

**TOTEM FALLS
ELEMENTARY SCHOOL
FAMILY
HANDBOOK**



14211 Snohomish Cascade Dr
Snohomish, Washington 98296
Phone: (360) 563-4750
Website: www.sno.wednet.edu/Totemfalls
2025-2026

Totem Falls Elementary Mission

Totem Falls Elementary's mission is to foster an inclusive and positive environment where learners of all backgrounds thrive. We believe in the power of collaboration and respect, recognizing that every individual has unique perspectives and strengths. We aim to create a community where everyone feels valued and empowered to reach their full potential.

Totem Falls Elementary Vision

Every student soars.

Totem Falls Values

Safe, Outstanding Citizen, Always Respectful, Responsible

This handbook outlines Totem Falls Elementary specific systems and procedures. You can find the Snohomish School District Student-Parent Guardian Handbook for more detailed information on the Snohomish School District website:

<https://www.sno.wednet.edu/our-district/student-parentguardian-handbook>.

TABLE OF CONTENTS

Admissions	5
Attendance	5
Attendance Requirements	5
Band Program	6
Bicycles	6
Birthday Treats	6
Bus Transportation	6
Cell phones	6
Childcare	7
Closed Campus	7
Curriculum/ Special Programs	7
Daily Schedule	7
Discipline and Student Rights	7
District Preschool Services	8
Dress Code	8
Early Release Days	8
Educational Goals	9
E-Mail	9
Emergency Closures, Delays, and Winter/Inclement Weather	9
Emergency Drills	10
Electric Bikes and Scooters	10
Flower and Balloons Delivery	10
Harassment	10
Health and Emergency Information	10
Homework	11
Illnesses, Accidents or Life-Threatening Conditions at School	11
Immunizations	11
Lost and Found Items	11
Meals/Food Programs	12
Medications at School	12
Office Hours	12

Parent Teacher Association	12
Parking Lot Guidelines	13
Parties at School	13
Personal Property	13
Pet Policy	14
Photos and Social Media Guidelines	14
Recesses/Playground Supervision	14
Reporting of Student Progress & Conferences	15
Rollerblades, Scooters, and Skateboards	15
School Board	15
School Colors and Mascot	15
School Newsletter	15
Staff Supervision	15
Tardiness	16
Telephones/Fax Line	16
Textbooks/Supplies	16
Vandalism	16
Visitors	16
Volunteers	17
Watch D.O.G.S.	17
Weapons	18
Web Pages	18
Withdrawals	18

Daily Schedule	19
PTO Board Members	20
School Staff Directory	21

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 360-563-4751 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 through ParentSquare 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 (360-563-4751) before 8:25 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, 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 8:35 am. Students arriving after 8:35 will be marked tardy. Students arriving after 10:30 will be marked as ½ day absent. Any student arriving after 8:35 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: Students are welcome to ride their bike to school. Students are asked to walk their bike while on school campus. Students are asked to store their bikes at the bike racks located next to the portables and play shed. Please make sure your student is wearing a helmet while riding their bike.

For safety reasons, students are not permitted to ride electric bikes or scooters on school campus at all times.

BIRTHDAY TREATS: At Totem Falls, we ask that you do not send birthday treats or favors to school on your student's birthday. We will celebrate your student's birthday in the classroom and announce their name on the morning announcements.

BUS TRANSPORTATION: Bus transportation to and from school is available for those families that qualify. You can check to see if your student qualifies to ride the bus on Snohomish School District's Transportations website: www.sno.wednet.edu/myridek-12

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.

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.

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. Cell phones should not be used during school hours. Students can use the classroom or office phones to contact family members in an emergency. Any infraction of these rules will result in the item being held in the office for the remainder of the day. This policy includes Smartwatches.

CHILDCARE: Although not a district program, the Snohomish County YMCA provides childcare needs at our schoolsite. Childcare is available from 6:30 a.m. to 6:30 p.m., Monday through Friday at Totem Falls 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 Transitional 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 <http://www.k12.wa.us/corestandards/>

DAILY SCHEDULE: See page 21.

DISCIPLINE AND STUDENT 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 www.sno.wednet.edu/our-district/student-parentguardian-handbook.

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 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 360-563-7321 for more information about this screening and/or for an appointment for screening. Development Preschool programs are housed at Totem Falls.

