

Monroe Elementary School



2021-2022 Student & Family Handbook

Tyler Ream, principal
Catarino Rodriguez, assistant principal

10901 27th Ave SE
Everett, WA 98208
Telephone: 425-385-7300

Absence reporting email: MOEAttendance@everettsd.org

Visit us on the web: <https://www.everettsd.org/monroees>

Follow us on Twitter: @EPS_Monroe

Please refer to the Everett Public Schools Student Rights and Responsibilities handbook for a complete publication of policies and rules at <https://www.everettsd.org/domain/1493>.

SCHOOL MESSAGE

Dear Monroe Elementary families,

On behalf of our entire team at Monroe, it is my sincere honor to welcome you to our 2021/2022 school year. These remain unprecedented times, but we are beyond excited to welcome our Eagles back to school in a full-day, in-person format. This handbook is designed to assist you, as a family, should basic school questions arise across this coming year. In addition, please consider several other continually updated school resources including our website (<https://www.everettsd.org/monroees>) and our school Twitter account (https://twitter.com/eps_monroe?lang=en).

Additionally, please know that we regularly update our families via our Monroe newsletter via Smore (<https://www.smore.com/u/tyler.ream>). These will also be shared by email, be posted to our school website, and be posted to our Twitter page.

As a member of our Monroe school community, we love welcoming you to our campus. COVID protocols remain, but classroom volunteering will likely become an opportunity as the school year progresses. Nevertheless, we look forward to hosting your family during our Fall Curriculum Night on Thursday, September 30 (6:30 pm – 8:00 pm).

In addition, our team and I look forward to partnering with you in a variety of ways including participation in Monroe PTA and Natural Leaders events, fun family nights, and the reintroduction of our Watch D.O.G.S. group.

Thank you for choosing Monroe Elementary and for your partnership as we work together to provide your child with a remarkable education. On behalf of our entire team, please know that we are honored to serve your family as part of our amazing school community.

Best Regards,

Tyler Ream

Principal, Monroe Elementary

BELL SCHEDULE

Regular school days: 8:35 am – 2:50 pm

Learning Improvement Fridays: 8:35 am – 1:35 pm

Early Dismissal Days: 8:35 am – 12:20 pm

TELEPHONE DIRECTORY

Please call lines directly using the numbers below:

Main Office 425-385-7300

Attendance Line 425-385-7305

Fax 425-385-7302

Health Room 425-385-7306

Counselor 425-385-7310

School Psychologist 425-385-7312

Cafeteria 425-385-7307

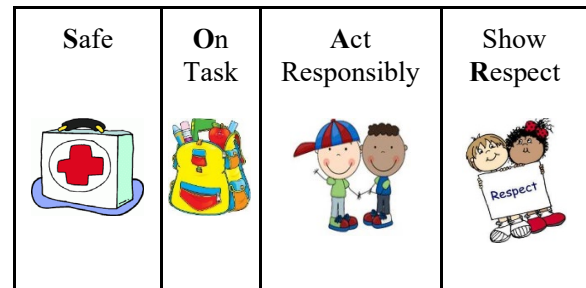
Transportation 425-385-4144

SAFETY TIP LINE: 855-637-2095

Anyone with a concern about safety in Everett Public Schools or who knows something about a possible threat to safety is urged to call or text the safety tip line. Or you can email a tip to 1350@alert1.us or enter a tip online at <https://everett-wa.safeschoolsalert.com/>. Reporters can choose to stay anonymous.

SOAR

Here at Monroe, we practice the acronym SOAR.



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 their fullest potential.

Student Responsibilities:

Come to school on time, prepared, and ready for a wonder-filled day of learning. Each morning, please ensure the following:

- I have my homework packed, ready to share with my teacher
- I have any to-be-returned notes packed, signed by my family.
- I am ready to *Take Flight* with enthusiasm and my growth mindset.

Additionally, we ask every member of our school community to be considerate of the rights of others including all of our learners, faculty members, guest teachers, and other adults serving within our learning environment.

