

# Monroe Elementary School



## Student & Family Handbook 2018 - 19

Our mission, as the Monroe Elementary community, is to empower each student to become a resourceful, responsible lifelong learner in a secure, positive learning environment where each person feels worthy and respected through the support of family, community and staff.

## QUICK REFERENCE

Main Office	(425) 385-7300
24-hour Attendance Line	(425) 385-7305
Fax #	(425) 385-7302
Cafeteria	(425) 385-7307
Health Room	(425) 385-7306
Safety Tip Line	(425) 385-5050
Transportation	(425) 385-4144

### STUDENT SAFETY TIP LINE

Children's safety is everyone's primary responsibility. Please contact the Monroe Elementary office to report a safety concern. Everett Public Schools maintains a Safety Tip Line which parents may call if the school office is not available. The number is (425) 385-5050. The line is answered during business hours. After hours, you may leave a message. To report an immediate threat, call 911.

School Website - <https://www.everettsd.org/Domain/23>

District Website - <https://www.everettsd.org/Domain/4>

PTA Website - <http://jamesmonroeppta.weebly.com>

## SCHOOL HOURS

Regular Day	8:35 a.m. - 2:50 p.m.
Half-day Early Dismissal	8:35 a.m. - 12:20 p.m.
Friday 75-minute Early Dismissal	8:35 a.m. - 1:35 p.m.

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## WELCOME TO MONROE ELEMENTARY SCHOOL

Dear Monroe Elementary families,

On behalf of the Monroe staff, it is my pleasure to welcome you to a new and exciting school year. We look forward to seeing our returning students and meeting those just starting at our school.

As a member of our community, you are always welcome to visit our campus, meet our staff, volunteer, and find out what makes Monroe such a great place to learn. The staff and I look forward to partnering with you in a variety of ways. Please consider volunteering—we are looking to grow the participation in several groups, such as Watch D.O.G.S. (Dads of Great Students), Natural Leaders, and our PTA. Of course, volunteering in your child's classroom is always appreciated as well.

Be sure to check out our school website at <https://www.everettsd.org/Domain/23> for important information such as our daily schedule, upcoming events, and links to student tools. Also, our newsletter is distributed at the beginning of each month via email and is posted on our website. The newsletter is another good source of school and district information. For anyone who prefers a paper copy, they can be found in the school office.

Thank you for sharing your children with all of us here at Monroe and for trusting us to give them a remarkable education. I am honored and feel very fortunate to serve this school community, which is dedicated to supporting every child in growing academically, socially, and emotionally.

Again, I want to welcome all of you to what we hope will be your best school year yet!

Regards,

Heather Paddock, principal

## NONDISCRIMINATION STATEMENT

Everett Public Schools does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Designated to handle inquiries about nondiscrimination policies are:

Affirmative Action Officer, Randi Seaberg, [rseaberg@everettsd.org](mailto:rseaberg@everettsd.org), 425-385-4104

Title IX Officer, Mary O'Brien, [MO'brien@everettsd.org](mailto:MO'brien@everettsd.org), 425-385-4106

504 Coordinator, Becky Ballbach, [rballbach@everettsd.org](mailto:rballbach@everettsd.org), 425-385-4063

ADA Coordinator, Becky Clifford, [bclifford@everettsd.org](mailto:bclifford@everettsd.org), 425-385-5250

Address: 3900 Broadway, Everett, WA 98201

## RIGHTS AND RESPONSIBILITIES

Monroe Elementary is committed to partnering with students, staff, and parents to ensure a safe and caring environment for each student to learn and grow to his or her fullest potential.

### Monroe Student Responsibilities:

- Come to school on time and prepared for the school day.
  - Have homework finished
  - Have notes signed and returned (if appropriate)
  - Show grit and growth mindset
- Be considerate of the rights of other students, staff, guest teachers, and other adults by honoring the learning environment.
- Respect each other. Refrain from inappropriate language and gestures such as swearing, put downs, and verbal abuse. Refrain from endangering the safety of others and threatening others.
- Respect school property and resources.
- Do his or her personal best by following the Monroe Elementary School rules and procedures at all times.
- Come to school ready to learn. Make sure all valuable items (including toys) are left at home.

