



Blanche Moore Elementary School Eagle Essentials – Student/Parent Handbook

2025–2026

School Mascot: Eagle

School Colors: Blue and Gray

6121 Durant

Corpus Christi, Texas 78414

361-878-2660

Principal: Mrs. Michelle Perkins Michelle.Perkins@ccisd.us

Assistant Principal: Mrs. Jennifer Luna

Jennifer.Luna2@ccisd.us

Counselor: Mrs. Gina Morris Gina.Morris@ccisd.us

EAGLE PRIDE

As an Eagle Scholar, I will have Eagle Pride.

I will be purposeful, be respectful, practice individual
responsibility, determination, and soar with excellence.

The faculty and staff of Blanche Moore Elementary welcome you and your family. We will do our best to offer your child a quality education that is fulfilling and stimulating. We ask for your support and invite you to be an active participant in your child's education. This handbook has been carefully prepared and presented to assist students and parents in knowing and understanding the policies and practices of Blanche Moore Elementary.

SCHOOL HOURS Students may enter the building at 7:30 AM. Staff is not available for supervision before 7:30 AM.

7:50 – 8:05	Breakfast
7:50	Bell Rings – the school day has started.
7:51	Student Tardy
8:06	Student Partial Day Absence (PAU)
3:00	ECSE, AE Bus Students Dismissed
3:10	Bell Rings – the school day ends. Students escorted to the Pick-up Area Latchkey Students Dismissed
7:45 – 3:15	Teacher Hours
7:30 – 3:30	SPED Staff Hours
7:30 – 4:00	Administration/Office Hours

ARRIVAL AND DISMISSAL PROCEDURES:

Morning Arrival—Students will get dropped off at the front door.

ECSE through First Grade will sit in the cafeteria until the teacher leads them to the classroom. Assigned auxiliary staff provide supervision in the cafeteria beginning at 7:30 AM.

Second, Third, Fourth, and Fifth grade students will sit quietly in their respective hallways. Students enter classrooms at 7:45 for breakfast and announcements.

Parents are respectfully asked not to remain in the hallways or the cafeteria after dropping off their students. No student is to be taken directly to his or her classroom without permission from administration.

Afternoon Dismissal—Students

Students attending ECSE, AE and Prekindergarten are to be dismissed at 3:00 PM and will be escorted to their respective bus or to their parents at designated pick-up areas.

Students in grades K-5 that are being picked-up by their parents (Parent Pickup) will be accompanied by their classroom teacher to their respective pick-up areas located near in front of the teacher's parking lot at dismissal time.

Parents who do not wish to wait in the **drive-through lane** are to park their cars on the left side of Durant Street and use the crosswalk to pick-up their child from the teacher. Teachers will not cross the child illegally across the street nor will they allow the child to cross on their own.

Parents are asked to make after school arrangements with their child/children before they leave home. It is not desirable to interrupt classroom instruction to deliver messages. In addition, the office telephone cannot handle last minute calls for all students in the building; therefore, we ask that you call with any changes by **2:00 PM**.

Leaving Early Procedures

If an emergency makes it necessary for you to take your child out of school early, please come to the front office to identify yourself and obtain a permit for your child to leave school. Parents must be present at the office and the permit must be completed before a student is released.

Upon arriving at the school, a "Permit to Leave" slip will be signed and office staff will go get the child from the classroom.

All adults requesting students to be dismissed from school must show identification and be listed on the emergency information card.

Bus Students

Bus students riding the first routes are dismissed at 3:05 and are led to the designated bus by assigned certified and auxiliary staff. Students riding the second route buses will remain with their class until after dismissal. They will then be brought into the main hallway to await their bus. The telephone number to CCISD Transportation is 361-878-4849.



