

# Monroe Elementary School



## 2022-2023 Student & Family Handbook

Tyler Ream, principal  
Catarino Rodriguez, assistant principal

10901 27<sup>th</sup> Ave SE  
Everett, WA 98208  
Telephone: 425-385-7300

Absence reporting email: [MOEAttendance@everettsd.org](mailto:MOEAttendance@everettsd.org)

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

Follow us on Twitter: [@EPs\\_Monroe](https://twitter.com/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>.*



# Monroe Elementary

Everett Public Schools  
10901 27th Ave SE, Everett, WA 98208

## WELCOME TO OUR 2022/2023 SCHOOL YEAR

Dear Monroe Elementary families,

On behalf of our entire team at Monroe, it is my sincere honor to welcome you to our 2022/2023 school year. As we approach this school year, we do so with full hearts in anticipation of our best year yet. This will be a busy ten months with our first open opportunity to host a year of family events, field trips, assemblies, and all of the other pieces that we have missed these past few years. Through experience, we have learned to keep our school both safe and healthy and will look to apply those lessons learned as we embrace all of the opportunities of this 2022/2023 school year. This handbook is designed to assist you, as a family, should basic school questions arise over these next ten months. 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](https://twitter.com/eps_monroe?lang=en)).

Additionally, please know that we regularly update our families via MOE News. These regular updates are posted on our website under the “Newsletters” heading (<https://www.everettsd.org/Page/39706>). MOE News is published every two weeks and shared by email, Twitter, and through the above-linked webpage.

As a member of our Monroe school community, we love welcoming you to our campus. The openness of our campus to families has not been the same the past two years, but as we approach this school year, we fully anticipate a return to our normal visitor and volunteer procedures. Please review the information on pages 8 and 9 for specific information pertaining to campus visitors, approved volunteers, and the differences/process associated with both on-campus opportunities.

As our school year gets underway, please pencil-in key dates on your calendar including our Fall Curriculum Night on Wednesday, September 21st (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, Family Nights, and the exciting restart 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.

WIN THE DAY!

Tyler Beam  
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:

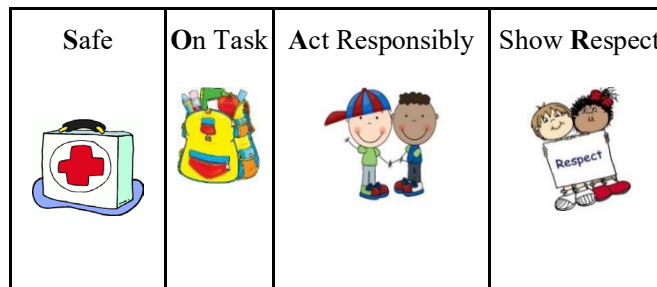
Main Office . . . . .	425-385-7300
Attendance Line . . . . .	425-385-7305
Fax . . . . .	425-385-7302
Health Room . . . . .	425-385-7306
Counselor . . . . .	425-385-7310
School Psychologist . . . . .	425-385-7312
Cafeteria . . . . .	425-385-7307
Transportation . . . . .	425-385-4144

### 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](mailto: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. These four expectations form the foundation of what we teach, ask, reinforce, and honor here at Monroe. SOAR stands for **S**afe, **O**n task, **A**ct responsibly, and show **R**espect.



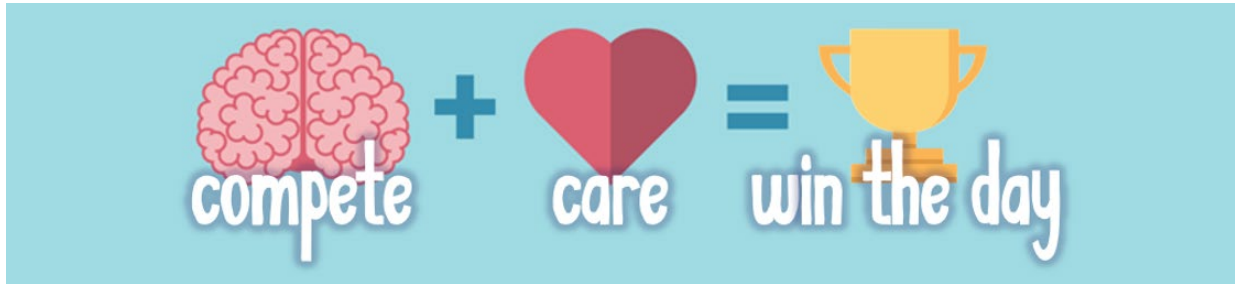
In support of SOAR, a common phrase that you will see and hear at Monroe is "*Win the Day!*" Spoken as both a greeting and an encouragement, one might simply say, "*Win the Day!*" and hear, "*Win the Day!*" in response. "*Win the Day*" is a brief, easy to remember phrase with a deep meaning. This everyday reminder encourages us to compete (self) and care (others) as two key elements in maximizing this day as an important step in helping us grow towards our potential.

