

Amon Creek Elementary
STUDENT HANDBOOK
2018-2019



“Make a **SPLASH** each day”



Amon Creek Elementary School

Amon Creek Elementary Staff Will:

Secure a safe, positive, and rigorous learning environment

Provide purposeful instruction

Listen to “others” and collaborate often

Always consider, “Is this what’s best for kids?”

Show that you care each day

Have fun, enjoy what you do, and make a difference daily

Amon Creek Elementary Students Will:

S how safety and respect

Make good choices
Maintain a calm and safe body at all times
Listen and respond respectfully

P ractice positivity

Choose your attitude
Use kind words
Treat “otthers” the way you want to be treated

L ead by example

Stay on task
Strive for your best each day
Use your manners

A ccountable for yourself and accepting of others

Be honest
Be a friend
Choose kind

S olve problems

Work together
Think before you act or speak
Ask for help if needed

H elp “otthers”

Be considerate
Include others
Be there

AMON CREEK ELEMENTARY SCHOOL

18 Center Parkway
Richland, WA 99352

Telephone: 509.222.7600

Amon Creek Elementary School Staff

Office Staff

Mr. Foltz, Principal
Mr. Massey, Assistant Principal
Ms. Shrewsberry, Counselor
Mrs. Thoelke/Mrs. Warner, Secretaries
Mrs. Perry, Library Secretary
Mrs. McDermott, Nurse

Teachers

Miss Marty	Mrs. Nelson	Mrs. Gant	Ms. Maiden-SLP
Mrs. Schell	Mrs. Strobe	Mrs. Melone	Mrs. Garcia-Resource
Ms. Bruce	Mrs. Quesnell	Mrs. Smith-Hickey	Mrs. Lemos-Psych
Mrs. Norton	Mrs. Chan	Mrs. Schneider	Mrs. Rutherford-OT/PT
Ms. Hamamura	Mrs. Earley	Mrs. Hibbs	
Mrs. Ostrom	Ms. Barney	Mr. Jones	
Mrs. Wiley	Mrs. Collier	Mrs. Webb	
Mrs. Moore	Mrs. Whitmire	Mrs. Bay	
Mrs. Phillips	Mrs. Hagihara	Mrs. Hill	
Mrs. Holte	Mrs. Jackson	Mrs. Bohlke	
Mrs. Gonzalez	Mrs. Pischel	Mrs. Brader	
Mrs. Kendall	Mrs. Kelly	Mrs. Brittain	

Para Educators

Mrs. Savage	Mrs. Bode	Mrs. Collins	Mr. Rehfeld
Mrs. Franco	Mrs. Harper	Mrs. Lundvall	
Mrs. Peterson	Mrs. Ames	Mr. Uytico	
Mrs. Zalvala	Mrs. Willis	Mrs. Parks	
Mrs. Robbins	Mrs. Kimbell	Mrs. Mix	

Cooks & Cashiers

Mrs. Newhoff Mrs. Tiffany
Mrs. Schmauder

Custodians

Mr. Lesperance A.M Custodian
Mr. Pattersan and Mr. Stubbs P.M. Custodians

Make a ~~SPLASH~~ each day!

Our Day

8:40	Bell rings, students enter building, classes begin
10:15-10:30	Kindergarten Recess
11:10-11:30	Kindergarten Lunch
11:30-11:50	1st Grade Lunch
12:05-12:25	2 nd Grade Lunch
11:55-12:15	3rd Grade Lunch
11:45-12:05	4th Grade Lunch
12:20-12:40	5th Grade Lunch
2:00-2:15	1-5 Recess (Mon./Tues./Thurs./Fri.)
3:17	Classes dismissed (Wed. 2:00)

Student Absences

If your child is being kept home or will be late to school please call us at 222-7600. You will still need to provide a written note for the absence upon your child's arrival back at school. Please email your child's teacher regarding homework.

Tardiness

If your student arrives late to school he/she must check in at the office with a note explaining the tardiness before proceeding to class.

Illnesses

During the winter months, the incidences of illness rise. Parents often want to know when to keep their child at home. The following are guidelines to help make that decision. Please call the nurse at 222-7600 if you have any questions.

