

2024-25

Student & Family

Handbook

Principal Allison MacGregor Fornes
Assistant Principal Catarino Rodriguez

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

Absence reporting email: MOEAttendance@everettsd.org

Visit our website: <https://www.everettsd.org/monroees>

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>.

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. You also 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.

NONDISCRIMINATION STATEMENT

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 are designated to handle questions and complaints of alleged discrimination: Executive Director of Human Resources, Equity and Access, District Title IX Officer, District Affirmative Action Officer, Section 504 Coordinator, and ADA Coordinator. They can be contacted in writing at 3900 Broadway, Everett WA, 98208 or by telephone at 425-485-4000. Everett Public Schools will also take steps to assure that national origin persons who lack English language skills can participate in all educational programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Christopher Fulford at 425-385-4030 or cfulford@everettsd.org.

- **Executive Director of Human Resources / Title IX / Civil Rights Compliance Officer and ADA Coordinator**
Dr. Chad Golden
425-385-4100
- **504 Coordinator**
Dave Peters
425-385-4063

WELCOME TO THE 2024-25 SCHOOL YEAR!

MOE Eagles BOLDLY fly as a TEAM, focused on our GOALS, and BEYOND expectations!

My name is Allison MacGregor Fornes, and I would like to welcome each family to the upcoming 2024-25 school year at Monroe Elementary! I am honored and privileged to start my journey here at Monroe as Principal with our awesome staff and community of learners. Joining me as Assistant Principal for his 4th year here at Monroe is Catarino Rodriguez, and I am thrilled to be joining him to serve as the administrative team for this wonderful community. We are excited to meet each of you, and partner with you and each staff member here to support your child's success and growth socially, emotionally, and academically. Your support is critical to your student's success, so thank you for always partnering with us. Together, we are going to make it a great 2024-25 school year!

Monroe is home to the Eagles, and we are proud to serve our students and families as a learning community with our mission ***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.*** In service of this mission, we seek to provide the best educational learning experiences for your child while helping them develop a strong growth mindset of determination, perseverance, grit, and a passion to learn. To support their growth, we ask each student to demonstrate their best selves as learners, showing how they **S.O.A.R:** being **Safe, On task, Acting** responsibly, and showing **Respect.**

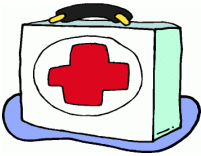



Here at Monroe, we welcome and encourage all families to partner with us in support of their student's engagement at home and communicating regularly with teachers and other staff such as our school counselor or principals in support of their growth. Throughout the year we will have many opportunities for families to engage with our school community with events such as Curriculum Night, PTA and Natural Leaders events, Multicultural Night, and more. There are many opportunities to become more involved as well, through our PTA and Natural Leaders groups, Watchdogs, and other volunteer opportunities. We invite you to join us and participate in our Monroe learning community.

Allison MacGregor Fornes, Principal

Monroe Elementary School

SOAR

Here at Monroe, demonstrate our best selves as learners through our S.O.A.R. expectations. These four expectations form the foundation of what we teach, ask, reinforce, and honor as Monroe Eagles. SOAR stands for **S**afe, **O**n task, **A**ct responsibly, and show **R**espect. Below is a sample of our S.O.A.R matrix. For the full matrix, please see our website.

<p>Stay Safe</p> 	<p>Walk with your class in single file.</p> <p>Keep hands, feet, and body to yourself.</p> <p>At assemblies, sit on your bottom, legs crisscrossed.</p>
<p>On Task</p> 	<p>Sit in assigned area.</p> <p>Focus on your learning activity.</p> <p>Follow directions from your teacher or the speaker.</p> <p>Honor our learning time.</p>
<p>Act Responsibly</p> 	<p>Listen, watch, and learn.</p> <p>Offer to help others.</p> <p>Report problems to adults.</p> <p>Follow the S.O.A.R. expectations for each area at school.</p>
<p>Respect yourself and others</p> 	<p>Show Kindness to others.</p> <p>Voice level 0 during transitions.</p> <p>Take turns.</p> <p>Be a good listener.</p> <p>Give your attention to the teacher or speaker.</p>

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

Staff Responsibilities:

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

Parent/Guardian Responsibilities:

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

ARRIVAL AND DISMISSAL PROCEDURES

Families may drop off students after 8:10 am, which is when school supervision begins. All students will have the opportunity to eat breakfast each morning until 8:25 am. All our students should be at school and in their classroom line by 8:30 am.

