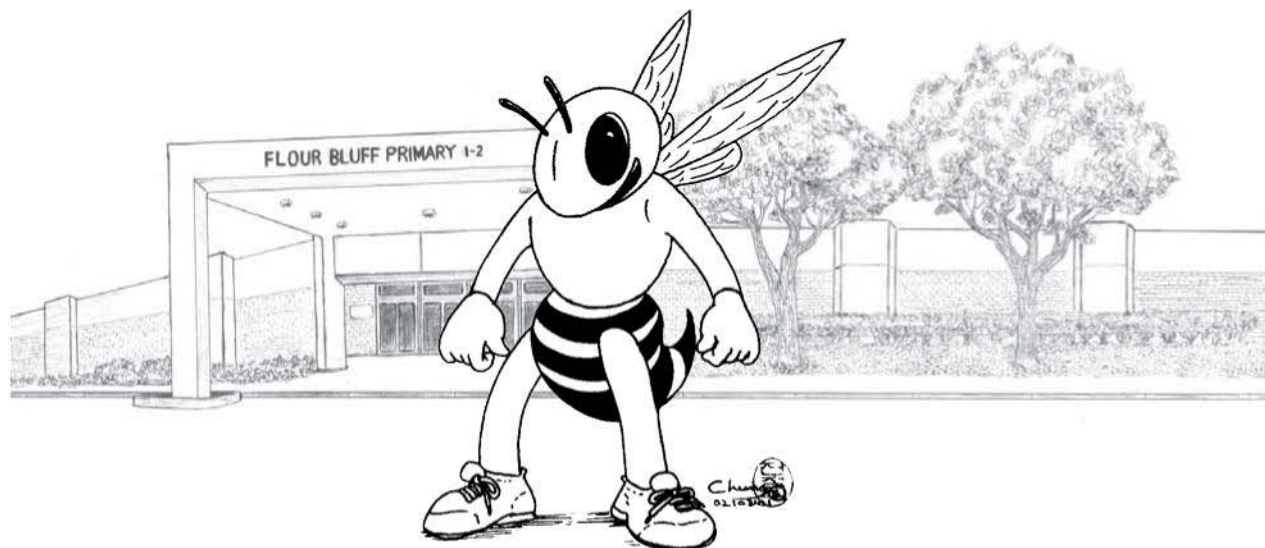


Flour Bluff Primary



Student/Parent Information Guide

2011 - 2012

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www.flourbluffschoools.net

FLOUR BLUFF PRIMARY SCHOOL

“TO EXCELLENCE AND BEYOND”

CAMPUS ADMINISTRATION

Sylvia Buttler, Principal
Bill Robinson, Assistant Principal
Patty Mendoza, Counselor
Beverly Perkins, Librarian

SUPPORT STAFF

Barbara Naugle, Secretary
Christine Foutch, Attendance Clerk
Kristen Phelps, Nurse

2011 - 2012

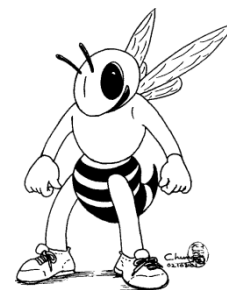
STUDENT/PARENT INFORMATION GUIDE

Welcome to Flour Bluff Primary School. A goal of the Primary School is to provide an environment conducive to the maximum intellectual, physical, and social growth of each student. In this environment, students will have the opportunity to develop academic and social skills that will enable them to function effectively in society. In order to attain these goals, there are certain academic and behavioral expectations that must be followed in order to ensure that each student has the best educational environment possible. This guide outlines those expectations and provides answers to questions regarding the school. For further clarification, parents may contact the school via a telephone call or a personal visit.

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This guide is revised annually. Any questions or suggestions on the material may be directed to the campus principal (694-9600).



Principal's Message

Welcome to a new school year, 2011-2012

The faculty and staff would like to extend a warm welcome to Flour Bluff Primary School students and families. We are looking forward to an exciting and challenging year. This handbook has been prepared for the students of Flour Bluff Primary School, their parents, and others who may have questions concerning Flour Bluff Primary School procedures. It is hoped that this handbook will aid you in becoming a part of the tradition of excellence that characterizes our school.