Respect is an essential part of our everyday school environment. Please refrain from inappropriate language and gestures such as swearing, put downs, and verbal abuse. Please also refrain from endangering the safety of others and threatening any member of our community.

Additionally, we ask that our learners come to school ready to learn. To accomplish this, we ask that all valuable items (including toys) remain at home.

Staff Responsibilities:

Our Monroe team commits to modeling all of our Monroe guidelines, rules, procedures, expectations, and consequences.

As a team, we will develop, communicate, and uphold a quality learning environment through common expectations (including campus rules and procedures).

Additionally, our team commits to the following:

- We will provide targeted support services and programs for children with specialized, individual needs.
- We will treat each student with respect and dignity.
- We will regularly communicate with our families, sharing important academic and

social/emotional information as we continually build our partnership of support.

Parent/Guardian Responsibilities:

We are honored to serve your family and value your partnership in service to your child/children. In doing so, we ask that all family members seek to understand and comply with the rules and procedures of Monroe Elementary. This includes the below responsibilities:

- We ask that our parents/guardians partner with us in asking and expecting that their child conducts themselves in an orderly manner while in school, on or around our campus, and treats every adult with respect.
- Works to ensure that all of our learners come to school, on time, each and every day that they are well-enough to attend. Ongoing COVID protocols require students to remain at home until they are symptom-free or have received a negative COVID test. **Families are asked to provide a written notice or email if their child must be absent.**
- Ensure that their child/children are prepared for school each day with completed homework and necessary materials.
- Engage with their child, daily, about in-school learning and activities.
- Sign and return all notes that require signatures.
- Attend conferences as requested by staff and approach their child's teacher if there are concerns that need to be discussed.

ARRIVAL AND DISMISSAL PROCEDURES

Parents may drop off students after 8:10 am. This coincides with the start of our school day supervision. All students will have the opportunity to eat breakfast each morning until 8:25 am. All of our learners should be at school and in their classroom line by 8:30 am.

Kindergarten students gather each morning in the covered, gated area near the front entrance (the "Eagles' Nest"). First through third-grade students line up each morning, by classroom line, in the gym. Fourth and fifth-grade students line up, by classroom line, under the covered area at the back of the school. Teachers greet their students when the first bell rings, and everyone walks to class together.

Parents may pick up their children at the front of the school at the designated dismissal time (2:50

pm Monday – Thursday, 1:35 pm on Friday). Unless part of a student club or other special, supervised activity, students should depart our Monroe campus by the time supervision ends at 3:00 pm.

Please refer to the Arrival and Dismissal map with directions at the end of the handbook.

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 on compulsory school attendance ([RCW 28A.225](#)). Below are answers to some frequently asked questions about attendance procedures.

How do I report my student's absence?

The easiest way for you to report your student's absence is to send an email to MOEAttendance@everettsd.org and to the teacher from the email account you have on file with us including all of the required information.

If you call our 24-hour attendance line at **(425) 385-7305** and leave a voice message, *please know that you must also do one of the following*:

- Send in a handwritten note with all of the required information on it to verify the absence OR
- Send an email to 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

Frequently Asked Attendance Question: Even though I called in my child's absence, do I still need to send 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.

To pick up your child/children, we ask parents/families to come to the office with your valid identification (ID). Once verified, the appropriate teacher/class will be notified, and your child will be called to the office. Parents/guardians will need to sign their child out of school through the office when leaving school early and sign them in through the office if bringing the child back the same day.

Tardy/Half-Day Absence

Students are tardy if they arrive after our daily start time (8:35 am) or leave before the designated 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 (50% or greater of the day unattended).

BICYCLES, SCOOTERS, ETC.

Per our Everett Public Schools policy, students in grades three and above may ride bicycles to and from school. Students must walk their bicycles on campus, wear a helmet, and lock the bike in the bike rack near the covered area at the back of the school. Skateboards, scooters, roller blades, roller shoes, etc. may not be ridden on District property. The District is not responsible for loss or theft of student property.

