



**James Monroe Elementary School
Student & Family Handbook
2025-2026**

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Mission and Vision

Mission

Students, parents, staff and the community will provide a caring learning environment that addresses the needs of our diverse population and provides a thinking, meaning-centered, outcome-based education for ALL.

Vision

Persevere and Grit, Critical & Independent Thinkers, Problem Solvers (Curious), Invested in Community & Education, Communicate (Oral & Written), Collaborate, Compassionate, Experience/Knowledge of Technology as a Tool, Worldwide Lens, Aspire to Greatness, Desire for Higher Learning, Passion

GENERAL INFORMATION

Main Office Hours: Monday-Friday 7:30 AM - 4:00 PM

Katheryne Stoural, Principal	(707) 890-3910 x78105	kstoural@srcs.k12.ca.us
Eva Calderon, Office Manager	(707) 890-3910 x76101	ecalderon@srcs.k12.ca.us
Margarita Carrillo, Office Tech	(707) 890-3910 x76102	mcarrillo@srcs.k12.ca.us
Patricia Cruz, Family Engagement	(707) 890-3910 x78151	pcruzcarrasco@srcs.k12.ca.us

[James Monroe School Website](#)

[SRCS Instructional Calendar 2025-2026](#)

[SRCS District Website](#)

[SRCS Information Handbooks 2025-2026](#)

Bell Schedule

Monday, Tuesday, Thursday, Friday

Transitional Kindergarten/Kindergarten: 8:00am - 1:20pm

Grades 1st - 6th: 8:00am - 2:20pm

Wednesday

Transitional Kindergarten/Kindergarten: 8:00am - 1:15pm

Grades 1st - 6th: 8:00am - 1:15pm

Modified Days

Students are released at 11:40am, Boys & Girls Club will start at 11:40am for enrolled students.

Back to School Night	Sept 5, 2025	Friday After Open House	May 22, 2026
Parent Teacher Conference Week	Oct 6 - 10, 2025	Last Day of School	June 4, 2026

School Buses

School Buses are scheduled to arrive at Monroe between 7:35am-7:55am.

Please keep the bus lane clear.

Car Drop Off & Pick Up Procedures

Students may arrive at school between 7:45 and 8:00am.

We have staff supervision in the morning starting at 7:45am. Please plan to drop your students off at that time.

Class starts promptly at 8:00am. Please plan to arrive early enough to ensure your students are on time.

All vehicles must enter the Monroe campus from the light on Marlow Road.

Cars are not permitted to enter at the driveway on the south end of campus as this is a one-way exit only.

Parents and guardians are asked to remain in their vehicles at all times.

Pull up along the curb, as far up as possible, and wait for the staff member present to direct the students to exit or enter the vehicle. **Students must exit and enter the vehicle from the side along the curb.**

Students will not be loaded into or out of vehicles from the second lane.

Please ensure you are stopped safely along the curb.

Walking Drop Off & Pick Up Procedures

Students may arrive at school between 7:45 and 8:00am.

You may walk your students to their class lines on the blacktop or use the student drop off at the front of the school.

If you chose to walk your student to their class line, please plan to park off site and walk onto campus as we have a limited number of visitor parking spots available in the front of the school. Please do not park in the staff parking lot.

If you are walking to pick up your student please plan to meet them at the front of the school.

Kinder Care - Kindergarten Parents Only

Kindergarten Parents - If your Kindergartner has an older sibling at Monroe and you are in need of our extended Kinder Care, then please contact our main office at 707-890-3910.

Boys & Girls Club - After School Program

Boys and Girls Club offers free after school activities and tutoring for students enrolled in the program. Boys & Girls Club is open to all students from TK to 6th grade. *Availability depends on the current enrollment and staffing levels.* [Common After-School Application](#) (Child Care & BGC).

Visitors

All school visitors must check in through the office BEFORE visiting a classroom.

All visitors are to then sign out in the main office at the end of their visit.