### Monroe Staff Responsibilities:

- Model all Monroe guidelines, rules, procedures, expectations, and consequences.
- Develop and communicate a classroom management plan to support school rules and procedures.
- Support services and programs for children with special individual needs.
- Treat each student with respect and dignity.
- Communicate with parents on the behavior and academic performance of each child.

### Monroe Parent Responsibilities:

- Understand and comply with the rules and procedures of Monroe Elementary.
- Expect their children to conduct themselves in an orderly manner while in school, on or around the school grounds, and to treat every adult with respect.
- Ensure that students come to school on time every day and have them out of school only when they are too ill to attend. **Parents will give a written note or email to notify the school if their child will be absent.**
- Ensure children are prepared for school each day with finished homework and necessary materials.
- Ask children daily about school activities and return all notes needing signatures.
- Ensure that children come to school ready to learn and that all valuable items (toys, weapons, and look-alike weapons) are left at home.
- Attend conferences requested by staff and approach teacher first if there are concerns.

## BE RESPECTFUL~BE RESPONSIBLE~BE RESOURCEFUL

### Respectful:

<b>Classroom</b> <ul style="list-style-type: none"> <li>• Listen carefully</li> <li>• Keep hands and feet to self</li> <li>• Treat others kindly</li> </ul>	<b>Cafeteria</b> <ul style="list-style-type: none"> <li>• Enter quietly</li> <li>• Use inside voices</li> </ul>	<b>Walkways/Hallways</b> <ul style="list-style-type: none"> <li>• Walk without talking</li> <li>• Keep hands and feet to self</li> </ul>
<b>Restrooms</b> <ul style="list-style-type: none"> <li>• Give others personal space and privacy</li> <li>• Use restroom resources correctly</li> </ul>	<b>Recess/Playground</b> <ul style="list-style-type: none"> <li>• Follow directions and Monroe rules</li> <li>• Listen to all adults</li> </ul>	

### Responsible:

<b>Classroom</b> <ul style="list-style-type: none"> <li>• Complete work on time</li> <li>• Use time efficiently</li> <li>• Follow directions</li> <li>• Follow classroom and school rules</li> </ul>	<b>Cafeteria</b> <ul style="list-style-type: none"> <li>• Eat only your food</li> <li>• Clean your area</li> <li>• Stay seated until excused</li> </ul>	<b>Walkways/Hallways</b> <ul style="list-style-type: none"> <li>• Look at teacher</li> <li>• Stay to the right</li> <li>• Large groups stay to one side</li> </ul>
<b>Restrooms</b> <ul style="list-style-type: none"> <li>• Return to class promptly</li> <li>• Have a pass</li> <li>• Report any problems</li> </ul>	<b>Recess/Playground</b> <ul style="list-style-type: none"> <li>• Use equipment properly</li> <li>• Line up when horn blows</li> </ul>	

### Resourceful:

<b>Classroom</b> <ul style="list-style-type: none"> <li>• Be prepared</li> <li>• Use classroom resources before asking teacher</li> </ul>	<b>Cafeteria</b> <ul style="list-style-type: none"> <li>• Take only what you will eat</li> <li>• Help others</li> <li>• Refer to posted rules</li> <li>• Use problem-solving skills</li> </ul>	<b>Walkways/Hallways</b> <ul style="list-style-type: none"> <li>• Walk directly to and from destination</li> <li>• Ask for direction when needed</li> <li>• Use problem-solving skills</li> </ul>
<b>Restrooms</b> <ul style="list-style-type: none"> <li>• Use only what you need (soap, water, towels)</li> <li>• Use problem-solving skills</li> </ul>	<b>Recess/Playground</b> <ul style="list-style-type: none"> <li>• Pick up after yourself</li> <li>• Use problem-solving skills</li> </ul>	

## **ARRIVAL AND DISMISSAL PROCEDURES**

Parents may drop off students **after 8:20 a.m.**, at which time supervision begins. Students eating breakfast may arrive as early as 8:10 a.m., and breakfast is served until 8:25 a.m. All students should be at school by 8:30 a.m.