In the interest of student safety, family members please walk your students to the front doors of the school. All students walking or being dropped off by family will enter through the front doors and proceed to either their line up location or to breakfast in the cafeteria. Students coming to school on buses will also enter through the front doors of the building and proceed to either breakfast or their line-up location. First through fifth graders not having breakfast will go to the gym to sit in their classroom lines. Kindergarten students will line up in the covered Eagles' Nest near our main school entry. 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 the campus by the time supervision ends at 3:00 pm.

Please refer to the Arrival and Dismissal maps at the end of this 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 prefer, you may call our 24-hour attendance line at (425) 385-7305 from the number we have on file for you and leave a voice message.

What is "all of the required information" I must include when reporting my child's absence?

Student Name

Student ID #

Teacher Name

Date(s) of the Absence

Reason for the Absence

Parent/guardian name

Parent/guardian phone number

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(ren), we ask parents/guardians to come to the office with valid identification (ID). Once verified, 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 they bring 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 Everett Public Schools policy, students in 3rd grade and above are allowed to 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. Please wait at the gate for a staff member to let you in. Skateboards, hoverboards, scooters, roller blades and similar devices may not be ridden on district property, and the district cannot be responsible for the loss or theft of these devices or any other 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 note that students are not to have gum on campus. Per District policy, each classroom may have three celebrations per year involving food. Treats must be store-bought, and the ingredients need to be clearly listed. 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.

BUS RIDING

Bus rules and regulations will be discussed with all students at the beginning of the school year. 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 their assigned bus. *Any student riding a different bus home, or getting off at a different bus stop, must present a signed note requesting the change to our 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 scheduled 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.

CHANGE IN WAY HOME

If your student is going home with a friend or in a way that is not the usual manner, we must be notified in writing by the parent/guardian either with a written note or via email to our attendance email (MOEAttendance@everettsd.org). Since changes can take time to verify and communicate, please be sure to notify our office no less than thirty minutes before dismissal time. Any student riding a different bus home, or getting off at a different bus stop, will be issued a bus pass from our school office.

CELL PHONES AND OTHER VALUABLES

Everett Public Schools provides students with the technology they need during the school day to access digital and online learning experiences. 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.) will only be allowed in certain circumstances with teacher approval.

COMPUTER AND INTERNET USE

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

DELAYED START OF SCHOOL OR CLOSURES

Occasionally, weather and other emergency conditions may require school delays or closures. School bus schedules or routes are changed only during the most severe weather or emergency conditions. All buses are equipped with chains and two-way radios, and the drivers are trained to drive on slippery roads. If it is necessary for buses to run on snow routes or to close schools for any reason, information will be posted on our district website and broadcast on local radio and television stations. Announcements are for the one day only. *No announcement means normal operations.*

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) or call the district information line at 425-385-4636. Everett Public Schools will try to update the website and notify local media of any weather-related changes by 5:30 am.

DISCIPLINE POLICY

Response to Student Misbehavior

At Monroe, our mission, vision and goals focus on academic performance as well as student behavior. We recognize that learning to be a respectful, responsible, and productive citizen takes time and practice. Practice includes the opportunity to make wise choices, resulting in positive personal consequences, as well as the opportunity to make unwise choices, resulting in negative personal consequences. We view mistakes and unwise choices made in the elementary school setting as an opportunity for students to learn valuable life lessons. We know that great kids make mistakes – that's how they learn. Our goal is to support respectful and

responsible behavior choices by setting clear expectations for students while holding them accountable for their actions using empathy and logical consequences.

Consequences for failure to meet school and district rules and responsibilities are progressive, and the type and length of the consequence will be based on the student's age, frequency of the offense, type of offense, and severity of the behavior and in accordance with Everett Public Schools policy and procedure. Our goal in delivering consequences to students who break school rules is to reduce the chances of the behavior occurring again, and 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 behavior expressed through electronic means is included in our behavioral expectations and includes any information posted, shared, 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 as if such behaviors occurred on campus in accordance with Everett Public Schools policy and procedures.

At times, family members may inquire about consequences for a student other than their own child. While the inquiry is understandable, we cannot share student information with any person other than the child's own parent/guardian.

Behavioral Structures

At Monroe, we utilize Positive Behavioral Interventions and Supports (PBIS). Students who are referred to the principal or assistant principal for a behavior incident will experience a developmentally appropriate process that includes an opportunity for reflection. The administrator will meet with the student to help them reflect upon what occurred, and a consequence appropriate to the behavior may be assigned to help extend learning.

