A Message from our DBPC President
Kim Deem

Happy New Year’s and welcome back, everyone! I hope you all had a nice relaxing holiday break. It sure has been chilly in the mornings.

Be sure to mark your calendars for some exciting events we have coming up this month.

Please join us for our Restaurant Night on Tuesday, January 8th at BJ’s Restaurant.

We have a DBPC family bowling night scheduled for Friday, January 18th. Check your Monday envelope for details.

Also we look forward to seeing you at our DBPC meeting on Thursday, January 17th at 7:00 pm.

Welcome back and let's make it a great 2013!

Kim Deem
DBPC President
dbpcpresident@gmail.com

Volunteer of the Month

Michele Johansen

A big applause to Michele Johansen for coordinating our festive and merry Annual Gail Adams Winter Social. Michele also runs hospitality which includes teacher monthly luncheons and the morning coffee socials! ✨

Thank you Michele!
-DBPC

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<th>Officers</th>
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<tr>
<td>Kim Deem</td>
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<td>President</td>
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<td>Jenifer White</td>
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<td>Jennifer Greenwood</td>
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<td>Suzanne Chaix</td>
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<td>Ways &amp; Means</td>
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<td>Alma Beltran (co-chair)</td>
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A Message from our Principal

Mrs. Susan Peters

Welcome back to school! I hope that the holidays were a chance to rest and relax and enjoy your family. The New Year is often a time for making resolutions and establishing new goals. In this issue of our newsletter I have included a description of the goals that are embodied in the Common Core Standards which have been adopted across the country. The Common Core Standards are more than a list of skills to be mastered at each grade. They also describe the characteristics that we wish to build in all of our learners and suggest learning strategies so that all children will leave high school “college and career reading in reading, writing, speaking, listening, language and mathematics”. Our teachers are learning about the standards this year and are beginning to implement some of the changes at each grade level. I have included a one page description in this newsletter of some of the major skills that our students will need to demonstrate that they are prepared for college and the world of work. These include:

- They demonstrate independence.
- They build strong content knowledge.
- They respond to the varying demands of audience, task, purpose and discipline.
- They comprehend as well as critique.
- They value evidence.
- They use technology and digital media strategically and capably.
- They come to understand other perspectives and cultures.
- They have mathematical reasoning skills and are able to explain their solutions to a problem.
- They are able to articulate multiple ways to solve a problem.

As the standards have changed, so will the methods for assessing students. In 2014, the state assessments usually administered in May will change to the Smarter Balanced Assessments. It is planned for these assessments to be completed online.

On January 28, our teachers will be participating in all district staff development days—there will be no school for students. Part of this day will be used to focus on the Common Core Standards and how these changes will be implemented within the classrooms.

We will also spend time at Monte Gardens planning for instruction using the Singapore Math strategies and the Being a Writer Program. Please know that this time will be used well to strengthen and enhance our teaching practices.

On January 16, 2013 from 1:00 - 1:55 PM we will hold our School Site Council meeting. Deb Cooksey, legal counsel will be on hand to discuss Assembly Bill 1575 - the new law which takes effect on January 1, 2013 defines how schools must manage student fees for activities. We will also begin the process of reviewing our School Safety and Emergency Preparedness Plans. Our updated School Safety Plans are due in March, so this will be completed over the next several weeks.

May 2013 bring you great joy and may all of your wishes for the New Year be fulfilled!

Mrs. Susan Peters
peterss@mdusd.org
Students Who are College and Career Ready in Reading, Writing, Speaking, Listening, and Language

The descriptions that follow are not standards themselves but instead offer a portrait of students who meet the standards set out in this document. As students advance through the grades and master the standards in reading, writing, speaking, listening, and language, they are able to exhibit with increasing fullness and regularity these capacities of the literate individual.

They demonstrate independence

Students can, without significant scaffolding, comprehend and evaluate complex texts across a range of types and disciplines, and they can construct effective arguments and convey intricate or multifaceted information. Likewise, students are able independently to discern a speaker’s key points, request clarification, and ask relevant questions. They build on others’ ideas, articulate their own ideas, and confirm they have been understood. Without prompting, they demonstrate command of standard English and acquire and use a wide-ranging vocabulary. More broadly, they become self-directed learners, effectively seeking out and using resources to assist them, including teachers, peers, and print and digital reference materials.

