

**LITTLE CEDARS
ELEMENTARY SCHOOL**

FAMILY HANDBOOK



**Home of the Wolverines
Since 2007**

7408 144th Place Southeast
Snohomish, Washington 98296
Phone: (360) 563-2900

Website: www.sno.wednet.edu/littlecedars

This handbook is available on our website
and contains links to various websites useful to parents.

2023/2024

Little Cedars Statements of Commitment

- Actively seek and structure community involvement in the learning process.
- Intentionally meet the evolving needs of our learners.
- Build a culture of caring where all members feel connected valued and supported.
- Engage in and model respectful daily interactions.
- Serve students as a collaborative team, sharing common language, methods, and expectations.

Little Cedars Elementary School Purpose Statement

Our fundamental purpose is to create a student-centered learning community that welcomes everyone as we educate students to live in a democracy.

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SCHOOL INFORMATION AND PROCEDURES

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.

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: Please call the school office 360-563-2920 daily to inform staff of your child's absence. Regular attendance is essential to a student's success in school. For our students' safety and for their parents' peace of mind, a **Call Alert Program** has been set up to notify parents if their child does not arrive at school. The program operates as follows:

If a student is going to be absent or tardy from school, the parent should call the school's absentee message line (360-563-2920) before 8:10 in the morning. Messages may be left on this message line at any time night or day. If we have not heard from you, we will attempt to call you to verify your student's safety. This takes a great deal of staff time because of our large enrollment, so please try to notify the office before school starts in the morning. Also, for safety reasons, no student may leave the school campus during the school day without being signed out in person by his/her guardian or a designated adult.

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; a school disciplinary action or short-term suspension as required by state law, are excused. If a student does not attend school, the absence will remain unexcused until the school is notified of the reason for the absence. Parents/guardians can explain absences by note, email, telephone, or by entering it into Skyward.

If an absence is **excused**, the student can make up all missed assignments outside of class under reasonable conditions and time limits established by his/her teacher(s), except that in participation-type classes, a student's grade may be affected because of the student's inability to make up activities conducted during a class period.

Classes start promptly at 8:10 am. Students arriving after 8:10 will be marked tardy. Students arriving after 10:10 will be marked as ½ day absent. Any student arriving after 8:10 am should sign in at the office before proceeding to class.

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. **Washington State 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 you 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.**

BAND PROGRAM: Sixth grade students have the opportunity to participate in a beginning band program. They receive instruction **AFTER** school for thirty-five minutes four afternoons a week. There is no fee to participate in band. Parents are responsible for transporting their children home from this optional band instruction.

Parents of sixth graders will receive a letter with specific information about this special program shortly after school begins. Our music teacher will meet with all sixth-grade students interested in participating in the band program.

BICYCLES: Due to the heavy traffic on Cathcart Way students will not be allowed to ride bicycles to Little Cedars Elementary.

BREAKFAST PROGRAM: Chartwells partners with the school district to provide breakfasts for our students. Monthly menus are available on-line on the first day of each month. Students may purchase single breakfasts or weekly or monthly breakfast tickets. You can find current breakfast, lunch, and milk prices on our website www.sno.wednet.edu/littlecedars under “menus” button. Students who qualify for free or reduced meals will receive breakfast free.

Checks should be made out to the **SNOHOMISH SCHOOL DISTRICT FOOD SERVICES.**

Free and reduced hot lunches are provided to eligible families. Application forms were mailed to all district families in August. If you did not receive your form, please call 360-563-7298 to obtain one. Forms are also available in the school office throughout the school year. Completed application forms are processed within three days, and lunch tickets are issued at the time of approval.

BUS TRANSPORTATION: The Snohomish School District has determined that Little Cedars is a “no walking” school. Due to heavy traffic on Cathcart Way and the lack of crossing guards at the stop lights, students shall not be sanctioned to walk to or from school without an adult.

Bus transportation is a privilege accorded to the students in the school district. Students who ride the buses are supervised by their school bus driver from the time they board the bus in the morning until the time they arrive at school and from the time they are picked up at school in the afternoon until they leave the bus at their designated stop. Students are expected to respect the directions and leadership of the school bus drivers and to obey the bus safety rules.

The district has established rules in accordance with Washington State Law. The bus drivers review these rules during the first days of school and periodically thereafter with the students, and parents of bus students are asked to do likewise. The rules, which are posted in each school bus, are as follows:

1. Students are to be seated **at all times** when the bus is moving.
2. Students may visit quietly with their friends, but yelling or screaming is not permitted.
3. Students may open bus windows only with the permission of the bus driver.
4. Students may not put any part of their bodies out the bus windows or throw anything out the bus windows.
5. Students may not physically or verbally abuse any fellow bus passengers or the bus driver.
6. Students may not eat or drink on the bus.
7. Students may not bring any type of glass container on the bus.
8. In order to maintain safe driving conditions, the bus driver is given full responsibility and full charge of the bus and the students.
9. Students may not use cellphones or take pictures of other students on the bus.

Students who choose not to obey the bus rules will be issued a bus incident report by the bus driver. This report must be signed by the student's parents and returned to the school. If a student receives three reports within a given school year, he/she may be suspended from riding the bus for a period of time.

Any student wishing to get off at a different bus stop on a **permanent basis** may request a bus change form in the school office or complete. Once the form is returned to the school office, transportation will determine if they have available seating on the requested bus. When approved the student may use the different bus stop without a daily bus pass.