MOORE ES-EAGLES

Route 31: MOORE

1st Run		
Treyway Ln @ Joliet Dr (Gulfway Manor Apts)	7:07 am	3:24 pm
Treyway Ln @ Williams Dr (Fountain Apts)	7:08 am	3:26 pm
Moore ES	7:15 am	3:20 pm
2nd-Run		
Braeswood Dr @ Tanglewood Dr	7:20 am	3:37 pm
Braeswood Dr @ Williams Dr	7:23 am	3:41 pm
Moore ES	7:30 am	3:35 pm

Route 32: MOORE

1st Run		
Treyway Ln @ Lucinda Ln	7:11 am	3:24 pm
Moore ES	7:17 am	3:20 pm
2nd-Run		
Treyway Ln @ Branch-Treyway Terrace Apt	7:23 am	3:36 pm
Lakewood Village (1925 Airline Rd)	7:25 am	3:39 pm
Moore ES	7:30 am	3:30 pm

Latchkey and Day Care Students

Students enrolled in the Latchkey Program will be dismissed at 3:05 PM. Kindergarten, First and Second grade students will enter the cafeteria through the cafeteria doors closest to the Prekindergarten room. Students in Third through Fifth grade are to be dismissed to Latchkey when the class reaches the front foyer.

Walkers

Students walking home from school will be dismissed at 3:10 PM. They will walk out with their classes and have the opportunity to pick up younger siblings.

Emergency Closing of School

Announcements relative to the closing of schools due to inclement weather will be broadcast over all major radio, television stations and the School Messenger Telephone Notification System. The superintendent will notify all schools should an emergency arise during regular school hours. To ensure you receive messages, you must update your phone number with the front office.

Inclement Weather

An indoor dismissal announcement will be sent to parents/guardians if it is raining or too cold (below 50 degrees). Students will be released from their class when parents check in at the cafeteria notifying staff with their students name and grade. At this time, this is the best solution we have to keep your students safe and dry.

Traffic

In order to maintain a traffic safety program that is effective, parent cooperation will be needed at all times. Our primary goal is to assure safety for your child/children, not to provide convenience for individual(s) bringing/picking-up the student to/from school.

You can help us promote our safety program by observing the following regulations:

1. Watch for children crossing the crosswalk
2. Vehicles may not stop to exit or load children in the middle of the street and/or the staff parking lot.
3. Please park in designated areas

4. Drive the speed limit
5. No stopping, blocking, and/or parking on designated crosswalks
6. Be patient and always drive friendly
7. Cell phone usage in school zones is prohibited by State Law

See Appendix for Traffic Flow Map

ATTENDANCE PROCEDURES

Attendance

Regular school attendance is essential. Absences from school may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences.

If your child is absent a parent or guardian needs to do the following:

1. Call the school office that day to report the reason for the absence. (361-878-2660)
2. Parents must submit a written note or doctor's excuse stating the reason for the student's absence for the absence to be considered excused. Written notes should be submitted to the homeroom teacher who will submit the excuse to the office. The written excuse must be submitted within two (2) days of the absence, if not, the absence will be considered unexcused. You may email excuses to Rae.Turnbull@ccisd.us
3. Only five (5) parent notes per semester are accepted.

Compulsory Attendance

Prekindergarten and Kindergarten Students enrolled in prekindergarten or kindergarten are required to attend school and are subject to the compulsory attendance requirements as long as they remain enrolled. It is expected that all students in PK-5th grade attend school daily as required by law.

Unexcused Absence

When a student incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent. The notice will:

- Remind the parent of their duty to monitor the student's attendance and require the student to attend school
- Request a conference between school administrators and the parent
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures

Partial Day Absence

A student will receive a partial day absence if he/she is absent from school for more than 15 minutes (for example; arrive after 8:06 or leave before 2:50). A student who is not in school by the 10:00 AM ADA official attendance time will be counted absent unexcused until a written excuse is submitted to the school within two (2) days. **Partial day absence will prevent a student from receiving perfect attendance recognition.**

Medical Code (MED)

If a student leaves campus due to an illness, the student will receive a Partial Day Excused Absence, however, upon returning to school, a written excuse must be provided to the school within two (2) days.