They build strong content knowledge

Students establish a base of knowledge across a wide range of subject matter by engaging with works of quality and substance. They become proficient in new areas through research and study. They read purposefully and listen attentively to gain both general knowledge and discipline-specific expertise. They refine and share their knowledge through writing and speaking.

They respond to the varying demands of audience, task, purpose, and discipline

Students adapt their communication in relation to audience, task, purpose, and discipline. They set and adjust purpose for reading, writing, speaking, listening, and language use as warranted by the task. They appreciate nuances, such as how the composition of an audience should affect tone when speaking and how the connotations of words affect meaning. They also know that different disciplines call for different types of evidence (e.g., documentary evidence in history, experimental evidence in science).

They comprehend as well as critique

Students are engaged and open-minded—but discerning—readers and listeners. They work diligently to understand precisely what an author or speaker is saying, but they also question an author’s or speaker’s assumptions and premises and assess the veracity of claims and the soundness of reasoning.

They value evidence

Students cite specific evidence when offering an oral or written interpretation of a text. They use relevant evidence when supporting their own points in writing and speaking, making their reasoning clear to the reader or listener, and they constructively evaluate others’ use of evidence.

They use technology and digital media strategically and capably

Students employ technology thoughtfully to enhance their reading, writing, speaking, listening, and language use. They tailor their searches online to acquire useful information efficiently, and they integrate what they learn using technology with what they learn offline. They are familiar with the strengths and limitations of various technological tools and mediums and can select and use those best suited to their communication goals.

They come to understand other perspectives and cultures

Students appreciate that the twenty-first-century classroom and workplace are settings in which people from often widely divergent cultures and who represent diverse experiences and perspectives must learn and work together. Students actively seek to understand other perspectives and cultures through reading and listening, and they are able to communicate effectively with people of varied backgrounds. They evaluate other points of view critically and constructively. Through reading great classic and contemporary works of literature representative of a variety of periods, cultures, and worldviews, students can vicariously inhabit worlds and have experiences much different than their own.
CUATRO DE MAYO

SAVE THE DATE: MAY 4, 2013!!!

AUCTION NIGHT

ISO HARDWORKING INDIVIDUAL TO CO-CHAIR AUCTION: We currently have an auction scheduled for Saturday, May 4, 2013. The theme is Cuatro de Mayo and the venue will be Concord Senior Center on Parkside Drive. We have the Schulz Family lined up to cater and over 300 donation letters have already gone out. The thing about an auction is that it takes a lot of time and effort to make it happen. I am confident we can find worker bees to help with each aspect of the auction, but what we desperately need now is an AUCTION CO-CHAIR - someone to help oversee and manage all aspects of the auction. If we cannot find such a person quickly, we may need to cancel the auction and instead replace that fundraising effort with a See's Candies fundraiser as well as 1 or 2 other selling fundraisers to finish out the school year. We also talked about coordinating a Fun Run in the spring and would need a FUN RUN CHAIR OR CO-CHAIRS as well in order to make that event happen.

Please, please, please let me know ASAP if you are interested in either position. I would be happy to help explain all that is involved and see if it would be a good fit for you. 😊

Suzanne Chaix
(925) 437-6738
dbpcwaysmeans@gmail.com
Monte Gardens Family Pictures Project
Celebrating our Diversity
(participation is optional)

Share your holiday spirit!
Trimming the tree~~~
Lighting the menorah~~~
Eating good food~~~
Playing with friends~~~
Laughing and singing~~~
Having a good time!

Everybody! Bring a photo!

However you spend your time!
Share what had you smiling with your Monte Gardens Family!

Bring us a photo when you return to school after our winter break!

Photos should be 4x6. No larger that 5x7.
Please write names and room numbers on the back.
We can not guarantee photos will be returned. Please do not send your only copy!

One display board for each grade level!

We'll post them in the lunchroom!
RESTAURANT NIGHTS

Our restaurant nights this year have been extremely successful. Our most recent one from Sweet Tomatoes in December netted $186!! WTG Team MG!