Kindergarten students are to line up in the covered, gated area near the front entrance; first through third grade students will line up in their classroom line in the gym; and, fourth and fifth grade students are to line up in their classroom line under the covered area at the back of the school.

Teachers pick up students when the first bell rings, and everyone walks to class together.

Before and after school, staff or parent volunteers assist with traffic. There are two options for dropping off and picking up your student.

### **Drop Off:**

1. Park and Walk
  - a. Park your vehicle in the main parking lot on 27<sup>th</sup> Avenue SE.
  - b. Please do not drop off, park, or wait in the Staff Parking Lot on 110<sup>th</sup> Street. This area is used by school buses and designated daycare vans.
  - c. Parents must walk their children across the crosswalk directly in front of the office, following the direction of the crossing guard.
2. Drive-through Lane
  - a. After 8:15 a.m., parents may use the drive-through lane.
  - b. Upon entering the loop, drivers stay to the right in the curb lane and proceed past the main entrance before allowing students to exit the car.
  - c. The student must be ready to promptly exit through the door closest to the sidewalk while the driver remains in the car.
  - d. After dropping off the student, the driver departs from the curb lane and proceeds out in the left lane.

### **Pick Up:**

1. Park and Walk
  - a. Park your vehicle in the main parking lot on 27<sup>th</sup> Avenue SE and walk through the crosswalk directly in front of the office, following the direction of the crossing guard.
  - b. Parents should wait at the southwest corner of the building (south of the flag pole) so as not to block the entrance.
  - c. Kindergarten students are picked up directly from the covered, gated area near the front entrance.
2. Drive-through Lane
  - a. After 2:25 p.m., parents may use the drive-through lane.
  - b. Upon entering the loop, drivers stay to the right in the curb lane and pull all the way forward to allow more cars to enter the lane.
  - c. Once the vehicle has passed the main entrance, students should enter the vehicle through the door closest to the sidewalk while the driver remains in the car.
  - d. After picking up the student, the driver departs from the curb lane and proceeds out in the left lane.

**Following these procedures will ensure a safe environment for everyone.  
Please allow for enough time so you are not rushed.**



## ATTENDANCE

Attending school each day is the first step in a student's success in school. Recognizing the importance of school attendance, the state legislature revised our state law, [RCW 28A.225](#), on compulsory school attendance. Beginning March 27, 2017, the revised attendance procedures were implemented in all schools to have consistent attendance practices across the state. Below are answers to some frequently asked questions about the changes in the attendance procedures.

### How does this change what I usually do to report my student's absences?

1. The easiest way for you to report your student's absence to send an email to [MOEAttendance@everettsd.org](mailto:MOEAttendance@everettsd.org) and to the teacher from the email account you have on file with us including all of the required information.
2. If you call our 24-hour attendance line at **(425) 385-7305** and leave a voice message, you MUST also do ONE of the following:
  - a) Send in a handwritten note with all of the required information on it to verify the absence OR
  - b) Send an email to [MOEAttendance@everettsd.org](mailto:MOEAttendance@everettsd.org) and to the teacher from the email account you have on file with us and include all of the required information.

### What is "all of the required information" I must send in writing?

- Student Name
- Student ID #
- Teacher Name
- Date(s) of the Absence
- Reason for the Absence
- Parent/guardian name
- Parent/guardian signature
- Phone number where the note can be verified

### So, even though I call in an absence, I still have to send in a written note?

Yes, you must send the required information in writing.

### Early Dismissal/Late Arrival

Early dismissals and late arrivals should be avoided whenever possible. However, when it is necessary to schedule medical or dental appointments during the school day, please notify the teacher in advance so the teacher can plan for the child's absence. **Parents must come to the office with ID** when picking up a child during the day, and the student will be called from class by a school staff member. **Parents will sign out the child through the office when leaving school early and sign him or her in through the office if bringing the child back the same day.**

### Tardy/Half-day Absence

Students are tardy if they arrive after the start time or leave before the end time for school. A student's attendance will be recorded as a half-day absence from school if the student is more than 30 minutes late or if the student leaves more than 30 minutes early.

