

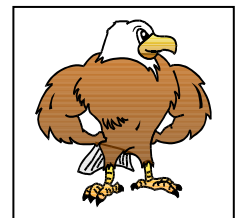


James Monroe Elementary

STUDENT & PARENT HANDBOOK 2013-14

Our mission as the James 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.

James Monroe is home of the Eagles-watch us soar!



Keep for future reference

Dear James Monroe Families,

Welcome to James Monroe Elementary School! We are pleased that your child is attending our school. On behalf of the staff, we pledge to do our best to provide a safe learning environment for your child. We will make every effort to keep you informed of your child's progress but if you have any questions or concerns, and/or comments, do not hesitate to share them with us. The staff will be happy to work with you. After all, your child is why we are here.

I would like to extend an invitation for you to partner with your child's teacher, visit your child's class, and become an active participant in our school's PTA. We are proud of James Monroe's programs and staff. We ask you to become a member of our team through active participation. Periodic notices will be sent home to keep you up to date about school programs, schedule changes and classroom news. The school's newsletter, James Monroe Elementary News is distributed on the last Tuesday of each month and will keep you informed as well as provide ways to partner with us in supporting your child. Our school website, www.everett.k12.wa.us/monroe, is another source of information.

This Student and Parent Handbook is published so that you may have a ready reference of information about the operation of our school. Please read and use this reference throughout the school year. Again, welcome to a new year of learning at James Monroe.

Sincerely,

Gerard Holzman, Principal

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IMPORTANT PHONE NUMBERS

NONDISCRIMINATION

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: [Carol Stolz](#)

Phone: 425-385-4106

*Mailing Address: 3715 Oakes Ave., Everett, WA 98201

ADA District Coordinator: [Kristine McDowell](#)

Phone: 425-385-5250

*Mailing Address: 4730 Colby Ave., Everett, WA 98203

Title IX Officer: [Randi Seaberg](#)

Phone: 425-385-4104

*Mailing Address: 3715 Oakes Ave., Everett, WA 98201

504 Coordinator: [Becky Ballbach](#)

Phone: 425-385-4063

*Mailing Address: 4730 Colby Ave., Everett, WA 98203

*Various administrative offices will be moving to a new address this fall. Please check the district's website for current address information.

STUDENT SAFETY TIP LINE: (425) 385-5050

Office: (425) 385-7300

Press 1 - Office

Press 3 - Attendance

Press 4 - 24 Hour Information Line

Teacher Numbers: A direct line has been assigned to each teacher. We ask that you not use this during the student school day. Whenever calling school, you can press 0 and get immediate attention of office personnel between 7:30 a.m. and 4:00 p.m.

Attendance Direct Line: (425) 385-7305

Information/Activity Direct Line: (425) 385-7311

The information line includes access to school activities and directions to our school.

Kitchen: (425) 385-7307

School Fax: (425) 385-7302

Bus Transportation Dept. (425) 385-4144

James Monroe On-Line: www.everett.k12.wa.us/monroe

DAILY SCHEDULE

Grades 1 – 5th & All Day Kindergarten (ADK): 8:30 a.m. – 2:45 p.m.

AM Kindergarten: 8:30 a.m. – 11:15 a.m.

PM Kindergarten: 12:00 p.m. – 2:45 p.m.

Pre-School (Mon-Thurs): 8:30 a.m. – 2:45 p.m.

Students should not arrive before 8:20 a.m. and need to go directly home from school at dismissal.

Time	Activity	Grade Level
8:20	Earliest Student Arrival Time	K – 5th grade
8:30	First Bell to Line Up	All
8:35	Class Begins	All
10:35-11:05	Morning 10 Minute Recess	3th, 4th, 5th grades
10:55-11:15	Lunch A (each lunch is followed by a 20 minute recess)	2nd grade & ADK
11:15	AM Kindergarten Dismissal	AM Kindergarten
11:20-11:40	Lunch B	1st grade
11:45-12:05	Lunch C	3rd grade
12:00	PM Kindergarten Arrival	PM Kindergarten
12:10-12:30	Lunch D	4th grade
12:35-12:55	Lunch E	5th grade
1:20-1:45	Afternoon 10 Minute Recess	1st, 2nd grade
2:45	Dismissal Bell	All