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/guardian and request the student 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 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 process goes smoothly:

- Update all emergency phone numbers with our school office, including home phone, cell phones, parent/guardian work numbers, email addresses, daycare, and emergency contacts.
- Please be sure all your emergency contacts are aware of their responsibility to your child.
- Check our district website for updates or look to district and school social 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 your child's emergency contact reach the school to pick up your child, please remain in the designated family area until we release your child. Doing so will help us control who has access to the students. If bus service is unavailable in an emergency, we will keep children at school until a parent/guardian or designated emergency contact arrives.

Lockdown Procedures

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

Off-site Evacuation

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

FIELD TRIPS

We believe field trips are hands-on, immersive experiences that are an important part of our educational program. Given that field trips are off campus, parents/guardians must complete their child's permission form for their child to participate.

For volunteers to be considered as field trip chaperones, an online district volunteer application must be submitted and approved ahead of time. Please note it can take up to three weeks for the district to process a volunteer application.

FRAGRANCES

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

HARASSMENT, INTIMIDATION, AND BULLYING

It is the policy of Monroe Elementary and Everett Public Schools to maintain a safe, respectful, and secure learning environment for all students which is free from harassment, intimidation, and bullying. Harassment, intimidation, and bullying of students by other students, staff members, volunteers, parents, or guardians are prohibited. It is a violation of the district's student discipline policy for any student of the district to harass, intimidate or bully another person through verbal, nonverbal or physical conduct as defined by this policy on school property (or in reasonable proximity thereto), school transportation, during school-sponsored activities off of school property, 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 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 recurrence. Such disciplinary action will be consistent with district policy and state/federal laws. For more detailed information, please refer to the section below entitled "**Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB).**"

HEALTH SCREENINGS

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

HOMEWORK

Homework is an opportunity for students 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 be doing the reading with students. Older students are encouraged to both read on their own and read to an adult.

When your child is ill and you wish to pick up homework assignments and books for them, please call the office BEFORE 10:00 a.m. Often, you will be able to pick them up in the office the following day.

IMMUNIZATIONS

Washington State law requires full immunization of all students enrolled in the district. On or before the first day of attendance, all students must 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 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.

MEALS

Our school qualifies for CEP (Community Eligibility Provision), which means school meals continue to be free for all students at our school, regardless of free and reduced lunch qualification. 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. We want to ensure that each child has enough time to eat lunch. To do that, we encourage and support students in focusing on eating while in the lunchroom. Twenty 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 of a child's medication so 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. The health room assistant is trained to administer medications and is present in the health room 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 health room.

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 families to consider joining this wonderful group of parent leaders.

PARENT TEACHER ASSOCIATION (PTA)

We invite and encourage all parents to join the Monroe PTA. This group is a very active and involved community of committed parents who work together to support the learning of all students in our school. There are many opportunities for involvement that can accommodate the variety of parent schedules. Please visit the PTA [website](#) or their [Facebook](#) page for meeting dates, events, and volunteer opportunities.

PARENT-TEACHER CONFERENCES AND PROGRESS REPORTS

Individual parent-teacher conferences are held twice a year for all students – first in the fall and again in the spring. Your child’s teacher will make an appointment with you. 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 others may be scheduled in your time slot. Academic progress reports are sent home in February and June.

PETS

Due to allergies and accidents, we ask all families to please keep their pets off the 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 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 a fee or tuition. Parents will receive notice of activities. If parents want their student to participate, they must sign a permission slip and may be required to provide transportation to or from school for their student.

SCHOOL SUPPLIES

An updated supply list 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 you need help obtaining school supplies, please do not hesitate to contact our office or our school counselor.

SCHOOL TRANSFERS

A student who does not live within the 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

Each year, upper grade students may apply to become a Student Ambassador. Student Ambassadors will always remain on campus under adult supervision. Ambassadors may help their fellow students by volunteering at the front crosswalk or by assisting students in the cafeteria.

STUDENT RECORDS/INFORMATION

In compliance with the Family Educational Rights and Privacy Act of 1984, 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 AND VOLUNTEERS

The terms "visitors" and "volunteers" can be used interchangeably but involve different purposes and processes. Please note the differences below:

- A visitor is often on campus for a short period and is always in the presence of a Monroe staff member. Visitors do not work directly with any child, other than their own. Examples of visitor activities may include brief class visits, meetings with a Monroe staff member, and attending an assembly.
- Volunteers are often on campus with some regularity and may be working with students. They require district approval including a background check. Volunteering may consist of helping in the classroom, serving as part of Field Day or another in-school event, or chaperoning a fieldtrip.

