

**TOTEM FALLS
ELEMENTARY SCHOOL**

**FAMILY
HANDBOOK**

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**TOTEM FALLS VALUES
WE ARE KIND, RESPONSIBLE, HONEST, BRAVE – AND WE NEVER
GIVE UP!**

TABLE OF CONTENTS

Accidents, Illnesses, or Life Threatening Conditions	4-5
Admissions	5
Attendance Requirements	5-6
Band Program	6
Bicycles	6
Birthday Treats	6-7
Breakfast Program	7
Bus Transportation	7
Curriculum/Special Programs	8
Daily Schedule	8
Delay or Closure of School	8
Discipline and Student Rights	9
Dress Expectations	9
Early Arrival	10
Early Dismissal Days	10
Educational Goals	10
Email Communications	10
Health and Emergency Information	11
Homework	11
Immunizations	11
Lost and Found Items	11
Lunch Program	11
Meaningful Job Program	12
Medications at School	12
Office Hours	12
Parent Teacher Organization – PTO Board Members	12
Parking Lot Procedures	12-13
Personal Property	13
Preschool Services	13
Professional Growth Fridays	13
Recess/Playground Supervision	13

Safety Patrol	13-14
School Board	14
School Colors and Mascot	14
School Supplies	14
Staff Email	14
Student Directory	14
Student Progress Reporting	14
Tardiness	14
Telephones	15
Vandalism	15
Visitors and Volunteers	15
Voter Registration	15
Walkers	15
Web Pages	15
Withdrawal from School	16
Staff Information	17-18

SCHOOL INFORMATION AND PROCEDURES

ACCIDENTS, ILLNESSES, OR LIFE THREATENING CONDITIONS

If a child is injured or becomes ill at school, he/she will be given first aid by the Para-Educator in our Health Room or one of the secretaries who has been trained in First Response and CPR. If the injury or illness is serious, the parents will be called immediately for further instructions. If the parents cannot be reached, the emergency contact listed on the **Student Emergency Information Form** will be called to come and get the child if necessary. If the injury or illness is deemed life-threatening, 911 will be called.

Children with Life-Threatening Conditions

Legislation enacted June 13, 2002 concerning Children with Life-Threatening Health Conditions may impact you and your child. The law defines a life-threatening condition as "a health condition that will put the child in danger of death during the school day if an Authorization for Medication or Individual Health Care Plan are not in place". Children with life-threatening conditions such as severe bee sting, food allergies, severe asthma, diabetes, severe seizures, etc., are now required to have an Authorization for Medication or Individual Health Care Plan in place **BEFORE** they start school. The Authorization for Medication must be signed by the student's Licensed Health Care Provider.

If an Authorization for Medication or Individual Health Care Plan is not provided, the school principal or district nurse are **required by law to exclude the child** until such orders have been provided.

For the health, safety, and well-being of our students, **IT IS ABSOLUTELY ESSENTIAL THAT EACH CHILD HAS AN UP-TO-DATE STUDENT EMERGENCY INFORMATION FORM ON FILE IN THE SCHOOL OFFICE. This form will be sent home with every student at the beginning of each school year and should be completed and returned promptly to the school office.** If there are any changes in the emergency names or telephone numbers during the school year, the school office should be notified immediately.

Allergy Aware Classrooms

There has been a large increase of students with life threatening food allergies. Ingestion of some allergens such as nuts, eggs, dairy, fish or their by-products (i.e., butter, flour, oil), can initiate an anaphylactic (shock) reaction. Anaphylaxis affects the entire body that can result in breathing and heart problems and potentially death. In this situation, epinephrine (an EpiPen) must be given immediately and 911 called. School employees have been trained to administer the EpiPen if needed. We need your help and support to keep the classroom environment safe & free of allergens to avoid accidental exposure. **Strict avoidance** of the allergy causing food is the only way to prevent a reaction. Please help, by reinforcing these guidelines so that Totem Falls Elementary is safe for **all** our students.