If a student has a doctor's excuse, the absence will be changed to "MED." The student with a "MED" is not counted absent if the student has been in attendance a portion of that day. The absence excuse must be given to the student's homeroom teacher. The teacher will then submit the excuse to the office upon receipt.

Attendance Review Committee

The Attendance Review Committee will convene at the end of each six-week grading period to review student attendance. Conferences will be held with parents as needed to discuss excessive absences.

Tardiness

Any student not in his/her seat by the 7:51 AM bell is considered tardy. Tardiness is considered a classroom disruption:

1. It interferes with the student's opportunity to be informed of the daily agenda.
2. It affects a teacher's opportunity to present material.
3. It may cause inaccurate attendance records since students who are tardy are counted absent and records will need to be revisited for corrections.
4. It directly affects the accuracy of the daily lunch count.
5. Students may miss their healthy breakfast and start of the day greetings.

Excessive Tardies will result in the following:

1. Notification letter
2. Phone call to parent
3. Documentation letter

While we realize emergencies do arise, we would appreciate parents informing us of any special situation that we need to be aware of or that we may be able to help with concerning establishing punctuality.

Incentives

Students who maintain perfect attendance and improved attendance have the opportunity to attend attendance celebrations every six weeks.

SCHOOL OPERATING PROCEDURES

Awards Assemblies

Students first through fifth are eligible for:

Distinguished Honor Roll - All 90's or above (A Honor Roll)

Exemplary Honor Roll - Numerical grades 80 to 89 and at least one 90 or above (A/B Honor Roll)

Recognized Honor Roll - All numerical grades are 80 to 89 (B Honor Roll)

Students shall maintain an "S" in all non-numerically graded subjects with the exception of handwriting in order to qualify for honor roll recognition, in handwriting and "I" will be accepted.

Annual Award Assemblies will be conducted in the cafeteria in May. Parents are invited to attend Annual Award Assemblies.

Bicycles

Students may only ride bicycles to school. If students ride bicycles to school, they should observe these precautions:

1. All bikes should be kept locked at all times. (Bike rack is located on the west side of the campus just passed the cafeteria.
2. Bicycles permitted in designated areas when on school grounds.
3. Only one rider per bike.
4. Helmets are suggested for safety.
5. Skateboards, rollerblades, scooters, or Heelys are not permitted on campus.

Birthdays

Cupcakes or individually wrapped snacks are allowed for celebrations during the last 15 minutes of the day. Please be aware that children in the school may have severe allergies to certain food products. Discuss any classroom allergies with the teacher before bringing food to share. Invitations to parties must be distributed to everyone in the classroom, so as not to single-out any student.

Breakfast & Lunch

All students at Moore Elementary will receive free breakfast and lunch. However, any student that wishes to purchase an extra tray or items a la carte will have to pay for those items. <https://www.ccisd.us/page/food-services>

Cafeteria Rules

1. Take pride in your school
2. Clean up after yourself
3. Leave belongings in classroom
4. Do not share food
5. Respect personal space
6. Stay seated
7. Raise your hand for assistance
8. 5 at a time in the lunch line

Climate and Culture

School staff and visitors will conduct themselves in a manner that demonstrates respect to both students and the school. Conflicts, whether between students, parents, or school staff, will be conducted in private and in a demeanor that is consistent with the principles of educating our children.

Dress Code

(See last page)

Lunch Drop Off/Visitors – Due to limited space in the cafeteria, lunch visitors are welcomed to eat outside at the gazebo area after the first three weeks of school.

All visitors are required to check in through the office upon their arrival on campus. A valid ID or Driver's License is required for check in. Visitors are required to wear a visitor's tag while on school property.

1. Parents may drop off forgotten lunches for their child in the office, preferably before 8:30 a.m. Office personnel will alert the child that they have lunch in the office.
2. Parents may only bring lunch for their child.