Student Sign In and Sign Out

Students must attend school every day and stay the entire time.

If you need to pick up your child early, always sign out in the office. Anyone picking up your child must be on the Emergency Release List. To ensure the safety of your child, we will not release any child for pick up without identification and verification.

ATTENDANCE

Student attendance is a key factor in a child's overall school success. If you need help with setting up a daily schedule, accessing healthcare resources, or anything else related to making sure your child attends school, please reach out to us. Please visit the [SRCS Information Handbooks](#) for additional information.

Absences If your student is absent from school, please contact our main office at 707-890-3910.

Tardies Any student arriving at school after the 8:00 AM bell is considered tardy.

COMMUNICATION

Parent Square

All communication from our school district, Santa Rosa City Schools, and our school will be posted and sent through PARENT SQUARE. Please make sure that you have downloaded the application on your phone or tablet. You can also access Parent Square on the internet from a desktop computer, laptop, or Chromebook.

Griffin Gazette - Parent Edition

The Principal will regularly send a message to Monroe families through Parent Square. This message includes the week's events, celebrations, and important reminders for families.

School Website

Our [James Monroe School Website](#) has many different resources, information, and updates. The website has the capability of being translated into your home language. Look for the word "TRANSLATE" near the top of the page and choose your home language.

Contact Information

Monroe Staff can be reached through voicemail and email. To find staff contact details, visit the [James Monroe School Website](#) or message the staff member on PARENT SQUARE.

School Meals - Breakfast and Lunch

Breakfast and lunch are free for all students this year. Breakfast will be served to all interested students during the student breakfast (TK-3) or recess (4-6). Lunch will be served to all interested students during their lunch time. Students may enjoy a school lunch or bring a sack lunch from home.

We do not allow candy, oversized/family sized chip bags, soda/sugary beverages, caffeinated drinks/energy drinks, or other similar items. Students are also not allowed to share food and we cannot accept outside food drop offs. Link to the [School Lunch Menu](#). You may have to select James Monroe from the drop down menu at the top of the page.

Birthdays and Celebrations

If you wish to commemorate your child's birthday at school or contribute to a classroom celebration, please coordinate with your child's teacher. All food items brought to a class event must be store made, in sealed containers, and clearly list all ingredients.

TECHNOLOGY

Cell Phones, Smart Watches, Earbuds, and Other Electronic Devices

Cell phones, smart watches, earbuds, and other electronic devices must **stay in backpacks at all times and be powered OFF.**

If families need to communicate with students during the school day, they can do so through our Main Office. Cell phones, smart watches, earbuds, or other electronic devices that are used during school hours and without permission may be confiscated and returned to the student after school OR may require a parent to pick-up.

FAMILY INVOLVEMENT

English Language Learner Committee (ELAC)

ELAC meets to discuss ways in which Monroe can support our English Learners as a school community. Parents on this committee are also able to share insight and make recommendations related to English Learners and how they excel on our campus.

School Site Council (SSC)

Monroe School Site Council consists of teachers, staff members, and parents who are elected by their peers. They develop, make recommendations, review, and evaluate the annual School Plan for Student Achievement (SPSA). The goal of the SSC is to give voice to all stakeholders in the school community.

Parent Faculty Organization

Monroe's PFO is made up of parents and staff members. This group is dedicated to supporting the school, our students, and our community. PFP organizes and participates in many fun events and activities throughout the year.

Volunteering

If you are interested in volunteering in your student's classroom or participating in a field trip, please complete the district volunteer process. This information is available on the SRCS Website - [Volunteers](#).

Be Respectful, Be Responsible, Be Safe, Be Kind

We have high expectations for students at Monroe both academically and behaviorally. All of our expectations for students are taught under our school-wide rules. We encourage you to use these same expectations at home.

Bicycles, Scooters, Rollerblades, etc

Bicycles shall be securely parked and locked at the designated bike rack.