BIRTHDAYS/CELEBRATIONS/SNACKS

Teachers may choose whether to have a daily snack time and will determine appropriate use of snacks in the classroom following Health Department guidelines. **Please know that gum is not allowed on campus.**

Per District policy, each classroom may have three celebrations per year involving food (including sugary treats). Teachers may elect to observe birthdays during these celebrations throughout the

year. Please let the teacher know if you do not want your student's birthday recognized.

BULLYING, HARASSMENT, AND INTIMIDATION

It is the policy of both Monroe Elementary and our 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 they have been subjected to harassment, intimidation or bullying in the educational environment is encouraged to bring their 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, and/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 District-provided communication of bus rules and regulation will be distributed to and discussed with all students as part of our beginning of the school year practices/activities. 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, they are to ride the bus to which they have 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 their teacher or the school office.*** The student will be issued a bus pass by our office staff.
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 their 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 clearly enjoy school more and perform better academically.

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 their teacher or the school office.

The student will be issued a bus pass by our Monroe office team.

CELL PHONES AND OTHER VALUABLES

Our Everett Public Schools provides students with the technology that they need during and beyond the school day to access digital and online learning experiences.

Elementary students who choose to bring cell phones and other Personal Electronic Devices (PEDs) to school may only use them before or

after the school day. During the school day, all cell phones and other PEDs must be powered off and stored (e.g., in the student’s backpack, locker, etc.). For more information about PED use at school, please refer to [Policy 3246](#) and [Procedure 3246P](#).

Because of the danger of loss, students should not bring more money to school than is needed. 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.

COMPUTER/INTERNET USE

Computers and other digital devices are important learning supports. Students are required to follow the “Regulations for Acceptable Use” established by our 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. Announcements are for the one day only. *No announcement means normal operations.*

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 posted on our District website and broadcast on local radio and television stations. Information is also communicated via our EPS information line - (425) 385-4636.

Early in November, families who utilize bus transportation receive information from their bus driver noting the changes in bus schedules and routes in severe weather or other emergencies.

All buses serving our students are equipped with chains and two-way radios, and the drivers are trained to drive on slippery roads.

Please do not call our school, the District offices, or TV/radio stations about school closures. Rather, please check our District website (www.everettsd.org). Our Everett Public Schools will update the website and notify our local media of any weather-related changes before 5:30 am.

DISCIPLINE POLICY

Response to Student Misbehavior

At Monroe, our mission, vision, and goals focus on academic performance as well as the social/emotional needs of our students. Our learning environment is purposefully designed to ensure that our Eagles grow as respectful, responsible, and productive citizens.

To grow in this regard, we purposefully engage our students in opportunities to make choices. These choices provide opportunities to learn including both positive and growth-related results.

As a school, we value mistakes and view such as important opportunities for learning. We know and teach that “every learner makes mistakes.” Our goal in this regard is to support respectful and responsible behavior choices by setting and upholding clear expectations for our learners and the use of restorative, empathetic, 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 determining consequences is collaborative in nature as we want our students to learn and make different choices in the future. Likewise, our goal when social conflict arises is to engage students in restorative conversations so that relationships are mended, and students understand others’ feelings.

Behavioral Structures

At Monroe, we utilize Positive Behavioral Interventions and Supports (PBIS). Students who are sent to the office due to a behavior incident will experience a developmentally appropriate process including a reflective opportunity (primary or intermediate version).

As a collaborative part of this process, a member of our administrative team will meet with our learner to help them reflect upon what occurred. A consequence appropriate to the behavior may be assigned to help extend learning. This reflection form will be sent home for parents/guardians to sign and return.

DRESS CODE

Families may collaboratively determine each student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

1. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
2. Create a health or other hazard to the student's safety or to the safety of others;
3. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or,
4. Imply gang or identifiable hate group membership or affiliation by written communication, marks, drawing, tattoos, painting, design, and/or emblem upon any school or personal property or one's person.