3. Students must return to their class at the end of their lunch time.
Parents may not walk their child back to class.
4. Appropriate dress is required while visiting the campus.

Emergency Information

Home Address and Telephone Number Changes

Please be sure that the emergency information for your student is periodically updated. If you have a change in home telephone, business telephone, or home address please let the school know immediately. If your child should become ill or injured, the school will call the parent's home or business first.

If no contact can be made, school personnel will refer to the alternate adult list on the emergency card. All addresses and telephone numbers are kept confidential.

If the change in address is located out of our school zone area, parents are required to contact the office for a "Continued Enrollment" or a "Transfer" request; otherwise, withdrawal from Blanche Moore is required. Please note that Continued Enrollment is conditional based on attendance and the student's behavior.

Grading and Promotion Guidelines

Promotion Criteria shall be based upon the following taken from the CCISD Grading Guidelines. ([link](#))

Field Trips

Parent permission for field trips must be in written form. The appropriate form must be signed and returned to school before the trip (permission received by telephone is not permitted by the District). If a student does not have written permission, he/she will remain in a supervised area/classroom until the class returns from the trip.

Homework

Our district encourages the assignment of homework to students to reinforce objectives. Please communicate to your child the importance of completing his/her homework assignments on a daily basis. It is a good idea to set aside a special place and time to study.

Instructional Time

Please remember that state law and district policy prohibits classroom interruptions. Please help us maintain the instructional focus in the classroom by observing the following procedures:

1. Please arrange a conference with your child's teacher if you would like to discuss academic progress or other matters.
2. Please do not enter your child's classroom after 7:50 AM or before 3:10 PM unless you have checked in through the office.

Library Books

Students are permitted to check out school library books. Students are required to review library books before checking them out. If damages are found, students must notify the librarian. Failure to review library books prior to checking them out could result in the student being held responsible for any damages. Payment for damaged books is due upon receipt of notice. All Eagles are encouraged to treat books responsibly.

Lost and Found

All lost and found items will be placed in a designated area by the cafeteria entrance.

Medication

It is recommended that parents give all doses of medication at home. The school nurse may administer only those doses that must be given during the school day with a proper form completed by a physician. If you have any questions, please contact our Registered Nurse, Jaylynn Reyes .

Parent/Teacher Conferences

Recognizing that both parents and teachers are busy and have full schedules, all parent/teacher conferences must be scheduled in advance. We encourage parents to meet with your child's teacher at least twice per year.

Personal Property

It is important that students keep unnecessary items at home. Please remind your child to keep money and valuables with them at all times and not leave them in their desk. Each student is responsible for his/her own property. Toys, electronic games, card games and all other non-instructional items are prohibited on campus.

Possession of Personal Communication Devices (PCD)

In accordance with HB 1481, a student will not use a personal communication device (PCD) – defined as a **cell phone, tablet, laptop, smart watch, smart glasses, headphones, earbuds, or any other electronic device** capable of telecommunication or digital communication – on school property during the school day. Upon entering a CCISD school building, **all personal communication devices must be turned off and stored in the student's backpack or turned over to the teacher/front office** for secure storage until the end of the school day. All personal communication devices must remain turned off and stored until the final school bell after the last period of the school day. A student who violates this policy or any regulation shall be subject to the progressive discipline techniques listed below.

1st Offense

- The personal communication device is confiscated by the administrator, is securely stored on campus and is documented in the discipline system
- The administrator notifies the parent or legal guardian of the violation of policy
- A parent or legal guardian must pick up the device during normal school hours.

2nd Offense

- The personal communication device is confiscated by the administrator, is securely stored on campus, and is documented in the discipline system
- The student may be assigned to ISS for up to 1 day
- The administrator notifies the parent or legal guardian of the violation of policy, including any consequences
- A \$15 fee must be paid to retrieve the device
- A parent or legal guardian must pick up the device during normal school hours.