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.

Snohomish School District offers a Transition to Kindergarten program for student who will be Kindergarten age the following school year. The Transition to Kindergarten classroom offers a wide variety of learning experiences designed to prepare your student for kindergarten. Students attend Monday through Friday, full day. You can find more information about Transition to Kindergarten on the District website: www.sno.wednet.edu/earlylearning

DRESS CODE: Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Snohomish School District. Students' choices in matters of dress should be made in consultation with their parents/guardians. Student dress will only be regulated when, in the judgment of school administration, there is a reasonable expectation that:

- A health or safety hazard will be presented by the student's dress or appearance;
- Damage to school property will result from the student's dress; or
- A material and substantial disruption of the educational process will result from the students' dress.

For more information about the specifics of student dress please see our district policies and procedures at www.sno.wednet.edu/policiesandprocedures.

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 1:15 p.m. 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: www.sno.wednet.edu/ssd-calendar

On scheduled early release days, school will be dismissed at 11:50 a.m. 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 you need to pick up your child before regular dismissal due to an emergency, please follow these procedures:

- **Check-In Required at the Office:** A parent or guardian must come to the front office to sign the student out. Be sure to bring photo identification.
- For safety reasons, students are not allowed to wait outside for pick-up. All early dismissals must go through the office.

These procedures help us ensure a safe and secure environment for all students. Thank you for your cooperation.

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 Totem Falls 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 sara.schmied@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.

EMERGENCY CLOSURES, DELAYS, AND WINTER/INCLEMENT WEATHER: Student safety is always our top priority. While schools will remain open whenever possible, closures or late starts may be necessary during severe weather or other emergencies. Extraordinary circumstances that could result in closure include snow, ice, wind or rainstorms, flooding, earthquakes, power outages, and heating, water, or sewer failures.

How families are notified:

- [ParentSquare](#) text and email alerts
- District website: www.sno.wednet.edu/weather
- District Facebook page www.facebook.com/snohomishschooldistrict/
- Statewide public emergency notification system (Flash Alert) www.flashalert.net/id/SnohomishSchools
- Local radio and television stations (KRKO 1380, KING, KIRO, KOMO) between 6–8 a.m.

Please do not call schools, district offices, radio stations, or the U.S. Weather Bureau, as staff may not be

available to answer.

Transportation during winter weather:

- Bus drivers may adjust or alter routes if roads are unsafe. Students will be informed of changes directly by their driver.
- Buses are equipped with radios, chains, and sanders; however, schedules may run late when snow, ice, or fog is present.
- If county officials close blacktop roads to buses, families are responsible for transportation.
- Parents should ensure children are dressed warmly in case buses are delayed.

Unless otherwise announced, families should assume schools are operating on their normal schedule. Please see www.sno.wednet.edu/weather for information regarding delays, protocols and limited bus route information.

EMERGENCY DRILLS: At Totem Falls, we will practice an emergency drill monthly. The drills include:

- Evacuation
- Earthquake
- Lockdown
- Shelter in Place
- Secure
- Hold

Totem Falls has a Safety Committee that meets regularly throughout the school year to discuss and problem solve ongoing safety needs.

ELECTRIC BIKES AND SCOOTERS: For safety reasons, students are not permitted to ride electric bikes or scooters on school campus at all times.

FLOWERS AND BALLOONS: While the celebration of student birthdays is important to all of us at Totem Falls, 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 Totem Falls for your children.

HARRASSMENT: [See Snohomish School District Student-Parent/Guardian Handbook](#) and the Harassment, Intimidation, and Bullying (HIB) Reporting information on our website.

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. The health history form can be found at www.sno.wednet.edu/forms.

HOMEWORK: Homework is assigned based on each individual teacher's discretion. As a building, we believe that homework should be meaningful, purposeful, and designed to meet the students' needs.

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.

Emergency information forms can be found at www.sno.wednet.edu/formsS.

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 in front 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.

MEALS/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. Menus can be found at www.sno.wednet.edu/menus.

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.

Checks should be made out to the **SNOHOMISH SCHOOL DISTRICT** or can be paid online at www.sno.wednet.edu/touchbase.

Free and Reduced meals

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 360-563-7332 or email mealapplications@sno.wednet.edu 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.

