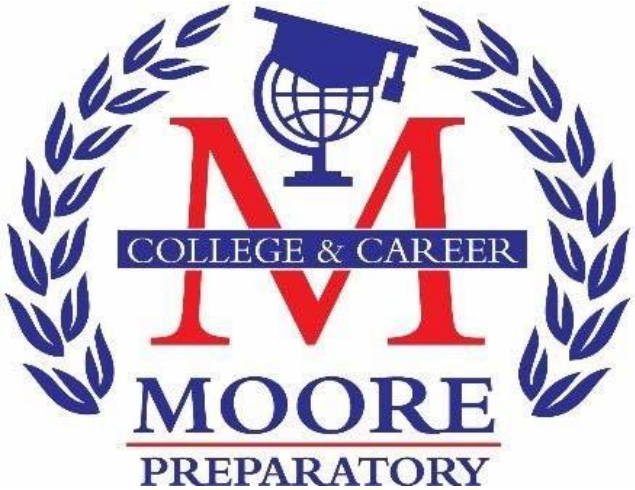

Parent Handbook

2026-2027

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Arrival and Dismissal Procedures

Arrival

- Scheduled Staff on duty to monitor students beginning at 7:30 am daily. **PK-5** students will report to the gym (via the cafeteria) and sit in their grade level lines (by homeroom).
  Students in 6-8 grade will sit at assigned tables in the cafeteria (6-8 grade students will eat breakfast in the cafeteria until 8:00).

- **7:50 PK-5** Teachers pick up their respective homeroom and escort them to the classroom.

- **PK4** students may enter through door #2 at 7:30-8:00. From 8:00-8:10, they may enter through door #1 or door #12. After 8:10, PK4 students must be escorted into the building and signed in at the Main Office by parent/guardian.

- **K-5** Students may enter Door #1 or Door #12 at 7:30-8:10. ***After 8:10, ALL K-5 students must enter through door #1 and proceed to the Main Office to sign in for a tardy pass before reporting to class.***

- **ALL students in grades 6-8** must enter through doors #10 and 11 at 7:30-8:10 **EVERYDAY** and go through the metal detector. ***After 8:10, ALL 6-8 students must enter through door #1 and go through***

the metal detector/wanned by a Safety Team Member. They will then report to the Main Office to sign in and receive a tardy pass before reporting to class.

- **After 8:30 ALL PK4-8th** Grade Students must be signed in by a parent/guardian in the Main Office and receive a tardy slip. Students in 6-8 grade students will be required to go through metal detector/wanned by Safety Team Member.

Dismissal:

- Moore dismissal times are:
- PK4 and Kindergarten~ 3:30
- Grades 1-8~ 3:35

All Moore parents/ guardians are required to indicate in writing (by the first day of school) how their child(ren) will get home each day. Should the parent change the method of how they get home in case of an emergency, it must be in writing and provided to the homeroom teacher and the Main Office prior to 3:00pm the day of the change. We encourage parents to select a method of dismissal (i.e. Bus rider/Day Care/Walker/Car Rider) and commit to that method on a daily basis.

Student Pickup/Checkout/Campus Security

- Only individuals on the child's Skyward may check a student out.
- It is critical that the school always has a current phone number and at least two emergency phone contacts other than parent/guardian.
- All Moore students must be picked up by 3:50 unless they are enrolled in Beyond the Bell or have parent/teacher permission to stay after school for scheduled enrichment/intervention activities.

- ALL PK4-8th grade parents who pick up their child are required to display the Moore car tag with the student's name displayed. Should the parent not have a Moore car tag, he/she will be required to report to the Main Office and show his/her ID to sign the child out.

- PK4 and Kindergarten parents will pick up their students in the front of the building facing Waterwood Drive. Students will exit doors #1 and 2 (located in the front of the building). They will be loaded into the cars by staff members.

- 1st-8th grade parents will pick up students in the car line at the designated grade level area/door. Parents are required to drive around the building using the right lane to "load the students". The left lane is purposed for use as a passing lane and **NO** students will be loaded into the car in the left lane.

- The students are required to be in school from 8:10-3:35. The state requires that campus document any student entering late or leaving before the end of the day. The students are missing classroom instruction when they arrive late and leave early. When this occurs more than 4 times a year a conference, phone call, or letter will be sent home to indicate the problem. Issues of habitual tardies or early leaves will be turned over to the truancy officer.

- **Early Checkout-any time before 3:35**

Early pick up 3:00-3:30 is not encouraged. End of day processes and transitions are occurring during this time. In an effort to support the safety of our students and efficiency of our end of day procedures, we encourage parents who have appointments scheduled for their child to pick up their child before 3:00 or at the appropriate dismissal time.

The Front Office will not call for students to be released from classrooms between 3:00-3:35. Parents wanting to pick up their children (early) at the end of the day must do so before 3:00.

- **Doctor Visits**

A student is not counted absent if he/she arrives late to school from attending a doctor's appointment when a doctor's note is given. You are encouraged to bring the student back to school after any appointment.

- **Late Student Pickup-after 3:50**

Parents will have to park and come inside the building to sign the student out. We understand things happen to cause a parent to be late from time to time, but parents must call the school if they are late. The teachers begin their meetings/tutoring at 3:35 and it is critical that all students have left the campus by 3:50.

Expectations for Classroom Doors and Exterior Doors

Following district expectations Moore Preparatory will require all classroom doors to remain closed and locked. Moore will also require that exterior doors remain closed and locked. Doors are not to be propped open at any time.

