

WELCOME TO MORAN PRAIRIE SCHOOL 2022-23



MORAN PRAIRIE ELEMENTARY SCHOOL

EAST 4224 57TH AVENUE

**SPOKANE, WASHINGTON 99223
(509) 354-3700 FAX 509-354-3666**

A MESSAGE FROM THE PRINCIPAL

Dear Moran Prairie Families,

Welcome to the 2022-2023 School year! At Moran Prairie, your child will learn in a safe and caring environment. We strive to create classrooms that excite and engage children in learning, developing the talents of each child. Collaborating with families, our wonderful staff works to make our school a positive, supportive, enriching and academically challenging place of learning. Thank you for choosing to be a part of the Moran Prairie family.

Sincerely,

Kate Hellenthal
Principal
354-3700
katehe@spokaneschools.org

For a quick index to the different sections of this calendar, or frequently used phone numbers, please see the back cover.

MISSION, VISION, AND CHARACTER EDUCATION

Mission:

At Moran Prairie, we are committed to educational excellence. Through collaboration with all community members we will challenge our highest achievers to continue growing, and will continue to assist ALL students to achieve at the highest levels. Through continual research and assessment, we will ensure our methods are most effective in meeting our commitment for success. When students struggle to meet standards, we will direct a continuum of resources, from volunteers to extra time from certificated teachers, to help them succeed.

Vision:

We strive to become an educational community where:

- Staff, parents and students work collaboratively to maximize every student's education.
- All adults and children in the school community live with and by the Pillars of Character.
- All students exit our school valuing and embracing the diversity in our community, city, and world.
- Every student is challenged and stimulated intellectually by the classroom curriculum and instructional practices.
- Every student is prepared for the challenges and changes we will encounter in the 21st Century.

Values/Commitments:

- For students to flourish and achieve maximally, we will nurture an atmosphere of trust through clear and open communication among and between staff, students and parents.
- Our teaching will expose students to a broad range of cultures, ideas, perspectives, and peoples in order for children to embrace the diversity in our community, city, and world.
- We will support, challenge and provide enrichment to ALL students to help them meet or exceed current standards.
- We will prepare ourselves and our students to tackle the challenges and changes that we will all encounter in the 21st Century.

School-Wide Expectations (2/21/18)

Common Areas of Focus	School-Wide Expectations <small>(2/21/18)</small>				
	RESPECT	KINDNESS	EXCELLENCE	SAFETY	INTEGRITY
Assemblies	<ul style="list-style-type: none"> • Appropriate voice levels (inside voices) • Listen to speaker • Sit on pockets 	<ul style="list-style-type: none"> • Eye contact with speaker/presenter • Appropriate response/applause 	<ul style="list-style-type: none"> • Modeling respect, kindness, safety and integrity without reminders 	<ul style="list-style-type: none"> • Watching teacher for directions • Entering and exiting safely • Hands and feet to yourself 	<ul style="list-style-type: none"> • Doing the right thing even when you're not being watched • Encouraging neighbors to be respectful as well
Playground	<ul style="list-style-type: none"> • Use playground equipment correctly • Solve problems with words not actions • Listen and follow directions of adults 	<ul style="list-style-type: none"> • Include others • Be courteous and a good sport 	<ul style="list-style-type: none"> • Keep the playground clean and safe for all • Line up when the whistle/bell sounds • Stand up for doing the right thing 	<ul style="list-style-type: none"> • Follow safety rules in all areas of playground • Stop immediately when the whistle is blown • School appropriate games 	<ul style="list-style-type: none"> • Putting away playground equipment properly • Do the right thing, even if no one is watching
Hallways	<ul style="list-style-type: none"> • Quiet walking • Hands to self • Respect the learning of all students in the building • Voice off 	<ul style="list-style-type: none"> • Kelso wave • Admire hallway displays with your eyes only 	<ul style="list-style-type: none"> • Modeling and following expectations • Get where you're going efficiently 	<ul style="list-style-type: none"> • Single file, pay attention to line • Walk on right side • Walk on each step on the stairs using your walking feet. 	<ul style="list-style-type: none"> • Follow directions of teacher every time you are in hall whether there is an adult around or not • Do the right thing always
Lunchroom	<ul style="list-style-type: none"> • Use inside voices • Waiting patiently • No talking when an adult is talking • Follow all seating rules 	<ul style="list-style-type: none"> • Good manners • Clean up after yourself 	<ul style="list-style-type: none"> • Pick up your area, even if it's not your mess • Help (table washing) as needed 	<ul style="list-style-type: none"> • Eat only your food • Stay in your seat • Walk • Hands/feet/body to self 	<ul style="list-style-type: none"> • Listen and follow directions of all adults • Model appropriate noise level
Bathroom	<ul style="list-style-type: none"> • Take care of needs efficiently • Be aware of privacy • Clean-up after yourself. 	<ul style="list-style-type: none"> • Waiting quietly and patiently • Keep doors unlocked for next user • Keep eyes on your own stall 	<ul style="list-style-type: none"> • Leave the bathroom better than you found it • Use bathroom appropriately 	<ul style="list-style-type: none"> • Wash hands • Feet on floor • Garbage in correct place • Report any issues 	<ul style="list-style-type: none"> • Be independent and trustworthy
Bus	<ul style="list-style-type: none"> • Whisper voices • Respect others' property • Waiting in a quiet orderly line to get on the bus • Listen and follow directions of adults 	<ul style="list-style-type: none"> • Share seats • Speak kindly and use school appropriate language • Say thank you/goodbye and hello to bus driver 	<ul style="list-style-type: none"> • Modeling and following expectations • Follow all school and bus rules while on the bus 	<ul style="list-style-type: none"> • Stay seated on your pockets/don't move when bus is moving • Hands/objects stay in the bus • Hands/feet/body to self 	<ul style="list-style-type: none"> • Appropriate conversations • Respect for all bus riders and drivers • Independently monitor yourself