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 ORGANIZATION: Totem Falls has a very active and involved Parent Teacher Organization. Parents 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 fun and worthwhile activities. You can find more information on their website at: <https://totemfalls.ptboard.com/>

PARKING LOT GUIDELINES: Parents are encouraged to allow their children to ride the buses, walk to school, 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.

MORNING DROP-OFF AND AFTERNOON PICK-UP:

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

To ensure a safe and smooth start to the day, please follow these morning drop-off guidelines:

- **Arrival Time:** Students may arrive on campus starting at 8:15 AM. Classroom doors open at 8:25 AM.
- **Parent Drive Loop:** When dropping off by car, pull all the way to the top of the driveway. Students in the first three cars may exit the vehicle.
- **Right-Side Exit:** Students should sit on the passenger (right) side of the vehicle and exit through the right-side door only.
- **Stay in Your Vehicle:** Remain in your car during drop-off. If you need to assist your child or get out of the car, please park or use the designated Buckle Up Zone near the playground.
- **Neighborhood Drop-Off:** If dropping off in surrounding neighborhoods, please do not block driveways and always follow traffic laws.
- **Parking Lot:** If parking, use an available parking space. Do not double park or block other vehicles.

Afternoon Pick-Up:

For the safety and efficiency of our dismissal process, please follow these guidelines:

- **Parent Drive Loop:** Remain inside your vehicle while waiting in the parent pick-up loop. Students will be released to vehicles when they are among the first three cars in line. All students must enter the car from the **passenger side** only.
- **Parking Lot Pick-Up:** If you choose to park in the lot, please walk to your child's **classroom exterior door** to pick them up.
- **Change in Pick-Up Plans:** If your child's pick-up arrangements change, notify their teacher or the school office **by the start of the school day**.
- **Handicap Parking:** Do **not** block or use handicap parking spaces unless you have a valid handicap permit. This is against the law and may result in **finest and reporting**.

Thank you for helping us keep our students safe and our procedures running smoothly.

PARTIES AT SCHOOL:

We have four annual parties in our classrooms at Totem Falls Elementary School. Our parties are usually in October, December, February, and June. Room parents will work together to plan parties within each grade level. Please be aware of dietary restrictions when bringing treats for the parties.

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 TOTEM FALLS: 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 Totem Falls 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 regard 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/TEACHERS CONFERENCES are scheduled twice during the school year – near the end of October and first week in April. These will be scheduled through [Skyward Qmlativ](#).

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 (360-563-4750) 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 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/schoolboard.

SCHOOL COLORS AND MASCOT: The Totem Falls Elementary School mascot is the Raven and our school colors are red and black.

SCHOOL NEWSLETTER: The Raven Review is sent out weekly. It is prepared in the office and sent out via Parent Square. You can also view all of our school newsletters on our website under Resources. www.sno.wednet.edu/totemfalls.

STAFF SUPERVISION: At Totem Falls, student safety is a top priority. Staff provide supervision during school hours to ensure a safe and welcoming environment.

- **Morning Supervision** begins at **8:15 a.m.** Students should not arrive on campus before this time unless they are supervised by a parent or guardian.
- **Afternoon Supervision** ends at **3:15 p.m.** (or **1:15 p.m. on Fridays**). After school, students must

either go directly home or be picked up promptly by a parent or guardian.

Please note: **There is no staff supervision on the playground after school.** Parents and guardians are responsible for supervising their children outside of school hours.

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 8:35 a.m.

TELEPHONES: The main school telephone number is 360-563-4750. Each staff member has a telephone in his/her classroom or workstation. 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 360-563-4750.

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 <https://totemfalls.sno.wednet.edu/our-school/back-to-school>

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)-563-4750. 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.

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. Visitors need to be Safe Visitor approved before

visiting.

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 Totem Falls this year. 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: www.sno.wednet.edu/volunteers. 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.

WATCH D.O.G.S. (Dads of Great Students)/Heroes of the Hallway: This is a national volunteer program that gets fathers and father figures actively involved in their child's learning environment. Totem Falls was proud to bring back this program during the 2023-24 school and welcome the opportunity to all families that cannot regularly volunteer. This is a great way to enjoy the school day with our school community and learn more about your child's day. We strongly encourage father figures to volunteer for this opportunity.