- **ALL classrooms are allergy aware zones** - When sending a snack for your child, it must be free of allergens. Healthy snacks are always encouraged, such as fruit, vegetable and cheese.
- **"No Trade"** or sharing food/utensils rule, throughout the school.
- School lunches purchased in the cafeteria, are nut free.
- Students eat their lunches in the cafeteria. We encourage students to pack lunches that are tree nut and peanut free, in addition to their snacks. Allergen free tables are available in

the cafeteria. **Our goal is to have these tables full of students who are making a conscious choice to keep our school safe!**

- **If tree nut or a peanut product (i.e. peanut butter) is eaten in the morning or at lunch in the cafeteria, please remind students to wash their hands before coming to school or entering the classroom. This will alleviate cross-contamination.**
- **Please consult with your child's teacher before bringing in any food for classroom consumption, lesson plans and craft or cooking projects.** Remember to send commercially bought (no home-prepared) food with ingredient labels (Board Policy #8201), free of the allergenic food. Labels must be checked **before** the package is opened.
- Staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen free environment. However, Totem Falls Elementary will take precautions to reduce the risk of a student having an anaphylactic reaction at school. We will provide allergy aware signs in all classrooms, parent letters and ongoing education with students and staff. All students who have a life threatening food allergy will have an emergency care plan and staff will be trained to identify and respond to the child's needs.

ADMISSIONS

Washington State Law requires that new kindergarten students must be five (5) years of age before midnight, August 31, and that new first grade students must be six (6) years of age before midnight, August 31. Ages must be verified by a birth certificate or by a hospital record of birth. Students transferring from other schools should provide a copy of their latest report card to ensure their proper grade placement.

Complete immunization records must be provided before any student may attend class and any student who has a potentially life-threatening condition must have a health care plan in place before attending school. If this is a concern for your child, please notify our office as soon as possible.

ATTENDANCE REQUIREMENTS

Washington State Law requires all parents to have their children enrolled and attending school full time in the district in which they reside.

According to Snohomish School District policy, absences due to illness or a health condition; a religious observance when requested by the student's parents; a school approved activity; a family emergency; school disciplinary action or short-term suspension as required by state law, are **excused**. When an absence is excused, students can make up all missed outside assignments under reasonable conditions and time limits established by his/her teacher(s). Student's grades may be affected due to the inability to make up missed assignments and activities conducted during the school day. When returning to school after an extended period of excused absence, students must bring a note from his/her parents or doctor, if applicable, verifying the reason for the absence and authorizing return.

As a means of instilling the values of responsibility and personal accountability, a student whose absence is **unexcused** will experience the natural consequences of his/her truancy. Grades will be affected if a graded activity or assignment occurs during the unexcused absence. The law requires us to schedule a conference with the parents of any child with two unexcused absences in a month. After the

fifth unexcused absence, we are required to meet with parents and establish an agreement for attendance. At the seventh unexcused absence in a month or the tenth unexcused absence in the school year, we are required to file a petition for a hearing in juvenile court.

For our students' safety and parents' peace of mind, a **Call Alert Program** has been set up to notify parents if a child does not arrive at school. The program operates as follows: If a student is going to be absent or late, a parent should call the school or attendance message line by 8:30 AM, the day of the occurrence. If we do not hear from you, we will attempt to call you to verify your student's safety.

Students are not allowed to leave school early without parent/guardian approval and must be signed out in the office.

GOOD SCHOOL ATTENDANCE IS AN IMPORTANT HABIT TO DEVELOP AND NURTURE WITHIN CHILDREN -- NOT ONLY FOR THEIR SUCCESS AS STUDENTS IN SCHOOL, BUT ALSO FOR THEIR SUCCESS AS RESPONSIBLE ADULTS IN THEIR CHOSEN CAREERS.

BAND PROGRAM

Sixth grade students have the opportunity to participate in an optional beginning band program. Band instruction occurs **BEFORE** school for forty-five minutes, four mornings a week. Parents are responsible for transporting their children to school for this instruction. Our music teacher meets individually with all sixth grade students interested in participating in the band program to determine an appropriate instrument.

BICYCLES

Parents must decide whether or not their children may ride their bicycles to school. Some factors influencing this decision might be: (1) the degree of personal responsibility for bicycle and safety rules their children have developed, (2) the distance between home and school, (3) the amount of traffic along the route, and (4) the riding and weather conditions. Students must complete a **bicycle contract** (available in the office) prior to riding to school. The contract must be reviewed and signed by students and parents and returned to the office.

For safety reasons, all bicyclists must wear a **helmet**. Statistics show that if a child has an accident while riding his/her bicycle, helmets reduce the risk of serious head and brain injuries. Bicycles may not be ridden on school grounds and are not allowed in the bus loading area or the parking lot. Students must walk their bicycles in designated crosswalks and yield the right-of-way to walkers at all times. Bicycles must be parked and locked in one of the bicycle racks on school property, and must remain there for the duration of the school day. School staff is not responsible for bicycles that are damaged, destroyed, or lost while on school grounds. Students who abuse the bicycle rules may lose their bicycle riding privileges.

Please note that only bicycles are allowed on school property. Scooters, skateboards, rollerblades, etc. are not allowed.

