



# James Monroe Elementary School

3750 Monterey Blvd, San Leandro, CA 94578

Office: (510) 618-4340, Attendance: 618-4341, Food Services: 618-4342

<http://www.gojamesmonroe.org>

Queta Beltran, Principal



## October 5, 2011 Eagle Eye Newsletter:

Wednesday	10/5	Eat Out for Education	SLED
Wednesday	10/12	School Site Council / PASS Mtg.	3:30-4:30pm
	10/12	Chuck E. Cheese Fundraiser	3-9pm
Thursday	10/13	PTO Meeting	6-7pm
Saturday	10/15	Pancake Breakfast in the MPR	8-11am
Wednesday	10/19	Papa Murphy's PTO Monroe Fundraiser	
Thursday	10/20	Great Shake Out Earthquake Drill	
Friday	10/21	ELAC Meeting	8:15-9:15am
Wednesday	10/26	Make Up Picture Day by Kurt Burton Photography	
Friday	10/28	Halloween Parade/Treats	1-2pm
Monday	10/31	Staff Development	NO SCHOOL for Students!

**WEDNESDAYS ARE ALWAYS MINIMUM DAY SCHEDULE**

### MINIMUM DAY SCHEDULE

8:10 - 11:40 All Kindergarten Students

8:10 - 1:50 All Grades 1-5 Students

## Parent Teacher Conferences

### **SPECIAL EARLY DISMISSAL**

October 17-24	(6 days)	8:10-11:40 AM	All Kindergarten Students NO READING ACADEMY
October 17-24	(6 days)	8:10-12:50 PM	1 <sup>st</sup> - 5 <sup>th</sup> grade students NO READING ACADEMY
October 17-25	(7 days)	8:10-12:50 PM	4 <sup>th</sup> and 5 <sup>th</sup> only

## PRINCIPAL'S NOTES

### October's Principal's Message

After a full month of school, there are a few concerns that need to be brought to the attention of parents/guardians. One concern is the dropping off and picking up of students in an unsafe manner in front of our school. The cross-guard and teachers out on duty in front of the school report countless incidents of parents stopping in the middle of the street and letting their students out to run to or from our school. There have been near misses where cars waiting behind the stopped car, try to get around that vehicle stopped, and nearly hit the children leaving or returning to the car.

Another unsafe practice is parents/guardians parking across the street from our school, and calling their child/ren to run across the street to get into their car, causing their child/ren to avoid the safe crosswalk. Again, we have had near misses where a car has to brake suddenly as a student darts from between cars, runs across the street either to their car afterschool or to school in the morning. These are very dangerous practices. We ask parents/guardians to please stop these practices. A solution might be to find a parking spot near our school and have your student walk to meet you there or you can walk to meet them. I have seen some parents doing this in the morning, parking a half a block away, avoiding the traffic jam in front of our school, and walking their student in a safe manner to school or from school.

It has become a concern over parents/guardians picking up their student(s) very late from school. Just this Monday, 10/3, we had two students picked up an hour late and many other similar late pick-ups have happened all of September. While the office may appear open, it closes at 3:30pm. Any parents/guardians leaving their students after that time may run the risk of us having to call SL police department for students not picked up. **WE HAVE NEVER DONE THIS.** We would like to continue that record, so your help and cooperation in picking up your students on time is needed. If you are in doubt as to a day's dismissal time, you can go to our James Monroe or District website and check our early dismissal calendar. We are also attaching another dismissal calendar with this Eagle Eye.

One last caution to parents whose children need medication in the day. By law, we can legally hold your child's medication and with your doctor's permission on our medication form, we can give your children medicine they need. **AT NO TIME** may a child carry their own medicine on their person or backpack. In September we had a few cases where the child had his/her medication in their backpack. This is a dangerous and unsafe practice for your child and for the safety of other children at Monroe. If your child needs medication taken while at school, please call our office for our safe practices information, 510-618-4340.

With all of those cautions to parents/guardians, do know that we appreciate the fact that most of you do follow these safe practices, and we depend on your continued support. Luckily, it is a small group of parent/guardians that need this reminder, but even one child not being safe is a concern to us.

Also attached is another parent letter asking parents/guardians to provide their child with a Zip-Lock bag filled with things they could use in case of a real emergency. This letter has a list of recommended supplies. Student "bags" are kept in a large bin in their classroom. The bin containing emergency supplies and your student's Zip-Lock bag is rolled out during every emergency drill. We hope their personal Zip-Lock bag will be comforting to your child in case of a real emergency. Again, your cooperation in providing your child with this is most

appreciated. If you have any difficulties providing your student with a bag full of supplies for an emergency, please call me at 510-618-4343.

