

2024-2025
Amon Creek
Student Handbook



Amon Creek Elementary
18 Center Parkway
Richland, WA 99352
[Driving Directions](#)

Phone:
Main Office: (509) 222-7600
Fax: (509) 222-7601

Hours:
8 a.m. to 3:30 p.m.
Monday to Friday

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Welcome Back!

Amon Creek Vision: committed to providing a safe, positive, and rigorous learning environment in which academic growth and individual excellence are daily expectations.

“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

Elementary School Staff

<https://amoncreek.ksd.org/contact-us>

Office Staff

Mr. Massey, Principal; Brian.massey@ksd.org
 Mrs. Hutchison, Assistant Principal; Tammy.hutchison@ksd.org
 Ms. O'Brien, Counselor; Keri.obrien@ksd.org
 Mrs. Thaelke/Mrs. Warner, Secretaries; Teresa.thaelke@ksd.org; Kristen.warner@ksd.org
 Mrs. Fetterolf, Library Secretary; Shannon.fetterolf@ksd.org
 Mrs. Lowe, Nurse; Candace.Lowe@ksd.org
 Mr. Stevenson, School Psychologist; Cliff.stevensons@ksd.org

Our Day

| | Morning Recess | Lunch Recess | Lunch | Lunch Recess | Afternoon Recess M-T-Th-F |
|------------|----------------------|--------------|-------------|--------------|------------------------------|
| K | 10:00-10:15 | | 10:55-11:15 | 11:15-11:40 | |
| 1st | 10:15-10:30 (Wed) | | 11:20-11:40 | 11:40-12:05 | 1:45-2:00 |
| 3rd | | | 11:40-12:00 | 12:00-12:25 | 2:05-2:20 |
| 5th | | 11:40-12:05 | 12:05-12:25 | | 1:45-2:00 |
| 2nd | | 12:00-12:25 | 12:25-12:45 | | 2:05-2:20 |
| 4th | | 12:20-12:45 | 12:45-1:05 | | 2:05-2:20 |

DAILY SCHEDULE

08:40 a.m. - 3:17 p.m.

WEDNESDAY EARLY RELEASE

08:40 a.m. - 2:00 p.m.

SPECIAL EARLY RELEASE

08:40 a.m. - 11:27 a.m.

Student Absences

Kennewick School District wants to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool, so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

WHAT WE NEED FROM YOU

We miss your students when they are gone, and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact the school office. **509-222-7600**

SCHOOL POLICIES AND STATE LAWS

It is important that you understand our school policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Youth who are 16 or older may be excused from attending public school if they meet certain requirements.

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

[Each school is required to take daily attendance and notify you when your student has an unexcused absence.](#)

If your student has **three** unexcused absences in one month, state law (RCW 28A.225.020) requires us to schedule a conference with you and your student to identify the barriers and support available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your students and reduce absenteeism. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed, and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant, you may need to go to court.

Any absence not listed above is an unexcused absence.

Please see the Kennewick School District policies & procedures on excused and unexcused absences, tardies, etc., at www.ksd.org.

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 509-222-7603 if you have any questions.

When to keep your child 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 complete 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 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 a 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.

Please *DO NOT* send medication to school with children. This includes aspirin, ibuprofen, acetaminophen, cough drops, vitamins, and vitamins, and ointments.

Immunizations

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.

Meal Prices

Lunch- Free

Milk- .60/each

Breakfast-Free

Personal Items

Toys, radios, I-Pods, MP3 players, electronic games, skates, skateboards, etc. should not be brought to school. We know that cell phones and smart watches will be brought, we ask that students place these items in their backpacks during the school day.

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/Volunteers

Parents are always welcome and are encouraged to visit your child's classroom. Please contact your child's teacher or 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. Visitors to the classroom must have an approved volunteer application on file for the current school year. Please help us to ensure your child's safety by completing a volunteer application by clicking on the following link: <https://forms.ksd.org/Forms/VolunteerApplication>

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. We will call your child to the office once you sign them out and ID is checked.

Parental Custody

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 from anyone other than the custodial parent(s) or guardian.

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.

Bus Service

In general, bus services are provided to those living 1 mile or farther from school. Currently most of our students are outside that distance and have access to school by bus. **Please do not stop or park in bus zones or obstruct the movement of buses through the parking lot.**

Bus Rules & Consequences

- Enter the bus and take your seat quickly.
- Do not change seats.
- Always stay seated.
- Keep your head, arms, and all objects inside the bus.
- Keep the aisles clear at all times.
- Ask the bus driver's 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.

Dress Policy #3224

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary concern of students in consultation with their parents. Student dress shall not be regulated except when, in the judgment of school administrators, there is a reasonable expectation that:

1. A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate group.
2. Damage to school property will result from the student's dress.
3. The student's dress or appearance will create a material and substantial disruption of the educational process at the school.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco/alcohol-related messages, or gang-related apparel.

The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy.

Sexual Harassment KSD Policy #5013

It is a violation of this policy to knowingly report false allegations of sexual harassment. People found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Prohibition of Harassment, Intimidation, Bullying and Cyber Bullying KSD Policy# 3207

The Kennewick School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons, that is free from harassment, intimidation, bullying, and cyber bullying. "Harassment, intimidation, bullying, or cyber bullying" means any written message or image, verbal, or physical act, including but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental, physical, sensory disability, or other distinguishing characteristics, when the act is intended to result in any of the following:

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB <https://www.ksd.org/report> but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer BJ Wilson, bj.wilson@ksd.org, 509-222-6534 that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal against the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s <https://www.ksd.org/about/policies-procedures> or the district’s *HIB Policy 3207 and Procedure 3207P*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s *Nondiscrimination Policy 3210 and Procedure 3210P*, visit <https://www.ksd.org/about/policies-procedures>.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy [3207](#) and Procedure [3207P](#), visit <https://www.ksd.org/about/policies-procedures>.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Bronson Brown, Civil Rights Coordinator, bronson.brown@ksd.org, 509-222-5000

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: BJ Wilson, Student Services Director, bj.wilson@ksd.org, 509-222-6534

Concerns about disability discrimination:

Section 504 Coordinator: BJ Wilson, Student Services Director, bj.wilson@ksd.org, 509-222-6534

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: BJ Wilson, Student Services Director, bj.wilson@ksd.org, 509-222-6534

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to The School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([3210P](#)) and Sexual Harassment Procedure ([3206P](#)).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210P](#)) and the HIB Procedure ([3207P](#)) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [3211](#) and Procedure [3211P](#), visit <https://www.ksd.org/about/policies-procedures>.

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: BJ Wilson, Student Services Director, bj.wilson@ksd.org, 509-222-6534

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

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.

