



Welcome to Monroe!

We are so pleased to have you join our community.

Here are some FAQ's we thought would be helpful.

Where can I find out about upcoming events at Monroe?

Between school-sponsored events and those organized by our PTA, there is always something exciting happening at Monroe Elementary. We use our reader board, monthly emailed newsletter, website, flyers, and ConnectEd phone calls and emails to remind you of what is happening next. Don't forget to bookmark our website so our calendar is always handy for you:

<https://www.everettsd.org/Domain/23>.

How can I volunteer?

We love our volunteers! We have volunteers who read to kids, help with recess, file books, chaperone field trips, and much more. In order to volunteer, you must complete the volunteer paperwork through the district website. Please visit www.everettsd.org, click *Community*, and click *Volunteers* on the left for the volunteer page. Once you are a district-approved volunteer, we can help find the right position for you. Additionally, our PTA is the BEST way to get involved with the school, and they are always looking for volunteers. Look for announcements on the PTA board in the office and on their Facebook page www.facebook.com/jamesmonroeppta.

What is a LIF day?

LIF stands for **L**earning **I**mprovement **F**riday. LIF days provide collaborative time for our teachers to look at student progress and plan awesome lessons. At Monroe, students are released at 1:35 p.m. on LIF days.

I changed my phone number. Who do I need to tell?

It is so important that we are able to reach you in the event of an emergency, as well as regarding regular school business. If any of your contact information changes, please let the front office know so they can have you fill out an update form.

My child is sick. What do I need to do?

We strive for perfect attendance, but we understand things happen. If your child is going to be absent, please email us at MOEAttendance@everettsd.org. If you prefer to call in the absence, our attendance line is (425) 385-7305. When you leave a voice mail on our attendance line, please also send a note to the office when your student returns to school.

How do I change my go-home plan?

If your child needs to go home in a way that is different from the normal plan, it is very important that a parent/guardian calls the office to let us know about the change. Please remember to call from a number

that matches what we have on file so we may verify who is making the change. Doing so helps us ensure all of our students are safe and go home the appropriate way.

My child has dietary restrictions. What do I need to do?

If your child has a life-threatening allergy, he/she must have a Health Plan on file with our Health Room **before** starting school. For simple dietary intolerances or allergies, please communicate with the teacher and the Health Room.

Can I drop in to visit the classroom?

We want our parents to feel welcome in our school, but we have to balance this with protecting the learning environment. Any visitor is a potential disruption to the learning environment. We allow teachers 24-hour notice for a parent visit to allow them to prepare and arrange for a time that doesn't disrupt the class. If a teacher has communicated that a drop-in visit would be fine, please remember to check in with the office.

I have questions. When can I meet with my child's teacher?

GREAT question! Teachers are also available by email and phone, and they can always arrange a special time to meet with you if you have concerns. In addition, we have conferences twice a year – once in October and once in March. You will be contacted by the school for an appointment time. It is very important that parents attend the conferences to stay informed about progress.

My child rides the bus. How do I know where the bus stop is? What if the bus is late?

All transportation is coordinated through the district transportation office. They will send messages with route information during the summer. If you have questions about your bus, call Transportation at (425) 385-4144 and listen to the menu options.

Why can't I walk my child to the classroom?

Safety is our first priority at Monroe. For this reason, we need to be aware of all adults who are in our hallways. If we allow parents to walk the students to classes, school safety is compromised. To visit a classroom, you must first check in with the main office and be given a visitor's pass.

Why are all of the doors and gates locked?

We know that as parents, the safety of your child is of utmost importance. Safety is our number one priority as well. You will find that **gates and doors are locked when children are present**, except for arrival from 8:00 – 8:30 a.m., so we can control who comes into the building. The front doors are the only entrance that parents and visitors should use. If you need to enter, you will be greeted by a staff member via our intercom system. Doors will remain locked after school, so please see the Arrival and Dismissal Procedures handout for the appropriate places to meet your child for pickup.

Do you have a question you don't see answered here?

Call our office at (425) 385-7300. We're here to help!