If the student's dress or grooming is objectionable under these provisions, an administrator shall request the student make appropriate corrections. If the student refuses, administration shall notify the parent/family and request that student to make the necessary correction. If both the student and parent/guardian refuse, the administrator shall take appropriate corrective action.

All students shall be accorded due process safeguards before any student discipline may be taken. School authorities may communicate to students and parents/guardians the apparel, identifying symbols and/ or behavior that are associated with identifiable hate groups and/or gangs that may become a hazard to a student's safety or the safety of others

EMERGENCIES

Drills

At Monroe, we hold monthly earthquake, fire, or lockdown drills. For evacuation drills, students gather in the northeast play field.

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/guardian work numbers, email addresses, daycare, and emergency contacts.
- Please be sure that 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 our team is working to care for our students.
- When you or the child's emergency contact reach are notified by the school, please remain in the designated family area until we release your child. Adhering to this procedure will help us control who has access to our students.
- If bus service is unavailable in an emergency, we will keep children at school until a parent/guardian or designated emergency contact arrives.

Lockdown Procedures

Student safety and health are our absolute priorities. If, for some reason, local authorities request our campus be "locked down," our school will become immediately closed to all outside (including visitors). Please do not come to school to pick up your child until requested to do so or until the lockdown has been lifted. Information will be communicated through our school telephone messaging system (including phone, email, and text). No access to our 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. Our Monroe team will always accompany students until they are ready to be picked up by their parents/guardians or emergency contacts.

FIELD TRIPS

Field trips within/across the 2021/2022 school year will need to be carefully considered for health/safety. That noted, we believe that these hands-on, immersive experiences are an important part of our educational program. Given the off-campus nature of field trips, volunteers are often needed to help chaperone. Parents/guardians must complete their child's permission form before the child leaves for a field trip.

For volunteers to be considered as field trip chaperones, a completed volunteer application must be approved ahead of time. We ask potential volunteers not wait until a field trip is announced to complete their application as the approval process can take up to three three weeks to be processed by our District office and State Patrol. The volunteer application is an online process available through the District website.

FRAGRANCES

Monroe Elementary is a fragrance-free school as many of our Eagles have allergy/health conditions that are negatively affected by fragrances.

HEALTH SCREENINGS

Vision and hearing screenings are provided each year for students in first, second, and third grades. Parents/guardians are provided the results.

HOMEWORK

Homework, assigned by our teachers, is an opportunity for our learners to practice skills introduced in the classroom. Reading at home at least 20 minutes each day significantly benefits all students and is expected in all grades. For younger students, adults may read to/with their child as part of their nightly reading. Older students are encouraged to both read on their own and read to an adult as part of their nightly responsibilities.

When your child is ill, families may pick up homework assignments and books. To do so,

please call the office to request these materials BEFORE 10:00 am to allow time for our teachers and office to coordinate delivery.

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.

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 & FOUND

The designated Lost & Found area consists of two coat racks located outside of the cafeteria doors. We ask that parents/guardians check-in at the office and wear a visitor badge when checking the Lost & Found during school hours. Some items that may be more valuable, such as jewelry, are kept in the office.

LUNCHES

Both breakfast and lunch are free for all students across the 2021/2022 school year. In addition to these meals/drinks, students may purchase additional a-la-carte items. A monthly menu is sent home with students.

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.

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 outside of 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.

NATURAL LEADERS

At Monroe, we have Natural Leaders which is a group of multicultural, multilingual parents who organize to represent diversity in the community.

They seek to honor the multiple voices of our families and students to ensure everyone is equitably represented. We ask that families consider joining this wonderful group of parent leaders. More information can be found on our school website.

PARENT TEACHER ASSOCIATION (PTA)

We invite and encourage all parents to join the Monroe PTA. This group is actively engaged across our campus and often involved within our school community. We ask all families to consider joining our Monroe PTA for the 2021/2022 school year.

