

# James Monroe Elementary School

*“Our community is inclusive, engaged, and collaborative; providing a safe, equitable, and rigorous learning environment, promoting resiliency and success for all.”*



## 2014-2015 Student/Parent/Legal Guardian Handbook

James Monroe Elementary School  
Jeannette McNeil, Principal  
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## **Mission Statement**

James Monroe Elementary School is committed to creating and maintaining an all inclusive high quality educational experience for our children and families. Our mission is to:

Engage students in rigorous, meaningful learning, that is simultaneously student centered and standards based.

We will achieve this mission by providing our students with a nurturing, safe, and supportive, environment; while using an integrated, standards based curriculum, and culturally relevant teaching strategies.

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# 1. School Calendar

## 2014 - 2015

August	20	1st Student Day
September	1	Labor Day Holiday-No School
September	11	Back To School Night
September	24	Picture Day
October	3	Staff Development #2-No School
October	6-10 (K-5)	Parent-Teacher Conferences
October	13-14 (4-5)	Parent-Teacher Conference
November	11	Veteran's Day Holiday-No School
November	24-28	Thanksgiving Holiday-No School
December	22-Jan 2	Winter Recess Break-No School
January	16	Teacher Planning Day #2-No School
January	19	Martin Luther King Jr. Day-No School
February	16-20	President's Week-No School
March	31	Staff Development # 3-No School
April	10	Open House
April	6-10	Spring Break-No School
May	25	Memorial Day Holiday-No School
June	11	Last Day of School

# James Monroe Bell Schedule 2014-2015

## Regular School Hours

Revised June 24, 2014

8:10 - 11:40	AM TK & Kindergarten (EARLY BIRDS)
9:30 – 1:45	PM TK & Kindergarten (LATE BIRDS)
8:10 – 2:05	Grades 1-3
8:10 – 3:00	Grades 4-5 Intermediate
2:15 - 3:00	*Grades 1-3 Students Designated for Monroe’s Reading Academy

(\*These students will be selected by teacher and parent will be informed in advance of start and finish date.)

## WEDNESDAYS ARE ALWAYS A MINIMUM DAY SCHEDULE

(You will be notified in advance of additional days that are also minimum days, days other than Wednesdays.)

Minimum Day Schedule:

8:10 – 11:40	TK & Kindergarten Students
8:10 – 1:50	Grades 1-5 Students

## Regular School Schedule Breakdown

### Teacher Duty Begins, school playground open

7:55a.m.	Bell	Students are not allowed on the playground before 7:55a.m.; there is no supervision before that time.
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### START TIMES

8:10 a.m.	Bell	Instruction Begins for all students
9:30 a.m.		TK & Kinder PM’s start at this time

### AM RECESS (15 minutes)

9:30 a.m.	Bell	Grades 1 and 2
9:45 a.m.	Bell	Grades 1 and 2 recess Ends
9:45 a.m.		TK & Kindergarten, Room 12 and Grades 3, 4 & 5
10:00 a.m.	Bell	TK & Kindergarten, Room 12 and Grades 3, 4 & 5 Ends

### LUNCHTIMES (45 minutes)

11:15 a.m. (12:00 ends)	Bell	Grades 1-2
11:40 a.m. (12:25 ends)		Late Bird TK & Kindergarten and Winfield’s class
12:00 p.m.	Bell	Grades 3, 4 & 5
12:45 p.m.	Bell	Grades 3, 4 & 5 Ends

### PM RECESS

2:05 p.m.	Bell	Grades 4 and 5 and Reading Academy Students, grades 1-3
2:15 p.m.	Bell	PM Recess ends

### Reading Academy(10 minutes)

2:15 p.m.	Bell	Grades 1-3 (Teacher selected students.)
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### DISMISSAL TIMES:

11:40 a.m.		Early Bird TK & Kindergarten
1:45 p.m.		Late Bird TK & Kindergarten
2:05 p.m.	Bell	Grades 1-3 Dismissal
3:00 p.m.	Bell	Grades 4 & 5 and Reading Academy Grades 1-3 Dismissal