JANUARY RESTAURANT NIGHT: On Tuesday, January 8th, we will be having a fundraising night at BJ’s Restaurant & Brewhouse located in the Sun Valley Mall. Hours are from 4 to 9 p.m. and both dine-in and take-out orders are eligible. Monte Gardens will receive 15% of all food sales as a result.

FEBRUARY RESTAURANT NIGHT: Mark Your Calendars! WEDNESDAY, February 6th, we will be having a fundraising night at Panda Express on Clayton Road in Concord.

DOLLAR FUNDRAISER

Thanks so much to everyone who participated in the Dollar Fundraiser in November and December. The totals are still being tallied and our final numbers will be announced in February’s newsletter.

This year we are ramping up our Box Tops 4 Education program! Collection boxes will be placed in each classroom and collected each month. Two prizes will be awarded each month - one prize for most Box Tops collected that month and then one person’s name will be drawn at random for the 2nd prize.

You can’t win if you don’t participate! So check your pantry, clip those Box Tops and send them in!

Monte Gardens Enrichment Program

Monte Gardens Enrichment Program is continuing to enroll students for the fall/winter. If you are looking for daycare during the many upcoming holidays, please stop by and register. We are open the three days prior to Thanksgiving! We are planning many fun activities for our children throughout the holiday season. Contact us at 925-356-2343 or montegardensep@sbcglobal.net.

Come get your Roll On with Monte Gardens at Clayton Valley Bowl!!

FRIDAY JANUARY 18, 2013
6:15 pm-8:15 pm
Clayton Valley Bowl

Get ready for a fun-filled night of Bowling and family fun with your fellow Monte Gardens Families and friends!

Pizza and drinks available for purchase, free cookies provided! Cost is $8/adult and $6/kid for 2 games and rentals. Special arrangements can be made for large or needy families.

Questions? Call/ Email Amber Grove at 925-429-1055 or amber_grove@hotmail.com
This event is brought to you by the Diablo Basics Parent Club

Gift Card Fundraiser Up and Charging

We still need more families to participate! We really need parents to use this program for all your upcoming holiday shopping! If you make any large purchases, check first to see if a GC is available. If we make better use of this program, door to door fundraisers can be a thing of the past. Please visit www.shopwithscrip.com with school code 3939257633795 and get started today!!

eScrip – It’s free! No cost to you!

Link your Safeway Club Card to eScrip, shop, and forget it. Sign up at www.escrip.com. Our ID # is 140619232 for Diablo Basics Parent Club. Any questions, please contact Jennifer (mrswallig@aol.com)

To be added to our weekly e-mail blast and to receive the monthly newsletter, please email add request to dbpccommunication@gmail.com
Thank You for a Successful Winter Social

The Annual Gail Adam’s Winter Social was a great success thanks to the astounding efforts of Michele Johansen and all the volunteers who came together to continue our community tradition of the yearly Pancake Breakfast. Beautifully decorated with handmade paper poinsettias from our second grade elves, cloth tablecloths and winter themed decor throughout, the multi-purpose room was decked out to make a magical morning.

Gena Blind lead the choirs of the second grade performers as they sang the songs of the season while families enjoyed the pancakes prepared by our flippers-extraordinaire Jason Schultz, Scott Jones and Dave Demos. Thanks to our servers and all our helpers of the morning, all left with full tummies and warm spirits. Also thanks to Santa for popping into say hello in between his busy schedule, he along with CSK Photography, helped to make some fabulous holiday memories.

And thanks to quick thinking of Michele, the spirit of the holiday was shared with the local homeless shelter as she brought the leftovers to our less fortunate community members.
Mt. Diablo Unified School District
Student Services Department
INTRADISTRICT TRANSFER PROCEDURES
2013-2014

Intradistrict Transfer applications will be available beginning October 1, 2012 at the James W. Dent Education Center, 1936 Carlotta Drive, Concord, CA 94519 in the Student Services Department, Wing D, at school sites, or on-line.

Completed applications for grades 1-12 must be submitted between October 1, 2012 and January 15, 2013 for the following school year. Applications received after the January 15, 2013 are considered LATE.