### Full-day Absence

A full-day absence is defined as a student failing to attend the majority of hours in the average school day of seat-time class (50% or greater of the day unattended).

## **BICYCLES, SCOOTERS, SKATEBOARDS, ETC.**

The policy in the Everett Public Schools is that students may only ride bicycles to/from school after they become **third graders**. This grade-level requirement is made for safety reasons. Younger students may be approved to ride with an older student if safety requirements are demonstrated for the principal. All students riding bicycles to school are to follow these safety rules (students who violate any of the bicycle safety rules may be required to leave their bicycles at home). Scooters are required to follow the same rules as bikes.

1. Wear a helmet.
2. Ride on the right-hand side of the road.
3. Walk the bicycle across the crosswalk at the patrol crossing and the rest of the way to school.
4. At dismissal, students are to walk bicycles to the first patrol crossing before getting on them.
5. Ride single file and be very careful when approaching children, other bicyclists, pedestrians, crosswalks, and intersections.
6. Walk bicycles on school grounds. Bicycles will be taken to the office if students ride them on school grounds between 8:00 a.m. and 3:30 p.m. on school days. Parents will be required to pick up the bicycle from the school.
7. Park and lock bicycles in assigned areas. Bicyclists are required to use a lock in the bike cage on the playground.

Skateboards are not allowed to be used on the sidewalks near the school building at any time. Students violating this rule may have them taken away until a parent comes to claim them.

## **BIRTHDAYS**

Please consult with your child's classroom teacher regarding his/her birthday treat policy. If you do not wish to have a birthday recognized for your child, please let your teacher know. Once a month, student birthdays are recognized during lunches.

## **BULLYING, HARASSMENT, INTIMIDATION**

It is the policy of Monroe Elementary and Everett Public Schools to maintain a safe, respectful, and secure learning environment for all students which is free from harassment, intimidation and bullying. Harassment, intimidation and bullying of students by other students, staff members, volunteers, parents or guardians are prohibited. It is a violation of the District's student discipline policy for any student of the District to harass, intimidate or bully another person through verbal, nonverbal or physical conduct, as defined by this policy on school property (or in reasonable proximity thereto), school transportation, or at school-sponsored activities off of school property.

Bullying is defined as one or more individuals repeatedly inflicting physical, verbal or emotional abuse on another or others. Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, name calling, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, hazing, physical attacks, threats or other written, verbal and nonverbal or physical actions.

Any student who believes that he or she has been subjected to harassment, intimidation or bullying in the educational environment is encouraged to bring his or her complaint to the attention of a Monroe staff member for assistance in resolving the matter. Staff members and school administrators will use disciplinary actions, as appropriate, to the goal of

ending harassment, intimidation or bullying and to prevent its reoccurrence. Such disciplinary action will be consistent with District policy and state/federal laws. For more detailed information, please refer to Everett Public School's policy, number 3204, Prohibition of Harassment, Intimidation, and Bullying.

## **BUS RIDING**

A list of District Bus Rules and Regulations is distributed to and discussed with all students at the beginning of the school year. These rules are also available in the school office. There are four basic rules that help ensure safety for all who ride the bus.

1. The driver is in charge, and the students must follow the rules established by the driver.
2. If a student is a bus rider, he/she is to ride the bus to which he/she has been assigned. **Any student riding a different bus home, or getting off at a different bus stop, must present a signed note requesting the change to his/her teacher.** The student will be issued a bus pass by the school office.
3. Students who ride the bus should not arrive at the bus stop more than five minutes prior to the bus pick-up time.
4. Failure to comply with the bus rules may result in suspension of riding privileges. Parents will be notified prior to such action.

From time to time, a small problem may develop at bus stops either before or after school. If your child is experiencing any difficulties at the bus stop, please feel free to contact his/her teacher or the school administration. Often, small problems can be resolved before they become major problems. It is especially important for parents of kindergarten and primary grade children to make the school aware of any of these concerns. Happy and safe children tend to do better in school.