Any person 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 their assigned day, they will check in at the office, pick up a Watch DOG vest, and go through a brief orientation with an office staff member. They will be given a schedule of their activities for the day. The Watch Dog will be assigned to work in their child's class for some portion of his day.

WEAPONS: See the weapons section in the [Snohomish School District Student-Parent Handbook](#).

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. 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: www.sno.wednet.edu/Totemfalls

WITHDRAWALS: Parents who are planning to withdraw their children from Totem Falls 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.

Daily Schedule 2025-2026

8:15	Students are welcomed on campus
8:25	Students are welcomed into their classrooms
8:35	Student Day begins
9:45-10:00	Developmental Preschool, Transitional Kindergarten and Kindergarten Recess
10:05-10:20	1 st -3 rd grade Recess
10:25-10:40	4 th -6 th grade Recess
11:20-11:55	TK and Kindergarten Recess and Lunch
11:50-12:25	1 st - 3 rd grade Recess and Lunch
12:20-12:55	4 th - 6 th grade Recess and Lunch
1:35-1:50	Developmental Preschool, Transitional Kindergarten and Kindergarten Recess
1:50-2:05	1 st -3 rd grade Recess
2:10-2:25	4 th -6 th grade Recess
3:15	Students School Day ends

PGF Friday Dismissal 1:15

**PTO BoardMembers
2025-26**

For information on how to contact a board member and for
PTO Programs/Volunteering Opportunities go to
the PTO website at

Board Member	Position	Email Address
Ashley Abrams	President	president@totemfallspto.org
Brooke Cray	Vice President	vp@totemfallspto.org
Sarah Desimone	Secretary	secretary@totemfallspto.org
Kelly Padilla	Treasurer	treasurer@totemfallspto.org
	PTO Events Coordinator	
Katie Villa	Auction/Fundraising Chair	
Caitlin Giberson	Auction/Fundraising Chair	
Kevin Nord	PLUSS Liaison/Inclusion Chair	
Laura Eagle	Volunteer Coordinator	

Totem Falls Elementary Staff 25-26

Sara Schmied	Principal	sara.schmied@sno.wednet.edu
Alice Dailey	Assistant Principal	alice.dailey@sno.wednet.edu
Heather Nichols	Admin Assistant	heather.nichols@sno.wednet.edu
Jenny Jordan	Main Office Secretary	jenny.jordan@sno.wednet.edu
Randy Wheeler	Day Custodian	randy.wheeler@sno.wednet.edu
Andrew Uberti	Night Custodian	andrew.uberti@sno.wednet.edu
Erika Beyer	Nurse	erika.beyer@sno.wednet.edu
Regina Daly	Health Room Professional	regina.daly@sno.wednet.edu
Lanna Duncan	Counselor	lanna.duncan@sno.wednet.edu
Kindergarten		
Kelli Binek	Kindergarten	kelli.binek@sno.wednet.edu
Amy Chase	Kindergarten	amy.chase@sno.wednet.edu
Katie Wilson	Kindergarten	katie.wilson@sno.wednet.edu
1st Grade		
Denette Hill	1 st grade	denette.hill@sno.wednet.edu
Sarah McLatchy	1 st grade	sarah.mclatchy@sno.wednet.edu
Vanessa Williams	1 st grade	vanessa.williams@sno.wednet.edu
2nd Grade		
Alison Challender	2 nd grade	alison.challender@sno.wednet.edu
Alyson Logue	2 nd grade	alyson.logue@sno.wednet.edu
Jennie Melton	2 nd grade	jennifer.melton@sno.wednet.edu
3rd Grade		
Cindy Foster	3 rd grade	cindy.foster@sno.wednet.edu
Charles Wenzel	3 rd grade	charles.wenzel@sno.wednet.edu
Wendy Stewart	3 rd grade	wendy.stewart@sno.wednet.edu
4th Grade		
Mary Claire Smith	4 th grade	MaryClaire.Smith@sno.wednet.edu
Nicole Bourland	4 th grade	nicole.bourland@sno.wednet.edu
4/5/6 HiCap		
Kris Johnson	HiCap	kris.johnson@sno.wednet.edu
5th Grade		
Michelle Bartelheimer	5 th grade	michelle.bartelheimer@sno.wednet.edu
5/6th Split		
Melinda Bonner	6 th grade	melinda.bonner@sno.wednet.edu
6th grade		
Lauren Eckley	6 th grade	lauren.eckley@sno.wednet.edu