Types of Transfers

- **School Choice Intradistrict Transfer** – School Choice provides parents with an opportunity to apply to another MDUSD school other than their residence school.

- **No Child Left Behind (NCLB) Intradistrict Transfers** – NCLB provides parents whose student’s residence school is identified as Program Improvement (PI) to apply for attendance at a non-Program Improvement School. Program Improvement (PI) is a formal designation for a Title 1 funded school that does not make Adequate Yearly Progress (AYP) for two consecutive years.

  **NCLB Applications** are accepted from students whose residence school for 2013-14 would be the designated Elementary PI Schools:
  Bel Air, Cambridge, Fair Oaks, Meadow Homes, Rio Vista, Shore Acres and Ygnacio Valley

  **Elementary students applying under NCLB may request a first and second choice from the following:**
  - Concord Schools - Ayers, El Monte, Mountain View, Silverwood, Westwood, Woodside
  - Martinez School - Hidden Valley
  - Pleasant Hill School - Gregory Gardens

  **Designated Middle PI Schools:**
  Oak Grove Middle School and Riverview Middle School

  **Middle school students applying under NCLB may request a first and second choice from the following:**
  - Pine Hollow Middle, Pleasant Hill Middle and Valley View Middle

  If the first and second choices are at enrollment capacity, the District will make a selection from the designated schools. *Once an offer of a school is made, there is no appeal.*

- **Open Enrollment SBX5 4 Intradistrict Transfers** - Open enrollment SBX5 4 provides parents whose student’s residence school has been identified as A Persistently Low Achieving school to apply to a school anywhere within or outside of the district. The receiving school must have and API (Academic Performance Index) score that is higher than that of the residence school.

  Applications are accepted from Elementary students whose residence school would be:
  Bel Air, Meadow Homes, Rio Vista and Shore Acres.
  Students whose residence Middle School would be Oak Grove and Riverview may also apply.
PROCEDURES

A student may only apply for one transfer during a school year. If a student has applied for a School Choice Intradistrict Transfer, then a subsequent NCLB/SBX.4 Transfer will not be accepted.

Submitting Application
Intradistrict Transfer applications are to be completed, signed by parent and submitted to resident school, by mail or in person to the Student Services Office, James W. Dent Education Center, 1936 Carlotta Drive, Concord, 94519.

Lottery
When more requests are received than there is space available to attend a specific school, the Student Services Office will conduct a public lottery to fill any vacancies that may exist. The lottery will be held by February 15, 2013, for grades 1-12 and March 15 for Kindergarten. A lottery will NOT be held for Late transfer requests.

Notification
Parents will be notified in writing by April 30, 2013 for 6th-12th grades; and June 30, 2013 for K-5th grades of approval or denial of transfer request. Parents who submitted a LATE transfer request will be notified by August 16, 2013.

Appeal Process
If parents are denied a transfer due to space availability, they may appeal this decision by submitting a letter, in writing, to the Assistant Superintendent, Pupil Services/Special Education by the date indicated in the denial letter. Appeals will be accepted only for students denied a transfer. No appeals will be accepted for those students who were offered a school. Notification of the results of an appeal will be made in a timely manner.

Incoming Kindergarteners: Intradistrict Transfer applications for incoming Kindergarteners may be requested on or after the student is registered at his/her school of residence on Kindergarten registration day, February 5, 2013. These applications must be submitted no later than February 28, 2013. If a Lottery is necessary for Kindergarten applicants, the lottery will be held by March 15, 2013.

Enrolling in the approved school
Parents must enroll the student at the approved school within two weeks or as indicated in the notification letter. Once enrolled, the transfer is in effect through the 5th grade for elementary, 8th grade for middle school and through 12th grade for the high school. *PLEASE NOTE: Students on Intradistrict Transfers can be displaced prior to September 15 of each school year by students who reside in the school’s attendance area. (BP & AR 5116.1)

Students in 5th grade and 8th grade who wish to apply for an Intradistrict Transfer to a middle or high school other than their school of residence must apply for a new Intradistrict Transfer for the next grade level.