The phrase purposefully combines elements from our Monroe Social-Emotional Learning Framework:

- To compete is to challenge ourselves to embrace growth. Growth is seldom easy and often requires resilience, responsibility, and a growth mindset. This is an inward focus akin to "doing our best" and challenging ourselves to grow beyond what is comfortable.
- To care is to look beyond ourselves to the needs of others. Simply put, we need one another and the support of our community in our lives.

Caring for others requires us to place the needs of others in alignment with our own (no person is more important or less important than another). Caring combines empathy, emotional-management, and responsibility and involves an outward focus akin to "giving our best."

Lastly, *Win the Day!* reminds us that there are no throw away days in our journey. Some days will go as planned and are easy "wins" while others require a hard fight and take a lot out of us. Both are of value as we strive to grow to our potential and support one another along the way.



### **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 school-appropriate belongings (including homework) packed, ready to share with my teacher.
- I have any to-be-returned notes packed, signed by my family.
- I am ready to *Fly Fearlessly* 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**

Families 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 8:30 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](mailto: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](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

***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, during a school-sponsored activities off-of school-property event, or through electronic means (including social media).

Bullying is defined as one or more individuals targeting and 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 any adult (Monroe team 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 recurrence. 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 regulations 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](http://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 Misaligned Student Behavior***

At Monroe, our mission, vision, and goals focus on the academic performance of our Eagles as well as their social/emotional needs. As such, 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 occurrences 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.



Please note that we cannot share student information with any person other than that child's parent/guardian or recognized contact. At times, family members may inquire about consequences for a student (other than their child). While the inquiry is understandable, please know that we cannot, under any circumstances, share such information.

Please also note that behavior expressed through electronic means is included within our behavioral expectations. This includes any information posted, shared, and/or expressed through electronic means (including social media) that occurs off-campus but is school related. Behavior expressed through electronic means will be investigated and viewed in the same regard as behavior expressed in-person. Likewise, school related behavior expressed through electronic means away from campus will be investigated and viewed in the same regard as if such behaviors were to occur on campus.

### ***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 emergency 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.
- Check our district website for updates and/or look to district and school special media accounts for information.
- 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**

We fully anticipate the full restoration of field trips within/across our 2022/2023 school year. This is an exciting development as 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/family members 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 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 & 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.

## **SCHOOL MEALS**

As we are a schoolwide school meal site, both breakfast and lunch will continue to be free for all students this 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 are fortunate to have a vibrant, well-supported Natural Leaders group as part of our school community. Natural Leaders 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 2022/23 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.

### **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 ([click here](#)). 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 AMBASSADORS**

This year, our upper grade students will be able to apply to become a Student Ambassador. This role is different from the past patrol positions as students will not be stationed off-campus for street crossing purposes. Student ambassadors will remain on-campus and with adult supervision at all times. Ambassadors

may help their fellow students through responsibilities including our front crosswalk, Morning Team, and student assistance in the cafeteria.

### **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.

### **VISITORS & VOLUNTEERS**

The terms visitors and volunteers can be used interchangeably but involve far different purposes and processes. Let's review the differences in hopes that this will clarify any misconceptions or inconsistencies.

- **Visitors:** A visitor is often on campus for a shorter period of time and is always in the presence of one of our Monroe team members. Visitors do not work directly with any child (other than their own). Examples may include brief class visits, meetings with members of our Monroe team, and pre-approved groups like those performing for an assembly.
- **Volunteers:** Volunteers are often on campus with some regularity and may be working with students. They require district approval including clearance through a background check. Examples may include volunteers helping in the classroom, serving as part of Field Day (or another in-school event), chaperoning as part of a fieldtrip, or volunteering to help with one of our PTA-sponsored activities. As noted below in alignment with EPS policy, all volunteers are required to obtain district-approval via the below-outlined process before they can volunteer.