BIRTHDAY TREATS

Our staff at Totem Falls has become increasingly concerned about the health and educational concerns related to the classroom distribution of edible treats to our students during the school year. Often, the sharing of treats occurs during birthday celebrations. Considering student health concerns, and the amount of class time required to distribute treats, we are addressing this issue to increase your awareness and to continue to provide the best learning environment for your children.

Beginning this school year, 2014-2015, we will honor and recognize your child's birthday in the classroom with nonfood related activities. ***We request that you not send birthday treats to school.*** Each classroom will determine a way to honor children for their birthdays. Your child's teacher will communicate with you on how this will look. This decision was made by our entire staff for several reasons that may impact students and their families:

- The increasing number of students with food allergies and dietary restrictions
- The amount of class time that it takes to distribute and eat birthday treats
- The desire to promote healthy eating at school
- The financial situation your family may be facing
- The difficulty, as working parents, to coordinate the delivery of treats
- The unintended pressure/competition of making sure treats are desirable enough

We care about the wellbeing of every child that attends Totem Falls. Each decision we make will always be based on what we believe is in their best interest and thank you for your cooperation.

BREAKFAST PROGRAM

Chartwells partners with the school district to provide tasty and nutritious breakfasts for our students. Monthly menus are sent home with students at the beginning of each month. The price of a single breakfast is \$1.25, weekly (five day) is \$6.25, and monthly (twenty day) is \$25.00. Students who qualify for free or reduced meals will receive free breakfast. Checks should be made out to the **SNOHOMISH SCHOOL DISTRICT**. Payment can also be made [online](#).

BUS TRANSPORTATION

Families and schools share the responsibility for providing a safe environment for students while they are riding district buses and during times of emergency school closures. Please encourage your student(s) to be cooperative in observing the bus safety and behavioral rules corresponding to classroom conduct regulations. They must:

- Sit properly in their seats,
- Refrain from throwing objects,
- Keep their hands to themselves,
- Be courteous to others, and
- Obey the bus drivers at all times.

Drivers will give bus conduct reports to students who do not follow bus rules, and administrators have the authority to take appropriate disciplinary action, including suspending a student from riding the bus.

Student needing to **temporarily** (one day) get off at a bus stop that is not their assigned stop must provide a written parental request. The request should be submitted to the student's teacher the morning of the request. A bus pass will be issued to the student, which should be given to the appropriate bus driver upon boarding the bus.

Students needing to **permanently** get off at a bus stop that is not their assigned stop must submit a [Bus Stop Change Request Form](#) to the district transportation department.

We may be unable to accommodate large numbers of bus passes for events such as scout meetings. As well, it may become necessary to disallow bus passes for one or more of our buses during the school year. This happens only if the bus is full according to state requirements. If this happens, prior

notification will be given. More information on bussing can be found on the district [Transportation Web Page](#).

CURRICULUM/SPECIAL PROGRAMS

The School Board has adopted district frameworks in reading and mathematics and curriculum programs to support the State's Essential Academic Learning Requirements. Textbooks, workbooks, manipulatives, technological programs, audio-visual aids, and other instructional materials in these adoptions provide support to classroom teachers as they teach basic skills and concepts to their students in an organized, sequential, and consistent way. In addition to basic skills instruction, our regular classroom teachers provide remedial and enrichment activities as needed for their students.

To enrich and supplement basic academic programs in regular classrooms, all 1st through 6th grade students receive weekly specialty instruction in music, library, and physical education. In addition to these programs, we have a federally funded Special Education teacher for students who have Individual Education Programs and two PTO funded Classroom Assistant Teachers (reading), a school counselor and a school nurse. Also available, as needs are identified, are our Counselor, Psychologist, Speech and Language Pathologist, Occupational Therapist and English as a Second Language teacher. If you feel that your child is in need of help from any of these special support people, please contact your child's teacher, our school psychologist, or the principal to discuss the possibilities.

DAILY SCHEDULE

The daily schedule for Totem Falls is **8:35 to 3:15**, Monday - Thursday and **8:35 to 1:15**, Friday. The schedule on early dismissal days is **8:35 to 11:45**. Classrooms open 10 minutes prior to the start of each school day. Students should not arrive before this time, as teachers are preparing for the day and there is no adult supervision available. More details can be found on our [Totem Falls Daily Schedule](#).