## **CELL PHONES, MONEY, ELECTRONICS, AND TOYS**

Cell phones are not needed at elementary school. If a cell phone is used for emergencies, such as the walk to/from school, it must be turned off when arriving at school, and it is not to be used on school grounds. **If it is seen or heard at school, it will be taken away, and a parent will need to pick it up.** Sending a cell phone to school for this age group is discouraged. The school is not responsible for lost or stolen phones.

Because of the danger of loss, it is requested that students do not bring more money to school than is needed for lunch. Valuable jewelry, expensive pens, radios, music players, and other electronic games are not allowed at school. **Trading cards or toys of any kind (e.g. stuffed animals, games, dolls, etc.) also are not allowed.** These will be taken away, and a parent will need to pick them up from school.

## **CHANGE IN WAY HOME**

If your student is going home with a friend or in a way that is not the usual manner, a signed note from the parent/guardian is required. Any student riding a different bus home, or getting off at a different bus stop, must present a signed note requesting the change to his/her teacher. The student will be issued a bus pass by the school office.

## **COMPUTER/INTERNET USE**

Computers and other digital devices are important learning supports. Students are required to follow the "Regulations for Acceptable Use" established by Everett Public Schools. Students using the school network will be subject to disciplinary action for any intentional misuse of school technology.

## **DELAYED START OF SCHOOL/CLOSURE**

Occasionally, weather and other emergency conditions may require school delays or closures. Most area TV and radio stations announce school cancellations, delays of start time, or emergency early dismissal. **No announcement means normal operations.** Announcements are for the one day only.

School bus schedules or routes are changed only during the most severe weather or emergency conditions. If it is necessary to run on limited school bus schedules or close schools for any reason, information will be broadcast on local radio and TV stations. Early in November, bus riders receive information from their bus driver noting the changes in bus schedules and routes in severe weather or other emergencies. Buses are equipped with chains and two-way radios, and the drivers are trained to drive on slippery roads.

Do not call the school, the District, or TV/radio stations about school closures. Check the media, including the District website ([www.everettsd.org](http://www.everettsd.org)). The District will notify the media of changes before 5:30 a.m. Information is also placed on the District information line, which is (425) 385-4636.

## **DISCIPLINE POLICY**

### **Response to Student Misbehavior**

At Monroe, our mission, vision and goals focus on academic performance as well as student behavior. We recognize that learning to be a respectful, responsible, and productive citizen takes time and practice. Practice includes the opportunity to make wise choices, resulting in positive personal consequences, as well as the opportunity to make unwise choices, resulting in negative personal consequences. We view mistakes and unwise choices made in the elementary school setting as an opportunity for students to learn valuable life lessons. We know that great kids make mistakes – that’s how we learn. Our goal at Monroe Elementary School is to support respectful and responsible behavior choices by setting clear expectations for students while holding them accountable for their actions using empathy and logical consequences.

Consequences for failure to meet school and district rules and responsibilities are progressive in nature and are dependent upon the severity of the behavior. The type and length of the consequence given are dependent upon: the student’s age, frequency of the offense, and type of offense. Our goal in delivering consequences to students who break school rules is to reduce the chances of the behavior occurring again. Our goal when social conflict arises is to engage students in restorative conversations so that relationships are mended, and students understand others’ feelings.

### **Severe Behavior**


In the case of disciplinary incidents that are severe in nature such as violence, threats, and/or possession of disruptive, harmful, or illegal items at school, students are subject to immediate action, which may include short or long-term suspension or emergency expulsion in accordance with district rules and regulations. There is no situation in which any student will be allowed to threaten the health, safety, and welfare of fellow students and/or staff members.

### **Process for Misbehavior**

At Monroe, we believe discipline/consequence procedures are learning opportunities. Students who are sent to the office due to a behavior will fill out a developmentally

appropriate reflection sheet (primary or intermediate version). Upon entering the office, students will sit quietly at the reflection table and fill out the form by themselves. This process provides an opportunity for the student to reflect and explain behavior on his/her own first. Then, an administrator will meet with the student to review the reflection form details. A consequence will be given appropriate to the behavior in order to help extend learning. This reflection form will be sent home for parents to sign and return.