Any student wishing to get off at a different bus stop on a **temporary one-day basis** must have a written request from his/her parents and get a bus pass from the office. The student should take the written request with their full name and the full name of the student whom they are going with to his/her teacher when he/she arrives in the morning. The teacher will send the request to the office, and if the request can be accommodated, a bus pass will be completed. The student must take the bus pass to the bus driver in the afternoon. Please note: we may not always be able to accommodate temporary bus passes for either individuals or groups (for example, scout meetings) due to availability of seating on the bus(es). Please check with the office prior to making plans.

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.

CANCELLATION OR CLOSURE OF SCHOOL: The School Board and the school administration recognize the hardships that may be caused by an abrupt school cancellation or closure. Therefore, school will not be cancelled 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, etc.) and emergency situations (water, sewer, and heating problems, power failure, etc.). Please listen to the local TV news station (KOMO, KIRO, KING-5) or local A.M. radio stations (750, 1000, or 1380) for broadcasts on school closure information. You may also check the district website at www.sno.wednet.edu, if there is not a power outage in the area.

Please do not attempt to call the office on snow days, as staff may not be available to take your call.

CELL PHONES: Cell phones do not enhance the learning environment and are a major distraction and disruption. However, we realize that cell phones have become a way in which parents communicate with their children after school hours. If cell phones are brought to school they must be kept in the student's backpack **at all times**. They are **not** to be kept in pockets, jackets, or desks. They must be turned completely off at all times during the school day. Under no circumstance are cell phones to be used during school hours. Any infraction of these rules will result in the item being taken from the student and held in the office until an adult can pick it up.

CHILDCARE: Because we do not have staff to supervise your children after 2:50 pm, we have contracted with the Snohomish County YMCA to provide for your childcare needs on our school site. Childcare is available from 6:30 a.m. to 6:30 p.m., Monday through Friday at Little Cedars Elementary. Please call the YMCA at 425-337-0123 or 425-357-3028 for information regarding this program.

CLOSED CAMPUS: Once the students arrive at school in the morning, they are not permitted to leave the school grounds without being signed out in the office and released to their parents or the adult designated on the **Emergency Information Form**. Office staff will place a call down to the classroom to notify students of their release.

CURRICULUM/SPECIAL PROGRAMS: The School Board has adopted district frameworks in reading and mathematics and curriculum programs to support the State’s Common Core Requirements. The textbooks, workbooks, manipulatives, technological programs, audio-visual aids, and other instructional materials in these adoptions provide support to the 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 by their students.

To enrich and supplement basic academic programs in regular classrooms, all Kindergarten through 6th grade students receive instruction from our three specialists -- music, library, and physical education -- on a weekly basis. In addition to these programs, we have a federally funded Special Education teacher for students who have Individual Education Programs, a school counselor, and a school nurse. Also available, as needs are identified, are our Speech and Language Pathologist, an Occupational Therapist, a Physical Therapist, a Multilingual Learner (MLL) Teacher, and our School Psychologist.

If you feel that your child needs help from any of these support people, please contact your child’s teacher, our school psychologist, or the principal to discuss the possibilities.

Washington State Common Core State Standards are found on the OSPI Website at www.k12.wa.us/corestandards/

DAILY SCHEDULE: See page 21.

DISCIPLINE AND STUDENTS’ RIGHTS: There is no more important right for students than the right to a free public-school education. Our school endeavors to provide the best learning opportunities possible within the resources available. In addition to a full academic program, we also offer some activities to promote and stimulate the athletic, artistic, and creative skills of the students.

We are legally required to take a firm stand on **weapons** brought to school. *Please* have a serious conversation with your child about this issue. It is critical that they understand that bringing **any** weapon – even a toy – is a violation of this rule. Bringing these items to school may result in suspension (or possibly an expulsion) from school, and a parent/student conference before readmission. Weapons are described further in the Snohomish School District Parent/Student Discipline Handbook mentioned below.

The law also requires action with **harassment**. Other words for harassment are teasing, bullying, and name-calling. Harassment can be the spreading of rumors or can also be physical in nature. We are required to educate our students about harassment each year, and act when harassment is reported to us.

If disciplinary action is necessary to preserve an orderly and safe learning environment in the school, it will be administered to help students learn from the incident and to make better choices in the future.

DISTRICT PRE-SCHOOL 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 360-563-7321 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 old children. 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 360-563-4641.

DRESS CODE: Students are expected to come to school looking clean and neat and dressed in a manner which is appropriate in a learning environment. The administration shall have the discretion to interpret whether or not a student has violated the dress code.

The ultimate guidelines for dress at Little Cedars are the safety of each student and attention to academics. With these guidelines in mind, we have formed the following list of expectations. These are comparable to other schools in the district and are intended to help maintain a safe, enjoyable, distraction-free academic setting for all students.

1. Students should dress in accordance with their activities and the weather. Since the students' primary focus at school is the learning process in the classroom, they should be dressed for business. If there is a special activity in the classroom or a field trip, it may be appropriate to dress differently.
2. Dress is important to the safety and comfort of students. Long, loose, or cumbersome clothing can cause unnecessary injury to students in the classroom and on the playground. Bare feet and untied shoelaces are not safe or acceptable at school. We strongly discourage students from wearing flip flops as we have had serious injuries resulting when they attempt to run or play wearing them.
3. Walking shorts may be worn as long as they meet the following criteria for shorts length: when standing erect with arms at sides, fingers should not be able to touch skin.
4. Pants/jeans that have holes in them should not have any holes above the shorts length listed above.
5. Students not dressed appropriately for school or causing a distraction to learning will either be asked to change into extra clothes kept in the school clinic or call their parents for a change of clothes. The student will wait in the office for their parents to bring them a change of clothing.