3rd Offense

- The personal communication device is confiscated by the administrator, is securely stored on campus, and is documented in the discipline system
- The student may be assigned to ISS for up to 2 days
- The administrator notifies the parent or legal guardian of the violation of policy, including any consequences
- A \$15 fee must be paid to retrieve the device
- A parent or legal guardian must have a face-to-face conference with an administrator prior to picking up the device, during normal school hours.

A student shall be authorized to use a personal communication device in a CCISD school building during the school day, only under the following circumstances:

1. The student's use is necessary for implementation of the student's individual education program, or a 504 plan, or a similar program or plan;
2. The student's use is required due to a documented need based on a directive from a qualified physician; or
3. The student's use is necessary to comply with a health or safety requirement imposed by law or as part of the District's or campus safety protocols.

Progress Reports

A three-week progress report for a six-week grading period is available to all parents via the student's online account at www.my.ccisd.us. The intent of the progress report is to inform the student's parents/guardians of the student's performance at the three-week interval.

Report Cards

Report cards are available on www.my.ccisd.us by the Friday following the last day of the six week grading period. We ask that you review and discuss your child's report card at the end of each grading period.

School Organizations – Subject to change based on sponsorship

Student Council	Open to students in grades 3, 4 and 5
Eagles on Patrol	Open to students in grades 3, 4, and 5
Choir	Open to students in grades 3, 4, and 5
News Team	Open to students in grades 4 and 5
Runner's Club	Open to students in grades 3, 4, and 5
Dance Team	Based on tryouts in grades 3, 4, 5

Textbooks

Textbooks are furnished by the state and supplied to students without charge. These books must be paid for if they are lost or damaged. Please help us by encouraging your child to keep up with his/her books.

Transfers

Transfers are available beginning March 1st of the school year at ccisd.us. If you anticipate a move out of the Moore zone and wish to stay at Moore for the remainder of elementary school, a Continued Enrollment form must be completed at the front office.

Volunteers

CCISD Volunteer Registration Process:

1. Complete and submit the on-line Volunteer application at: <https://jobs.ccisd.us/winocular/Workspace/wSpace.exe>
2. All registrations must include the applicant's correct name, social security number, and a physical address.

3. The application system will immediately run a nation-wide background check.
4. The completed Volunteer application will then be reviewed by CCISD Human Resources within one (1) business day.
5. If there are any background check issues, the application will be forwarded to CCISD Police Services for review.
6. Applications are normally approved within 1 to 2 business days.
7. Approved applicants will receive an email with their 5-digit Applicant ID and a copy of their Volunteer Approval Letter attached.
8. Approved applicant may then go to any campus with their 5-digit Applicant ID and a valid photo ID (current Driver's License, State Photo ID, or active Military ID Card).
9. The campus will print the District Policies and Confidentiality Agreement for the volunteer's signature, and keep on file (at the campus) with a copy of the Volunteer's Photo ID.

Withdrawals

If you have moved out of our attendance zone or need to withdraw your child from school, please let us know at least one day in advance so that we may prepare your child's records. Parents will also need to come by the office to sign the withdrawal forms. The school does have 48 hours in which to complete all paperwork. A student may be allowed to stay at Moore for the remainder of the school year if they have moved. A Continued Enrollment form must be completed at the front office. Approval of continued enrollment is decided by the school principal and is contingent on attendance and behavior.

School-Wide Discipline Plan

In order to guarantee a positive learning environment that all students deserve, we will utilize a school-wide discipline plan and positive strategies such as Capturing Kids Hearts (CKH). Teachers will communicate with you via phone calls, email, conferences, and notes to discuss your child's behavior. When questions or concerns arise regarding discipline, please communicate this to your child's teacher **first**. If needed, conferences may be set up with the principal or assistant principal following teacher contact.

****Students will have opportunities to earn many positive rewards for their behavior. Eagle Bucks are given to students to use at the Moore Store.**

All Moore Eagles will:

1. Follow directions given by any school employee.
2. Keep hands, feet, and objects to themselves.
3. Raise your hand and wait until called upon before speaking.
4. Remain in assigned areas.
5. Respect others and their property.
6. Use good manners at all times.