DELAY OR CLOSURE OF SCHOOL

The School Board and school administration recognize the hardships that may be caused by an abrupt school cancelation or closure. Therefore, school will not be canceled or closed unless a significant safety risk to the students has been created by an extraordinary circumstance. Such extraordinary circumstances include various instances of climatic emergencies (snow, ice, severe wind/rainstorms, lightning, earthquakes, floods, volcanic eruptions/ash fall, etc.) and emergency situations (water, sewer, and heating problems, power failure, etc.). When winter arrives, the possibility of school closure or delay in starting time due to weather or road conditions must be considered. If there is a delayed start, the following schedule changes will apply:

- No pre-school, or ECEAP
- No out-of-District or special education transportation
- No elementary band
- No secondary zero hour classes

If school is closed for the day, no after-school or evening meetings/functions or practices will be held.

In the rare case of school closure during school hours, it is important that families have a plan in place. Each year we ask that parents complete an **EMERGENCY SCHOOL CLOSURE FORM**, which we will reference if a closure situation occurs.

Detailed information on school delay and closure can be found on our [district website](#).

DISCIPLINE AND STUDENT RIGHTS

An important right for students is the right to obtain a free public school education. Our school strives to provide strong learning opportunities with the resources allocated us. In addition to a full academic program, we also offer curriculum that promotes and stimulates athletic, artistic, and creative skills.

In support of these opportunities, both students and their parents assume the responsibility to preserve an orderly and safe school learning environment for ALL students. Students are expected to demonstrate appropriate behavior at all times while on school grounds. This means that they must abide by reasonable rules and instructions set by our staff members. They must demonstrate respect for themselves, their peers, their teachers and other adult supervisors, their property, and the property of others. If disciplinary action is necessary to preserve an orderly and safe learning environment in the school, it will be administered to modify or change the behavior of the students and help them learn from it.

In accordance with Washington State law, we are legally required to take a firm stand on **weapons** brought to school, on buses or to school activities. Bringing weapons to school will result in suspension or expulsion from school and a parent/student conference before readmission. Students who bring toy weapons to school will also be disciplined accordingly.

The law also requires action for **harassment**. Other words for harassment include teasing, bullying, and name-calling. Harassment can verbal or physical in nature. We are required to educate our students about harassment each year, and take action when harassment is reported to us.

For more information on student conduct, discipline and rights in the [Student-Parent Handbook \(2016-2017\)](#).

DRESS EXPECTATIONS

Students are expected to come to school appropriately dressed in neat, clean clothing and in accordance with their activities and with the weather. Since the primary focus at school is education, students should be dressed for the business of learning. Extremes in clothing which detract from the teaching/learning process are to be avoided by the students. The following guidelines should be followed in making clothing decisions.

Hats: Hats are **not** to be worn inside the classrooms -- they are for outside only.

Shoes: Bare feet, flip flops, and untied shoelaces are not safe or acceptable at school. Shoes with a heel or sole greater than one inch should not be worn to school. Our PE teachers request that students wear athletic shoes on days when they attend PE classes.

Shirts or Tops: Students may not wear halter tops, tops with bare midriffs, shoulders, or spaghetti straps, muscle shirts, and/or T-shirts advertising violence, drugs, alcohol, tobacco, or having suggestive words or pictures to school.

Dresses and Skirts: All dresses and skirts must be 3 inches longer than fingertips when girls are standing up straightly and hands and arms are extended down at their sides. Waistlines of skirts should come up to the waist.

Pants and Belts: The waistlines of pants should come up to the waist. Underclothing should not be visible. Baggy pants and chains are not acceptable attire.

Shorts or "Skorts": When standing erect with arms and hands at the side, fingers should not be able to touch skin. The short portion of "skorts" falls under the same guidelines. Girls who wear tight spandex leggings should also wear tops that extend down to fingertip length.

Students NOT dressed appropriately for school will either be asked to change into extra clothes that we keep at school or to call their parents for a change of clothes that will be appropriate for school. They will wait in the Health Room for their parents.

EARLY ARRIVAL

Our front doors and classrooms open at 8:25 a.m. Prior to this time, teachers are preparing for the school day and there is **no adult supervision available for students**. With student safety in mind, we ask that students not arrive at school before 8:20 a.m. unless they are attending band rehearsal.

EARLY DISMISSAL DAYS:

The district has designated several afternoons throughout the school year for the purpose of providing planning or learning opportunities for staff members. On these days, all students are **dismissed at 11:45**; and there are **NO LUNCHES** served at school. Please mark these dates on your calendars now so that any necessary daycare arrangements may be made ahead of time.