When to Keep Your Child at Home

Fever greater than 101 degrees in the last 24 hours

Rash associated with a fever

Vomiting or diarrhea in the last 24 hours

A cough bad enough you wouldn't want your well child around a person coughing like this

Draining rash or sore

A consistent thick, goopy runny nose

Ear discharge or other evidence of infection

Eye discharge or pink eye

A child must be free of fever for 24 hours and/or completed a full 24 hours of antibiotic treatment before returning to school.

If your child is ill, please keep them at home and call the school (222-7600) so we know that he/she will not be attending. Please send a written excuse when your child returns to school.

Procedures for Medication at School

1. Under normal circumstances, medication should be dispensed before and/or after school hours under the supervision of an adult. Medication prescribed for 3 times/day can be given before school, after school, and at bedtime.
2. If medication is to be dispensed during school hours, the Medication Request Form is to be completed and signed by the physician and the parent. This form is available in the office.
3. All medication must be provided and delivered to the school by an adult in the original container labeled with the name of the student, health care provider, medication, dosage and time of day to be given. This applies to non-prescription medication as well. If student requires half-doses, pills should be provided precut.
4. All medications are to be kept in the office where they can be locked up.
5. Students are to assume responsibility for going to the office to obtain their medication at a specified time.
6. Medicines are to be dispensed in the school office only.
7. **Please DO NOT send medication to school with children. This includes aspirin,**

ibuprofen, acetaminophen, cough drops, vitamins, and ointments.

Immunization

The state of Washington has laws governing minimum inoculation standards for children in grades K-12. The purpose of the law is to protect every child from disease. Our school nurse will be in contact with you if there are questions about your child's immunization Record.

Registration

Kindergarten students, and students new to the Kennewick School District, need a birth certificate and up-to-date immunization information in order to register. Students in grades 1-5 must present immunization information, and will not be able to attend school until this information is provided.

Room Assignments

Your child's room assignment will be given to you in mid-August. The room assignment may change in the fall once actual enrollment is known. If room reassignments are necessary, they generally occur after the Labor Day holiday.

Meal Prices

Lunch \$2.65/each Milk .55/each Breakfast \$1.60/day

Lunch payments and purchases are tracked on a computer system. Your oldest child may bring all money for the family. Mark students' names and room numbers on the check and how it is to be spent. Please make sure that your child has adequate funds in their account. If your child has a food allergy and a substitute is to be made, there is a form that must be signed by a physician and on file with the cashier.

Application forms for free and reduced lunch are available in the office throughout the school year. Applications can be submitted any time your family situation changes.

Playgrounds Before School

The bell rings for students to enter the building at 8:40. It is helpful to us if your child could arrive as close to 8:40 as possible. We have limited playground supervision starting at 8:25. Please do not have your children arrive at school prior to 8:25. Your help is appreciated.

Patrol

Our school patrol provides crosswalk services in our parking lot after school from 3:10 until 3:25 (2:00-2:15 on Wednesday's). Please drive carefully around our dismissal times. An adult crossing guard is on patrol before school and after school.

Homework

Your child's teacher can provide you with specifics regarding his/her homework policy.

Personal Items

Toys, radios, I-Pods, MP3 players, electronic games, cell phones, skates, skateboards, etc. should not be brought to school.

Lost & Found

Each winter and spring, a large number of clothing items are forwarded to service organizations. Any item lost at school will probably find its way to our lost and found box just opposite the office. Encourage your child to look for lost articles.

Parties

School parties are limited to two per year and are held during the last hour, or less, of the day. The two party occasions are Christmas and Valentine's Day.

If you wish to bring treats for birthdays, please check with the classroom teacher. Unless the entire class is invited to a home birthday party, please avoid distributing party invitations at school. **Please do not send homemade treats, hard candy, or treats containing peanuts.**

Visitors

Parents are always welcome and are encouraged to visit your child's classroom. Please call the office so that we may help arrange a visit. All visitors to the school must sign in at the office and pick up a visitor badge. Please help us to ensure your child's safety.

Room Mothers & Fathers

If you would like to be a room parent please contact your child's teacher. Room parents are an important part of the classroom. Your primary responsibilities would be to lend a helping hand to the teacher during the school year. We would like to count on you.

Friends or Relatives

Periodically, a student will ask to bring a friend or relative to school for the day. We are not able to accommodate such visits. Our first responsibility is to your child and the education program being offered.

Amon Creek Parent Group

Parents are encouraged to take an active role in school. The history of the school-home partnership is one of success. Consider what you might do for Amon Creek and become involved. We need you!!!