STUDENT BEHAVIOR

SCHOOL EXPECTATIONS

Each Moran Prairie student is responsible to:

- Demonstrate a shared responsibility for achieving school progress.
- Demonstrate respect for self and the rights of others.
- Demonstrate respect for individual and cultural diversity.
- Demonstrate respect for school property and the property of others.
- Demonstrate individual responsibility and self-management.
- Contribute through individual actions to a positive, safe learning environment

SCHOOL RULES

In our school:

- Learning and safety come first.
- We are courteous, kind, and treat others with respect.
- Teachers have the right to teach, and students have the right to learn without interference.
- Students are responsible and accountable for their own actions.

In our school, we take a constructive approach to classroom and school culture. As with all SPS schools, we use [restorative practices](#). Restorative practices are defined as “an approach to promoting positive behaviors that focus on understanding the conflict and how to repair the harm, rather than traditional discipline.” When we use restorative practices, we:

- Build positive relationships and interactions with and between students,
- Repair relationships when they have been ruptured, and
- Create a school community that is founded in trust, respect, and empathy for one another.

The benefits of restorative practices and moving from rupture to repair are numerous. It helps students to self-regulate and understand their own feelings; it helps students to see the consequences (both positive and negative) of their actions; it builds empathy and an understanding of others; it enhances their critical thinking skills and helps them to see the world through multiple perspectives; it helps them become more independent problem solvers as they work to repair their own relationships; it helps them take accountability for their actions; and it helps address the needs of those harmed in different interactions. Ruptured relationships are repaired through an open and calm dialogue, facilitated by the teacher until students can hold their own reparative conversations. We reflect from both perspectives what the conflict was, identify the needs of both parties, and collaboratively come to a solution.

1. What happened?
2. What do we need to change this?
3. How can we make it better? What do we need to do in the future?

Staff are trained in restorative practices, are committed to helping students learn how their behavior is harming themselves or others, and help students take actions or steps to repair the harm they have committed. We will use restorative practices as the standard response whenever possible to resolve issues. We use daily talking circles, problem solving circles, restorative agreements and contracts, and other non-punitive ways of helping students own their behavior and repair the harm. Many teachers also use think time and a restorative reflection form to facilitate this process.

PBIS requires teaching social skills with an equal emphasis as academic skills. Restorative Practices supports this goal. The practice of sitting in circle teaches the entire school community the skills to resolve and prevent conflict in a peaceful, positive, and respectful way.

Using Restorative Justice practices and

Positive Behavior Interventions and Supports (PBIS) together

Both Restorative Justice practices and PBIS are school-wide approaches that seek to:

- Engage parents, students, teachers, school staff, and administrators
- Enforce positive behavior
- Avoid labeling of students
- Uplift students' strengths
- Establish a routine

Restorative Justice practices use Circles as the primary tool to:

- Build positive campus communities
- Prevent conflict
- Replace punitive and isolationist discipline policies such as detention, suspension, and expulsion

Students having a classroom environment that allows them to learn without the disruption or distraction of others is important. We also believe that, when given a chance, students can take a moment, refocus, and become a positive classroom learner again. When students disrupt, teachers use the following to help students.