### 3. Monroe Staff

<b>Teacher</b>	<b>Grade</b>	<b>Room #</b>
Stacey Smitter	TK	20
Diane Marasigan	Kinder	21
Jessica Bender	Kinder	14
Wing Mok	1st	18
Faith Fowler	1st	18
Elaine Yee	1st	16
Jeni Engler	2nd	13
Helen Nakamura	2nd	15
Lori Bonanno	3rd	6
Anna Yeung	3rd	8
Guadalupe Saucedo	4th	9
Danielle Pharr-Matthews	4th	10
Sheila Faraghan	5th	1
Michelle Henry-Ellis	5th	3
Safia Doumani	SDC	23

#### **SDC Teachers**

Larry Winfield	K-1st LH	12
Trena McFarland	2nd-4th LH	5
Robert Sanders	4th-5th LH	7

#### **Specialists:**

Laura Meersman

Jocelyn Michael, Art

Amy Voge, RSP

Hannah Borthwick, Speech

Lyla Belli, Psychologist

Lynette Watkins, Physical Education/Title I Coordinator

Kitty Jowe, Music

## **Administration and Support Staff**

Michael McLaughlin, Superintendent

Jeannette McNeil, Principal

Laura Gomez, Office Manager

Lee Wirt, Office Clerk

Valentin Reyes, Head Custodian

Maria Rita Chavez, Night Custodian

Razia Begum, LH Para Ed

Jaharah Nasher, LH Para Ed

Marian Arnold, LH Para Ed

Marsha Martin, RSP Pare Ed

Rebecca Jauregui, ELD Clerk, ELD Para Ed &  
Parent Facilitator

Alisha Bermejo, SH Para Ed

Sergio Carrasco, SH Para Ed

Barbara Etherton, Cafeteria Manager

#### **4. Positive School Climate**

At Monroe there are a variety of ways we create a positive school climate. We are a Soul Shoppe school which means we have monthly class meetings with a highly trained outside facilitator, where students and staff discuss and learn about issues of respect, diversity, problem solving, being allies, gaining confidence, and being friends. We also have classroom as well as school wide incentives, to encourage effective and appropriate participation in the educational setting (positive reinforcement.) In addition, we have clear discipline policies and procedures to address unsafe, unkind, and disrespectful behavior. These policies and procedures complement and are used in conjunction with the SLUSD Uniform Discipline Policy (please see the current District Student/Parent/Legal Guardian Handbook.)

#### **5. School Attendance**

We ask your fullest cooperation in seeing that your child attend school each day on time. Absence and tardiness can cause your child to miss essential instruction affecting their academic and overall success.

##### Average Daily Attendance and Funding

If your child must be out for a portion of the day due to an appointment, please have them either begin the school day before the appointment, or come to school after the appointment. Public school funding is based on Average Daily Attendance and we lose funding every time a student misses a full day of school.

##### Illness

Do not send your child (ren) to school if they have a fever, are coughing, or have other contagious symptoms. A phone call to the school office to let us know the nature of your child's illness (ex. chickenpox, strep throat, pink eye) will help us to be alert for signs of illness in other children.

##### Independent Study Contracts

If you are planning to take your child out of school for 5 days or longer and no more than 20 days, you may request an Independent Study Contract. Your child's teacher will assign work to be done for the period of time your child will be gone and your child receives attendance credit if all assignments are returned. It is important that you plan ahead with the teacher so a contract can be made ready before your child has to leave.

##### Attendance

Tardy students should report to the office before going to class to receive a tardy slip documenting their arrival at school. In case of an absence, you may email, call, or write a note explaining the reason for the absence. You may email our office clerk, Ms. Wirt at [lwirt@sanleandro.k12.ca.us](mailto:lwirt@sanleandro.k12.ca.us). You may also call the attendance line (510) 618-4341, to clear an absence. If you have not called or emailed regarding an absence, a note **must** be brought to school stating the reason for absence, when your child returns to school. Please refer to the district Parent/Guardian handbook for a list of excused absences. In case of illness please be specific.



## 6. Emergency Cards

Your child will bring home an emergency card during the first week of school. It is extremely important that this card be completed and returned to your child's teacher **the next day**. Please notify your child's teacher and the office of any change in the emergency card information during the school year such as address, home phone number, work phone number, or individuals to contact. In case of an emergency, it is essential that the information on the emergency card is accurate and current at all times. This information will also be used for releasing your child in the event of a disaster such as an earthquake. It is also used to contact the parent or guardian in the event that a student is injured or becomes ill at school.