Sincerely,  
Mrs. Beltran, Principal

### **Cell Phones/Electronics**

Cell phones and MP3 players have become a big problem at school. Monroe students, especially the 5<sup>th</sup> graders, have been warned that MP3 players and electronic games are not allowed at school. Cell phones are permitted only if they remain off and in the child's backpack during the entire day. Confiscated cell phones, MP3 players, and electronic games will be locked in the office and will not be returned without a signed note from a parent/guardian or the parent/guardian can come to school to pick up the item.

### **Emergency Yellow Forms**

Please complete, sign and return to teacher or office. Always remember to notify the office of any phone # or address changes.

### **District Parent Handbooks:**

**Please read, sign, and return pages to your child's Teacher.** These are the pages to be signed:

English Version: pages 52-57

Spanish Version: pages 56-61

### **Lunch Application**

We have sent home the Household Applications for Free and Reduced Price Meals. Please complete form and return to your student's teacher or Office. Even if your student prefers lunch from home, your family may qualify for this breakfast/lunch service. Having a lunch card for an emergency is always a good idea.

**Accident & Health Insurance Program** booklets have been sent home; check your student backpacks with more information.

### **Medication at School**

If your child needs to take medication during school hours, the following procedures must be followed. This includes both PRESCRIPTION and OVER-THE COUNTER medications. Over-the counter medications can include cough drops, cough syrup, Tylenol, pain medicine, etc. For the safety of your child and all children, medication is kept in the office and administered by a staff member.

1. A written statement from the child's physician or completion of our Medication Authorization Form, that includes: a) Name of medication b) The dosage to be given c) the time of day medication is given. Authorization forms are available in the office. The form must be signed by both the physician and parent/guardian.
2. The medication must be brought to school by an adult. The medication must be in the original container and labeled by pharmacist. The label must include the student's name, doctor's name and name and dosage of the medication.
3. Any changes in dosage or time of administration must be verified in writing, by the physician.

### **Reporting Absences**

If your child is absent, you should call the attendance line. The number is (510)-618-4341 or send a note with your child when he/she returns to school. After three days of absences, you are required to provide a doctor's note to the office.

### **Tardy**

When coming to school late (tardy), your child must sign in at the office for a tardy slip before going to class. If a parent/guardian picks up their child early from school for an appointment, we need a doctor's note to verify the appointment, or your student will be marked tardy.

### **Kurt Burton Photography**

If you need to order school pictures from Kurt Burton Photography go to <http://www.kurtburton.net>, **click** on **School Picture Day**, **choice Voucher** and **enter** code **#505892** and submit. This last screen will let you pre order Pictures. Make up picture day will be October 26, 2011

### **Volunteer packets available in the Office**

Please consider volunteering at Monroe. We can always use volunteers at lunchtime 11:15am-12:45pm. You can pick the day and times you want to volunteer. We have volunteer packets available in the office ready for you. Thanks!

### **SLED Buck – A – Month Club**

What can a dollar a month really do for our schools? Improve education for children in the San Leandro Unified Schools. Go to their website to learn all about what this Club is doing to help support and collect funds for our schools. The website is: [www.sledfund.org](http://www.sledfund.org)

### **With your help, PTO can help raise money for Monroe students!**

Sign up for Escrip (Macy's, Safeway & Pak'n Save) and Shares (Lucky's & Save Mart) and Target (Red Card) forms are available in front of the office. Continue to bring Box Tops for Education, Campbell's Soup labels and Ink Cartridges. For more information visit <http://www.gojamesmonroe.org> Please forward to your coworkers, family and friends and have them enjoy the saving, too! *For more hot news and information as it comes, please check out our school website <http://www.gojamesmonroe.org>*

### **Fall Fundraiser Yankee Candles orders are due as of September 28, 2011**

### **Pancake Breakfast**

5<sup>th</sup> grade Fundraiser Saturday, October 15, 2011 at 8-11am in the MPR Detailed information will be coming your way soon.

### **Papa Murphy's Fundraising**

**Every 3<sup>rd</sup> Wednesday of every month** Papa Murphy's Take "N" Bake Pizza will donate 20% of sales on all Monroe priced pizza sales. Located: (Greenhouse Marketplace) 699 Lewelling Blvd., #296 (Next to Wells Fargo ATM; Across from 99 Cents Store) in San Leandro.

### **CHUCK E. CHEESE'S**

**Chuck E. Cheese's** donates 15% of sales back to your child's school from all sales generated by this event. Friends & family members are encouraged to help support this event. Sales include all food, merchandise and token deals purchased at the register. Just notify the cashier that you are participating in James Monroe's Fundraising Night. Your child will get a sticker at school on Oct. 12<sup>th</sup>. Receive an extra 10 FREE TOKENS by redeeming

this sticker at the event.

**Every 2<sup>nd</sup> Wednesday of every month, from 3-9 p.m.** Location: 24039 Hesperian Blvd., Hayward, CA 94545

**Annual Holiday Craft Fair**

Saturday, November 5, 2011 more information will be in the next Eagle Eye, but save that date to come visit our Annual Holiday Craft Fair.

**Holiday Basket Raffle coming again this year November/December**