served. **If a student has been assessed and does not qualify, he/she must wait one academic year before testing can occur again.**

### 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 program performance standards 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 at any time. 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. 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, as appropriate, for entry into the program upon enrollment.

### **School Hours**

The school day is from 7:35 a.m. – 3:05 p.m. Students are expected to arrive on time and be picked up from school on time.

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

7:00 a.m.–7:30 a.m. Students sit in the halls by classroom (whisper/read time).

7:30 a.m.- 7:50 a.m. Breakfast is served in the classroom.

7:40 am Announcements begin

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

3:05 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. A copy

of the Title 1 School-Parent Compact is in the Flour Bluff District Handbook at [www.flourbluffschoools.net](http://www.flourbluffschoools.net).

### **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 before the trip. A student cannot attend a field trip without a current permission slip on file. For more information, see the Flour Bluff District Handbook at [www.flourbluffschoools.net](http://www.flourbluffschoools.net).

### **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 terms of 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 our students' health, safety, and emotional well-being. **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, parents will remain in their vehicles in their designated area during dismissal: First grade on the side of the building between the Primary and Intermediate school and Second grade in front of the Primary school. Parents and visitors are not allowed in the student hallways without prior permission from the 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 I.D. 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. **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 bring an emergency-equipped backpack to their assigned area. All students are expected to listen and follow directions. For more information, please see the Flour Bluff District Handbook at [www.flourbluffschoools.net](http://www.flourbluffschoools.net).

### **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 Flour Bluff District Handbook at [www.flourbluffschoools.net](http://www.flourbluffschoools.net).

### **Student Code of Conduct**

Parents and students should become familiar with the Flour Bluff I.S.D. Student Code of Conduct. To review the Code of Conduct, please visit the district's website at

[www.flourbluffschoools.net](http://www.flourbluffschoools.net). State law requires that the Code of Conduct be prominently displayed or made available for review at each campus.

### **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 the 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.

### **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, after, 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.

Students who bring cell phones must keep them silent and in their backpacks. Students are not permitted to take photos or videos of other students.

### **Video Recording**

Students are occasionally videotaped/photographed by local news, print media (yearbook), and school personnel for performances, showcasing work, or honorable mentions. These can be included on the school website and/or Facebook pages. If this exposure is deemed inappropriate by parents/guardians, please notify the office in writing. For more information, please see the Flour Bluff District Handbook at [www.flourbluffschoools.net](http://www.flourbluffschoools.net).

### **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 with 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 they teach?
- 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. For more information, please see the Flour Bluff District Handbook at [www.flourbluffschoools.net](http://www.flourbluffschoools.net).

## **Appendix**

- Students with Exceptionalities or Special Circumstances
- Primary School Positive Behavior Initiative & School Rules/Expectations
- Official School Calendar
- School Supply List

*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 must consider tutorial, compensatory, and other academic or behavioral support services that are available to all students, including a process based on Multi-Tiered System of Supports (M.T.S.S.). The implementation of M.T.S.S. has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

If a student is experiencing learning difficulties, their 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 various support options, including making a referral for a special education evaluation or 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, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district 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 agrees to evaluate the student, it must also allow the parent to provide 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 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 to respond within the 15-school-day timeline.

If the district determines a need for evaluation, 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 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 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: Jessica Gutierrez
- 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: 1<sup>st</sup> Grade 694-9657 or 2<sup>nd</sup> 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](#)

## **Primary School Positive Behavior Initiative**

The Primary School participates in the district's Positive Behavior Initiative and Support (P.B.I.S.) 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**

Three Expectations are taught school-wide. Each of these expectations has 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. Our goal is to teach all children to be responsible for their actions, focus on positive behaviors, and help children change inappropriate behaviors. We intend 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 the consequences. We hope 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 P.B.I.S. student folder during a 9-week period. Celebrations may include a game day, a movie in the auditorium/classroom, inflatable activities, field trips, etc. We sincerely hope each student's experience at the primary school will be positive. To accomplish that, parent support is vital. We are excited about the opportunity to share your child's learning experiences with you and encourage you to discuss the school expectations regularly. 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 and help develop responsibility and positive self-esteem. Serious code of conduct violations will result in an automatic office referral.***