## 7. Yard Supervision

Yard supervision by adults is provided daily before school from 7:55 - 8:10, for recess periods and during lunch periods. All students are to follow the school rules and to obey the instructions of our yard supervisors. **Students should not play in the park area after school. NO SUPERVISION IS PROVIDED THERE!** Students are not allowed on the school premises before the 7:55 bell rings. No yard supervision is provided before that time. ASES after school program is offered for students grades 1st-5th. ASES is open from 2 pm - 6pm.

## 8. Medications at School

Should your child ever need to take a prescribed medication at school, it is important that you as the parent/guardian do the following before the medication can be taken at school: School law allows designated school personnel to assist students who must take medication, prescription or over-the counter, during school hours. In accordance with the California Education Code 49423 the school must have the following:

1. A written statement from the child's physician that includes.
  - a. the name of the medication
  - b. the dosage to be given
  - c. the time of day
  - d. the duration of the medication order
  - e. the possible side effects

Authorization forms are available in the school office.

2. A written request from the parent or guardian.
3. The supply of medication should be brought to the school by the parent/guardian in a container labeled by the pharmacist. Label must include student's name, doctor's name, name of dosage of medication and expiration date.
4. Any changes in dosage or time of administration must be verified, in writing, by the physician.

Contact the district's school nurse at 667-3551 if you have any questions.

## 9. First Aid

The school nurse will be available for emergencies only and is not scheduled at individual schools. First Aid will be implemented by other school personnel when necessary and appropriate. Children who are ill or injured will be referred to parents for treatment. Because of possible illness or injury of a student, the school must have one or more emergency telephone contact numbers where a parent, guardian, or other responsible person can be contacted immediately.

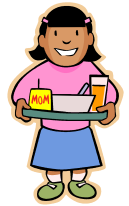


## 10. Dress Code

Our board policy states that student's clothing must be suitable for school activities, and must not present a health or safety concern or distraction to school activities. Students should wear a belt with loose pants so that they do not interfere with their movement, and shoes that will allow them to participate in physical activity (no flip flops or thongs). Students with inappropriate attire will be sent to the office to call home for replacement clothing.

## 11. Cafeteria - Breakfast and Lunch

Breakfast is free to all Monroe students. Our free breakfast program begins at 7:45 through 8:00 each morning. In order to get free or reduced lunch, you must fill out an application (each year) and be approved. Children may bring lunches from home or may elect to purchase a hot lunch. To encourage healthy eating habits, we urge the lunches be nutritious, avoiding junk food and soda. Please do not send large bags of chips or candy to school. Students are not allowed to share food that is brought from home, or purchased in the cafeteria, except on special occasions supervised by the teacher (class parties etc.) The cost of a hot lunch is \$2.25. Prepaid lunches can be used all through the year and can avoid many problems of lost money, and inconvenience. Milk is part of the hot lunch, and is available to all students for \$.50 per half-pint carton. Applications for free or reduced lunch are available in the main office. Allow 2 weeks for processing. Students need to reapply for free and reduced lunch every year.



## 12. Parking/Student Pick-Up and Drop Off

Student safety is our number one priority and your help in this area is appreciated.

**Parents may not use the staff parking lot for dropping off or picking up students (unless they are disabled and have a disabled placard.)** The curb in front of the school is for school bus parking only. There is also a loading zone for your convenience (outside the red zone.) **Please do not double park or block the neighbors' driveways.** A crossing guard is on duty to assist students crossing Monterey Blvd in front of the School. Students crossing the street should always use the cross walk. Walking through the parking lot can be dangerous and is not allowed.



### **13. Emergency Procedures**

Safety is our greatest concern. Elementary schools are required to practice fire drills and disaster drills every month. Each month we practice what to do in emergencies such as a fire, an earthquake, and/or a dangerous situation, on or around our campus. All staff members at Monroe are also trained in their specific responsibilities during disasters. In the event of a disaster and communication lines are down, there will be a parent/student check-in center on the lawn behind the school for you to reunite with your child. Families should also consider emergency supplies, evacuation procedures, and reunification plans in the event of a disaster.

### **14. Music Programs**

Classroom vocal music is taught to all students in 1st-5th grade, 45 minutes each week by a music teacher. Instrumental music will be offered to fifth graders during the school day in 2014-2015. Information will be sent home.