EARLY RELEASE DAYS: There are two different times at which we will be releasing your students from school this year. Please note the following differences:

Professional Growth Fridays are a part of our regular school schedule. Every Friday we will dismiss our All-Day K – 6th grade students at 12:50 pm. Lunch is served on Fridays.

Scheduled Early Release Days for the current school year are found on the Snohomish School District Website under the Calendar Tab at www.sno.wednet.edu/calendar

On scheduled early release days, school will be dismissed at 11:20 am and lunches will not be served; however, sack lunches are available to purchase and students may receive their sack lunch a few minutes prior to dismissal.

Parents are asked to make every effort possible to schedule medical and dental appointments, private music/dance lessons, etc. before and after school hours or on non-school days so that students will not have their educational program interrupted. However, if a student must be dismissed from school early for some special reason, he/she should bring a note from his/her parents explaining the situation before he/she is dismissed. If possible, students are expected to make up all classroom work missed during such absences.

If parents have to pick up their children before regular dismissal time for an emergency, the parent must come into the office to sign them out. Please remember to bring identification. For security reasons,

please do not go directly to your child's classroom. The students will be called to the office. For safety reasons, STUDENTS ARE NOT PERMITTED TO WAIT OUTSIDE FOR PARENTS TO PICK THEM UP.

EDUCATIONAL GOALS:

Common Core State Standards (CCSS) and Performance Expectations (PEs): These guidelines describe a connected series of learning competencies necessary to create proficient learners. They describe the knowledge and skills that students should acquire from kindergarten through high school. The staff at Little Cedars Elementary will continue to focus its efforts on the achievement of these goals and helping each student meet the state standards. A complete list of the CCSS and PE's can be found on the Office of Superintendent of Public Instruction webpage.

E-MAIL: All staff members have e-mail here at school. Each staff member's address is:
firstname.lastname@sno.wednet.edu

For example, our principal's e-mail address is anne.nielsen@sno.wednet.edu. Parents should feel free to use this means of contacting us, to send important messages, and/or to ask questions about their children's classroom learning activities.

FLOWERS AND BALLOONS: While the celebration of student birthdays is important to all of us at Little Cedars, the delivery of flowers and balloons is a major disruption to the learning environment. It also can cause a competitive situation within classrooms that is very unhealthy. Therefore, we ask that you NOT have flowers or balloons delivered to Little Cedars for your children.

HARRASSMENT: See Snohomish School District Parent/Student Discipline Handbook.

HEALTH and EMERGENCY INFORMATION: It is essential in the case of illness, an accident, or another emergency situation, that the school office has an up-to-date health and emergency information record for every student. During the first week of school, the office will send home a new Health History form and an Emergency Information print out that will show the current emergency information that we have on file for your child. Please complete the Health History form and make changes to the Emergency Information as necessary and return both forms as soon as possible. If there is a change in any of the information during the school year, parents should notify the school office immediately.

HOMEWORK: Homework is important for all students. Homework not only enhances the student's learning, it also develops study habits and organizational skills, responsibility and accountability, and a higher regard for the value of education. The purpose of homework is primarily for the practice of skills and/or concepts being taught in the classroom. It may also be used to extend and enrich classroom learning, to complete class assignments, to make up assignments missed due to absence, or to involve families in the learning process.

All students will not have the same kind or the same amount of homework every night. Families can help be setting aside a time and setting up a place where their children may do their homework.

Classroom teachers strive to catch students up following absences. It is not the responsibility of staff to prepare homework for vacations.

ICE AND SNOW INFORMATION: When winter arrives, the possibility of school closure or delay in starting time due to weather or road conditions must be considered. Within the bounds of student safety, the schools traditionally continue to operate if at all possible.

In the event that closure or a change in starting time becomes necessary, radio station KRKO (1380) and KING, KIRO, and KOMO radio and television stations will be requested to make announcements between 6:00 a.m. and 8:00 p.m. **Please do not call schools, officials, radio stations, or the U.S. Weather Bureau.** Unless parents/students hear an announcement to the contrary, they should assume that the Snohomish schools will be operating on schedule. Families that have signed up for School Messenger will receive a phone call with any announcements about late starts/cancelations.

Since our district covers an area of 168 square miles, it is difficult to predict weather and road conditions for the entire district. Bus drivers are given the responsibility of determining if any portion of their routes is too dangerous to travel on any given trip. Alternate routes have been determined, and students will be informed by the driver of route changes due to ice and snow. Our buses are equipped with radios and sanders and use chains when necessary. Above all, drivers are instructed to be overcautious rather than to take any chances.

Since safety rather than speed is the determining factor, buses may run behind schedule when fog, ice, or snow conditions exist. Parents are urged to make sure their children are adequately clothed so waiting in cold weather will not be too uncomfortable. In the event of starting late on a given day, buses will try to maintain a corresponding schedule. If county officials close black-top roads to our buses, it will be the responsibility of the parents to provide transportation to school.