- Acknowledge peers who are demonstrating the expected behavior.
- Privately reteach the expected behavior and explicitly teach the expectation.
- Take a break to provide space and time for the student to regulate so that he or she can be ready to learn again.
- Restorative or regulating conversation with the teacher.
- Buddy Room Break: student will be asked to take a break in a buddy classroom. Buddy classroom teacher will have a regulating or restorative conversation with student as will the teacher when the student returns.
- Classroom Minor Incident Protocol:
 - Parent Contact
 - Teacher chosen consequence, optional
- Behavioral referral that typically results in push-in support from an administrator or removal from class for a designated amount of time up to the half-day. Written behavioral referral provided by the teacher and parent contact will be made by administration.
- Refocus questions to help students to take a moment to pause and refocus themselves is a proactive way to build self-management skills. When asked to refocus, students will be asked to identify “What happened? What do you need? How can we solve this problem?” These questions are rooted in Restorative Practices.

Responses to Inappropriate Behavior

SPS Policy 3240 details behaviors that our Moran Prairie Expectations are designed to prevent. Corrective actions and consequences that may be assigned to a student in response to their inappropriate behavior include but are not limited to conferencing, restorative circles/conversations, community service, in-school intervention (working in a buddy classroom), lunch detention, and in and out of school suspension. In severe situations, emergency action could result in immediate removal from school, bypassing progressive discipline procedures. If students are referred to the office for inappropriate behavior, administrators always try to communicate with families.

If a student continues to display inappropriate behavior or causes a major disruption after several interventions by the teacher, or if an incident occurs with immediate referral to the office, the following will occur :

- **Process/Investigating the problem:**
 - The teacher/staff member will notify administration of the problem.
 - The administrator will speak with the student, ask for their perspective, and work together to determine other choices to solve the problem.
 - The administrator may further investigate the issue. This may include additional questioning of the student and/or witnesses about an incident.
- **Consequences** may include a range from apologizing, losing privileges as connected to the behavior such as lunch with friends or recess, a call home, or even removal from class for a specified amount of time. We follow all state, local, and any federal laws regarding due process and students’ rights.
- **Communication home:** The principal will use discretion when contacting the parent, depending on the severity of the incident/consequences and whether the child has had past incidents; sometimes the student will have the opportunity to talk to his/her parent first. If necessary, the principal will arrange a conference to include the student, the teacher and the parents to discuss a plan for prevention of further difficulties.

BUILDING INFORMATION

DAILY SCHEDULE:

7:30-4:00 -- School Office Hours
8:15-8:30 -- Students arrive at school. They should not arrive prior to this time, as no supervision is available on the playground.
8:25 -- First bell Students line up with classes to enter building
8:30 -- Tardy bell/instruction begins
3:00 -- School -Dismissal -- Students go directly home. Due to supervision limitations, carpools must arrive by 3:10.
Students may **NOT** stay to play on playground unless accompanied by a parent/guardian.

ATTENDANCE POLICY:

You may report a student absence by calling our Attendance Hot Line. To use the Attendance Line dial 354-3708. The Attendance Line is in operation 24 hours a day. The school office phones (354-3700) are answered during the hours of 7:30 AM - 4:00 PM.

Regular school attendance and punctuality are extremely important to your child's success in school.

When your child is ill (**fever, vomiting must not attend**), he or she should stay home. Parents are asked to call the school (354-3700) or the Hotline message machine (354-3708) before 8:30 am each morning of the illness. This call serves as the student's excuse and it also ensures the school of the child's safety. If no call is received, a note will be required when the student returns to school. The recent Becca Bill legislation requires that all students who do not have an excused absence will be counted truant. Two unexcused absences in a month require a contact from the principal to find out why the children are truant. Five unexcused absences in a month require a petition to the court. If a student's absent rate is at or above 15%, a doctor's note may be required to excuse future absences.

OPEN HOUSE

An Open House is held each fall for the families and guardians to meet and receive information from your child's teacher about classroom and curriculum expectations. Families/guardians are highly encouraged to come learn and ask general questions about the classroom. The school will send specific communication regarding the structure and logistics of the event each year.

EMERGENCY INFORMATION:

It is very important that the school be kept informed at all times of the home address and telephone number as well as an emergency number where a parent can be reached. Please notify us if there are any changes in this information, so we may have authorization and direction as to what we are to do with your child in case of an emergency. Students may be released only to parents/guardians or other people on their emergency contact list.

It is also essential that the school be kept up to date about your child's health information, especially life-threatening conditions.

VISITOR POLICY:

All visitors to Moran Prairie must check into the office by signing a log and then wearing a visitor or volunteer badge. Thank you for cooperating with us for the safety of our students.