**2025-2026  
School Supply Lists**

**First Grade Supply List**

<ul style="list-style-type: none"> <li>3) Boxes of crayons (24 count)</li> <li>(1) Bottle of white glue (8oz)</li> <li>(8) Glue sticks</li> <li>(2) Large pink erasers</li> <li>(2) Containers of disinfecting wipes</li> <li>(36) #2 Sharpened pencils</li> <li>(1) Pkg washable markers (10 count)</li> <li>(1) Pointed tip student scissors</li> <li>(1) Pkg. Crayola watercolors</li> <li>(1) Regular size plastic school box</li> <li>(1) Pkg. Highlighters</li> <li>(2) Spiral notebooks – wide rule</li> <li>(1) Roll of paper towels</li> <li>(6) Dry erase markers (black, low odor)</li> <li>(5) Sturdy plastic folders with brads &amp; pockets (solid colors/no patterns)</li> <li>(1) Headphones for technology use (non-Bluetooth and No earbuds)</li> <li>(1) Box of gallon bags (girls)</li> <li>(1) Box of quart bags (boys)</li> <li>(1) Hand sanitizer</li> </ul>	<ul style="list-style-type: none"> <li><b>Optional</b> (1) Plain white paper plates</li> <li><b>Optional</b> (1) Pkg of colored pencils</li> <li><b>Optional</b> (1) Pkg of Play-Doh</li> <li><b>Optional</b> (1) 1” 3 ring binder</li> </ul>
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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**

<p>(2) Boxes of crayons (24 count)          (1) Bottle of white glue (8oz)          (8) Glue sticks          (2) Large pink or white erasers          (2) Containers of disinfecting wipes          (36) #2 Sharpened pencils          (1) Pkg of colored pencils          (1) Pkg washable markers (10 count/Fine line)          (1) Pointed tip student scissors          (1) Pkg. Crayola watercolors          (1) School supply fabric/canvas pouch w/zipper          (4) Spiral notebooks – wide ruled (red, blue, yellow, green, 70 count)          (2) Composition book          (1) 12 in standard ruler (No flexible rulers)          (1) Roll of paper towels          (8) Dry erase markers (black, low odor)          4) Sturdy <b>plastic</b> folders with brads &amp; pockets (solid colors/no patterns)          (1) Box of gallon freezer bags (girls)          (1) Box of quart freezer bags (boys)          (1) Headphones for technology use (non-Bluetooth)          (1) Hand sanitizer</p>	<p><b>Optional</b> (1) Pkg 3x5 index cards  <b>Optional</b> (1) Plain white paper plates  <b>Optional</b> (1) Box of snack size bags</p>

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

**AUGUST 2025**

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31						

**SEPTEMBER 2025**

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**OCTOBER 2025**

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**NOVEMBER 2025**

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**DECEMBER 2025**

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**JANUARY 2026**

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**CALENDAR LEGEND**

APPROVED BY THE BOARD OF TRUSTEES DECEMBER 5, 2024

- NEW TEACHER ORIENTATION
- PROFESSIONAL DEVELOPMENT / PLANNING
- 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
- FLEX DAY / STUDENT HOLIDAY

**PROGRESS REPORT DATES**

- 9 WEEKS - ECC & PRIMARY**  
SEPT. 11, NOV. 13, FEB. 5, APR. 23
- 6 WEEKS - ELEMENTARY, INTERMEDIATE, JUNIOR HIGH, HIGH SCHOOL**  
SEPT. 4, OCT. 16, DEC. 4, JAN. 29, MAR. 26, MAY 7

**REPORT CARD DATES**

- 9 WEEKS - ECC & PRIMARY**  
OCT. 16, JAN. 8, MAR. 26, MAY 28
- 6 WEEKS - ELEMENTARY & INTERMEDIATE**  
SEPT. 25, NOV. 6, JAN. 8, FEB. 26, APR. 16, MAY 28
- 6 WEEKS - JUNIOR HIGH & HIGH SCHOOL**  
SEPT. 26, NOV. 7, JAN. 9, FEB. 27, APR. 17, JUN. 5

**REPORTING PERIOD**

1<sup>st</sup> 6 WK/DAYS: 26    3<sup>rd</sup> 6 WK/DAYS: 27    5<sup>th</sup> 6 WK/DAYS: 28  
 2<sup>nd</sup> 6 WK/DAYS: 28    4<sup>th</sup> 6 WK/DAYS: 29    6<sup>th</sup> 6 WK/DAYS: 33

TOTAL STUDENT DAYS: 172    TOTAL DAYS 1<sup>ST</sup> SEMESTER: 81  
 TOTAL TEACHER DAYS: 187    TOTAL DAYS 2<sup>ND</sup> SEMESTER: 90

**FEBRUARY 2026**

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**MARCH 2026**

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**APRIL 2026**

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25	26	27	28	29	30	31

**MAY 2026**

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**JUNE 2026**

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21	22	23	24	25	26	27
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**JULY 2026**

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