This handbook provides the guidelines necessary for the successful operation of the school as well as information about the standard school day, school organizations, activities, and student conduct.

Students and parents are encouraged to read and become familiar with the contents of this handbook. If you have any questions or need to discuss any of the information provided, please contact us at school.

Thank you,

Sylvia S. Buttler
Principal

Attendance

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. As your child progresses through school, the work will become harder, longer and more 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.*** An attendance committee shall review all cases where a student falls below the required 90% attendance requirement. The Flour Bluff Primary 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 (possible pullout from other activities to complete), mastery of the required Texas learning standards for that grade level 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 needs to contact the Flour Bluff Primary School office by phone (694-9687) or send a note within three days of the absence when the student returns to school explaining the absence. Doctor's excuses can be received at anytime.

If a student attends school any portion of the day and brings a doctor's note from a doctor's appointment the same day, the student will not be counted absent for the day.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health care clinic verifying the illness or condition that caused the student's extended absence from school.

Awards

An awards assembly will be held in late May to recognize those students who satisfy the following criteria:

- Achievement Award - Certificates will be given for areas of improvement or achievements.
- Participation Awards - Certificates will be given for voluntary participation in school organizations and/or projects: Science Fair, Student Council, STARS Club, Good Choice Club & Chess Club.
- Reading Program Awards - Certificates will be given for several reading programs offered: Read to Succeed & 600 Minutes.
- Perfect Attendance Award - Students who were not absent during the school year will receive a Perfect Attendance Medal. This award will include attendance at other schools if the student can verify that perfect attendance was maintained there.
- Citizenship Award - Students who receive "E" and/or "S" in conduct throughout the school year will receive a citizenship award.

Benchmarking

Flour Bluff Primary School has regularly scheduled benchmark assessments embedded into the instructional timeline. Aligned with the curriculum, benchmarks have been designed to measure the student's academic progress and to give teachers the feedback they need to guide instruction and improve student achievement. The reading benchmarks determine the student's instructional reading level. Students who score below 70% on a math benchmark will have an opportunity to take the benchmark again. Students will not receive a grade lower than a 50 on a math benchmark.

Cafeteria

Students are not allowed to leave for lunch for several reasons: school security, continuity of the school day, and socialization during the limited non-instructional time. Students will have a 30-minute lunch period. They may purchase a lunch for \$1.80 or bring their own lunch. Students who bring a lunch may purchase milk.

- Breakfast is served in the classroom at no cost between 7:40 and 8:00 a.m. daily.
- Lunch is served between 10:45 to 11:45 a.m.

Parents are welcome to eat lunch with their child. A meal can be purchased in the cafeteria at the adult meal rate or parents can bring their own meal. Additional information about the breakfast and lunch programs may be found in the District's Student/Parent Handbook.

Parents can purchase lunches, in advance, for any number of days (weekly, monthly, etc.) through the cafeteria or online at www.mynutrikids.com. NutriKids, a computerized software system, increases the efficiency of the lines and the security of each student's account. Parents will have the ability to go online to see their child's balance, review what was purchased, review menus, as well as being able to deposit money into their child's food service account. Students who forget lunch money or exhaust their prepaid lunch ticket will be allowed to charge their lunch; however, parents need to promptly repay all charged meals. Students must bring a note indicating parent permission to purchase a second meal. **Families are encouraged to apply for free or reduced price meals when they meet eligibility guidelines. A new free or reduced price application must be submitted at the beginning of each school year.**

Confiscated Items

Confiscated items are turned into the office and parents can reclaim these items. If not reclaimed within two weeks after school ends, then items will be disposed of or given to charity.

Counseling/Guidance

Safety, character education, and positive behavior lessons are taught weekly. Students participate in various role-playing activities to reinforce lessons taught.

Flour Bluff Independent School District 2011-2012 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 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 Elementary, 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 and each campus' dress code additions. The dress code is also found in each campus handbook and 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.
- 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 skirts/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 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 above the kneecap.
 - (Dollar bill's width does not apply at grades PK-4).
- 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

- Male 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.
- No arrangements that are distracting in the educational environment:
 - Colors
 - Designs (such as mohawks, rat tails, words, symbols, etc.)
 - Styles

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).
- It is beneficial for the students to wear tennis shoes or sports shoes to activities such as P.E./Athletics or recess.
- Platform, high heel or stacked sole shoes more than one inch high are not permitted at grades PK-4.
- At grades PK-8, strapless, open-heeled sandals/shoes are **not** allowed.
- Closed-toe and heel shoes are strongly encouraged at grades PK-6, due to safety and outdoor activities.
- 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 are not allowed to be worn by boys in grades PK-6.
- 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 is to 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 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 Elementary, 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 3-8.