ILLNESSES, ACCIDENTS, OR LIFE-THREATENING CONDITIONS AT SCHOOL: If a child is injured at school, he/she will be given first aid by the nurse in our Health Room, an office secretary, the principal, or another staff member who has been trained in First Response and CPR. If the injury is serious, the parents will be called immediately for further instructions. If the injury is deemed serious, the principal or his/her designee will use his/her best judgment as to whether to call 911.

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 a medication or treatment order and a health care plan are not in place." Children with life-threatening conditions such as severe bee sting or food allergies, severe asthma, diabetes, severe seizures, etc., are now required to have a medication or treatment order and health care plan in place **BEFORE** they start school. The medication or treatment order must be from the student's Licensed Health Care Provider.

If a medication or treatment order is not provided, the school principal or chief administrator of the program is **required to exclude the child** until such order has been provided.

If a child becomes ill at school, the school nurse, paraprofessional in the health room, one of the secretaries, or another staff member will attend to his/her immediate care. The parents will be called to come and get their child if the staff or principal feel that it is appropriate and necessary. If the parents cannot be reached, the relative or neighbor listed on the **Emergency Information Form** will be called to come and get the child.

For the health, safety, and well-being of our students, **IT IS ABSOLUTELY ESSENTIAL THAT EACH CHILD HAS AN UP-TO-DATE EMERGENCY INFORMATION FORM ON FILE IN 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.

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 school nurse at 360-563-2910.

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 brought to the Lost and Found which is kept in the lobby of the gym building. Properly marked clothes and possessions are returned immediately to the owner. Unidentified items are kept in the lost and found. Parents are encouraged to stop by the lost and found periodically and check for any items that their child may have lost. Any unmarked or unclaimed items are taken to a charitable organization twice during the school year.

Items left on the school bus will either be with the bus driver or taken to the bus garage. Parents may call 360-563-3525 to locate these lost items.

FOOD PROGRAMS: Chartwells partners with the school district to provide tasty and nutritious lunches and breakfast for our students. Students may choose from several entree items each and every day. In addition to entree choices, students may choose various daily offerings of fresh fruit, vegetables, and beverages (milk or juice). Monthly menus are available on the first day of each month online.

Online Meal Payment

A meal account is automatically set up for every Snohomish student when they enroll in the district. Parents can add funds to their child's meal account by sending cash or a check (made out to Snohomish School District) to school with their child or by paying online. If you sign up for Family Access, you can also view your child's meal purchases and account balance online.

Students' meal status is confidential. The system for paying for meals is designed to protect students' confidentiality, so there is no difference between free, reduced or regular lunch payment.

Elementary students are issued a lunch card. As students go through the lunch line, their card is scanned, and the meal price is deducted from their account.

Meal Prices (2023-2024 school year)

- Elementary Breakfast - \$1.75
- Reduced Breakfast – Free
- Elementary Lunch - \$3.25
- Free and Reduced Lunch - Free
- Milk - \$0.50
- Adult Lunch - \$5.00

Checks should be made out to the **SNOHOMISH SCHOOL DISTRICT**.

Free hot lunches are provided to eligible families. Application forms were mailed to all district families in

August. If you did not receive your form, please call 360-563-7298 to obtain one. Forms are also available in the school office throughout the school year. Completed application forms are processed within three days, and lunch tickets are issued at the time of approval. Until the student is approved for free lunch and you are notified of that approval, you are responsible for providing a lunch or lunch money for your child.

Monthly breakfast menus are available on-line on the first day of each month. Students may purchase single breakfasts or weekly or monthly breakfast tickets. You can find current breakfast, lunch, and milk prices on our website littlecedars.sno.wednet.edu under "menus" button. Students who qualify for free or reduced meals will receive breakfast free.

Checks should be made out to the **SNOHOMISH SCHOOL DISTRICT FOOD SERVICES**.

MEDICATIONS AT SCHOOL: Medication is defined as all drugs, whether prescription or over-the-counter. The school is authorized to administer oral medication by RCW 28A.210.260 and 28A.210.270 to students during school hours or while students are in the custody of the school only when necessary to permit the student to attend school. The staff does NOT administer medication by injection at school. Neither can they administer over the counter medication without the approved paperwork from your child's healthcare provider (doctor).

Oral medication will be administered only when the school office is in receipt of a current, written request from a Licensed Health Care Provider and 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 and be delivered by an adult.

OFFICE HOURS: The school office is open Monday through Friday from 8:00 am until 3:30 pm. Our secretary is available to serve the parents and community members during those hours.

PARENT TEACHER ASSOCIATION: Little Cedars has a very active and involved Parent Teacher Association. Parents are invited and encouraged to attend the regular meetings of the PTA 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 fun and worthwhile activities. You can find more information on their website at: <http://littlecedarspta.org/Home>.

PARKING LOT GUIDELINES: Parents are encouraged to allow their children to ride the buses, or form carpools to reduce congestion in our school parking lot. However, if you must drive your child(ren) to school, we have designed procedures that make the parking lot a safe place for our students and families.

As of August 29,, 2012, Snohomish County has identified 144th PL SE as a no parking zone.

MORNING DROP-OFF AND AFTERNOON PICK-UP:

The school parking lot gets very busy during morning drop-off and afternoon pick-up times!