For the safety and compliance with the law, **students are required to wear a helmet at all times when riding a bike, scooter, or rollerblades.**

Toys, Other Playthings, Personal Items

Toys or other playthings (e.g. Pokemon cards, tech-decks, toy cars, etc.) may only be brought to the classroom with the explicit permission of the teacher. They must not be taken outside the classroom before school, during recess, or lunch. Personal equipment such as footballs, basketballs, bats, etc., are not allowed to be brought from home for use during recess.

Student Dress Code

A student's clothing and property must not present a health or safety hazard, or present a distraction that would interfere with the educational process.

1. Shoes should cover the feet, have backs, and be suitable for Physical Education and play
2. Skirts and shorts should fall at or past fingertips in length
3. All Shirts must be long enough to cover midriff and have at least 2 inch straps or sleeves
4. All wording and pictures must be appropriate for the school setting
 - a. No clothing with drugs, alcohol, or tobacco products, logos, and/or messages
 - b. No logos, pictures, or symbols associated with sex, violence, or profanity
5. Hats or hoods are not allowed inside buildings except at *teacher discretion*
6. No clothing that could be considered to have gang affiliation is permitted
7. The following dress code requirements apply to all students and are subject to change.

SCHOOL DISCIPLINE & STUDENT CONDUCT GUIDELINES

James Monroe Elementary School follows all policies as set forth in the [SRCS Information Handbooks 2025-2026](#), refer to the SRCS Handbooks for additional information regarding Student Conduct and Discipline.

Restorative Practices

At SRCS and James Monroe, we understand that students sometimes make mistakes. Our goal is to help them recognize the impact of their choices on others, take responsibility, and learn how to move forward in a positive way.

Through a restorative approach, students may experience different types of consequences:

- **Natural Consequences** – Results that happen on their own as a direct outcome of a student’s actions.
- **Logical Consequences** – Outcomes that are directly connected to the behavior and designed to build accountability.
- **Restorative Consequences** – Opportunities to repair harm or rebuild relationships that were affected.

This approach emphasizes learning, responsibility, and positive growth rather than punishment alone.

Important Information from SRCS Handbook:

Prohibited student conduct that is related to school attendance or school activities includes, but is not limited to:

1. Conduct that endangers students, staff or others.
2. Conduct that disrupts the orderly classroom or school environment.
3. Harassment of students or staff, including bullying, intimidation, “cyberbullying,” hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
4. Damage to or theft of property belonging to students, staff or the district.
5. Use of profane, vulgar, or abusive language.
6. Plagiarism or dishonesty in school work or on tests.
7. Inappropriate attire as defined by published school site dress codes.
8. Tardiness or unexcused absence from school.
9. Failure to remain on school premises in accordance with school rules.

Duties of Parents (BP 1313)

Parents and guardians are essential partners in creating a safe, respectful, and positive school environment. In line with Board Policy 1313 – Civility, parents are expected to model respectful behavior in all interactions with school staff, students, and other families. This includes using courteous language, avoiding disruptive or aggressive conduct, and working collaboratively to resolve concerns. We ask that parents approach school communications with patience and understanding, just as we strive to support families with professionalism and care. By working together in a spirit of mutual respect, we help foster a school climate where all students can thrive.

RULES AND PROCEDURES ON SCHOOL DISCIPLINE (EC §35291):

Rules pertaining to student discipline, including those that govern suspension or expulsion, are set forth in Education Code Sections 48900 and following, and are available upon request from the school.

DUTY CONCERNING CONDUCT OF PUPILS (EC §44807):

Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground or school grounds.

DUTIES OF PUPILS (5 CCR §300):

Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teacher and others in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language.

DRESS CODE/GANG APPAREL (EC §35183): The district is authorized to adopt a reasonable dress code.

ATTENDANCE OF SUSPENDED PUPIL'S PARENT (EC §48900.1; LC §230.7): If a teacher suspends a student, the teacher may require the child's parent to attend a portion of the school day in his or her child's class. Employers may not discriminate against parents who are required to comply with this requirement.