All clothing must be in solid colors.

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

- Students can only wear plain, solid colored jeans/denim, slacks, pants, walking shorts, or skirts/skorts/dresses. Jeans/denim/pants/slacks/shorts/skirts/skorts/dresses must be standard-style.
- Overalls are not permitted.
- No distracting embellishments or stitching.

Shirts

Shirts may be short or long-sleeved.

There are three (3) styles of acceptable shirts: All shirts must be appropriately buttoned/closed.

- Collared, buttoned **or snap-up** polo-style shirt
Polo shirts no longer than where the wrist of the student falls, when arms are hanging down at the side, will be permitted.
- Button-up **or snap-up**, oxford-style shirt
- Flour Bluff I.S.D. spirit t-shirt
- Zippers or sleeveless shirts are **NOT** permitted.
- During cold weather, solid-colored turtlenecks may be worn under the required shirts.
- May **NOT** have pictures, graphics, insignias, logos, stripes or designer logos/emblems larger than one inch visible on shirt, collar or sleeve.

Early Checkout

Occasionally, parents/guardians find it necessary to check students out during the day. The office staff checks the child's enrollment card to verify which adults have permission to take a child. PARENTS MUST SHOW A PICTURE I.D. WHEN PICKING UP A CHILD DURING THE SCHOOL DAY. If there is a court order denying visitation privileges, that documentation must be a part of the child's permanent record. A student will not be released to anyone that is not listed on his/her enrollment card. Since 10:00 a.m. is the time designated by the state for the purpose of counting attendance, 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 six 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 TEKS 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 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 = Experiencing Difficulty
- 3 = Meets Expectations
- 4 = Exceeds Expectations
- Blank = Not Introduced

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 confer with their child's teachers regarding any question they might have about the report card.

Progress Reports:

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

Health Room

Our Health Room is operated as a first aid station only. We will dispense medicine with the following provisions:

- All medication is to be brought to school by a parent/guardian and kept in the nurse's office
- Prescription and non-prescription medicine must be in the original container. Prescription medicine must be in a container with the latest pharmacy label for that student and must not be expired.
- All medication to be given during the day must be accompanied by a medical release form (obtained from the office or nurse), and it must be signed by a parent/guardian giving authorized school personnel directions for its administration (time and dosage).
- School personnel will not give any medicine, including Tylenol, unless it is provided by you, in the appropriate manner as stated above. Please send a utensil for giving any medication.

It is very important that each student has on file in the Health Room an emergency physician and hospitalization card with a working phone number. The back of the emergency card must be signed. Information on this card will greatly assist personnel in contacting a parent if your child has an accident or becomes ill. If a child's phone number changes during the year, please give the new number to the nurse and the office. A registered nurse is available on campus.

Homework

Homework provides an opportunity for children to "extend their learning". It can reinforce skills being taught in the classroom, provide time to makeup work due to absences, improve a child's performance during class, develop effective study habits, and provide an important link between home and school.

- Homework and/or books to read (by child and parent) will go home at the discretion of the teacher. The length of assignments is determined by the individual pupil's needs and capabilities. A workable time-range for children to complete homework would be 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. Late homework may result in the denial of privileges or extension activity while the assignment is being completed.
- 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 they were absent. For example:

3 DAYS ABSENT = 3 DAYS TO MAKE UP WORK AFTER RETURNING TO SCHOOL

Home/School Transition

During the first two weeks of the school year, parents may accompany their child/children in to the Primary School building and to the classroom to leave their backpacks. After this time period, please leave your child at the front door. Staff is on duty in every hallway and will assist the children within the building.

Library

The Primary School Library houses books and a large variety of audio visual materials which support and enhance the curriculum. Classes go to the library on a weekly schedule and may check out two books per week. Lost library books must be paid for by parents. Library Hours: 7:15 a.m. – 3:45 p.m.