Special Programs

Amon Creek offers programs for qualified students in Special Services, District Reading, and Tutor Program. Please contact the school if you would like more information about these programs.

Insurance

Insurance coverage may be purchased in the fall through the school system at a minimal cost. If you are interested please return the provided envelope to the school office.

Bicycles & Skateboards

Bicycles are the **only** form of acceptable student transportation. Skateboards and roller skates should be left at home. Scooters are allowed as long as they don't create a problem. Please be certain that your child can secure his/her bike or scooter with a lock and chain once it is at school. Your child should wear a bicycle helmet. For everyone's safety, NO bicycle or scooter riding is allowed on school grounds. Students must walk bikes and scooters to the bike rack once they enter school grounds.

Poor Weather & School Closure

Poor weather may necessitate the closing of schools. Please listen to the local radio stations, check the Kennewick School District website at www.ksd.org for announcements regarding school closures or delays. If a two-hour delay is announced please keep listening. If conditions do not improve school may still be cancelled for the day.

School Pictures

We take school pictures two times each year. One is an individual photo and the second one is a group photo. Purchases are optional.

Student Dismissal

Please come to the office when you need to check your child out of school early. Your child's safety is our primary concern.

Parental Custody

In order to protect children from an unauthorized parent taking a child from school, we **MUST** have on file a copy of a restraining order or divorce decree issued in the state of Washington. Contact your lawyer for assistance. We need written authorization to release your child to anyone other than the custodial parent(s) or guardian.

Student Safety

Throughout the year, we stress the importance of pedestrian, bicycle, and bus safety. Your efforts to remind your children of this will make our program all the more worthwhile.

Student Records

The school maintains student records (as required by law) necessary for educational guidance and/or welfare of students, as well as for the orderly and efficient operation of schools. All information related to individual students shall be treated in a confidential and professional manner. Student records are property of the school but shall be made available to parents upon request.

Telephone Calls

Student use of the phone is limited to emergencies only. If necessary students may use the phone either in the office or in their classroom. Students will not be allowed to use their cell phones during the school day.

Transferring

Please inform the office when you are withdrawing your child. You will need immunization records to register at the new school. On your request we will provide a copy for you to take with you to the new school. When registering at the new school you will sign a request for records form which will be sent to us. We will then send the records to the receiving school.

Bus Service

In general, bus service is provided to those living 1 mile or farther from school. Currently most of our students are within that distance and walk to school. **Please do not stop or park in bus zones or obstruct movement of busses through the parking lot.**

Bus Rules & Consequences

- Enter the bus and take your seat quickly.
- Do not change seats.
- Stay seated at all times.
- Keep your head, arms, and all objects inside bus.
- Keep the aisles clear at all times.
- Ask the bus drivers permission to open a window.
- Talk quietly to a neighbor.
- Do not get up and talk with a neighbor in front or behind you.
- Be courteous to your bus driver and to other students.
- Follow all directions given by the bus driver.
- Do not throw things on the bus.

1st conduct slip

Warning-talk with principal and discuss appropriate behavior

Parents are notified

2nd conduct slip

Talk with principal and discuss appropriate behavior

Parents are notified

Child will lose the privilege of riding the bus for 1 day

3rd conduct slip

Talk with principal and discuss appropriate behavior

Parents are notified

Child will lose the privilege of riding the bus for 3 days

4th conduct slip

Talk with principal and discuss appropriate behavior

Parents are notified

Child will lose the privilege of riding the bus for 5 days

5th conduct slip

Talk with principal and discuss appropriate behavior

Parents are notified

Removal from bus for the remainder of the school year

We look at each case individually, taking into consideration the situation and the length of time between conduct slips. It is inconvenient for our families when students lose bus riding privileges, yet safety must be considered first. Fighting and violent behavior will result in suspension of bus privileges.

Dress Policy

The purpose of the Amon Creek dress policy is to eliminate disruptions of the educational process and to provide a safe learning environment. The following dress policy is expected of all students attending Amon Creek Elementary during the school day and at all school-related activities.

No clothing which advertises or encourages violence, alcohol, tobacco, or drugs, or which expresses discriminatory or harassment messages. Students are not to wear clothing which bares the midriff. Short shorts, halters, half-shirts, and tank tops with thin straps should not be worn to school. This includes clothing which exposes any part of the body or under garments. Hats or caps may not be worn at any time in the building during the day. Clothing is to fit. Pants are to be worn at the natural waistline. No thongs (flip-flops), skate shoes, or cleats. No make-up.