Additionally, there are many opportunities for parent/guardian involvement that can accommodate the variety of schedules. Please visit the PTA website or their Facebook page for meeting dates, activities, and volunteer opportunities.

PARENT-TEACHER CONFERENCES AND PROGRESS REPORTS

Individual parent-teacher conferences are held in November 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 they 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.

VISITING CLASSROOMS

As we open the 2021/2022 school year, we are looking forward to the likelihood of volunteers returning to assist in our classrooms. However, volunteering in the classroom will not be available until clear direction has been provided by local health officials. Updates in this regard will be provided across the opening weeks of this school year in hopes that volunteer opportunities will open shortly. As with any visitor, volunteers are expected to strictly follow school and/or District wide COVID protocols.

Under normal circumstances, parents/guardians are welcomed and encouraged to visit their child's classroom. The following guidelines are in place to allow for visitors within our classrooms:

- 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 must be scheduled with your child's teacher to volunteer.
- 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

Once approved through our District's background/approval process, volunteers are to report to the office to sign in whenever they are on campus. We request that all on-campus volunteers wear a badge, provided by the office, for identification while on school grounds. As noted above, all volunteers are required to register and complete a Criminal History Background Clearance before volunteering. Volunteer applications are submitted online via our District website.

PATROLS

Student leaders in the fourth and fifth grades are selected to help our learners safely cross at designated street crossings (with supervising adults).

All of our learners are expected to use the appropriate crosswalks and to follow the directions of these safety patrol leaders. Student safety patrols will be stationed on 110th Street SE at 27th Avenue SE and 28th Drive SE, as well as at 27th Avenue SE and 108th Street SE. Adult Crossing Guards/Safety Patrols are stationed before and after school at three locations: 35th Drive SE and 110th Street SE; 27th Avenue SE and 110th Street SE; and, 27th Avenue SE and 106th Place SE.

PETS

Due to allergies and accidents, we ask all families to please keep their pets away/off of our Monroe campus and playground. 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, we will need to seek the guidance of city/county partners.

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 completely 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

A list of updated supplies has been posted on our school webpage. 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 do not hesitate to contact our office.

SCHOOL TRANSFERS

A student who does not live within our Monroe Elementary boundary area is required to request a school transfer to attend our school. More information on school transfers can be found on our District website.

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.

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.

Everett Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX/Civil Rights Compliance Officer:

*Mary O'Brien
425-385-4106
MO'brien@everettsd.org
PO Box 2098
Everett, WA 98213*

Section 504 Coordinator:

*Dave Peters
425-385-4063
DPeters@everettsd.org
PO Box 2098
Everett, WA 98213*

ADA Coordinator:

*Randi Seaberg
425-385-4104
RSeaberg@everettsd.org
PO Box 2098
Everett, WA 98213*

MONROE ELEMENTARY SCHOOL

ARRIVAL & DISMISSAL PROCEDURES

Parents may drop off students after 8:10 am. This coincides with the start of our school day supervision. All students will have the opportunity to eat breakfast each morning until 8:25 am. All of our learners should be at school and in their classroom line by 8:30 am.

Kindergarten students gather each morning in the covered, gated area near the front entrance (the “Eagles’ Nest”). First through third-grade students line up each morning, by classroom line, in the gym. Fourth and fifth-grade students line up, by classroom line, under the covered area at the back of the school.

Teachers greet their 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 27th Avenue SE.
 - b. Please do not drop off, park, or wait in the Staff Parking Lot on 110th 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 8:10 am, 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 27th 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 flagpole) so as not to block the entrance.
 - c. Kindergarten students are picked up directly from the Eagles’ Nest near the front entrance.
2. Drive-through Lane
 - a. After 2:25 pm, 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 enough time so you are not rushed.**

MONROE ELEMENTARY SCHOOL ARRIVAL & DISMISSAL PROCEDURES