The library has a reading incentive program for which participating students can earn recognition in the form of a certificate. Pencils and erasers may be purchased in the library before school (7:15 a.m. – 7:40 a.m.).

Lost and Found

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

Messages

Parents who have messages needing to be delivered to their child during the school day need to write a note with the parent's name, child's name, and the date. Transportation changes need to be written and signed by the parent/guardian. Verbal changes given over the phone require an ID number before delivery to the student in the interest of child's safety. Parents will be issued one Student ID number card. Please refer to this ID Number when leaving a message with staff members for your child or asking staff members to make a change in your child's after-school routine. Only share the ID number with people you believe need this information. If you lose or misplace your child's card, please come by the school office with a picture ID to have the card replaced. After-school change forms are delivered to teachers at 1:30 p.m. Please call prior to 1:30 p.m. to be sure your child receives the message prior to dismissal from school. Unless it is an extreme emergency, 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 can do the best possible job of educating each child. The parent can supply information about the child that could 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 any other time convenient with the parent and teachers' instructional time. Please call ahead of time to make an appointment.

Physical Education

Students will have PE for a 45 minute period four days a week. Students' physical fitness ability is tested twice during the year. Students are encouraged to wear tennis shoes each day.

Grading: Students will be given two grades each six weeks in PE; a participation grade and a conduct grade.

Excuses: A student is not excused from PE for the day unless a note from the parent explains why they cannot participate or a teacher recommends such. 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 rules established by the school district and school staff. (See Appendix for Primary School Rules and Behavior Expectations).

Recess

Students take a 20 minute recess break daily. Failure to follow the playground/recess rules will result in removal from the playground area.

Students Accelerating in Innovative Learning (S.A.I.L.) (Gifted & Talented Program)

The Flour Bluff Independent School District's Gifted and Talented program, S.A.I.L., is designed to serve identified students who need challenges and 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

- Nominations are accepted at all times for the S.A.I.L. (Gifted and Talented) Program. Students are nominated by anyone, including parents, staff, community members, or through self-nomination.
- Students are assessed according to the district timelines and procedures posted on each campus.
- Each campus S.A.I.L. (Gifted and Talented) 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 six 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 Primary campus 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

Applications are accepted at anytime. Current students who are nominated 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 May 1 of each year.

School Hours

The instructional school day is from 7:45 a.m. – 2:55 p.m. Students are expected to arrive on time and to be picked up on time.

BEFORE 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.

- 7:00 a.m.–7:35 a.m. - Students line up by their classroom and sit (whisper/quiet time in halls).
- 7:35 a.m.–7:40 a.m. - DEAR Time (Drop Everything and Read) - Students need to have a book from home, a library book, or a school book to read during this time.
- 7:40 a.m. - Breakfast is served in the classroom.
- 7:45 a.m. - Instructional day begins.
- 2:55 p.m. - Dismissal

School-Parent Compact

The School-Parent Compact outlines the means by which parents, the school, and the students will share responsibility for improved student achievement, and the school and parents will build and develop a partnership to help children achieve the State's high standards. (See Appendix for the Primary Title I School-Parent Compact).

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 permission slip being on file.

Security

Security is a critical issue with the student population in excess of 700 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 throughout the school day. To further facilitate student security there is a designated area for parents who pick up their children at dismissal time.

VISITORS: All visitors must electronically register at the campus/reception desk. Visitors must wear a badge while on campus and return 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 proper identification 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 office. Parents/guardians may visit in their child's classroom for a period of up to 45 minutes by a scheduled appointment. Additional visits will be discussed and approved by the building principal. Visitors of school age will not be allowed in the classroom. No pets or animals will be allowed without written permission from the teacher and the principal.

DRILLS: The Primary School will conduct periodic drills for different types of emergencies. Teachers will take grade books and call roll in their assigned areas. 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 have learning difficulties or who need, or may need, special education may be found in the appendix (English version and a Spanish version).

Student Placement Procedures

Teacher requests are accepted and reviewed at Flour Bluff Primary. Every consideration is given to try and accommodate these requests within the confines of maintaining the ethnically balanced, boy/girl ratios needed in each class. If you have any questions, please see an administrator or the counselor for more information. Teacher request forms will be available in the Primary School Office at the beginning of May. 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 and keep supplies replenished.