An example of the intermediate reflection form is provided below:



**Monroe Rules:**  
Be Respectful  
Be Responsible  
Be Resourceful

## Making It Right Plan

Student Name \_\_\_\_\_ Teacher Name \_\_\_\_\_ Date \_\_\_\_\_

**What I did:**

**Why it was a problem:**

**My plan to "Make it Right" is:**

**In the future this is what I will do differently:**

Follow Up/Consequence:

Student

Staff

Parents

Date

White Copy- Teacher

Yellow Copy-Parent

Pink Copy- Principal/Office

## DRESS CODE

Student dress will be regulated to preserve a beneficial learning environment and to ensure the safety and well-being of all students. Dress which presents a health or safety hazard, damages school property, or creates a material and substantial disruption of the educational process is prohibited as per Everett Public Schools policy 3224.

Students will wear appropriate school attire, including shoes. Appropriate attire shall exclude any type of dress or manner of grooming which school officials reasonably believe would disrupt or interfere with the school environment, activities and/or educational process. School officials will work with students, parents, and teachers to communicate description of dress considered disruptive to the educational process. The following are not permitted:

- Attire that shows or displays undergarments and inadequately covers chest/breasts, midriff, buttocks, and thighs.
- Attire that displays obscene, sexual, drug or alcohol-related messages, or gang-related symbolism.

- Any clothing that would create an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.
- Pants must be secured at the waist and cover the stomach and underwear.

**Hats are discouraged within classrooms and during lunch or assemblies.**

These standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be subject to progressive discipline.

## **EMERGENCIES**

### **Drills**

At Monroe, we have earthquake, fire, and lockdown drills on a monthly basis. Students gather under the covered area or in the northeast play field depending on conditions.

### **Emergency Release Procedures**

Depending on the type of disaster event, our school may evacuate students to a safe location outside of the school building or may impose a lockdown where children will remain in the building throughout the duration of the emergency. Whether our students have been evacuated from the building or remain inside the school, a process exists for your child to be released from our care to you or your emergency contact. To ensure this goes smoothly:

- Update all emergency phone numbers with the school office, including home phone, cell phones, parent work numbers, email addresses, daycare, and emergency contacts. Be sure all of your emergency contacts are aware of their responsibility to your child.
- Listen to the radio/TV for school information. Please do not call the school as phone lines may be jammed, and staff are managing children.
- When you or the child's emergency contact reach the school to pick up your child, please remain in the designated family area until we release your child. Doing so will help us control who has access to the students.
- If bus service is not available in an emergency situation, we will keep children at school until a parent or the child's designated emergency contact arrives.

### **Lockdown Procedures**

Our primary concern at all times is the safety of our students. If, for some reason, local authorities request our campus be "locked down," please do not come to school to pick up your child until requested to do so or until the lockdown is removed. Information will be placed on the school telephone message and be broadcast by the media. No access to the building can be allowed during a lockdown.

### **Off-site Evacuation**

If our facility needs to be vacated due to any emergency, we will use the Everett Memorial Stadium (3802 Broadway, Everett, WA 98201) as our off-site gathering location for pick-up. School staff will always accompany students until they are ready to be picked up by parents or emergency contacts.

## **FIELD TRIPS**

Field trips are a regular part of our educational program, and parents are often needed to help chaperone. Siblings are not permitted on field trips. Parents must complete their

child's permission form before the child leaves for a field trip. In order for parents to be considered as field trip chaperones, a completed volunteer application must be approved ahead of time. Do not wait until your child's field trip is announced to complete your application since it can take two to three weeks to be processed by the District office and State Patrol. The volunteer application is an online process available through the District website, and we encourage every parent to apply early in the school year.

## **FINES**

Students and their parents/guardians are responsible for the cost of lost textbooks and fines.

## **FRAGRANCES**

**Monroe Elementary is a fragrance-free school.** Since some members of the school community (students and staff) have health conditions that are negatively affected by fragrances worn by others, students, staff, and visitors are to refrain from wearing fragrant products to school.