Student-aged visitors are not allowed at Moran Prairie during the school day unless accompanied by a parent/guardian and pre-arranged through the school or school district. Due to both liability reasons and distraction from schoolwork, friends or relatives from out-of-town may not spend the day at school with us. Sorry!

BUSES/TRANSPORTATION/RIDING HOME WITH FRIENDS:

If you have questions or difficulty with your child's school bus, please call your school administrator or Durham directly at 509-483-0224. Due to issues of safety, liability, and also due to overcrowded buses and the need to adhere to District Policy, bus students are no longer able to ride a different bus with another student or get off at a different stop without permission from Durham and transportation services. If you have a long-term need based on (temporary) change of residence or long term child care, please contact the office.

BOOKS AND SUPPLIES:

Schools supply all basic educational supplies that a student may need. The district has put together various supply lists based on grade level that can be found on our school webpage. Additionally, some requested supplies may vary slightly from classroom to classroom. Many teachers make available a list of supplies. Students are responsible for any damaged or lost books.

PARENT-TEACHER CONFERENCES:

Parents will be invited twice per year to meet with the teacher to discuss their child's performance at school. Conferences are an integral part of building relationships and open communication between school and home. They are also designed to give parents an accurate and objective report of a student's progress and behavior. Parents should not hesitate to ask questions about any concerns they may have and are encouraged to bring to the teacher's attention any information which may assist the school in meeting a child's individual needs.

FIELD TRIPS:

During the year, field trips may be planned by individual teachers. You will be notified of such trips and specific transportation arrangements. You will be asked to sign a permission slip for each event so that the school knows you are aware of the planned off campus activity. All field trips must be by school district bus transportation. Parents wishing to transport their own child(ren) must sign a separate permission slip for each trip. ***Siblings may not attend field trips.*** Parents hoping to attend as chaperones must be an approved volunteer.

STANDARDS-BASED REPORT CARD

An elementary standards-based report card is issued for children in grades K-6 two times a year. Parents will be notified in writing or via a telephone call as needed during the year if their child is having trouble.

PARTIES, INVITATIONS

- **Parents and students may not distribute invitations at school.** This is also true for thank-you's or any other 'selective' communications about off-campus parties.
- **There are two room parties each year, Halloween and Valentine's Day,** sponsored by the Parent/Teacher Group. A room parent usually contacts parents regarding assistance needed for these parties. If, for any reason, you do not want your child to participate in the parties please send a note to the teacher. Below are the PTG/Site Council School party guidelines. In accordance with School District Policy 8140, nutritious food items should be offered. Item II, Section C. Classrooms, Number 3 Snacks/Parties:
 1. When food and/or beverages are offered to students in school or at classroom functions, healthy food options should be available. Classroom parties and celebrations should be held after the classroom lunch period to help ensure students eat a nutritious lunch.
 2. Please consider the number of treats that each child will receive. Please consider portion size.
 3. Remember to tell parents not to bring anything that hasn't been pre-approved by the room party parent as part of the menu. In addition, the PTG has guidelines to help keep sugar treats to a reasonable level. Snacks not planned for in advance should not be 'accepted' or offered to students. Importantly, every effort will be made to accommodate students with food allergies and other special dietary needs on an individual/ classroom-to-classroom basis.

- **Valentine's Cards:** If students choose to exchange Valentine's cards, they must exchange cards with all of the other students in their class. We strongly encourage students and families to be aware when choosing their Valentine's cards that we have students with a wide variety of beliefs and to be sensitive in choosing appropriate pictures and messages to exchange in school. Due to health concerns , no cards with treats or candy are allowed.

LOST AND FOUND:

A lost and found box is located in the multipurpose room. Students should also check with the office when items are lost. It is most helpful if items such as coats, boots and hats are marked with the owner's name. Lunch boxes especially should be marked.

SCHOOL PICTURES:

Individual as well as class pictures are taken during the year. These pictures are provided as a service to parents and students and purchase is purely optional.

FOOD POLICY:

MORAN PRAIRIE ELEMENTARY SCHOOL STATEMENT OF POLICY REGARDING FOOD ENTERING THE SCHOOL

The purpose of this food policy is to monitor foods that are distributed to students during the school day including school-sponsored activities directly precede or follow the instructional day. Foods distributed at times other than those addressed in this policy will be determined by and the responsibility of the sponsoring group (ie: PTG, Science Fair Committee, Field Day Committee, etc.) and each student's parent or guardian.

LUNCH: Students may not share any part of their food with any other student.