Tardies

Punctuality is very important at Flour Bluff Primary School. Students who consistently arrive tardy are unable to receive the maximum educational benefits available to them. Students arriving after 8:00 a.m. must be signed in at the reception desk by the parent. A tardy slip will then be given to the student. Without the slip the teacher will not be able to admit the child into the classroom. The teacher will be 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.

Teacher Web Pages

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

- Under campuses tab, click Primary School.
- Under campus links, click Teacher Web Pages.
- Under directory, click Faculty and Staff and then click your teacher's name.

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 instruction 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 recorded/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.

APPENDIX



Primary School Rules and Behavior Expectations

Be Safe

Be Respectful

Be Responsible

Classroom & Everywhere on School Property	<ol style="list-style-type: none">1. Keep hands, feet and objects to yourself.2. Always walk.3. Use all equipment and materials properly.	<ol style="list-style-type: none">1. Use kind words and actions.2. Wait patiently for your turn.3. Raise your hand for permission to speak or to get out of your seat.	<ol style="list-style-type: none">1. Set a good example.2. Listen attentively and follow adult direction.3. Clean up after yourself.
Cafeteria	<ol style="list-style-type: none">1, 2, 3,4. Sit with your feet on the floor, bottom on the bench, and facing in the proper direction.	<ol style="list-style-type: none">1, 2, 3,4. Keep all food to yourself.5. Use Level 1 voice.	<ol style="list-style-type: none">1, 2, 3,4. Report spills and emergencies.5. Use the classroom restroom before going to lunch.
Playground/Recess	<ol style="list-style-type: none">1, 2, 3,4. Stay in sight of your teacher and within playground boundaries.	<ol style="list-style-type: none">1, 2, 3,4. Include everyone and treat others as you would want to be treated.	<ol style="list-style-type: none">1, 2, 3
Halls	<ol style="list-style-type: none">1, 2, 3,4. Keep your hands behind your back.5. Stay to the right.	<ol style="list-style-type: none">1, 2, 3,4. Hold the door for others.5. Walk silently (zero voice).	<ol style="list-style-type: none">1, 2, 3
Restrooms	<ol style="list-style-type: none">1, 2, 3,4. Wash hands after use.	<ol style="list-style-type: none">1, 2, 3,4. Knock on stall door.	<ol style="list-style-type: none">1, 2, 3,4. Flush toilet after use.5. Put towels in trash can.6. Return promptly.
Arrival and Dismissal Times	<ol style="list-style-type: none">1, 2, 3,4. Walk only on sidewalks and in crosswalks.	<ol style="list-style-type: none">1, 2, 3,4. When someone greets you, smile, shake hands, or say something positive.	<ol style="list-style-type: none">1, 2, 3,4. Go directly to class.5. Keep items in your backpack.
PE/Music	<ol style="list-style-type: none">1, 2, 3	<ol style="list-style-type: none">1, 2, 3	<ol style="list-style-type: none">1, 2, 3,4. Participate in activities.5. Return equipment where instructed.
Bus	<ol style="list-style-type: none">1, 2, 3,4. Remain seated.5. Face the front.	<ol style="list-style-type: none">1, 2, 3,4. Use level 1 voice.	<ol style="list-style-type: none">1, 2, 3,4. Keep items in your backpack.

Primary School Positive Behavior Support Guidelines

The Primary School is starting its sixth year as a participant in the district's Positive Behavior Support (PBS) initiative for the 2011 - 2012 school year. The following information is an overview of the discipline management program we have implemented for the welfare and safety of each student on our campus.

There are three Expectations that are taught school and classroom wide:

Be Respectful

Be Responsible

Be Safe

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. Lesson plans developed by the PBS Team of teachers and administrators are utilized in the classrooms by teachers.

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 have the opportunity to earn "Buzzy slips" at school every day for demonstrating those expectations in all settings of the school. Buzzy slips are entered into our school wide drawings held once each week, as well as used within the classroom to earn privileges decided by the teacher. In addition, students celebrate the end of each 6 week grading period as participants of the Good Choice Club, when they have not had any office discipline referrals or more than 3 marks in the PBS student folder during that 6 week period. Celebrations may be in the form of Game Day, a movie in the auditorium, Celebration Stations (like a mini carnival), etc.