Early Release Schedules

2.5 Hr. Early Release Days	75 Minute Early Release (Learning Improvement Fridays)
AM Kindergarten 8:35-10:00 a.m. PM Kindergarten: 10:45 a.m.-12:15 p.m. ADK & 1 st – 5 th grade: 8:35 a.m.-12:15 p.m.	AM Kindergarten: 8:35 a.m.-10:42 a.m. PM Kindergarten: 11:27 a.m.-1:30 p.m. ADK & 1 st -5 th grade: 8:35 a.m.-1:30 p.m.

STUDENT EXPECTATIONS

DISTRICT POLICY FOR PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

It is the policy of James Monroe and Everett Public Schools to maintain a safe, respectful and secure learning environment for all students that is free from harassment, intimidation and bullying. Harassment, intimidation and bullying of students by other students, staff members, volunteers, parents or guardians are prohibited. The following acts or commissions by a student while on school property (or in reasonable proximity thereto) or at any school-sponsored activity or event off school property, including school provided transportation, field trips, and out of town athletic events, are prohibited and shall constitute cause for discipline, suspension or expulsion by authorized District authorities. Parents/guardians will be notified in all circumstances. It shall be a violation of this policy and the District's student discipline policy for any student of the District to harass, intimidate or bully another student through electronic, written, verbal, nonverbal, or physical conduct on school property (or in reasonable proximity thereto), school transportation, or at school-sponsored activities off 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 immediate attention of a staff member for assistance in resolving the matter. Staff members are expected to intervene and to report when necessary. Students are encouraged to report school-related harassment, intimidation and bullying of which they have knowledge. False reports, retaliation and reprisal for harassment, intimidation, and bullying also constitute violations of this policy, and discipline will be imposed as appropriate. Staff members and school administrators will use both informal remedies and disciplinary action up to suspension and including expulsion. Disciplinary actions will be appropriate to the goal of ending harassment, intimidation, and bullying and to prevent its reoccurrence. Such disciplinary action will be consistent with District policy and state and federal law.

If a student has experienced harassment, intimidation, or bullying it should be reported to school teachers, counselors or administrators by the targeted student, his/her friends and/or family, and/or witnesses. School administrators will intervene. To report unresolved, severe or persistent harassment, reporters may also contact the Principal at the targeted student's school or Robert Polk, the district Compliance Officer, and utilize the HIB Incident Reporting form. This policy is explained in more detail in Student Responsibilities and Rights Policies given to each family at the beginning of the school year.

BUS RIDING AND RULES

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 insure safety for all who ride the bus.

1. The driver is in charge and the students must obey him/her.
2. If a student is a bus rider he/she is to ride the bus to which he/she has been assigned each and every school day to and from school. **Other arrangements must be given in writing to the teacher by the parents.**
3. Students who ride buses 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 Principal. Often small problems can be straightened out 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.

MORNING ARRIVAL

Morning supervision on school grounds begins at 8:20 a.m. Students should not arrive at school before 8:20 a.m. unless they are eating breakfast. Breakfast is served from 8:10-8:25 a.m. Please arrange your child's departure time from home to meet the supervision schedules.

AFTERNOON DISMISSAL

Walking students are expected to leave school grounds immediately at dismissal time and walk directly home unless under the supervision of an adult, parent or guardian. Bus and daycare students should go directly to vehicles.

DISCIPLINE POLICY

Respect for oneself and others.

Responsibility for one's own work and actions.

Resourcefulness in seeking and using skills and knowledge.

The staff of James Monroe Elementary School is committed to creating a positive learning environment where children are taught to accept the lifetime challenge of learning. This means providing all students with instruction that will allow them to reach their fullest potential academically, behaviorally and socially.

We believe that the major role of parents in school discipline is to continually show interest and support for their child at school. The child's knowledge that parents are actively interested and supportive of the school program almost always reduces school discipline problems. Please share with your child's teacher any helpful information about your child. This information can help your child's teacher deal with any special needs your child might have. We believe that communication among parents, students, and teachers is critical in teaching correct behavior.