### **15. Physical Education**

The physical education program for grades 1st-5th is under the direction of a physical education specialist. The program emphasizes skill development through participation. Students need to dress appropriately for activity on their physical education days. Any flat rubber soled shoes with closed toes and fasteners are satisfactory. In addition to the two periods each week in this program, the specialist provides support to the classroom teachers who direct additional activities, so that 100 minutes per week is spent in physical education as required.



### **16. Speech Therapy**

A Speech and Language specialist is assigned to Monroe School. Two times a week a speech therapist works with children with IEP's from all grades on an individual or small group basis. In addition to regular screening, all new students are evaluated. Teachers and parents may also refer students to the speech therapist if a concern exists.

### **17. Special Education Services**

Monroe has a full K-5th grade Learning Handicapped Special Education Program. We have 3 special day classes as well as a fulltime resource specialist and an instructional assistant to serve students with IEPs. Many students with IEPs are mainstreamed for all or a portion of their school day into general education classrooms. Our resource specialist and instructional assistant work daily with small groups of students for remediation of specific learning difficulties in academic subjects.

## **18. Differentiation--Gifted and Talented Education and Intervention**

All teachers differentiate instruction to meet a variety of needs in their classrooms. Gifted and Talented students (GATE) are given additional tasks and are expected to go deeper with content, in order to challenge them academically. Students who are below grade level may receive modified assignments and additional small group and individual support from the teacher, designed to fill the gaps in their learning.

## **19. Computer Lab/Technology**

We have a fully functional computer lab with 32 stations connected to the internet. Students visit the lab with their class at least once a week. We also have three mobile carts with class sets of chrome books and a fourth mobile cart with 32 laptops. These mobile carts allow students to access technology in their daily learning in classrooms. Teachers are receiving ongoing training in new software systems to provide them the ability to individualize learning, to meet the needs of each student. This year we will be using Discovery Ed to supplement the curriculum as we implement the new Common Core State Standards. We also have a current and up to date website where you can get valuable information, and see pictures of our school events and everyday learning. Please visit us at [www.slusd.us/monroe](http://www.slusd.us/monroe).



## **20. Volunteering at School**

We encourage parents and guardians to volunteer at our school. You must fill out a volunteer application (there are two levels) before you can volunteer on campus or go on field trips. Please see our office staff for the volunteer application and for any questions you have. This is for the safety of our campus and our students!

## **21. Field Trips**

Field trips are arranged to enrich the academic experiences of our students, beyond the school campus. Transportation for field trips include walking, BART, AC Transit, chartered busses, and parent drivers. To drive on a field trip parents must have auto insurance (\$100,000/ \$300,000 minimum liability) and a certificate of insurance must be on file with the school. A volunteer application must be completed to chaperone a fieldtrip. Please see office staff for more information. Parent permission is always required before students participate in any activity away from the school grounds. Students may be excluded from a field trip if their demonstrated behavior indicates that they may be a danger to themselves or others if they participate. Parents will be notified if their student is going to be excluded from a field trip due to behavior/safety concerns.

## 22. PTO/Dad's Club

We are fortunate to have a very active PTO /Dad's Club. Please join and support these important organizations. Joining these organizations is a great opportunity to get involved at the school and be instrumental in planning the many activities they sponsor during the year. Look for membership information during the first month of school. These groups do critical fundraising and sponsor many community building events throughout the year. They purchased our new marquee, our sound system, fund field trips, and put on the carnival, to name a few of their many important contributions!



## 23. School Site Council, ELAC

The School Site Council (SSC) is comprised of teachers and parents who work together to implement and evaluate the School Plan. This decision-making group meets monthly.

English Language Advisory Committee (ELAC) is another decision-making group comprised of parents and Staff. This group make decisions around our English Learner Programs and generally advises the school. Meetings are held monthly.

## 24. Homework Policy

The Board of Education recognizes the need for homework to develop independent study habits and to reinforce grade level learning standards. Homework is intended to be valuable extension of student learning time. The Following list the time guidelines by grade level:

### Kindergarten-Grade 3:

Homework will be assigned Monday through Thursday and not on Fridays and during breaks as a regular practice. Reading at home is expected in addition to the approximate time guidelines below:

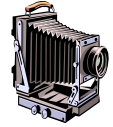
Kindergarten:	10-15 minutes
Grade 1:	15-20 minutes
Grade 2:	20-25 minutes
Grade 3:	25-30 minutes

### Grade 4 - Grade 5:

Homework is assigned Monday through Thursday and on Fridays/breaks as needed, but not to exceed the following approximate daily time guidelines. Reading at home is expected in addition to these guidelines.