SNACKS: Teachers may, at their discretion, allow students to bring snacks from home for their own consumption. Students may not share any part of their snack with any other student. **Teachers may, at their discretion, keep and distribute to students "community" snacks but only if a) they inform parents of this plan, b) such snacks are on the List of Low-Risk Foods (see below), and c) the List of Low-Risk Foods has been shared with parents of students with food allergies and other food-related medical conditions.** Parents who have a child with a specific medical condition can work directly with the classroom teacher to determine appropriate modifications to the food list.

HALLOWEEN AND VALENTINE'S DAY: For the PTG-sponsored Halloween and Valentine's Day parties, **food may be brought to the classrooms if such food is on the List of Low-Risk Foods and b) the List of Low-Risk Foods has been shared with parents of students with food allergies and other food-related medical conditions.** Parents who have a child with a specific medical condition can work directly with the classroom teacher to determine appropriate modifications to the food list. As previously determined, Valentine's cards or gifts given to/from students and teachers shall not include any food or candy.

BIRTHDAYS, OTHER CELEBRATIONS AND INCENTIVES: **Classroom birthday celebrations shall be food-free.** For other celebrations, events or curricular activities, teachers may, with the approval of the principal, use food from the List of Low Risk Foods.

EXTRA-CURRICULAR ACTIVITIES: Activities that are scheduled outside of the regular instructional day and to which students are generally escorted by their parents/guardians (Trek, Doughnuts with Dad, PTG Ice-Cream Social, PTG Dance, Promotion, etc...) will not be subject to this food policy. These events will be handled on a case-by-case basis.

LIST OF LOW-RISK FOODS: **A "List of Low-Risk Foods"** will be provided specifying generally available commercially-prepared food items that do not contain various food allergens, and have been prepared using allergen-free processing methods. This list will be periodically amended or modified as necessary. This list will be available to the school community in addition to being used as specified above.

PERSONAL PROPERTY/LOSS/DAMAGE OF STUDENT BELONGINGS:

The School District continually strives to make our schools a safe place, both for students and their personal belongings. Unfortunately, incidents sometime occur which can result in damage or loss of personal property owned by or in the possession of students.

Accordingly, parents are reminded that the School District cannot be responsible for loss or damage to personal property brought to school by students. Thus, any personal belongings brought to school is at the student's own risk. If the value of an item is such that you cannot afford its loss, please make certain that your child does not bring the item to school

Students are cautioned not to bring large amounts of money, electronics or other valuables to school. Often these valuable items are broken or disappear and the school cannot accept responsibility for loss of personal property. If students have electronics (e.g. cell phones, MP3 players) in use on school grounds, the item will be confiscated and a parent/guardian will have to pick it up from the principal

CELL PHONES:

If students have cell phones, they must be turned off and in backpacks from the time they reach campus until outside, after the 3:00 dismissal bell (or after Express, if students attend Express). If cell phones are out or on at inappropriate times, the phone will be confiscated and kept by the principal until the student's parent/guardian comes to get it. It is the student's responsibility to inform the parent/guardian and the parent/guardian's responsibility to make an appointment with the principal for retrieval.

SCHOOL TELEPHONES:

The school telephone is primarily for business use. It is not to be used by students to make arrangements to go home with a friend or to change plans. These arrangements should be made at home prior to coming to school. However, when emergencies arise, students will be allowed to use the phone to solve these problems.

Parents are encouraged to arrange after-school transportation instructions with their children. Interrupting classroom instruction for last minute transportation information interferes in the learning day and is discouraged.

Spokane Public Schools complies with all federal and state laws and regulations and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation including gender identity, creed, Vietnam-era veteran or disabled veteran status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.

HOMWORK/EXTENDED ABSENCE POLICY

WHAT IS YOUR CHILD'S RESPONSIBILITY?

It is your child's responsibility to:

- note the specific assignment
- understand the directions
- take home the necessary materials
- budget enough time to complete the homework
- return assignments on time

Parents can help at home by providing

- a quiet area
- elimination of distractions
- top priority over other activities for student time to do homework
- a positive attitude toward school and learning that includes a commitment to homework
- a definite time to do homework
- checking and signing homework log if applicable
- interest, involvement and encouragement

WHAT ARE THE PARENT'S / GUARDIAN'S RESPONSIBILITIES?