Morning Drop-Off

1. Drive down 144th Place SE and into the lower lot, yielding to buses as you go.
2. In the center parking area (where cars are parked on both sides), there will be TWO lines of cars. Keep your kids buckled.
3. At the end of the parking area (before the turn), merge into a single-file line against the right-hand curb.

4. Wait until you get to the Parent Drop Zone. Pull all the way forward if there is a large opening.
5. Put your car in park, have your kids unbuckle themselves and exit out the passenger side to the curb (NOT the driver's side). Parents should stay in the car. If your kids need help getting unbuckled, wave over a staff member to help your child(ren).
6. Look carefully, then exit the parking lot single file in the right lane.

Afternoon Pick-Up:

At afternoon pick-up, wait inside your car in the yellow Parent Drop Zone. Write your child's first and last name on a sheet of paper and place/tape it in the windshield so staff can help direct your child to you.

Do NOT drop off kids outside the Parent Drop Zone. There is no crossing guard to help kids cross the street and/or parking lot safely.

PLEASE DO NOT BLOCK THE HANDICAP PARKING SPACES, even if there are no cars parked there, and **PLEASE DO NOT USE THESE SPACES UNLESS YOU HAVE A VALID HANDICAP PERMIT**. This is against the law and subject to large fines. Unauthorized cars will be reported.

Also, please respect the reserved parking spaces in the front of the school.

PARTIES AT SCHOOL: We have four annual parties in our classrooms at Little Cedars Elementary School. A Harvest party in October, a Winterfest party in December, a "We Have Heart!" party in February, and an End-of-the-Year party in June. Teachers will send out information about any supplies needed for our parties. Please do not bring treats for birthdays - we have a number of students with allergies and dietary restrictions.

PARTY INVITATIONS: Unless you are inviting all of the girls or all of the boys in your child's classroom, we do not pass out invitations for events held outside of the school day. You can imagine how your child would feel if invitations were passed out in the classroom and they did not receive one. Asking the teacher to discreetly put the invitations in the other children's backpacks does not solve the problem as they are often opened on the bus causing hurt feelings. Our PTA does a wonderful job of getting the Student Directory out to our families, and the vast majority of our students contact information can be found there. We appreciate your understanding in this matter.

PERSONAL PROPERTY: The school provides playground equipment for recess, but if your child chooses to bring their own ball to school they are doing so at their own risk. We cannot be responsible for them if they are lost or kicked over the fence. Parents are requested to not allow their child to bring toys, computer games, radios, etc. to school. Occasionally, your child's teacher may allow games or toys to be brought to school for a specific purpose. Under this circumstance, toys are acceptable at school, at the parents' risk. However, this does not include trading cards. Trading cards are not allowed at school, as we have had considerable problems with students trading during the school day.

Also, please refer to **CELL PHONE** section. The school staff is not responsible for any personal items that are damaged, destroyed, or lost at school or on the school grounds.

PET POLICY AT LITTLE CEDARS: We welcome members of our school family/community to visit our schools during the day. Our building is also open to the community for many activities such as youth organization meetings, youth sports, after school classes and adult classes. However, for the health and safety of our children and staff, pets are not permitted on the premises. While we love your animals, keeping our students safe and the cleanliness of our building are of the utmost importance here at Little Cedars Elementary School. As a school community, we want to be respectful of the students who have

allergies to pets and fear of animals. (Service dogs and certified therapy dogs are welcome, in compliance with the Americans with Disabilities Act.)

PHOTOS AND SOCIAL MEDIA GUIDELINES: There are times during the year when photos or audio-visual recordings of students may be taken for use by the district, school, or teacher. When possible, we will alert parents in advance, but this is not always possible. In addition, the district's Photo Consent/Opt Out Form only pertains to those photos taken by parents, parent organizations, clubs, etc.

It is important to be aware that student family members and attendees at school events may take and publish photos and other recordings of students without coordinating such with school district personnel, and it is possible that your student could appear in a third party's photos and other recordings. The Snohomish School District is not responsible for the use of any students' likeness (photo, voice, etc.) that appears in those photos and recordings.

Below are some simple guidelines we ask parents and others to follow in regards to taking personal photos/videos and posting them online or on social media. These guidelines are encouraged to protect student confidentiality and safety.

- Only take photos/videos of your own child.
- Do not tag or list student names on photos/videos.
- Any photo/video taken by a company is copyrighted and should not be posted (e.g., yearbook, class, and individual student pictures).
- Many parents do not want their child's photo/video online. Permission from the child's parent/guardian must be received prior to posting any pictures/videos from school/classroom events. For your own protection, documentation of this permission (handwritten note, copy of an email message, etc.) should be obtained should questions arise in the future.
- Pictures/videos should not be taken at school for the purpose of posting online. Prior permission from the school office must be obtained any time you take pictures on campus.
- Student photos/videos are not to be used to promote a business of any kind.

RECESSES/PLAYGROUND SUPERVISION: Three supervised recess periods are provided each day during which students have the opportunity to get fresh air and physical activity. These 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. On the rare occasions it is not possible to allow the students to go outside, recess breaks are held in the regular classrooms with quiet, inside games and activities.

Since all students are expected to participate in the outside recesses, parents should be sure that their children are appropriately dressed at all times. Only students with medical excuses are allowed to remain inside during scheduled outside recess periods.

During the school day, the playground is supervised at the recess breaks by trained paraprofessionals. The playground is **NOT** supervised before and after school.