EDUCATIONAL GOALS

Basic education in Washington state is [defined by the Legislature](#) (RCW 28A.150.210). As required by state law, the Office of Superintendent of Public Instruction [develops the state's learning standards](#) (RCW 28A.655.070) and oversees the assessment of the learning standards for state and federal accountability purposes. We call our learning standards Essential Academic Learning Requirements (EALRs), which define what all students should know and be able to do at each grade level. Our learning standards are developed through collaborative, public processes led by curriculum associations across the state and nationwide. Our learning standards incorporate the [Common Core State Standards for English Language Arts and Mathematics](#).

Four learning goals provide the foundation for the development of all academic learning standards in Washington state:

- GOAL 1. **Read** with comprehension, **write** with skill, and **communicate** effectively and responsibly in a variety of ways and settings.
- GOAL 2. **Know and apply the core concepts and principles** of mathematics; social, physical, and life sciences; civics, history, and geography; arts; and health and fitness.
- GOAL 3. **Think** analytically, logically, and creatively and integrate experience and knowledge to form reasoned judgments and solve problems.
- GOAL 4. **Understand** the importance of work and how effort, performance, and decisions directly affect **future career and educational opportunities**.

The staff at Totem Falls will continue to focus its efforts on the achievement of these goals.

The mission of the Snohomish School District is: ***“The Snohomish School District, in its commitment to excellence, places the success of each student at the center of all decisions and actions. Partnerships and strong academic programs ensure competent, responsible, lifelong learners.”***

EMAIL COMMUNICATIONS

Weekly email communication messages are our primary form of communication. To receive these messages, you must subscribe to [ListServ](#). Follow the directions from the link.

HEALTH AND EMERGENCY INFORMATION

It is essential in the case of illness, an accident, or other emergency situations that the school office has an up-to-date health and emergency information record for every student. In the “first week packet of information”, there is an **Emergency Information Form** and an **Emergency School Closure Form**. If there is a change in any of the information during the school year, parents should notify the school office immediately.

HOMEWORK

Homework is an important part of the education process. It enhances student learning, develops strong study habits, organizational skills, responsibility, accountability and a higher regard for the value of education. Homework serves the purpose of practicing skills and/or concepts being taught in the classroom. It may also be used to extend and enrich classroom learning, complete class assignments, make up assignments missed due to absence, or involve parents in the learning process.

The type or amount of homework may vary. Students are not expected to spend more than a half hour, per school night, on homework in primary grades or an hour, per school night, in intermediate grades. Parents can help by setting aside time and an appropriate setting for homework completion.

IMMUNIZATION

All students are required by Washington State Law to be adequately protected against many communicable diseases by proper immunization. Students not meeting these legal standards will be excluded from school immediately by authorization of the State Health Department. Any questions about this law or the required immunizations may be directed to our Health Room staff at 360-563-4755.

LOST AND FOUND ITEMS

Parents should label all articles of clothing that a student might remove while at school -- coats, hats, sweaters, mittens, boots, etc. -- and any possessions that they might misplace at school -- lunch boxes, books, etc.

All articles of clothing or possessions found in the school or on the school grounds are placed in our lost and found area, located outside of the **Bear Wing**. Attempts are made to return labeled clothes, but it is ultimately student responsibility to search for items that may have been lost. Parents are also encouraged to periodically check for items that their children have lost. Any unmarked or unclaimed items are taken to a charitable organization at the end of each semester.

LUNCH PROGRAM

Chartwells partners with the school district to provide tasty and nutritious hot lunches for our students. In addition to several entree choices, students may choose various daily offerings of fresh fruit, vegetables, and beverages (milk or juice). Monthly menus are sent home with students at the beginning of each month. The price of a single lunch is \$2.75, weekly (five day) is \$13.75, and monthly (twenty day) is \$55.00. Milk is available for those students who bring their lunch from home. The price for milk is \$.50 per carton. A free/reduced program is available to eligible families. Legally, the school cannot allow students to charge lunches or milk. If students forget their lunches or lunch money, the school will provide them with a sandwich and milk

Applications are available in the school office. Payment checks should be made to **SNOHOMISH SCHOOL DISTRICT FOOD SERVICES**. Payment can also be made [online](#).

MEANINGFUL JOB PROGRAM

Our students are provided opportunities to participate in helping roles and service to our school. Jobs vary by grade level and are offered to students at the beginning of each school year through an application process. This rewarding program is well received by all and recognized at the end of the school year.