We believe in a consistent code of discipline and good classroom management. We will treat children with courtesy and respect. When problems arise, we will work positively to find solutions. We will hold students accountable. We believe each student has the final responsibility for the consequences of his/her own behavior. If your child exhibits unacceptable behavior at school, parents will be asked to help us teach the child an alternative set of behaviors. In the case of inappropriate behavior, parents will be contacted and asked to confer with the school and/or support us in selecting appropriate consequences and training to modify the behavior. Please return any request for signed notification of this work promptly. The "Student Responsibilities and Rights Policies" booklet will come home on the first day of school. Parents are asked to return the signed cover sheet. FERPA information is included in that publication. Specific expectations for behavior in the classroom, lunchroom and on the playground will be clearly defined, taught and reinforced. Consequences for misbehavior may include time-out, missed recess, community service or other disciplinary action as outlined in the "Student Responsibilities and Rights Policies" handbook. Weapons or any object that could be considered a threat to the safety and wellbeing of students will not be tolerated at school. Any form of guns (including play guns, air guns, etc.) and pocket knives are not allowed at any time. Any student bringing such an object to school will be subject to immediate disciplinary action.

Respect

At James Monroe we expect each staff member to show respect for all students, each other, and themselves. We believe showing respect for one another is the best way to teach these attitudes to students. In turn, we also expect that students will treat one another, as well as adults, with respect. When students act in a disrespectful way towards themselves or another person, the staff at James Monroe will help that child learn what it is they need to know to be respectful.

Responsibility

Responsibility is the ability to understand cause and effect as it relates to behavior. Childhood is learning about how one's actions affect the world around one's self. It is very important that during childhood a child is given the opportunity to learn to be responsible, and to experience the effect that he or she has caused. As parents and adults it is our job to let our child learn from their experiences and their choices. An important point to remember is that children will not learn responsibility if adults keep doing for children what they can and should be doing for themselves. In fact it would be disrespectful to believe that the child is less capable than he or she is.

Resourcefulness

The job of the teacher is to assist in facilitating the learning process. A very important part of that learning process is to be able to know how to find information and what to do with the information once you have found it. Helping children to become problem solvers is one way teachers are giving students an opportunity to solve more complex problems on their own. Children are given instruction and practice of solving problems in a variety of subjects. Giving children the ability to solve problems on their own gives children a sense of self-worth and pride in their capabilities.

GENERAL INFORMATION

ACTIVITY PARTICIPATION

Other arrangements can be made if for religious or personal reasons you do not wish your child to participate in a school activity. Please inform his/her teacher and every effort will be made to help your child feel comfortable in this situation.

ATTENDANCE

Regular school attendance is closely related to school success. State law requires that children attend school unless they are ill. If children are ill, parents are asked to contact the school. Please follow these guidelines in regard to attendance: Please call the school (425) 385-7305 before 9:00 a.m. to report your child's absence. Feel free to leave a message on this 24 hour voice mail if you call during non-school hours. When your child returns to school after an absence, send a written excuse. If no contact is made with the school, your child is considered legally unexcused in the attendance record. A recorded message will go to the home of any student absent who has not been excused each morning.

This school's attendance policy is in compliance with Everett School District Attendance Policy 3122P and Washington State Compulsory attendance law.

Attendance Changes

Effective 2012, OSPI mandates that individual attendance be reported as full or part day, excused or unexcused.

Excused Absences

A. Participation in a district or school-approved activity or instructional program: To be excused this absence must be authorized by a staff member and the affected teacher(s) must be notified prior to the absence unless it is clearly impossible to do so.

B. Illness, health condition or medical appointment including but not limited to medical, counseling, dental or optometry: When possible, the parent/guardian is expected to notify the school office on the morning of the absence and send a signed note of explanation with the student upon his/her return to school. If the student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class, the student may be required to take an incomplete or withdraw from the class without penalty.

C. Family emergency including but not limited to a death or illness in the family.

D. Religious purposes including observance of a religious holiday or participation in religious instruction.

E. Judicial proceeding or serving on a jury.

F. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview.