Grade 4:	40-45 minutes
Grade 5:	50-55 minutes

If you have any questions regarding homework, please send a note or call your child's



## **25. School Pictures**

**School pictures will be taken this year on Wednesday, September 24**, by Kurt Burton Photography. Such pictures are taken as a courtesy to parents and a service to our school. Although all students will have their pictures taken (these are included in our school records) pictures need not be purchased by parents. Further information will be sent home prior to picture day.

## **26. Classroom Visitations**

It is the policy of the Board of Education and the practice of district staff to encourage parents and other community members to visit school sites and classrooms to observe the work of the schools. The Board of Education and District staff believe there is no better way for the public to learn what the schools are actually doing. All visitors must make arrangements with the school office 24 hours in advance of the desired visitation.

All visitors to school sites must report to the school office when entering and receive authorization to visit elsewhere in the school site. This authorization is required even if the parent/legal guardian and/or community member has been invited to a classroom or assembly program, because the office must be able to account for everyone on campus in an emergency.

To ensure minimum interruption of the instructional program and to maintain student confidentiality, visits to special education programs shall be arranged individually in appropriate programs. Requests to observe programs should be made to the site administrator and/or special services administrator. An appropriate observation will be arranged.

Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and from loitering on grounds. Such persons will be prosecuted to full extent of the law per Education Code section 32211 and Penal Code 653 (g) and 647 (b).

## **27. Telephone Use**

Please do not call to ask that a message be delivered to your child except in an emergency. Please make all necessary plans and arrangements before your student comes to school each day. Students should not use the telephone during the school day or after school unless there is an emergency. Teachers/Staff are to give approval before any calls are made. The school will contact parent/guardian immediately in case of an injury or illness.



## 28. Smoking and use of Tobacco Products

Smoking and the use of all tobacco products is prohibited in all District Buildings. In addition, smoking and the use of all tobacco products is prohibited on all school grounds and in District owned vehicles. This policy will also apply to all District sponsored events, including outdoor activities and sporting events.



## 29. Bicycles, Toys, Electronic Equipment, Cell Phones, and Skateboards

**Bicycles:** Bike racks are furnished for your child's convenience. When riding a bike to school, your child is required, for safety, to dismount the bike upon entering the school yard. Bikes must be placed in the racks and must be locked. Students bringing bicycles to school must also bring a lock. The City of San Leandro requires that all bicycles be registered. Registration is provided free at several Fire Stations. For further information, please contact the Fire Department. Please make sure your student wears a helmet when riding a bike or scooter.



### Toys, Electronic Equipment, and Cell Phones:

Students are not allowed to bring toys, trading cards and electronic equipment such as headphones, radios, games, etc. to school. These items are distracting and easily damaged or stolen. Any items brought will be kept in the office for parents to pick up. All cell phones must be off and out of site during the school day. Cell phones may be kept by the teacher during the school day.

### Skateboards/Skates:

For safety as well as security reason, skateboards are not to brought to school. If a skateboard is brought to school, it will be kept in the office and the family will be contacted. Skates cannot be worn on campus. Students must change into regular shoes at the sidewalk before coming on the school property.



## 30. Student Activities and Awards

We encourage students to get involved in opportunities to develop leadership and responsibility. One such opportunity is Student Council. Also, each week a student from each class will receive a "Student of the Week Award" for academic improvement, academic achievement, or outstanding citizenship. There will also be Perfect Attendance awards, and 5th grade awards at the end of the year. Students who wear their James Monroe T-shirts or sweatshirts on the first Friday of the month (spirit day) will receive a small prize.



### **31. Leaving School Grounds**

If you need to take your child to the dentist or doctor for an appointment please send a note with your child in the morning specifying the time he/she needs to be released. When you come to the school to pick up your child, you must first check in the office where you must officially sign your child out. Your child will then be called out of class by the office staff. Parents are not to go to the classroom to pick up a student as it is disruptive to the class. Students will be released to the parents (or release contact on the emergency card) in the office. A child will only be allowed to leave the school grounds with the parent or guardian or person listed on the Emergency Card.

Thank you for your support! We look forward to a great year full of learning and laughing and enjoying our school days together!

—Ms. McNeil and the Monroe Staff