Report Card Grades: (See chart) Based on student's individual behavior chart.

Aggressive verbal and/or physical actions require an automatic office referral. Bullying and harassment will not be tolerated. Immediate and appropriate action will be taken. A behavior calendar will be included in the homework folder on a daily basis.

0-1 Infractions	S = Satisfactory
2 Infractions	I = Improvement Needed
3 + or Office Referral	U = Unsatisfactory

Soaring Eagle

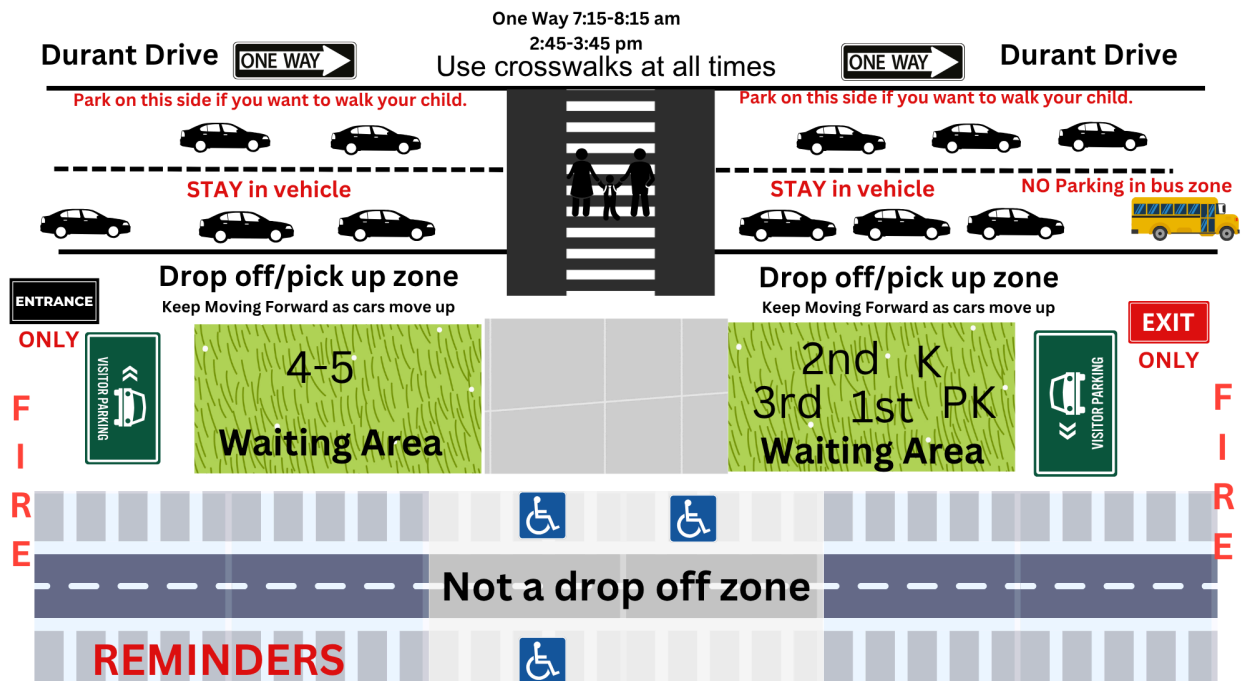
Each teacher will identify two students who consistently display respect toward rules, school policies, fellow students, staff, and school guests and will name him/her as a "Soaring" Eagle. Recognition will be at the end of the school year.