MEDICATIONS AT SCHOOL

Washington state law RCW 28A.210.260 and 28A.210.270 allows school employees to administer oral medication or topical, eye drops, ear drops or emergency

EpiPens, to students during school hours or while students are in the custody of the school. Medications will be administered only when the school office is in receipt of an Authorization for Administration of Medication signed by a Licensed Health Care Provider and or Permission to Carry Non-Prescription Medication form signed by a parent/legal guardian. Medication request forms are available in the school office and must be completely filled out. Medication must arrive at school in the original pharmacy container. The label must state the child's name, date of prescription, name of physician, name of drug, route of administration and when to take it. "Medication" means all drugs, whether prescription or over-the-counter.

OFFICE HOURS

The school office is open weekdays from **8:00** until **4:00** Monday through Thursday and **8:00** until **2:00** on Friday.

PARENT TEACHER ORGANIZATION

Totem Falls has a very active and involved Parent Teacher Organization. All Totem Falls parents are automatically members of the PTO. They are invited and encouraged to attend the regular meetings of the PTO and to participate in the many projects, programs, and activities they sponsor and provide for the benefit of the students and families in our school. We hope everyone will become involved in these worthwhile activities.

The members of the **2016-2017 PTO Board** are:

Presidents	Christy Martin	253-740-2091	christym2005@comcast.com
Vice President	Melissa Reid	425-773-0299	m.reid@comcast.net
Treasurer	John Mineer	425-501-8616	jamineer@gmail.com
Secretary	Neva Goodrich	916-201-4846	nevavgoodrich@gmail.com
Event Coordinator	Rebecca Chambion	503-290-4361	Rebeccarose41@gmail.com
Auction Coordinator	Christy Martin	253-740-2091	christym2005@comcast.com
District Liaison	Trina Coleman	425-379-5188	skiandboard@verizon.net
Principal	Hawk Cramer	360-563-4754	hawk.cramer@sno.wednet.edu

PARKING LOT PROCEDURES: The safety of our students is always a primary concern at Totem Falls Elementary School. We have established parking lot safety procedures for dropping off and picking up

students. We rely on **you, our parents**, to follow our procedures, designed to make the parking lot a safe place for our students and families.

Click [here](#) to view our complete parking lot procedures.

PERSONAL PROPERTY

Students should not bring personal items of value to school. This includes electronic devices, cell phones, trading cards and toys. On occasion, classroom teachers may approve bringing an item for a specific purpose in the classroom. If it is absolutely necessary for your child to have a cell phone, it **must** remain turned off, in their backpack, during the school day. If a child is caught using their phone during the school day, it will be confiscated until an adult can pick it up. School staff is not responsible for any personal items that are damaged, destroyed, or lost at school or on the school grounds.

PRESCHOOL SERVICES

The Snohomish School District offers free developmental screening for children from infancy to three years of age. If you have a child or know of a child who has difficulty hearing, seeing, talking, playing, moving, learning, or behaving, you may call 360-563-7308 for more information about this screening and/or for an appointment for screening.

The District also offers an Early Childhood Education and Assistance Program (ECEAP) for four and five year olds. ECEAP is a state-funded, free preschool for limited income families. The Snohomish ECEAP is a nationally accredited, family-centered preschool that combines parent involvement with social, health, and nutritional services. ECEAP offers educational experiences designed to help children develop social, emotional, cognitive, and motor skills and to prepare them for a successful transition to kindergarten. For more information about this preschool, you may call 360-563-7308.

PROFESSIONAL GROWTH FRIDAYS

The goal of Professional Growth Fridays is to provide staff members with regularly scheduled time, within their work week, to work together to improve student learning. The weekly time will be used for small and large group collaboration, for instructional planning, and for District /school in-service and training. To accomplish this goal, the Time Committee implemented “Professional Growth Fridays” or “PGFs”. Our schedule for all students on these days is **8:35 – 1:15**.

RECESSES/PLAYGROUND SUPERVISION

Recess periods are provided each day, during which students have the opportunity to get fresh air and physical activity. Our playground is supervised by trained Paraprofessionals, who have developed recess behavioral expectations for students to follow.

Weather permitting, recess periods are held outside on the playground. The school has a large covered play area where students have protection from the weather on the “not so nice” western Washington days. When weather conditions prevent students from going outside, recess breaks are held in the regular classrooms with quiet, inside game activities. Since all students are expected to participate in outside recesses when weather permits, parents should be sure that their children have appropriate outdoor attire. Only students with medical excuses are allowed to remain inside during scheduled outside recess periods. These students must have a note from their parents requesting that they stay inside. The playground is **not** supervised before or after school.

SAFETY PATROL

The Totem Falls School Safety Patrol is sponsored by the Washington State Patrol and advised by a certificated staff member. Sixth grade students are trained in their responsibilities and take them

seriously. They protect the students who are crossing Snohomish-Cascade Drive in front of the school and on Cascade Drive at the back of the school.