Specialists

Amy Rogers
 Stephanie Thurston
 Beth Bivens
 Jeremy Carter
 Nichalos Bates

Library
 Music
 Overload Music
 Physical Education
 Overload PE

amy.rogers@sno.wednet.edu
stephanie.thurston@sno.wednet.edu
joanna.bivens@sno.wednet.edu
jeremy.carter@sno.wednet.edu
nichalos.bates@sno.wednet.edu

Interventionists

Katie Birn
 Kala Goodwin
 Rebecca Burns
 Monica Cornish
 Bailey Whitehouse
 Emma Witruk
 Katherine Lickey
 Emily Dittoe
 Molly White
 Lauren Kankoski
 Rochelle Hammond
 Erin Patterson

LAP teacher
 ML teacher
 Resource Room Case Manager
 Life Skills Case Manager
 Life Skills Case Manager
 Life Skills Case Manager
 Psychologist
 SLP
 SLP
 SLP
 OT
 PT

katie.birn@sno.wednet.edu
kala.goodwin@sno.wednet.edu
rebecca.burns@sno.wednet.edu
monica.cornish@sno.wednet.edu
bailey.whitehouse@sno.wednet.edu
emma.witruk@sno.wednet.edu
katherine.lickey@sno.wednet.edu
emily.dittoe@sno.wednet.edu
molly.white@sno.wednet.edu
lauren.kankoski@sno.wednet.edu
rochelle.hammond@sno.wednet.edu
erin.patterson@sno.wednet.edu

Support Staff for K-6

Amy Anderson
 Yashi Arya
 Madhu Chaudhary
 Emma Ferland
 Betsy Franz
 Barbara Geer
 Aishwaria Kabilan
 Cherie Lheureux
 Rose Ledford
 Katie Manning
 Kati McKenzie
 Atefeh Mirzaei
 Gretchen Palmaffy
 Heidi Pankratz
 Brittany Rudd
 Darian Ryder
 Sherry Schnarre
 Patty Stromerson
 Ashlee Villanueva
 Abby Yang

Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator

amy.anderson@sno.wednet.edu
yashi.arya@sno.wednet.edu
madhulika.chaudhary@sno.wednet.edu
emma.ferland@sno.wednet.edu
elizabeth.franz@sno.wednet.edu
barbara.geer@sno.wednet.edu
aishwaria.kabilan@sno.wednet.edu
cheri.lheureux@sno.wednet.edu
rose.ledford@sno.wednet.edu
katherine.manning@sno.wednet.edu
katherine.mckenzie@sno.wednet.edu
atefeh.mirzaei@sno.wednet.edu
gretchen.palmaffy@sno.wednet.edu
heidi.pankratz@sno.wednet.edu
brittany.rudd@sno.wednet.edu
darian.ryder@sno.wednet.edu
sherry.schnarre@sno.wednet.edu
patty.stromerson@sno.wednet.edu
ashlee.villanueva@sno.wednet.edu
yue.yang@sno.wednet.edu

Preschool Staff

Bethanie Aguilin
 Jami Becerra
 Emily Muniz
 Colleen Rentko
 Jenifer Apgar
 Pushpita Dewan
 Carmen Gagnon
 Erin Ivankovich
 Yvette Langi
 Jodie Ramsdell

Developmental Preschool
 Transition to Kindergarten
 Developmental Preschool
 Developmental Preschool
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator
 Para Educator

bethanie.aguilin@sno.wednet.edu
jami.becerra@sno.wednet.edu
emily.muniz@sno.wednet.edu
colleen.rentko@sno.wednet.edu
jenifer.apgar@sno.wednet.edu
pushpita.dewan@sno.wednet.edu
carmen.gagnon@sno.wednet.edu
erin.ivankovich@sno.wednet.edu
yvette.langi@sno.wednet.edu
jodie.ramsdell@sno.wednet.edu

Lynn Tucker
Kelly Valentine

Para Educator
Para Educator

lynn.tucker@sno.wednet.edu
kelly.valentine@sno.wednet.edu