G. State-recognized search and rescue activities consistent with RCW 28A.225.055.

H. Absence directly related to the student's homeless status.

I. Absence resulting from a disciplinary/corrective action (e.g., short-term suspension, or long-term suspension, emergency expulsion): As required by law, students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term suspension, will have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.

J. Principal (or designee) and parent/guardian mutually agreed upon approved activity: This category of absence will be counted as excused for purposes agreed to by the Principal (or designee) and the parent/guardian or emancipated youth.

Unexcused Absences

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria for an excused absence. Unexcused absences fall into two categories:

1. Submitting a signed excuse which does not constitute an excused absence as defined above; **or**
2. Failing to submit any type of excuse statement signed by the parent/guardian.

Length of Absence

The length of a student's daily absence per the definitions below determines if the absence will be recorded as a tardy, part day or full day absence.

Tardy/ Part Day Absence

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

Full Day Absence

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

Early Dismissal

Early dismissals and late arrivals should be avoided whenever possible. However, since it is sometimes necessary to obtain doctor or dental appointments during the school day, we request that a written excuse be sent to the teacher that morning. In this way, the teacher can plan for the child's absence. **Parents must come to the office** when picking children up during the day. Your child will be called from class by a school staff member. If more than 30 minutes early or late, they will count as an excused part day absence or full day.

For the protection of all students, it will be necessary for parents to sign their children in and out through the office when children are leaving school early or arriving late. Bring ID to the office for this purpose. If you bring your child back the same day you will need to sign him/her back in through the office before going back to class.

Tardiness

Students are expected to be at school and ready to enter the classroom at 8:30 a.m. The beginning school activities often set the tone for the school day. Therefore, it is important to be on time. Tardy students are expected to check in at the school office with a written excuse from their parent. Excused tardies will include: illness, doctor or dental appointments, authorized school activities, family emergencies and special situations that have received prior approval from the Principal. Students with excessive tardiness may be asked to make up missed work at recess time.

BICYCLES, SCOOTERS, SKATEBOARDS & ROLLERBLADES

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 bicycles across the crosswalk at the patrol crossings and the rest of the way to school.
4. At dismissal, students are to walk bicycles to the first patrol crossing before getting on bicycles.
5. Ride single file and be very careful when approaching people who are walking.
6. Walk bicycles on school grounds. Bicycles will be taken to the office if a student rides it on school grounds between 8:00 a.m. - 3:30 p.m. on school days. Parents will be required to come to pick up the bicycle.
7. Park and lock bicycles in assigned areas. Using a lock is required 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 using any of these may have them taken away until a parent comes to claim them.

BIRTHDAYS

Please consult 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 child's teacher know. Once a month, student birthdays are recognized by the PTA in the cafeteria during lunch.

CELL PHONES, MONEY AND ELECTRONIC 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 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, students are requested not to bring more money to school than that needed for lunch. Valuable jewelry, expensive pens, radios, CD players, game boys, and other electronic games are not allowed at school. Trading of cards or toys of any kind is also not allowed at school.

Simple toys and play equipment to be used during recess are allowed with teacher permission. If the toy interferes with the learning environment, the toy will be taken from the student and available for pick up by the parent in the office.

COMPUTER/INTERNET USE

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.

DIRECTORY RELEASE INFORMATION

Certain information is defined by the federal Family Rights and Privacy Act as "directory information." Information regarding this is found in the "Student Rights and Responsibilities Policies" booklet.

DRESS CODE

Hats are discouraged within classrooms and during lunch or assemblies. Students who come to school dressed inappropriately may be asked to change their clothes. Student dress will be regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Dress which presents a health or safety hazard, damages school property, or which creates a material and substantial disruption of the educational process is prohibited as per Everett Public Schools policy.

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:

1. Attire that shows or displays undergarments; inadequately covers chest/breasts, midriff, buttocks or thighs; display obscene, sexual, tobacco, drug or alcohol related messages; or displays gang-related symbolism.
2. Any clothing that would create, in fact, 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.

These standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be subject to progressive discipline. Any student, parent or guardian who is aggrieved by corrective action or discipline for dress code violations may appeal according to procedures in the Student Rights and Responsibilities policies booklet.