We believe:

- class time experiences/discussions can't be "made up"
- lesson plans must be flexible to meet the needs of children, so we cannot be sure exactly what a child will miss during an extended absence
- children going on vacation are trading one educational experience for another

We will:

- save applicable assignments for a student and provide them to him/her on return; there will be a limited time to make up work

We may:

- ask students to read and keep a journal over an extended absence and share with /present to class an age-appropriate summary of the experience
- share with parents the general concepts/ Learning Goals that we plan to cover during an absence (upon request)
- dependent on the circumstances and the need of the child, provide (upon request) routine assignments if they are readily available and appropriate to do independently

As per District Policy, teachers cannot be required to pre-teach and/or provide work which would be missed.

AVERAGE GUIDELINES FOR LENGTH OF TIME SPENT ON HOMEWORK

Kindergarten	15 minutes	Grade 4	30-60 minutes
Grade 1	15 minutes	Grade 5	30-60 minutes
Grade 2	20-30 minutes	Grade 6	60 minutes
Grade 3	30-40 minutes		

- The above averages do not necessarily include reading expectations (10-30 minutes per day), math fact practice or practice for band/strings (20-40 minutes per day).
- Periodically, Specialists (e.g. Fitness & Health/Library/Music) may assign work that will exceed these averages.

⇒ **If your student is regularly spending more time each evening than the guidelines indicate on homework activities, you should talk with the teacher**

⇒ If your student is not spending the indicated time on school assignments, other enrichment activities that provide learning such as recreational reading and review of math facts should be encouraged to help support the school program.

SCHOOL LUNCH PROGRAM INFORMATION

Hot lunches and breakfast are served in the Moran Prairie kitchen daily. The school furnishes each student with a monthly calendar featuring cafeteria menus. Milk is included in the price of a hot lunch and may also be purchased separately for those bringing cold lunch.

The US Department of Agriculture approved a waiver that will allow ALL students in SPS to once again receive a free breakfast and lunch for the 2021-22 school year. All parents/guardians should complete the Free & Reduced meal application so we can maintain our state and federal grant program funding, so parents may continue to get additional benefits such as Pandemic EBT and waived sports fees. You can find this on the district website or contact the office.

Lunch is served from around 11:15 AM-12:45 PM

Spokane Public Schools use a computerized lunch program that enables students to purchase meals in advance and eliminates the use of tickets. Students' names are scanned each time they wish to buy a breakfast and/or lunch and the cost is automatically deducted from their account. Forms for applying for free and reduced price lunches may be obtained from the school office any time during the school year or parents/guardians are able to apply online at www.SpokaneSchools.org.

Students may pay for lunch with cash (in an envelope with child's name and room number) or check; **please designate the money is for lunches and put the name(s) of the student(s) on the check**. Checks should be brought to the school office between 7:30am and 4:00pm, excluding 11:15-12:45 lunchtime. Those who lose or forget their lunch money will be asked to call a parent. Students may not charge lunches.

Students will be expected to follow the lunchroom rules. Students who do not follow the rules or are disruptive may receive "Think Time" and/or not be allowed to eat in the lunchroom, or may miss lunch recess.

HEALTH SERVICES

MEDICATION:

According to state law and district policy, if it is necessary for your child to receive medication during school hours, a **Medication Request Form** must be filled out. These forms are available in the school office and must be signed by the physician and the parent. All medication must be received in the original container or it cannot be dispensed. Medication will be kept in the school office.

LIFE THREATENING HEALTH CONCERNS:

Washington state law requires that all students with life threatening health conditions have the needed medical orders, medication/equipment and a health care plan in place before the child may attend school (RCW 28A.210) Please note: all levels of severity of asthma are considered a life threatening condition that requires care plans and medications at school.

Definition of life-threatening health condition: A condition that will put the child in danger of death during the school day if a medication or treatment order is not in place.

If your child has a life threatening ALLERGY or DIABETES, please request a “Parent Packet for Students with Severe Allergies OR Diabetes.” This packet includes forms that will be needed at school. These are available at your school office.

It is the family’s responsibility to provide safe snacks for classroom parties and other special events.

Please reach out to the school office for guidance with any needed care.

Please bring a doctor’s note listing limitations (and length of time for said limitations) for any illness/injury requiring a doctor visit.

SPECIAL HEALTH CONCERNS:

Students with special health concerns such as food allergies, asthma, diabetes, etc. should have specific emergency instructions on file in the school office and with the teacher.

FIRST AID:

School personnel are trained to handle first aid for minor injuries. In case of serious injury or illness parents will be contacted immediately. The child will be taken to a physician or hospital if the parents cannot be reached and a parental consent form has been checked authorizing the school to seek emergency treatment. It is imperative that we have an emergency phone number on file in the event a parent cannot be reached. Children need to report all injuries to their teachers or recess supervisors.