Visitor Information

When you are available, we encourage family members to visit as your presence adds to our Monroe learning community. We want our parents to feel welcome in our school, but we must balance this with a safe and secure building and protecting the learning environment. Please note the specifics below:

- Classroom Visits:
 - Each visitor must sign in at the office upon arrival at school must stay with a staff member at all times while on campus during school hours. 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 visit the classroom. We allow our teachers 24 hours advance notice of a visit so that they can prepare and arrange a time for the visit that does not disrupt learning.
 - 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 administrators may withhold approval of a visit if events, such as testing, could be adversely affected. Similarly, if a visitor's presence becomes disruptive or a distraction to the class, the administrators may withdraw approval. In either case, the principal shall give the reason for the action.
- Reasons Not Associated with Learning: Visitors whose purpose is to influence or solicit students shall not be permitted on school grounds unless the visit is coordinated through the administration in service of our school's educational program in association with Everett Public Schools.

Volunteer Information:

We love our volunteers and are so thankful for any time and energy they can contribute to our school. 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 district approval. Please see the Everett Public Schools webpage to apply to be a volunteer (<https://www.everetsd.org/volunteer>). Once approved by the district, volunteers are to report to the office to sign in and obtain a badge whenever they are on campus.

WATCH D.O.G.S.

At Monroe Elementary, we invite dads and other male adult volunteers to become Watch D.O.G.S. to provide positive male role models. This national program is another way that parent volunteers serve the school. Dads and other adult male volunteers spend the entire day at school greeting students as they arrive, assisting in classrooms and helping supervise lunch and recesses. Many dads sign up on their child's birthday. To join Watch D.O.G.S., please follow the steps below:

- Become an approved volunteer by applying through the district website.
- Contact our Volunteer Coordinator, Shannon Kennedy, at SKennedy@everetsd.org to schedule a day to volunteer. We ask that you reach out to Shannon at least two weeks before you would like to volunteer to allow enough time for her to make a schedule for you.
- Enjoy your day by checking in at the office at 8:15 am where you will be given a badge and your schedule. You will enjoy a full day on campus including lunch with your student(s).

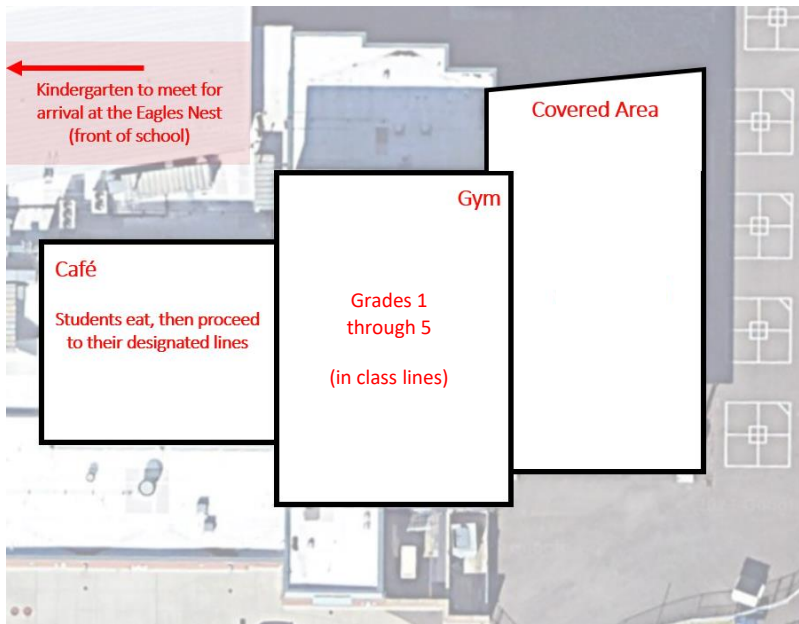
WITHDRAWAL OF STUDENTS

Parents withdrawing their child from Monroe Elementary should let the office know in advance. Our office staff will request that the parent/guardian complete a withdrawal form, will notify all necessary staff of the student's last day at Monroe, and will have the student's cumulative file prepared to send when the new school sends a records request.