Parents are encouraged to review safe walking habits with their children and to periodically remind them of their responsibility to follow the direction of our Safety Patrol members.

SCHOOL BOARD

School Board meetings are held every other Wednesday at 6:00 p.m. at the District Resource and Service Center, 1601 Avenue D, in Snohomish. These meetings are open, and the public is encouraged to attend.

SCHOOL COLORS AND MASCOT

Our school colors are Native American colors of **red, white, and black**; and the school mascot is the trickster, the fun loving bird from the Northwest Coastal Native American folklore, **Raven**.

SCHOOL SUPPLIES

The school district provides textbooks and instructional materials necessary for students to learn. Certain supplies (i.e. paper, pencils, crayons, scissors, rulers, paste, compasses, protractors, calculators, etc.) are not provided by the district. A school supply list is available in the office and on our school [website](#). On occasion, teachers may ask that additional items be supplied throughout the school year. **Please do not send unnecessary supplies** with your child to school, as they may interfere with or distract from the educational program.

STAFF EMAIL

All staff members have a school email address that consists of the **staff member's first name.staff member's last name@sno.wednet.edu**. For example, our principal's e-mail address is **hawk.cramer@sno.wednet.edu**. Parents should feel free to use this means of contact.

STUDENT DIRECTORY INFORMATION

Our School Directory is published yearly, containing student contact information. According to Snohomish School District policy, directory information may be released publicly without consent, upon the condition that parents are notified annually of the school's intention to release such information and be provided the opportunity to indicate that such information is not to be released without prior consent. Our PTO sends home a directory form at the beginning of each year that offers parents opportunity to opt out their child's information. For more information on the release of student records, see the [Snohomish School District 2016-2017 Student/Parent Handbook](#).

STUDENT PROGRESS REPORTING

Elementary Schools in the Snohomish School District formally report student progress twice yearly. Report cards are sent home shortly after the end of the first semester and on the last day of school.

In addition to report cards, Parent/Teacher Conferences are held in the fall and spring to provide parents with student academic progress. Each teacher also uses a variety of other communication tools (email, newsletters, etc.) throughout the year to keep parents informed as needed.

TARDINESS

Students arriving after class begins in the morning are considered tardy and should report to the office upon their arrival. They will be issued an admission slip, which should be given to their teacher. If a

student is more than 10 minutes late, their parents should accompany them into the building and sign them in. We encourage punctuality, as important instruction occurs at the start of each school day.

TELEPHONES

The main school office telephone number is **360-563-4750**. Each staff member has a telephone in his/her classroom or work area, with their own extension. Outside callers may directly access each staff member's telephone extension and voice mail through their personal number. If you do not know the staff member's extension number, please call the main office number. Teachers may program their telephones not to ring during class time, but will check their messages throughout the day.

VANDALISM

Vandalism to school property is extremely costly, unpleasant, causes inconvenience, and has the result of taking money from other programs in order to pay for repairs. If parents or community members become aware of vandalism occurring at the school or on the school grounds, they should report it immediately. If it is during school hours, it should be reported to the school office (360-563-4750). If it is at night or on weekends, it should be reported to the Snohomish County Sheriff's Office (911).

VISITORS AND VOLUNTEERS

We are very fortunate to have a large volunteer population that provides invaluable services to our school and are regularly on school grounds. **With student safety in mind, all volunteers/visitors are required to complete a volunteer application and be cleared through Washington State Patrol.** Visits should be prearranged with appropriate teachers or staff members. When arriving on campus, visitors/volunteers must sign in at the office and obtain an identifying badge. Upon leaving, they should return the badge and sign out.

VOTER REGISTRATION

Registration information may be obtained in our school office during open office hours. Completed registrations should be mailed to the Snohomish County Auditor. Registration requirements include: (1) the person is an American citizen, (2) the person is eighteen years of age on or before the date of the next election, and (3) the person is a resident of the state of Washington. The school district encourages all parents and community members to be registered voters and to exercise their right to vote.

WALKERS

Students who walk to school should plan to arrive at the school no earlier than **8:25** in the morning. They are expected to leave the school grounds immediately after school lets out. For student safety, members of the School Safety Patrol and/or adult crossing guards are stationed at the front of the school on Snohomish-Cascade Drive, at the back of the school on Cascade Drive, at the cross walk on Snohomish-Cascade Drive/Puget Park Drive and at Snohomish-Cascade Drive/65th Dr. SE. All walking students are expected to obey and respect the directions and leadership of the patrol members and the crossing guards. Parents are requested to determine and to teach their children the safest walking route to and from the school.