#### ***Visitor Information***

As we open the 2022/2023 school year, we are thrilled to announce that there are no COVID-related restrictions to visiting our campus. As you have availability, we encourage family members to visit often as your presence adds to our MOE love environment of a true neighborhood school.

Unless remaining in our office or (mornings only) lobby, please remember that we ask all visitors to sign-in and out in our front office. Our MOE office team will be happy to assist.

#### **Specifics for Visitors:**

- **Mornings/Before School:** Most notably, visitors are welcome each morning as we welcome our Eagles. Our lobby/atrium area is a great place to say goodbye for the school day while also getting a good feel for our school environment each day. Due to seating and our need to make sure that our Eagles have access to a full breakfast, we ask that you do not proceed to the cafeteria unless you have discussed this need with our principal/assistant principal and have signed in with our office. Morning visitors remaining in our lobby/atrium do not need to sign in.
- **Classroom Visitations:** 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 instructional 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 and/or administrator before or after the observation to enhance understanding of the activities.
- **Restrictions:** The principal/assistant principal may withhold approval of a visit if particular events, such as testing, could be adversely affected. Similarly, if a visitor's presence becomes disruptive or a distraction to the students/class, the principal may withdraw approval. In either case, the principal shall give the reason for the action.
- **Reasons Not Associated w/ Learning:** Visitors whose purpose is to influence or solicit students shall not be permitted on school grounds unless the visit furthers the educational program of our school in association with our Everett Public Schools.

***Volunteer Information:***

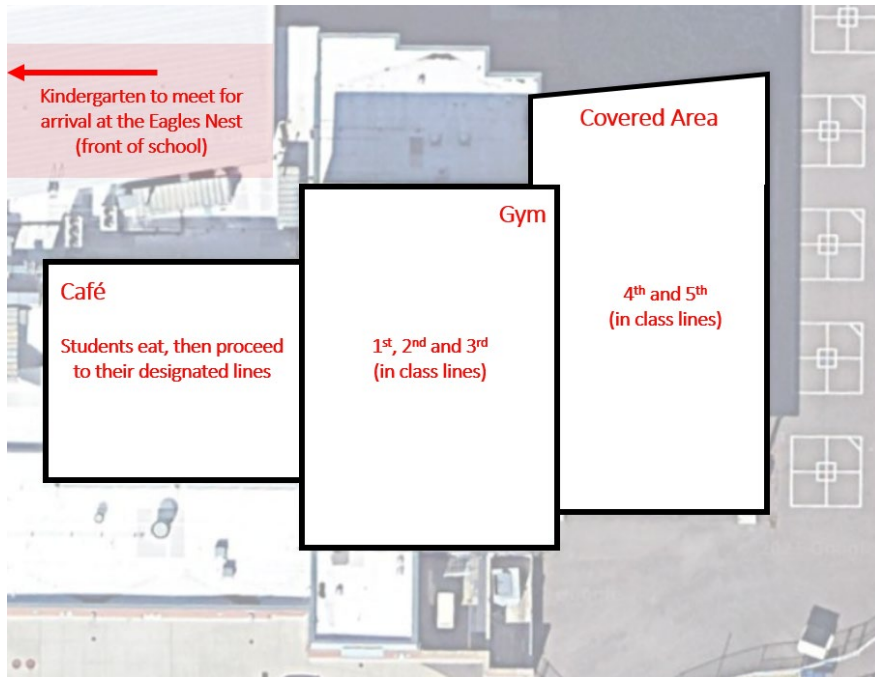
We do love our volunteers and are so thankful for any time/energy that you can contribute to our school. As noted above, volunteers have access beyond the parameters of visiting as they tend to be on campus with some regularity and for longer, more defined periods of time. Volunteers are required to obtain approval through our district process. Please see our Everett Public Schools webpage for volunteers for specific information pertaining to this process - <https://www.everettsd.org/volunteer>. As noted, this process requires all volunteers to register and complete a Criminal History Background Clearance as part of the approval process. This

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.

**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.

## AM Line-up Locations



## PM Pick-up Route