REPORTING OF STUDENT PROGRESS: All elementary schools in the Snohomish School District report student progress to parents during fall and spring Parent/Teacher Conferences and through report cards sent home at the end of each semester. Each individual teacher uses a variety of other communication tools throughout the year to inform parents about their children's progress toward meeting academic standards (e-mail, newsletters, phone calls, etc.)

Parent/Teacher Conferences are scheduled twice during the school year - usually the near the end of October and end of March. We will make every effort to provide a conference time that works during the allotted conference week sessions. Parents wishing to conference with their child's teacher or with the principal prior to or following the regularly scheduled conference weeks should email their teacher or call the office (360-563-2900) to leave a voice mail message for the teacher or principal. The teacher or principal will contact them at their earliest break.

ROLLERBLADES, SCOOTERS, AND SKATEBOARDS: According to School District guidelines, rollerblades, scooters, and skateboards are prohibited on school property at any time and should not be ridden or brought to school. This includes shoes with wheels, as they pose a serious safety issue at school.

SCHOOL BOARD: The regular School Board meetings are at 6:00 p.m. on the second and fourth Wednesdays of each month. Please note: The schedule may vary during the holidays and the summer. All meetings are held in the George Gilbertson Board Room at the District Resource and Service Center, 1601 Avenue D, in Snohomish. These meetings are open, and the public is encouraged to attend. You will find information on School Board meetings on the Snohomish School District web page at www.sno.wednet.edu.

The current board members are: Mr. Jay Hagen, Mr. Josh Seek, Ms. Shaunna Ballas, Dr. Sara Fagerlie, Ms. Sarah Adams, and Dr. Kent Kultgen, Superintendent of the Snohomish School District. Mr. Hagen is the school board representative for the Little Cedars School Community.

SCHOOL COLORS AND MASCOT: The Little Cedars Elementary School mascot is the Wolverine and our school colors are navy blue with light blue accent.

SCHOOL NEWSLETTER: A weekly newsletter is prepared in the office and sent out via LISTSERV. You must subscribe to LISTSERV. You can go to our website for directions on this <https://www.sno.wednet.edu/Page/556>. All school newsletters are also available on the Little Cedars website. The PTA sends a weekly email newsletter to those who sign up to receive it on LittleCedarsPTA.org.

TARDINESS: Students arriving after class begins in the morning are considered tardy and should report to the office upon their arrival. Students who are tardy are required to bring a note of explanation from their parents. Tardy students will be issued an "Admit Slip" in the office, which will allow them to enter their classroom. Tardy students miss essential instruction time which compromises their success in school. Please make sure your child arrives to school before 8:10 am.

TELEPHONES/FAX LINE: The school FAX number is: 360-563-2902.

The main school telephone number is 360-563-2900. Each staff member has a telephone in his/her classroom or work station. Outside callers may directly access each staff member's telephone extension and voice mail through this main number. If you do not know the staff member's extension number, you may simply press 11 and spell his/her last name on your touch-tone telephone. For efficiency and better communication, we request that parents take advantage of this technology to contact or leave a voice mail message for staff members. Teachers will program their telephones not to ring during class times, as this is a significant disruption to the learning process, but they will check their messages regularly throughout the day. If you need to speak to someone immediately about your child – do not call the teacher. Please call the office at 360-563-2900.

TEXTBOOKS/SUPPLIES: The school district provides the textbooks and instructional materials necessary

for the students to learn. The school has compiled a list of the basic supplies (paper, pencils, crayons, scissors, rulers, paste, compasses, protractors, calculators, etc.) that we are asking parents to furnish for their children to use in the learning process. If a teacher wants parents to furnish any additional supplies throughout the school year, he/she will [notify](#) them in writing. You may view the class supply lists on our web page www.sno.wednet.edu/schoolsupplies.

If you need assistance in purchasing school supplies, please contact our school counselor to make sure that your child has what he/she needs.

Please do not send other supplies with your child to school-- many times they interfere with or distract from the educational program.

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)-563-2900. If it is at night or on weekends, it should be reported to the Snohomish County Sheriff's Office (911). We appreciate everyone's cooperation in keeping our school a place of which we can be proud.

VISITORS: Parents are welcome and encouraged to visit their children's classrooms. Arrangements must be made ahead of time with the teacher so that the visits do not come at an inconvenient or inappropriate time.

We occasionally receive requests from families to have visiting relatives or friends that are school age attend Little Cedars as visitors during school hours. This can pose challenges in the classroom as the visitors are unfamiliar with our curriculum and school routines. If this is a situation that you would like to pursue, you must contact the principal to make arrangements and plan on attending along with the school age visitor. We will ask that you limit your visit to lunch time. Arrangements must be prearranged.

In the interest of student safety and building security, **ALL VISITORS TO THE SCHOOL MUST SIGN IN AT THE OFFICE BEFORE PROCEEDING TO ANY CLASSROOM.** Visitors must scan their driver's license and then they will be given a badge to wear during their visit.

VOLUNTEERS: Our parents and community members are very special resources for us in implementing the programs of our school and the school district. We have many exciting volunteer opportunities available at Little Cedars this year. Specific information about volunteering will be sent home from our Parent Teacher Association Volunteer Coordinators during the first week of school. Teachers will solicit Room Parent volunteers, during our September Curriculum Night.