EMERGENCY PROCEDURES

School Closure/Delay in Start Time

Please remind your student that in case of an emergency school closure:

1. Area radio and local TV stations will announce any school cancellations, delay of starting time or early dismissal.
2. If no announcements about Everett Public Schools are broadcast, schools are open. If schools are closed for emergency reasons for one day, they will be open the following day unless information to the contrary is announced by radio.
3. Please do not call school officials, radio stations or the weather bureau about school closures. Listen to your radio and/or TV.

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 stations KRKO (1380) and KWXYZ (1230) and on Seattle stations KCIS (630), KCMS FM (105.3), KING (1090), KIRO (710) and KOMO (1000). 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. The drivers are trained to drive on slippery roads.

Drills

At James Monroe we have earthquake, fire and lock down drills on a regular basis. Students gather under the covered area or on the northeast play field depending on conditions.

Earthquake Procedures

In the event that there is an earthquake or other event requiring a change in schedule which causes cancellation of bus services, all children will be kept at school until a parent/guardian, or one of your emergency contacts listed on your registration form, comes to the school to get your child. This is one reason emergency numbers are so important for you to keep updated and current.

In the event of an emergency, know that our primary concern remains the safety of your children. We will keep them safe and well cared for until we can put them safely in your hands. We also will attempt to put a message on our phone answering machine as soon as possible. Know that in an emergency requiring us to evacuate the buildings (such as a fire or earthquake); we are not able to answer the phones. We will use available media sources to communicate with our families.

An important safety concern of ours is to make sure we are quickly able to account for all of our students and keep them accounted for. That is the reason we will ask parents to **remain in a designated family area** from which we will release students only to those adults identified on your emergency information on file with the school. Parents going directly to their children may help you resolve the fear you faced on your way to school to assure your child's safety, but it can also cause additional anxiety to those students whose families are not able to immediately come to school. It also prevents us from controlling adult access to your children. A crisis can bring reporters and other curious adults to our school; restricting access will help us keep your child safe until you are able to come. Once we determine through inspection that our building is safe, students will return to their classrooms. Students will be safely cared for at James Monroe until parents are able to pick them up, even if that becomes the following day because of the extent of area damage.

Lockdown Procedures

Our primary concern at all times is the safety of our students. If for some reason local authorities request our campus to 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 by broadcast media.

Off Site Evacuation

If our facility needs to be vacated due to any emergency, we will use Eisenhower Middle School (10200 25th Ave SE, Everett) as our off site gathering location.

FIELD TRIPS

Field trips, funded by the PTA, are taken as a regular part of our educational program. Parents complete a permission form for each field trip taken during the school year. Without this completed form, we are unable to allow students to go on the field trip. In order to provide adequate supervision, we ask for parent volunteers to accompany classes going on field trips. If you would like to volunteer, please let your child’s teacher know. Remember, all field trip volunteers must complete and clear a criminal history background check which could take up to two weeks or more to clear and be trained by office staff before assisting in the classroom or attending trips.

FINES

Parents and students will be notified in writing of fines, and or restitution and appeal procedures. In the event the student does not make proper restitution, grades and/or transcripts will be withheld. A student may make restitution through a voluntary work program. Please contact the school Principal with any concerns regarding this matter. A charge for lost or damaged materials or equipment may be appealed to the Superintendent. When damages are \$100 or less, a parent and/or student has a right to appeal the imposition of a fine in a manner similar to that specified for a short-term suspension. When damages exceed \$100, the parent and/or student may request a hearing in the manner provided for in a long-term suspension.

FRAGRANCES

Since some members of the school community (students and staff) have health conditions that are negatively affected by fragrances worn by others, students and staff are asked to refrain from wearing fragrances to school.

HEALTH

Vision and Hearing Screenings

Vision and hearing screenings are provided each year for students in first, second and third grades, and at least every three years thereafter.

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.

Medication at School

Any medication, including over the counter products, can be given at school only with specific written directions from the doctor and with signed parental permission. No medication should be sent to school without the doctor's written directions and parental written consent. It is often 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. If you give your child a medication at home before school that might influence their behavior during class time that day, please inform the office. Students should not have any medication at school without approved permission.