## **HEALTH SCREENINGS**

Vision and hearing screenings are provided each year for students in first, second, and third grades.

## **HOMEWORK**

Homework assigned by teachers is an opportunity for students to practice skills introduced in the classroom. Reading at home at least 20 minutes each day is expected in all grades. For younger students, adults may be doing the reading with students. When your child is ill and you wish to pick up homework assignments and books for him/her, please call the office BEFORE 10:00 a.m. Often, you will be able to pick them up in the office the following day.

## **IMMUNIZATIONS**

Washington State law requires full immunization of all students enrolled in the District. On or before the first day of attendance, all students must present or have on file documentation of immunization status. Exemptions are available as defined by state law. If an outbreak of a vaccine-preventable disease occurs, and the student is exempt, the student will be excluded from school, school-affiliated activities on and off of school property, and all school services for the duration of the outbreak.

## **INSURANCE**

Student accident insurance is available through a private company. Literature is available in the school office.

## **LOCKERS AND DESKS**

Lockers, desks, and storage areas are the property of the District. No right or expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school. Lockers and other spaces are subject to search in accordance with District policy.

Students are assigned lockers by their classroom teacher. Each teacher establishes procedures for students to access their lockers in a quiet and safe manner and advises students as to what items may appropriately be stored in a locker.

## LOST AND FOUND

The designated Lost and Found area consists of two coat racks located outside of the cafeteria doors. Parents must check in at the office and wear a visitor badge if checking the Lost and Found during school hours. Some items that may be more valuable, such as jewelry, are kept in the office. Please inquire if your child has lost something.

## LUNCH/SNACK INFORMATION

### Lunch

Students may purchase hot lunches daily. In addition to buying individual lunches with cash, students and parents may purchase lunches online, by check (made payable to Everett Public Schools), or in the school kitchen prior to 8:35 a.m. A la carte milk is sold as well. Lunches cannot be charged unless money is available on a student's account. If your child forgets a lunch or lunch money, we will make sure your child has a sandwich to eat.

A monthly menu, which includes the costs for meals, is sent home with students. For families who meet federal income eligibility standards, breakfast and lunches are available to children at a reduced price or at no cost. Applications are available in the school office.

Please feel free to join your child for lunch. Many students eat in 5-10 minutes, while others require more time. Our lunchroom supervisors want to ensure that each child has enough time to eat lunch. At least 20 minutes of the 40-minute lunch period is spent in the lunchroom. The remainder serves as outdoor recess time.

### Snack

Teachers will determine appropriate use of snacks in the classroom following Health Department guidelines. **Gum is not allowed on campus.** All food sent to school for snacks or treats must be in its original packaging from the store with the ingredients listed. **No homemade food is allowed as snacks/treats for the classroom.** Families will be notified when there is a student with food allergies in the classroom.

## MEDICATION AT SCHOOL

Any medication, including over-the-counter products, can be given at school only when specific written directions from the doctor and signed parental permission is provided. Often, it is possible for your physician to adjust timing for a child's medication so that it can be taken other than during school hours. If your child requires any medication during school hours or you have any questions, please contact the Health Room Assistant. The Health Room Assistant is trained and present in the Health Room daily during school hours. If you give your child a medication at home before school that might influence behavior during class time that day, please inform the office. Students should not have any medication at school without approved permission.

## PARENT TEACHER ASSOCIATION (PTA)

We invite and encourage all parents to join the Monroe PTA. This group is a very active and involved community of committed parents who work together to support the learning of all students in our school. There are many opportunities for involvement that can accommodate the variety of parent schedules. Please visit the PTA website at <http://jamesmonroeppta.weebly.com> or their Facebook page at <https://www.facebook.com/jamesmonroeppta> for meeting dates, activities, and volunteer opportunities.



## **PARENT-TEACHER CONFERENCES/PROGRESS REPORTS**

Individual parent-teacher conferences are held in October for all students. Spring conferences are held in March. An appointment will be made with you by your child's teacher. If you are unavailable at a specific time, please let the teacher know so he/she can plan for it. If you cannot keep your appointment, please let the teacher know as soon as possible so that others may be scheduled in your time slot. Academic progress reports are sent home in early February and June.