All volunteers in our school **MUST** complete a Washington State Patrol check through the Safe Visitor website: <https://secure.safevisitorsolutions.com/Safe/Volunteer/Snohomish/volunteer>. You will be asked to bring in your email confirmation the first time. You will be required to wear your ID while in the building. Please be aware that we are going to be especially strict on asking to see identification from parents, volunteers, and visitors as we get to know our families. The safety of your child is of paramount importance to us. All school staff will wear name badges so you can easily identify them if you need assistance.

VOTER REGISTRATION: If any parent or community member is not a registered voter in his/her current precinct, he/she may pick up the registration information from one of our schools during regular office hours. Simply complete the required information and mail it into the Snohomish County Auditor. The only

requirements for registration are that: (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.

WATCH D.O.G.S. (Dads of Great Students): This is a national volunteer program that gets fathers and father figures actively involved in their child's learning environment. Little Cedars is proud to have been the first elementary school in Snohomish County to implement this outstanding program in 2007.

Any man who is interested must complete the Safe School Volunteer check. This includes a Washington State Patrol background check and then go to the Watch DOGS website to sign up. A schedule will be created for the Watch Dog of the Day. In the morning of his assigned day, he will check in at the office, pick up a Watch DOG vest, and go through a brief orientation with an office staff member. He will be given a schedule of his activities for the day. The Watch Dog will be assigned to work in his child's class for some portion of his day. At the end of the day, the Watch Dog fills out an on-line survey regarding his experience.

WEAPONS: See Discipline and Student Rights Booklet for Parents and Students.

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

WITHDRAWALS: Parents who are planning to withdraw their children from Little Cedars in order to attend another 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.

Naming of the Snohomish School District's Elementary School #10

The word "Snohomish" means *many people* in the Lashootzed language. The Snohomish People were one of the largest fishing clans of the Coastal Salish Indians. Many great Chiefs came from the Snohomish Indian People who were leaders through the early years of contact with the settlers and missionaries. The Snohomish People were a very proud people who always carried themselves with dignity and respect so that they might not dishonor their family or their tribe.

In the spring of 2007, a group of parents, students, staff and community members volunteered to be a part of the naming of the Snohomish School District's 10th elementary school. Following the policy established by the School Board, the committee selected 3 names from the numerous names offered for consideration by our community. The School Board selected the name Little Cedars Elementary School.

The name "Little Cedars" was suggested by Mr. Jim Knapp, as a representative of the Snohomish Tribe of Indians, because of the cedar trees that surround the outside of our school grounds. The name is based on the Salish Indian legend of the Grandmother Cedar Tree which tells of the virtues of young people becoming caring, responsible adults.

In offering this suggestion to the committee, he included the following legend which is an important story in the Native American culture of the Pacific Northwest Tribes. It was provided in written form by Mr. Johnny Moses of the Tulalip Tribe of Indians. It is our hope that this story will provide continued inspiration as a reminder of the importance of raising responsible children who will contribute to our community and the democracy of our nation.

See next page for the story of The Grandmother Cedar Tree....

The Grandmother Cedar Tree

As told by Johnny Moses (Whis.tem.men.knee)

Long ago there lived a grandmother cedar tree. She was very, very large and very strong. But one day, she felt very sad and lonely. Her sadness was so strong, she felt like she was drowning in her own tears.

The Creator could feel her sadness, and the Creator called upon the south wind. And the south wind carried a little baby cedar tree and planted the little seed right next to the grandmother. She called this little seed her grandson.

It began to grow, and the branches began to go out – fresh branches- and the deer loved to chew on fresh branches. But Grandmother would move her big, strong arms back and forth, and scare the deer away. And the tree would grow some more.

And sometimes the wind – the north wind, especially – was so strong it could cause a little tree to bend and break. But Grandmother would put her strong arms around her grandson, and protect him from the strong winds. And he would grow some more.

Sometimes, the heat of the sun was so unbearable it felt like it would burn your skin. But Grandmother would put her arms over her grandson and give him shade. And he would grow some more.

Now the grandson was very, very large and very strong. But sometimes he also felt lonely and sad. Grandmother had such a strong mind, she would send her mind out and she would call all the birds of the forest with her strong mind. And they would come and they would land on her strong arms and sing beautiful songs for the grandson. And he would grow some more.

Many seasons passed. And now Grandmother had become very, very old and very weak. She wasn't strong like she used to be. She didn't have strong arms; she had lost some of her branches. And she said to herself, "There is no use living any more. I am good for nothing. I can't even help myself." She was giving up her life.

And the grandson looked at his grandmother and he said, "Grandmother, when the deer came to bother me, did you not move your arms back and forth and scare them away? Grandmother, I will move my arms back and forth and scare the deer away."

"Grandmother, when the north wind came and the wind was so strong it felt like I was going to fall over and break, did you not put your arms around me and protect me from the strong wind? Grandmother, when the strong wind comes, I will put my arms around you."

"Grandmother, when the heat of the sun was so strong it felt like my skin would burn, did you not put your arms over me and give me shade? Grandmother, I will put my arms over you and give you shade."

"Grandmother, when I was very sad and lonely, did you not use your strong mind to call all the birds of the forest, and they came and landed on your strong arms, and they sang beautiful songs for me? Grandmother now I have a strong mind and I will send my strong mind out to call all the birds of the forest, and they will land on my strong arms and they will sing for you."

"Grandmother, you took care of me. Now I will take care of you."