- A rotating schedule has been created to consistently check doors daily (in the morning and afternoon) by the campus Safety Committee.

- Students are not allowed to open classroom doors or exterior doors for anyone.

- Staff members are not allowed to open exterior doors for anyone.

- All visitors must show their government issued picture ID at door#1 and disclose their purpose for visiting to be permitted entrance to the building by the Main Office team. Visitors will receive a visitor's badge with the approved destination. Visitors will wear their visitor badge during the duration of their visit. They will also be expected to leave their government picture ID with the Main Office staff while on campus. Upon leaving campus (through the Main Office) the visitor badge and picture ID will be returned.

Student Badge Expectations and Policy

All students are required to wear their student ID badge while on campus during the regular school day. Badges are required for bus and day care transportation. The school issued plastic sleeve and lanyard must be used as holes cannot be punched in the ID cards. If your child's ID badge is lost or misplaced, the cost of replacing it and the lanyard is $5.00 plus a service fee. The payment must be made using My School Bucks.

Specifics:

- Required for all
- *First one free*
- *Subsequent replacements are $5.00*
- Elementary students who ride the bus will be required to use their issued badge to board the bus. All other elementary students' badges will be kept in the classroom.

Middle School Students are required to wear their badge at all times while on campus.

Campus Visitor Policy

Visitors/Volunteers

Volunteers make up an important part of our overall school program and are welcome at our school. Volunteers are required to complete a Criminal Background Check **each school year** and sign in/out in the office each time they come to the school building. Any person that comes to visit, go on a field trip, or volunteer in a classroom must complete the Volunteer form a minimum of two weeks ahead of time. Please assist us in making sure that the names of anyone who contributes time or materials to our school are recorded in the Raptor computer in the office.

Please see the following requirements that must be followed in order to ensure a safe learning environment for all students and staff.

Visitation Requirements:

- Use the buzzer located outside to call the front office and gain entry into the building.
- All visitors must bring their government issued ID card. Examples of ID cards include:
    - US Driver license, ID Card
    - Passport card
    - Military ID
    - Identification card from your country
    - Resident card/Green card

- Your ID card will be scanned through our district Raptor system. This system is used to screen visitors to ensure student safety.
- After your ID is scanned and we receive an all clear, you will receive a visitor sticker to place on your shirt.

Lunch Period Visitation

PK4-5th grade parents, grandparents, and guardians are allowed to visit during your child's designated lunch period. PK4-5th grade parents are required to use Sign Up Genius shared by the respective grade level designee to reserve their spot on the visitor list. This campus procedure is followed due to limited Cafeteria seating. All other visitors will require prior approval by campus administration. Parents, grandparents, or other guardians who are visiting students during lunch will follow the campus visitation requirements to gain access inside of the building. Once inside the building, guests will walk to the cafeteria and sit and remain in the designated parent lunch area.

Please be mindful of the following requirements while visiting:
Lunchtime- Each class has 30 minutes for lunch.

- Food that has been brought in cannot be shared with other students.
- Seating is limited, so please limit visitors to no more than two- including yourself.
- Students will not be allowed to take food with them to their classroom. The meal must be consumed in the cafeteria during their lunch time.
- Please do not use this opportunity to visit with the classroom teachers as they are on duty monitoring the students.
- Please dress appropriately when coming to school to eat with your child -- no pjs, slippers, or revealing clothing.
- Restrict your conversation/visit to only your child.
- If your child needs to use the restroom, you must let an adult staff member on duty know.

- Parents must use the restroom in the Nurse's Office while on campus. Parents/Visitors are never permitted to use student restrooms.
- The visitation ends once the child leaves the cafeteria.
- Once lunch is over, visitors will return to the main office and the students will continue with their instructional day and return to class.
- Parents/Students may NOT use food delivery services to provide student's lunch.

Campus administrators have discretion to deny access to any visitor who poses a substantial risk to the safety of students or staff, or if the individual fails to follow the policy identified above.

CELL PHONES/Digital Devices

Under House Bill 1481, all students in grades Pre-K-12 are prohibited from using any personal wireless communication devices at school unless the device is provided by the school/district.

Devices must be turned off and put away in a backpack or purse during the school day. Violations may result in disciplinary action.

- This includes earbuds, Air Pods, headphones, smart glasses, smart watches, gaming devices, any digital device capable of sending or receiving wireless communication.

BACKPACKS

The District/Campus expectation is that every student carry a clear/mesh backpack.

Steps for backpack non-compliance:

- Students will pass through the primary and secondary metal detector stations for bag search (secondary only).
- If first offense, the staff member will refer the student to the counselor or social worker for a clear or mesh bag.
- After 1st offense, the student's bag will be collected, and student will be reminded of the expectation. The parents will be required to pick up bag.
- Repeat offenders will be subject to campus-level consequences, including, but not limited to, a call to parents (i.e. before/after school detention, lunch detention, no after school activities, etc.).
- After the 4th offense, students will be assigned ISS (secondary only).
- Lunch bags/boxes Do not have to be clear. However, they are subject to inspection.
- Students may carry a pouch no larger than 5.5" X 8.5" to hold personal items.

Parents are encouraged to review the District Dress Code Expectations and Student Code of Conduct with their child.

DRESS CODE Expectations
https://www.gpisd.org/departments/schoolbasics/dress-code

Code of Conduct
https://www.gpisd.org/departments/handbooks-and-code-of-conduct