## **PATROLS**

Responsible 4<sup>th</sup> and 5<sup>th</sup> grade students are selected to help your child cross safely at designated crossings. All students are expected to use the appropriate crosswalks and to follow the directions of the safety patrols. Student safety patrols will be stationed on 110<sup>th</sup> Street SE at 27<sup>th</sup> Avenue SE and 28<sup>th</sup> Drive SE, as well as at 27<sup>th</sup> Avenue SE and 108<sup>th</sup> Street SE. Adult Crossing Guards/Safety Patrols are stationed before and after school at three locations: 35<sup>th</sup> Drive SE and 110<sup>th</sup> Street SE; 19<sup>th</sup> Avenue SE and 110<sup>th</sup> Street SE; and, 19<sup>th</sup> Avenue SE and 106<sup>th</sup> Place SE.

## **PETS**

Please keep pets off of the Monroe playground and campus at all times. Even friendly pets can present problems when large groups of children are playing. If a pet is left unsupervised on school grounds, every effort will be made to contact the owner. If we cannot identify or contact the owner, the pet will be impounded.

## **SCHOOL ACTIVITIES**

At various times throughout the school year, students may have an opportunity to participate in planned activities before or after school. Participation is optional, and some require payment of a fee or tuition. Parents will receive notice of activities. If parents want their student to participate, they must sign a permission slip and provide or arrange transportation to school or home for their student.

## **SCHOOL SUPPLIES**

In June, a list of school supplies for the following year is sent home to parents, posted in the office, and posted on the school website. Basic supplies, such as paper and books, are provided by the school. Often, teachers will pool supplies for use as community property. If help is needed in obtaining school supplies, please contact the office. If additional assistance is needed, contact the counselor.

## **SCHOOL TRANSFERS**

A student who does not live within the Monroe Elementary School boundaries is required to request a school transfer to attend our school. More information on school transfers can be found on the District website. **Please note that Monroe is currently closed to school transfers.**

## **STUDENT RECORDS/INFORMATION**

In compliance with the Family Educational Rights and Privacy Act of 1984 (federal law), parents who wish to review their child's records may do so by making a request to the principal. If you feel something in the record is inaccurate, you may ask to have it corrected, or you may have your comments added to the record. With a few exceptions, we will not release student cumulative record information to persons or agencies without your written consent. Under federal law, we are authorized to forward student records to schools in the district to which a student has transferred.

## **VANDALISM**

If you see anything that looks suspicious outside of school hours, please call 911. The Everett Police Department is helpful regarding vandalism. Anyone caught vandalizing property will be subject to discipline action and/or possible arrest. If possible, follow up with a call to the school during the day at (425) 385-7300.

## **VISITING CLASSROOMS**

Monroe parents/guardians are welcome to visit their child's classroom. The following guidelines are in place to allow for visitors while minimally disrupting the learning process:

- Each visitor must sign in at the office upon arrival at school. Please remember that if you have questions for your student's teacher, those should be addressed outside of the instruction period.
- A specified time to visit the classroom will be arranged after the principal confers with the teacher.
- If the purpose of the classroom visit is to observe learning and teaching activities, the visitor may be asked to confer with the teacher before or after the observation to enhance understanding of the activities.
- The principal may withhold approval of a visit if particular events, such as testing, would be adversely affected. Similarly, if a visitor's presence becomes disruptive, the principal may withdraw approval. In either case, the principal shall give the reason for the action.
- Visitors whose purpose is to influence or solicit students shall not be permitted on school grounds unless the visit furthers the educational program of the District.

## **VOLUNTEERS**

Volunteers are to report to the office to sign in whenever on campus and must wear a name tag provided by the office while on school grounds. All volunteers are required to register and complete a Criminal History Background Clearance before volunteering. Volunteer applications are submitted online at the District website.

## **WITHDRAWAL OF STUDENTS**

Parents withdrawing their child from Monroe Elementary should let the office know in advance so the student's cumulative file may be copied and ready when the new school requests records.