Accidents

Any student injured at school will be given emergency first aid by a trained staff member, if appropriate. The student’s parents will be called if the accident is serious. In the event that the parents cannot be reached, we will call the person listed on your student information form. If no one is available to come for the student we will judge whether or not to for medical assistance. It is extremely important that you notify us immediately of any change in your emergency information or telephone numbers. For serious injuries, 911 and parents will be contacted immediately.

Health Room

Please note that a Health Room Assistant is trained and present in the Health Room from 10:30 a.m. to 2:30 p.m. daily. She can consult with a district nurse as needed. A nurse is not present at James Monroe on a daily basis. A note is sent home whenever your child visits the Health Room.

HOMEWORK

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

INSURANCE

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

LUNCH/SNACK INFORMATION

Hot lunches are served daily at a cost. In addition to buying individual lunches with cash, students and parents may purchase lunches with cash or a check (made payable to Everett Public Schools) in the school kitchen prior to 8:35 a.m. A la carte milk is sold.

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 that your child has a sandwich to eat. A monthly menu and costs for meals is sent home monthly and is posted on the school's web site. For families that 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. Twenty minutes of the 40 minute lunch period is spent outside.

Snacks

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 package from the store listing ingredients. No homemade food is allowed as snacks/treats for the classroom. Families will be notified when there is a student with food allergies in a classroom. Families are required to follow these instructions in food brought to the classroom.

PARKING

Important: Do not park or wait in the Staff Parking Lot on 110th Street. This area will be used only by school busses and designated daycare vans. We recommend students ride their assigned school bus or walk to/from school. If it is not possible for your student to ride the school bus or walk to/from school, there are two options for picking up/dropping off at James Monroe Elementary. Please be sure to follow these safe procedures.

Parking Lot (27th Street SE) Drop Off Procedures

ARRIVAL

TO Use *DROP OFF LANE*

- After 8:15 a.m., using the front southwest entrance by the brick **Monroe** sign, parents will enter the parking lot drive through lane to drop off your child.
- Upon entering the loop stay in the curb lane.
- Follow the lane in front of the school, pulling forward until you reach a stopped car or the final drop off point along the black fence near the exit.
- Use a safe and slow approach in the lane.
- Driver remains in the car.
- Student must be ready to unload on the sidewalk side (passenger side) of the car.
- For safety reasons, students will not unload from the parking lot side (driver's side) of the vehicle. If your child cannot unload on the passenger side without assistance, please select the "park and walk" option below for drop-off.
- After dropping off student, driver departs from the curb lane and proceeds out in the left lane when safe.

TO *PARK AND WALK* YOUR CHILD INTO SCHOOL

- Parents will enter the using the front entrance on 27th Ave SE by the Monroe sign and make an immediate left into the parking lot.

- Parents will park their vehicle in the main parking lot and walk their child to the cross walk directly in front of the office following the direction of the crossing guard.

From ***DROP OFF LANE*** and ***PARK AND WALK***

- Students will then walk through the school to the covered area and wait in their class line. Kindergarten and Preschool students will go directly to their fenced covered play area near the front entrance. Kindergarten parents are asked to remain outside the fenced area. 1st through 5th grades: If necessary, parents are invited to wait with their child, however, we ask that you establish a departure point with your student to say goodbye (front door, covered area, etc.) rather than walking with students into the school hallways after the bell rings for the start of school at 8:30 a.m.

Parking Lot (27th Street SE) Pick Up Procedures

DISMISSAL

TO Use ***STUDENT PICK UP LANE***

- After 2:25 p.m. parents will enter using the front southwest entrance by the brick **Monroe** sign into the drive through lane.
- Upon entering the loop stay in the curb lane.
- Follow the lane in front of the school, pulling forward until you reach a stopped car or the final pick up point along the black fence near the exit. We can get more cars off the street if the first cars pull all the way up.
- Use a safe and slow approach in the lane.
- Driver remains in the car.
- Students will be dismissed to cars from the front of the school (4th and 5th from north end / K , 1st, 2nd, 3rd from main entrance).
- Students are required to load only in cars that have passed the main entrance. Other cars will wait for an opportunity to pull forward.
- For safety reasons, students will not load from the parking lot side (driver's side) of the vehicle. If your child cannot load on the passenger side without assistance, please select the "park and walk" option below for pick up.
- After picking up student, driver departs from the curb lane and proceeds out in the left lane when safe using the left lane to turn left and the right lane to turn right.