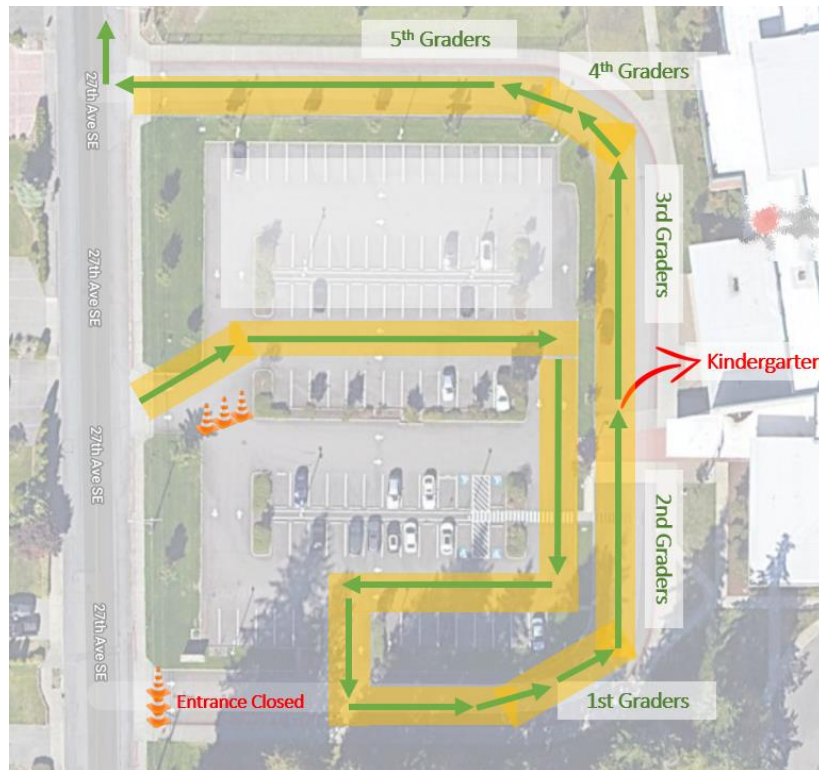
For the complete Everett Public Schools Student Rights and Responsibilities Handbook please visit:

<https://www.everetsd.org/domain/1493>

AM Line-up Locations



PM Pick-up Route



Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our schools' process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's [reporting form](#) to share concerns about HIB, but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report.

No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer who supports prevention and response to HIB: Dani Mundell, DMundell2@everettsd.org, 425-385-4260.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within five school days unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within two school days. This response should include:

- A summary of the results of the investigation;
- A determination of whether the HIB is substantiated;
- Any corrective measures or remedies needed; and
- Clear information about how you can appeal the decision.

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal against the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s HIB [Policy 3204](#) and [Procedure 3204P](#).

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

Click on the links to review the district’s Nondiscrimination [Policy 3210](#) and [Procedure 3210P](#).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

Click the link to review the district's Sex Discrimination and Sex-Based Harassment of Students Prohibited [Policy 3205](#) and [Procedure 3205P.1](#).

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination or about sex discrimination, including sexual harassment:

Civil Rights/ Title IX Coordinator: Chad Golden, Assistant Superintendent Human Resources, 425-385-4100, CGolden@everettsd.org, PO Box 2098, Everett WA 98213

Concerns about disability discrimination:

Section 504 Coordinator: Dave Peters, Director of Student Services, 425-385-4063, DPeters@everettsd.org, PO Box 2098, Everett WA 98213

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4000, jgrant@everettsd.org, PO Box 2098, Everett WA 98213

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves

exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation;
- A determination of whether the school district failed to comply with civil rights laws;
- Any corrective measures or remedies needed; and
- Notice about how you can appeal the decision.

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination [Procedure 3210P](#) and Sex Discrimination and Sex-Based Harassment of Students Prohibited—Grievance Procedure [Procedure 3205P.1](#).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination [Procedure 3210P](#) and the HIB [Procedure 3204P](#) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: <https://www.oeo.wa.gov/en>
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: OCR@ed.gov
- Phone: 800-421-3481

Our Schools are Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school.

Our schools will:

- Address students by their requested name and pronouns, with or without a legal name change.
- Change a student's gender designation and have their gender accurately reflected in school records.
- Allow students to use restrooms and locker rooms that align with their gender identity.
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity.
- Keep health and education information confidential and private.
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender.
- Protect students from teasing, bullying, or harassment based on their gender or gender identity.

Click to review the district's Gender-Inclusive Schools [Policy 3213](#) and [Procedure 3213P](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Joi Odom Grant, Director Diversity, Equity, and Inclusion, 425-385-4000, jgrant@everettsd.org, PO Box 2098, Everett WA 98213

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.