SAFETY ITEMS

SCHOOL PATROL:

School Safety Patrol members are on duty from 8:15 to 8:30 a.m. and 3 to 3:10 p.m. The patrolled intersections are at Yale and 57th Ave., Yale at the school gate and at the bus lane directly in front of the school

Students crossing patrol supervised streets are expected to cross only with the patrols. Exceptions to this include permission from parents or teachers. We urge your full cooperation in encouraging your child to always obey the school patrols and be continually alert at crossings.

BICYCLES:

1. Students who live on the bus routes should not ride bikes to school as the roads in the vicinity of the school do not have bike lanes and there are few sidewalks.
2. Only students in grades 3, 4, 5 and 6 should ride bikes to school since safety for younger riders is a major concern.
3. Bikes are to be walked on school grounds.
4. Riders must wear helmets. The school reserves the right to take a bike from a rider without a helmet.
5. Bicycles are to be parked in the racks and locked for the day.
6. Bikes must be walked across patrolled crossings.

SKATEBOARDS, SCOOTERS AND SKATES:

Students may ride skateboards, scooters and skates to school as a form of transportation with parent permission but **may never ride these wheels on school grounds. Skate shoes (heelies) are not permitted at school.**

Students may use school grounds for recreational wheels/skates only if they go home and return with parent permission. Any wheels used at school will be confiscated by school personnel and returned at the principal's discretion.

MORAN PRAIRIE DRESS CODE

SPS District Policy No. 3224 details expectations for Student Dress. This can be found on the district website and states that the purpose of the policy is to “[preserve] a beneficial learning environment and [assure] the safety and well-being of all students.” Choices regarding student dress should be made with their families. Students have freedom of expression and that applies to their clothing, though it should not create a material and substantial disruption to the education process. It should also be free from gang-related messaging, drugs and alcohol, or which may promote hatred and/or intimidation to another student or group of students.

MORAN PRAIRIE PARENT/TEACHER GROUP

Moran Prairie's parent group is a PTG. Many hours of volunteer time are needed by parents to make this group active and strong. We encourage your involvement and participation in the parent activities.

PTG OFFICERS

President – Summer Beers
President Elect – Michelle Henneberry
Treasurer – Jill Harwood
Secretary – Ashley Lynch & Lindsey Alice
Marketing & Communications – Shannon Cavanah
Volunteer Coordinator – Cassie Miller
Member at Large – Eve Bird

VOLUNTEER PROGRAM:

Many parents and interested community people work as volunteers at school. If you have some time that you would be willing to donate to the school as a volunteer aide, please contact the school office or Volunteer Coordinator:

Volunteers help by:

- ...Providing extra assistance to individual students.
- ...Enriching the experiences of the children through community resources.
- ...Building communication links between the school and community.
- ...Giving the teacher more time to teach by providing classroom assistance.

Before and after school childcare is available
for interested families.

Hours are 6:30 am-8:30 a.m. and 3:00pm -6:00 p.m.
Please call Express office at 354-7312

The Express phone number at Moran Prairie is
354 - 3682

DANGEROUS WEAPONS ON SCHOOL PREMISES POLICY No. 2348

It is a violation of district policy and state law for any person to carry a **firearm** or dangerous weapon as defined in RCW 9.41.280 on school premises including school-provided transportation. This also applies to non-school facilities when being used for school activities. If students are in **possession of firearms on school property, it will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.** Weapon-like toys are also prohibited.