Special Procedures
Monte Gardens and Sequoia Elementary Schools and Cornerstone Family School have a separate admissions process. Please contact those schools directly for enrollment information.
2013-2014 TRANSITIONAL AND KINDERGARTEN PRE-REGISTRATION

Pre-registration of children eligible for kindergarten in August 2013 will be conducted in all Mt. Diablo Unified School District elementary schools on a first-come basis starting Tuesday, February 5, 2013. The hours of registration will be 9:00 – 11:00 am and 1:00 – 3:00 pm.

- Pre-registration of children to attend kindergarten at Monte Gardens Elementary will be on January 25. Only children from the waiting list who have received written confirmation will be registering on that day. The hours will be 9:00 – 10:30 am and 1:00 – 2:30 pm.
- Sequoia Elementary will be holding their kindergarten registration on January 29 from 8:00 – 11:00 am and 12:00 – 2:00 pm in the school library. Students will be called from the waiting list and given specific instructions as to what will be needed.
- Kindergarten registration for the Cornerstone Family School program will be on February 5 at Ygnacio Valley Elementary from 9:00 – 11:00 am and 1:00 – 3:00 pm. Only children from the waiting list who have received phone confirmation may register on that day.

Children who will reach the age of five (5) years on or before October 1, 2013, are eligible for kindergarten in August. Children who will reach the age of five (5) years between October 2 and December 2, 2013, are eligible for transitional kindergarten in August. Parents should bring the following documents with them: an original birth certificate or some other official documentary proof of the child’s birthdate; three original documents to verify where the child resides (one must be a photo ID); and a written immunization record from a health care provider indicating that all immunization requirements listed below have been met. Check the District website at www.mdusd.org or call your child’s school to verify documents needed as proof of residency. Please bring any completed school entry physical examination and dental examination.

California State Immunization Requirements for Kindergarten Admission

**POLIO**
- Four (4) doses are required. Three (3) doses are acceptable if at least one (1) dose was given on or after the fourth birthday.

**DIPHTHERIA - TETANUS - PERTUSSIS**
- Five (5) doses are required. Four (4) doses are acceptable if at least one (1) dose was given on or after the fourth birthday.

**MMR (Measles, Mumps and Rubella)**
- Two (2) doses are required; the first dose must have been given on or after the first birthday.

**HEPATITIS B**
- Three (3) doses are required.

**VARICELLA (Chickenpox)**
- One (1) dose is required. Two (2) doses are recommended. Physician documented varicella (chickenpox) disease history or immunity will also meet the requirement.

California State Physical Examination and Dental Examination Requirements
(Form are available at your school)

<table>
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<tr>
<th>PHYSICAL EXAMINATION</th>
<th>All kindergartners need to have a school entry physical examination.</th>
<th>Must be completed after March 1, 2013.</th>
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<tbody>
<tr>
<td>DENTAL EXAMINATION</td>
<td>New requirement as of January 1, 2007. Must be performed by a licensed dentist or other licensed or registered dental health professional.</td>
<td>Must be completed by May 31, 2014.</td>
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Parents are urged to register their children at this time in order to assist school personnel in making plans for the coming year. If it is not known which school the child should attend, parents may access the district’s website at www.mdusd.org or call the District Office at 682-8000, ext. 4062. Any other questions concerning pre-registration procedures should be directed to the school.
PRE-INScriPCIONES PARA KINDERGARTEN DE TRANSICIÓN Y KINDERGARTEN 2013-2014

Pre-inscripciones para niños elegibles para el kindergarden de transición y el kindergarden en agosto de 2013 comenzarán en todas las escuelas primarias del Distrito Escolar Unificado Mt. Diablo, en orden de turno, el martes, 5 de febrero de 2013. Las horas de inscripción serán de 9:00 – 11:00 a.m. y de 1:00 – 3:00 p.m.

- Pre-inscripciones para asistir al kindergarden de Monte Gardens Elementary serán el 25 de enero. Solo aquellos niños en la lista de espera que hayan recibido confirmación por escrito se inscribirán ese día. Las horas serán de 9:00 – 10:30 a.m. y de 1:00 – 2:30 p.m.
- Sequoia Elementary tendrá sus inscripciones para kindergarden el 29 de enero de 8:00 – 11:00 a.m. y de 12:00 – 2:00 p.m. en la biblioteca escolar. Se llamará a estudiantes de la lista de espera y se les dará instrucciones específicas respecto a lo que se necesitará.
- Inscripciones para el kindergarden para el programa Cornerstone Family School serán el 5 de febrero en Ygnacio Valley Elementary de 9:00 – 11:00 a.m. y de 1:00 – 3:00 p.m. Solo niños de la lista de espera que hayan recibido confirmación telefónica se podrán inscribir ese día.