TO ***PARK AND WALK YOUR CHILD FROM SCHOOL***

- Parents will enter using the front entrance on 27th Ave SE by the Monroe sign and make an immediate left into the parking lot.
- Parents will park their vehicle in the main parking lot and walk through the cross walk directly in front of the office following the direction of the crossing guard.
- Parents are asked to wait at the southwest corner of the building (south of the flag pole so as not to block the entrance) for their student, standing clear of the main entrance and the Staff Supervisors who are directing students to cars in the ***PICK UP LANE***. Kindergarten and Preschool students are picked up directly from their fenced play area outside their classrooms.

Following these procedures will ensure a safe environment for everyone. Allow for enough time so that you are not rushed.

PATROLS

Responsible 5th 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 110th Street at 27th and 28th avenues and also on 27th at 108th. Student patrols are supervised by Ms. Johanna Hilde. Adult Crossing Guards/Safety Patrols are stationed at four locations: the corner of 35th at 110th and on 19th at 110th street, 106th street, and near Family Tree apartments before and after school. Patrols are allowed to arrive at school early as needed.

PETS

Please make every effort to keep your child's pets off the playground and school grounds during the school day. Even friendly pets present problems when large groups of children are playing. If pets are unsupervised on the playground, every effort will be made to contact the owner. If we can not identify the owner or contact you, the pet will be impounded. Pets may not be brought to classrooms without advance approval from the Principal. District policy and procedures are followed.

PROGRESS REPORTS/CONFERENCES

Individual parent-teacher conferences are held in the Fall 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 into your time. Academic progress reports are sent home in January and June.

STUDENT RECORDS / INFORMATION

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

SUPPLIES

A list of school supplies is given to parents in June for the following year and is posted in the office and on our web site before school begins. Basic supplies such as paper and books are provided by the school. Often teachers will pool supplies using them as community property. If help is needed for school supplies, please contact the office. Donations of new supplies for other students are also accepted in the office. Contact the Counselor if clothes or food assistance is needed.

VANDALISM

If you see anything that looks suspicious during the school day, we would appreciate your calling the school (425) 385-7300. At any other time, please call 911. The Everett Police Department is helpful regarding school problems. Students caught vandalizing property will be subject to discipline action and possible arrest.

VARIANCES

A student who does not live in the James Monroe School boundaries is required to request a variance to attend James Monroe Elementary. Forms can be requested in the school office. Continued enrollment is based on space availability. The Office of Student Services will be accepting variance applications for the coming school year from January 1st to June 1st. Applications will receive notification no later than June 30th. Kindergarten variances may not be notified until August. Any variances turned in after the June 1st deadline will be put on a waiting list and reviewed prior to the end of the first week of the school year. Students turning in a variance after the June 1st deadline will be automatically withdrawn at the end of the school year and will not be able to enroll for the coming school year unless a variance has been approved. Variances are approved for the current school year only and do not guarantee a place the following year.

VISITATION OF CLASSROOMS

The following guidelines are established to permit visitors and parents to observe the educational program with minimal disruption:

- A. Each visitor must register at the office upon their arrival at school.
- B. 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.
- C. If the visitor wishes to observe a classroom, the time shall be arranged after the principal has conferred with the teacher.
- D. If the purpose of the classroom visitation 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.
- E. The Principal may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the Principal may withdraw approval. In either case, the Principal shall give reasons for the action.

VOLUNTEERS

Volunteers are to report to the office to sign in whenever on campus. All volunteers are required to complete a Criminal History Background Clearance before volunteering. Background checks are required every three years. Volunteer applications are online at the district website. Application forms and handbooks are in the office if you do not have computer access. All volunteers must wear an office yellow name tag while on school grounds.

WITHDRAWAL OF STUDENTS

Parents of students who are moving away from James Monroe School should contact the school office in advance and also notify their teacher. We can then have everything ready for your child when he/she leaves.