It is our sincere hope that each student's experience at the Primary School is a positive one, inclusive of academics and discipline. 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 up 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 the positive!

Serious Code of Conduct violations will result in an automatic office referral.

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.

**Flour Bluff Primary School
2011 – 2012 Title 1 School-Parent Compact**

In order 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

Signature _____

Date _____

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 with this
- Contact the teacher first with concerns or questions

Signature _____

Date _____

Staff Person 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

Signature _____

Date _____

Comments _____

Thank you for your commitment to our partnership!



Flour Bluff Primary School
First Grade Supply List
2011-2012



PLEASE DO NOT PUT NAMES ON ANY OF THE ITEMS.
ITEMS ARE FOR WHOLE CLASS USE, NO DESIGNER ITEMS.

- | | |
|---------|---|
| 24 | # 2 Yellow Pencils (Sharpened) |
| 2 Boxes | Crayons (24 Count) |
| 2 | White School Glue – 8 oz. |
| 2 | Large Pink Erasers |
| 1 Pkg. | Markers |
| 1 | Plastic Supply Box |
| 3 | Plastic Folders with Brads |
| 4 | Plain Paper Pocket Folders with Brads
(Red, Blue, Green, Yellow) |
| 1 | Large Box of Tissues |
| 4 | Dry Erase Markers (Black, Low-Odor) |
| 3 | 70 Page Spiral Notebooks (Wide-Ruled) No designs |
| 1 Box | Gallon Size Sealable Freezer Bags (Boys) |
| 1 Box | Quart Size Sealable Freezer Bags (Girls) |
| 4 | Glue Sticks (Large) |
| 1 | Scissors (Pointed Tip, Student Size) |
| 1 Box | Sanitizing Wipes |

PLEASE NOTE: ROLLING BACKPACKS ARE
NOT ALLOWED FOR SAFETY REASONS

Flour Bluff Primary School
Second Grade Supply List
2011-2012



PLEASE DO NOT PUT NAMES ON ANY OF THE ITEMS.
ITEMS ARE FOR WHOLE CLASS USE, NO DESIGNER ITEMS.

- | | |
|-------|-------------------------------|
| 24 | #2 Yellow Pencils (Sharpened) |
| 1 Box | Crayons (24 Count) |

- 1 White School Glue – 4 oz.
- 1 Large Pink Erasers
- 1 Pkg. Markers
- 1 Plastic Supply Box (Regular Size)
- 5 Heavy Plastic Folders with Brads and Pockets
- 2 Plain Paper Pocket Folders with Brads (Solid Colors Only)
- 1 Large Box of Tissues
- 4 Dry Erase Markers (Black, Low-Odor)
- 4 70 Page Spiral Notebooks-Wide Ruled (Solid Colors Only)
- 1 Wide-Ruled Notebook Filler Paper
- 1 Box Gallon Size Sealable Freezer Bags (Boys)
- 1 Box Quart Size Sealable Freezer Bags (Girls)
- 4 Glue Sticks (Large)
- 1 Scissor (Pointed Tip, Student Size)
- 1 Box Sanitizing Wipes
- 1 Bottle Hand Sanitizer
- 1 Highlighter – Yellow
- 1Pkg. Post-It Notes

**PLEASE NOTE: ROLLING BACKPACKS ARE
NOT ALLOWED FOR SAFETY REASONS**

**Options and Requirements
For Providing Assistance to Students Who Have Learning
Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Patty Mendoza, Flour Bluff Primary Counselor

Phone: 694-9649

Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más arriba para enterarse sobre el sistema de estudios de diagnóstico y de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado, y se le pedirá acceder para la evaluación. El distrito debe completar la evaluación y le informa dentro de los 60 días de calendario desde la fecha en que el distrito recibe el acceso por escrito. El distrito debe darle una copia del reportaje al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informar al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento - Derecho de los Padres de Estudiantes con Discapacidades*.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje, o para una recomendación de evaluación para educación especial es:

La Señora: Patty Mendoza, Flour Bluff Primary Consejera

Numero de telefono: 694-9649