WEB PAGES

In an ongoing commitment to forging links for learning, the Snohomish School District is on the World Wide Web. The address is: <http://www.sno.wednet.edu/> The District's home page is continually adding information about the school district and its schools. Totem Falls Elementary School also has a home page that can be accessed from a link on the district home page or at the following address: <http://totemfalls.sno.wednet.edu/Page/35>.

WITHDRAWAL FROM SCHOOL

Parents who are planning to withdraw their children from school should notify the office as soon as possible. This will assure that the students are checked out properly and that they have appropriate placement information to take with them to their new school.

TOTEM FALLS ELEMENTARY SCHOOL 2016-2017 SCHOOL STAFF

Principal	Hawk Cramer	Main Office Area
Administrative Assistant	JoAnn Holcomb	Main Office Area
Main Office Secretary	Kari Winckler	Main Office Area
Kindergarten	Jamie Walters	Room 5
Kindergarten	Kelli Binek	Room 6
Kindergarten –	Katie Wilson	Room 8
Life Skills	Rebekah Fox	Room 17
Life Skills	Krisy Hall	Room 4
Preschool AM/PM	Colleen Rentko	Room 2
Preschool AM/PM	Bethanie Aguilung	Room 3
Preschool Extended Day	Emily Cash	Room 1
Grade 1	Sarah McLatchy	Room 7
Grade 1	Susan Richardson	Room 11
Grade 1	Denette Hill	Room 10
Grade 2	Courtney Nermo	Room 12
Grade 2	Becky Marks	Room 6
Grade 3	Lori Ackerman	Room 13
Grade 3	Wendy Stewart	Room 15
Grade 4	MaryClaire Smith	Room 21
Grade 4	Nicole Bourland	Room 23
Grade 4/5	Lori Cordova	Room 22
Grade 5	Kathy Moore	Portable 4

Grade 6	Melinda Bonner	Portable 6
Grade 6	Larisa Hurtado	Portable 5
Grades 4/5/6	Kris Johnson	Room 20
Special Ed Resource	Robin Hanley	Room 24
Library/ Media Specialist Job Share	Tamar Wilson Amy Rogers	Library
Music Specialist	Kristin Smallwood	Portable 9
P.E. Specialist	Jeremy Carter	M-P Room
Counselor	Heather Wolfe	Office Conf
Psychologist	Jennifer Chandler	Office Conf
Speech and Language	Julie Shore	Office Conf
Speech and Language	Valerie Rosinbum	Bear Wing
Speech and Language	Kaitlin Duffy	Office
Speech and Language	Julie Dorning	Office
Speech and Language	Julie Bartz	Office
Reading Specialist CAP/4-6	Cindy Foster	Portable 3
Reading Specialist CAP/K-3	Carrie Newhard	Room 16
District Nurse	Linda Rathke	Health Room
OT-PT	Kelly Daniels	Portable 8
Occupational Therapist	Katie Turner	Portable 8
Occupational Therapist	Linda Kautz	Portable 7
Occupational Therapist	Jessica Blue	Portable 7
Vision-Mobility Specialist	Terri Lang	Eagle Wing
Vision	Candace Williams	Portable 6
Para-Educator	Heather Nichols	Health Room
Para-Educator	Kati McKenzie	Recess/Library/Tech
Para-Educator	Patty Stromerson	Recess/Office Conf.
Para-Educator	Caren Klop	Recess/Office Conf.
Para-Educator	Angie DeCaro	Room 2
Para-Educator	Rhonda Bethel	Room 3
Para-Educator	Cindy Ellis	Room 3
Para-Educator	Stella Hargrave	Room 3
Para-Educator	Heidi Pankratz	Room 3
Para-Educator	Michelle Aalbu	Room 4
Para-Educator	Pam Ess	Room 4
Para-Educator	Barb Geer	Room 4
Para-Educator	Debi Spencer	Room 24
Para-Educator	Jenifer Apgar	Room 1

Para-Educator	Jennifer Bihary	Room 5
Para-Educator	Patty Noggle	Room 5
Para-Educator	Donna Reib	Room 3
Para-Educator	Christine Beatty	Room 4
Para-Educator	Kristen Mannes	Room 12
Para-Educator	Leslie Ringstad	Portable 4
Para-Educator	Jodi Ramsdell	Portable 4
Day Custodian	Tony Goebel	Building
Evening Custodian	Randy Wheeler	Building
Lunch Room Manager	Jill Brickman	Kitchen
Lunch Room Assistant	Maria Pena	Kitchen

Updated 5/10/17