**Drop-Off/Pick Up Procedures
Before and After School
2025-2026**

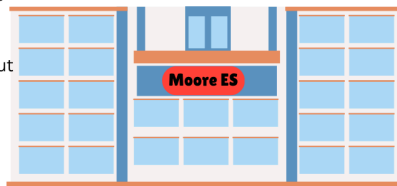
We need the cooperation of all parents in order to make drop-off and pick-up before and after school safe for all students. The children's safety is the important factor, therefore; the following traffic procedures will be utilized:

1. The Drop Off Zone and Pick Up Zone is for dropping and picking up students. **Do not leave vehicles unattended.**

2. Students being dropped-off or picked-up will exit/enter the vehicle from the **passenger side, only. Eagles on Patrol will assist with opening doors.**
3. The pick-up zone is continuously moving, so please pull all the way forward. Students are not allowed to enter the vehicle until that time. All cars must utilize a Pick Up Placard with students name, grade, and teacher.
4. Once a child has entered their car, vehicles must pull all the way forward in order to keep traffic flowing.
5. The **entrance/exit to the Teacher Parking Lot shall not** be blocked.
6. Students that walk home should always use the crosswalk.
7. Students being picked up by parents who walk up to the class must make contact (visual/verbal) with their teachers before leaving their lines or designated pick-up areas. We ask all parents—**NOT** to take students from the dismissal line or from their designated pick-up areas without telling the teacher you are taking them.
8. ECSE/SPED parents coming into the parking lot to drop-off or pick-up students may park only in the staff parking lot with a RED Placard (see teacher).
9. Individuals with Handicap Placards must park in the handicap zones. There are only three available spaces in the parking lot; therefore if they are taken, you shall park only in the Visitor's Parking space.



- The parking lot is designated for staff only (a permit is required).
- After 8:00 AM, parents and visitors may use the parking lot for school-related business/activities, but please refrain from using designated spots, such as those for the Principal, Nurse, Secretary, etc.
- Remember to park in a designated space; parking in the middle of the lot is not allowed.
- Placards are required for pick-up zones to help streamline the dismissal process.



Drop off time: 7:30 AM
For safety reasons, do not drop off your child before 7:30 AM

Student Dress Code 2025-2026

At Blanche Moore Elementary school, grooming and appearance are an essential part of the positive, and safe school climate. The dress code teaches grooming and

hygiene, prevents disruption, and minimizes safety hazards. Occasionally, dress up days may allow certain clothing items to be worn.

1. **Shorts, skirts, dresses, or jumpers:** Must be no shorter than 2 ½ inches above the knee (width of a dollar bill).
2. **Leggings:** May only be worn underneath shorts, skirts, dresses, or jumpers.
3. **Shirts, t-shirts, blouses, and polo shirts:** May be short or long sleeves that are free of pictures, emblems, or writing that is lewd, offensive, vulgar, obscene, gang-related or depict drugs, alcohol, weapons, or tobacco products. Garments must cover the midriff and may not reveal undergarments. Must fit appropriately (not too big or too small).
4. **Pants and Jeans:** Must fit appropriately and be “free of rips and tears” above the knee.
5. **Appropriate footwear:** Closed toed shoes with laces/velcro (tennis shoes preferred due to outdoor play). House or indoor slippers and lounge shoes (Crocs) are not permitted.
6. **Hair:** Must be neat, clean, and groomed (non-distracting styles or colors).
7. **Belts:** Must be put through the belt loops on the pants and not be extremely long. Belts are not required.
8. **Jewelry:** Appropriate (small style) earrings are acceptable. For safety reasons, necklaces, bracelets, or rings should be kept at home.
9. **Sweaters, Jackets/Hoodies:** Acceptable unless they are covering clothing that is against the dress code. Hoods on the hoodie may not be worn in the building.
10. **Backpacks:** Clear plastic backpacks ONLY.
11. **Inappropriate Clothing:** Pajama tops and bottoms are not permitted unless allowed by the campus administrator on specified days as an incentive.
12. **Makeup/Nails:** Makeup and artificial nails (for safety reasons) are not allowed.

Consequences: Violation of the dress code is a violation of the Student Code of Conduct.

1st Incident – Warning; **2nd Incident** – Parent Contact ; **3rd Incident:** Office Referral