



## **Welcome to Monroe!**

***We are so pleased to have you join our community.***

***Here are some FAQs 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 and Natural Leaders, there is always something exciting happening at Monroe Elementary. We use our reader board, monthly emailed newsletter, website, flyers, and ParentSquare 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/monroees>.

### ***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. To volunteer, you must complete the volunteer paperwork through the district website. Please visit [www.everettsd.org](http://www.everettsd.org), click *Community*, click *Volunteer*, and then click on the *Volunteers Apply Here* button. Once you are a district-approved volunteer, we can help find the right position for you.

### ***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 enriching lessons. At Monroe, students are released at 1:35 pm on LIF days.

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

It is so important that we can 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 office know so they can have you fill out an update form. You can also update your information through Home Access Center (HAC).

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

Daily attendance is important, but we understand things happen. If your child is going to be absent, please email us at [MOEAttendance@everettsd.org](mailto:MOEAttendance@everettsd.org) or leave a voice mail on our attendance line at (425) 385-7305.

### ***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, a parent/guardian is required to call 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 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, they 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 must balance this with a safe and secure building and protecting the learning environment. We allow teachers 24 hours' notice for a parent visit so the teacher can prepare and arrange for a time that does not disrupt the class. If a teacher has communicated that a drop-in visit would be welcome, parents must sign in with the office before proceeding to the classroom and must stay with a staff member at all times while on campus during school hours.

### ***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 the fall and once in the spring. You will be contacted by the school for an appointment time. It is important that parents attend the conferences to stay informed about their student's 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. Bus information also can be found on our district website under *Departments* and then *Transportation*. If you have questions about your child's bus route, please call Transportation at (425) 385-4144.

New this year is an application called Versatrans My Stop. This app provides bus route tracking and information such as the estimated time of arrival for your student's school bus. For more information, please visit <https://www.everettsd.org/Page/20058>.

### ***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 sign in with the office and be given a visitor's pass. All visitors who are not approved volunteers must be accompanied by a staff member while on campus during school hours for the safety of all our children.

### ***Why are all 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** so we can control building security. The front doors are the only entrance that parents and visitors must 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 do not see answered here?***

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