STAFF INFORMATION

Name	Email Address	Phone Number	Position
Jordyn Agost	Jordyna@spokaneschools.org	354-3695	Math Interventionist
Marla Antonio	marlaa@spokaneschools.org	354-3701	5/6 Combo Teacher
Stephanie Beal	stephaniebe@spokaneschools.org	354-3650	1 st Grade Teacher
Amber Bordeaux	amberbo@spokaneschools.org	354-3699	5 th Grade Teacher
Karrie Brown	karrieb@spokaneschools.org	354-3671	3 rd Grade Teacher
Rachel Brown	rachelb@spokaneschools.org	354-3655	Kinder Teacher
Lynette Butterfield	Lynetteb@SpokaneSchools.org	354-3678	Resource Paraeducator
Dewi Campbell	DewiAnnC@SpokaneSchools.org	354-3691	Office Assistant
Ruth Campbell	RuthC@SpokaneSchools.org	354-3684	Art Teacher
Lynne Carrick	LynnC@SpokaneSchools.org	354-3704	Grade 6 Teacher
Nina Chan-Jensen	NinaC@Spokaneschools.org	354-3690	Office Assistant
Katie Chisholm	KatieC@Spokaneschools.org	354-3665	Grade 1 Teacher
Blake Cloninger	BlakeC@spokaneschools.org	354-3679	Phys. Ed Teacher
Darren Cromeenes	DarrenC@SpokaneSchools.org	354-3687	Principal Assistant
Julie Day	JulieD@SpokaneSchools.org	354-3668	Grade 2 Teacher
Heather Durbin	HeatherD@SpokaneSchools.org	354-3653	Nurse
Marci Dunavan	Marcid@SpokaneSchools.org	354-3693	Speech Language Pathologist
Aimee Giesa	AimeeG@SpokaneSchools.org	NA	Science Teacher
Janette Harris	JanetteH@SpokaneSchools.org	354-3658	Librarian
Katie Harsh	KatherineHa@SpokaneSchools.org	354-3695	ELD
Lael Hatch	LaelH@SpokaneSchools.org	354-3675	Grade 3 Teacher
Nick Hayes	NickHa@SpokaneSchools.org	354-3663	Grade 3 Teacher
Kate Hellenthal	KateHe@SpokaneSchools.org	354-3688	Principal
Ben Huntington	BenjaminH@Spokaneschools.org	354-3663	Grade 4 Teacher
Kate Huschke	KateH@SpokaneSchools.org	354-3697	Grade 4 Teacher
Nicholas Kelly	NicholasK@SpokaneSchools.org	354-3696	Grade 4 Teacher
Christian Kempton	ChristianK@SpokaneSchools.org	354-3681	Night Custodian
Gigi Lemmon	GigiL@SpokaneSchools.org	354-3664	Grade 2 Teacher
Leah Lorimer	LeahL@Spokaneschools.org	354-3685	Counselor
Trish Martin	PatriciaM@SpokaneSchools.org	354-3683	Kitchen Manager
Claire McCloskey	ClaireM@SpokaneSchools.org	354-3657	Kindergarten Teacher
Shelby McVay	ShelbyM@SpokaneSchools.org	354-3691	Office Manager
Traci Petrovich	TraciP@SpokaneSchools.org	354-3677	BI Teacher
Jennifer Power	JenniferP@SpokaneSchools.org	354-3678	Resource Teacher
Bobbi Rassier	BobbiR@SpokaneSchools.org	354-3698	Grade 5 Teacher
Jessica Reeves	JessicaR@SpokaneSchools.org	354-3706	Grade 2/3 Teacher
Tom Ricks	TomR@SpokaneSchools.org	354-3681	Head Custodian
Corrin Rose	CorrinR@SpokaneSchools.org	354-3667	Grade 1 Teacher
Mindi Shaw	MindiS@SpokaneSchools.org	354-3686	Teacher Music
Debby Smith	DebbyS@SpokaneSchools.org	354-3656	Kindergarten Teacher
Randa Stone	RandaS@SpokaneSchools.org	354-3662	Grade 1 Teacher
Taylor Strausbaugh	TaylorSt@SpokaneSchools.org	354-3662	Kindergarten Teacher
Neale Walther	NealeW@SpokaneSchools.org	354-3669	Grade 2 Teacher
Katie Wood	KatieWo@SpokaneSchools.org	354-3695	Reading Interventionist

Parking Lot Traffic Flow / Pick-up & Drop-off of Students

A traffic pattern for our parking lot has been established by our Site Council, Safety Committee, and members of the WA State Patrol.

Please follow these guidelines:

- **Pick up and drop off only from curb-side of vehicle.**
- **Pull as far forward as you can and do not block the crosswalk.**
- **Do not block the turn-off to the parking lot.** Rather, enter the lot, find a parking spot and walk to the crosswalk to drop off / pick up your child.
Trust us, you and everyone else will get in and out much faster.
- **Do not block entrance to parking lot.** This backs up traffic along 57th and to Yale.
- **Do not talk on your cell phone.**

Simply ask “Can I call you right back?” for the safety of all of our kids.

PLAN A REGULAR LOCATION TO MEET YOUR CHILD

* On Yale or 57th Ave. *In a parking spot * At the pick up / drop off area

Please respect our neighbors and remember that blocking the entrance to the parking lot creates gridlock.

Always yield to school buses.

FREQUENTLY CALLED PHONE NUMBERS

Moran Prairie Main Office	354-3700	Moran Prairie FAX	354-3666
Principal	354-3700	Transportation / Durham	483-0224
Attendance Line to report absent students (24 hrs)	354-3708	Express Program	354-3682
Lunch Program Questions	354-3691	Medication Questions	354-3689
Kitchen	354-3683	Moran Prairie Custodians	354-3681
Moran Prairie Counselor	354-3685		