No gang-related clothing which intimidates or disrupts the educational process will be allowed. As gang affiliation symbols become known, it may become necessary to modify the dress policy to reflect the new information. Students will not be permitted to wear or have on campus the following:

- Headbands, hairnets, bandannas (rags), hanging belts of any type, pacifiers.
- Coveralls which are not completely fastened.
- Chains attached to clothing.
- Beepers, pagers, cell phones.
- Any gang related tattoo, permanent or temporary must be covered at all times
- Any gang-related doodling or symbolism on notebooks, pectees, textbooks, backpacks, etc.

Weapons Policy

The Board of Directors has a no tolerance policy towards students who are in any way involved with a weapon on school property or at a school activity. When an alleged weapons incident occurs, the suspected student will be removed from contact with other students while a preliminary investigation is conducted. This suspension will be considered for purposes of investigation rather than disciplinary in nature. Within a period of three (3) school days from the commencement of the investigation, the student must be disciplined or returned to regular student status.

When, following an investigation with a principal, it is determined that there has been a violation of the district weapons policy, the student shall be deemed an immediate danger and placed on emergency expulsion status and police will be notified. A written notice will then be issued to the student and parent(s) indicating the manner in which a hearing may be requested. A hearing will be held before the superintendent's designated hearing officer of the school board.

Disruptive Student Policy

The Disruptive Student Policy is designed to deal with problems that go beyond the regular classroom and school disciplinary plan. The district defines disruptive student behavior as: a student whose behavior, either physical or verbal, inhibits the learning process. Disruptive behavior will not be condoned in the classroom, in other areas of the campus, or at other related school activities. Should your child be a focus of concern in this area, the policy will be shared in more detail. We encourage you to work closely with your children to understand the importance of acceptable behavior while in school.

Behavior

Amon Creek students are expected to act in a reasonable and responsible manner. Parents will be contacted if a child fails to do so. Children will be disciplined in accordance to the violation. All discipline will be handled in a discrete manner and handled confidentially.

If a child is referred to the office, he/she can expect consequences to be clear and specific. Predictability is important to help students understand what the results of their behavior will be. Consequences will be natural and logical. The intent of the consequence is to teach students the positive and negative effects of their behavior.

A range of consequence options exists to suit both the student and the situation. Some of the options are: telephone call to a parent, conference, loss of privilege(s), completion of a problem solving contract, apology, social skills practice, and counselor intervention. More extreme consequences for severe infractions include suspension or expulsion.

The Amon Creek staff views your child as able, valuable, and responsible. We invite your child to have a terrific year and to grow academically, socially, and behaviorally.

Kennewick School District's Non-Discrimination Policy

The Kennewick School District provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or use of trained dog, guide or service animal by a person with a disability, and provide equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights & Equity: Douglas Christensen- (509) 222-5010 (doug.christensen@ksd.org)
Section 504, Title IX Jack Anderson- (509) 222-5004 (jack.anderson@ksd.org)

Kennewick School District
1000 West 4th Ave.
Kennewick, WA 99336

Tips For Parents

The Amon Creek Staff believes that an involved and concerned parent is the greatest asset a child can have. A parent is a child's first and most important teacher. We encourage parents to participate in some of the following activities with their children

Read with your child daily. Have your child read to you. Remember that there are many ways to reinforce reading skills, for example; reading maps, grocery lists, recipes, directions for models, patterns, games, informational brochures, etc.

Encourage your child to write at home. Letters to friends and relatives, grocery lists, new endings for TV shows watched, stories about trips taken and places visited, and parent/child authorized stories with illustrations, are all excellent ways to encourage your child to write.

Share places and events with your child. There are many interesting places to go in southeast Washington, such as: Fort Walla Walla, the airport, the colleges, the public library, a baseball game, the post office, historical museums, fire stations, dairies, and local farms. Have your child talk and write about their experiences.

Play games with your child. There are many excellent educational and inexpensive games for children that reinforce reading, thinking, and math skills. Some of them include; Boggle, Spill and Spell, Master Mind, Scrabble, Yahtzee, Concentration, etc.

Above all, give your child the gift of time—your time. There is no substitute.