And that is all.

Daily Schedule 2023-2024

7:40	Teachers arrive
8:00	Teachers in their classrooms
	Busses arrive
8:10	Student day begins
9:15 to 9:30	Kindergarten
9:30 to 9:45	1st and 2nd recess
9:45 to 10:00	3rd and 4th recess
10:05 to 10:20	5th and 6th recess 4/5/6 recess
10:30 – 10:45	Kindergarten recess
10:45 to 11:05	Kindergarten lunch
11:00 to 11:15	1st and 2nd recess
11:15 to 11:35	1st and 2nd lunch
11:30 to 11:45	3rd and 4th recess 4/5/6 recess
11:45 to 12:05	3rd and 4th lunch 4/5/6 lunch
12:00 to 12:15	5th and 6th recess
12:15 to 12:35	5th and 6th lunch

PGF Friday Dismissal 12:50

1:00 to 1:15	Kindergarten
1:15 to 1:30	1st and 2nd recess
1:30 to 1:45	3rd and 4th recess
1:45 to 2:00	5th and 6th recess 4/5/6 recess
2:50	Student day ends
3:10	Teacher day ends

**PTA Board Members
2023-24**

For information on how to contact a board member and for
PTA Programs/Volunteering Opportunities go to
the PTA website at <http://littlecedarspta.org>

Board Member	Position	Email Address
Danielle Gadek	President	president@littlecedarspta.org
Annabelle Smart	Secretary	secretary@littlecedarspta.org
Amanda Hanson	Treasurer	treasurer@littlecedarspta.org
Robyn Biggerstaff	(Co-VP) Events	events@littlecedarspta.org
Brooklyn Biggerstaff	(Co-VP) Events	events@littlecedarspta.org
Heather Mauermann	(Co-VP) Fundraising	fundraising@littlecedarspta.org
Andrea Whitman (interim)	(Co-VP) Fundraising	fundraising@littlecedarspta.org
Mandy Hardy	VP Academic Programs	programs@littlecedarspta.org
Melanie Harris	(Co-VP) Communications	communications@littlecedarspta.org
Juliana Farmer	(Co-VP) Communications	communications@littlecedarspta.org
Melanie Harris	Membership Chair	membership@littlecedarspta.org
Genevieve Dunbar	Advocacy Chair	advocacy@littlecedarspta.org
Jennifer Gatherers (interim)	Volunteer Chair	volunteer@littlecedarspta.org
Watch DOGS Chair	Matt Hanson	watchDOGS@littlecedarspta.org

Little Cedars Elementary Classroom Teacher Directory 2022-2023

Unless otherwise noted, all phone numbers are 360-563-XXXX

Staff	Position	Email Address	EXT.
Bazzano-Carr, Phyllis	Kindergarten	phyllis.bazzano-carr@sno.wednet.edu	2922
Bielski, Kim	1st Grade	kim.bielski@sno.wednet.edu	2928
Collins, Colleen	5th Grade	colleen.collins@sno.wednet.edu	2955
Dearmon, Shelly	2nd Grade	shelly.dearmon@sno.wednet.edu	2933
Divito, Katie	3rd Grade	Katie.divito@sno.wednet.edu	2950
Gates, Michele	Kindergarten	michele.gates@sno.wednet.edu	2924
Graves, Saara	2nd Grade	saara.graves@sno.wednet.edu	2932
Habib, Michelle	4th Grade	michelle.habib@sno.wednet.edu	2946
Halvorson, Emi	1st Grade	emi.halvorson@sno.wednet.edu	2927
Hubbard, Amy	4th Grade	amy.hubbard@sno.wednet.edu	2944
Ingram-Bate, Gloriana	2nd Grade	gloriana.ingram-bate@sno.wednet.edu	2934
Johnson, Sarah	Kindergarten	sarah.johnson@sno.wednet.edu	2921
Jones, Jodi	5th Grade	jodi.jones@sno.wednet.edu	2956
Leck, Rachael	1st Grade	rachael.leck@sno.wednet.edu	2930
Leese, Tracie	2nd Grade	tracie.leese@sno.wednet.edu	2931
Leo, Nicole Leah	4/5/6 Classroom	leah.leo@sno.wednet.edu	2952
McCormack, Peggy	3rd Grade	peggy.mccormack@sno.wednet.edu	2951
McMaster, Cathy	Kindergarten	cathy.mcmaster@sno.wednet.edu	2926
Nermo, Courtney	1st Grade	courtney.nermo@sno.wednet.edu	2927
Pederson, Mary	3rd Grade	mary.pederson@sno.wednet.edu	2949
Petruzzi-Benson, Donna	4th Grade	donna.petruzzi-benson@sno.wednet.edu	2942
Pickett, Garrick	6th Grade	garrick.pickett@sno.wednet.edu	2963
Pladsen, Megan	5th Grade	megan.pladsen@sno.wednet.edu	2953
Rogers, Cory	6th Grade	cory.rogers@sno.wednet.edu	2916
Spinner, Meredith	1st Grade	meredith.spinner@sno.wednet.edu	2929
Strapac, Jennifer	6th Grade	jennifer.strapac@sno.wednet.edu	2916
Vaule, Carlene	3rd Grade	carlene.vaule@sno.wednet.edu	2948
Julie Winter	3/4/5 Classroom	julie.winter@sno.wednet.edu	2954