Los niños que cumplan cinco (5) años en o antes del 1\° de octubre de 2013 serán elegibles para entrar al kindergarden en agosto. Aquellos niños que cumplan cinco (5) años entre el 2 de octubre y el 2 de diciembre de 2013 son elegibles para entrar al kindergarden de transición en agosto. Los padres deben traer los siguientes documentos: acta de nacimiento original u otro comprobante oficial de la fecha de nacimiento del niño; tres documentos originales para verificar dónde reside el niño (uno tiene que ser identificación con fotografía); y un comprobante de vacunas de un proveedor de servicios médicos indicando que se han satisfecho todos los requisitos de inmunización que se listan debajo. Visite la pagina web del distrito en www.mdusd.org o llame a la escuela de su estudiante para verificar cuáles documentos necesita como comprobante de residencia. Favor de traer récords de exámenes físicos y dentales que se hayan realizado.

Requisitos de Vacunas del Estado de California para Admisión al Kindergarden de Transición y al Kindergarden

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<th>POLIO</th>
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<tr>
<td>Cuatro (4) dosis se requieren. Tres (3) dosis son aceptables si al menos una (1) dosis se dió en o después de los cuatro años de edad.</td>
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<th>DIFTERIA – TÉTANO – TOS FERINA</th>
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<tr>
<td>Cinco (5) dosis se requieren. Cuatro (4) dosis son aceptables si al menos una (1) dosis se dió en o después de los cuatro años de edad.</td>
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<tr>
<th>MMR (Sarampión, Papperas, y Rubéola)</th>
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<tr>
<td>Dos (2) dosis se requieren; la primera dosis tiene que haberse dado en o después del primer año de edad.</td>
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<tr>
<th>HEPATITIS B</th>
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<td>Tres (3) dosis se requieren.</td>
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<th>VARICELA (Vireulas Locas)</th>
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<td>Una (1) dosis se requiere. Se recomiendan dos (2) dosis. Documentación de parte de un médico sobre el historial o inmunidad natural de la enfermedad (varicela) también satisfará el requisito.</td>
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Requisitos del Estado de California de Examen Físico y Examen Dental (Hay formularios en su escuela)

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<tr>
<th>EXAMEN FÍSICO</th>
<th>Todos los alumnos de kindergarden de transición y de kindergarden tienen que tener un examen físico para entrar a la escuela.</th>
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<td>Tiene que completarse después del 1\° de marzo de 2013.</td>
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<th>EXAMEN DENTAL</th>
<th>Nuevo requisito desde el 1\° de enero de 2007. Tiene que ser hecho por un dentista acreditado u otro profesional dental acreditado.</th>
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<td></td>
<td>Tiene que completarse para el 31 de mayo de 2014.</td>
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Se urge a los padres a inscribir a sus hijos en estas fechas para asistir al personal escolar a planificar para el próximo año escolar. Si no se sabe a cuál escuela debe asistir el niño, los padres pueden visitar la página web del Distrito en www.mdusd.org o llamar a las Oficinas del Distrito al 682-8000, ext. 4082. Cualquier otra pregunta respecto a procedimientos de pre-inscripción deben dirigirse a la escuela.

Kindergarten/Kdg/Precrg12.135punish
Reminders from the Office

Attendance Reminders
Please try to schedule medical or dental appointments after school hours whenever possible. We are seeing an increase in students being taken out early. While it may seem like a short time being missed, students are often missing important instructions and content that may not be easily made up. Often times the best learning happens in the interaction between teachers and students, and it is difficult to capture afterwards. The saying, "You had to be there" seems to apply well. If you do have to take your child out, please remember to send in a note to the teacher in the morning to let the teacher know in advance. Email doesn’t work for same day communications. If you have an appointment that causes your child to miss school, remember to send in a doctor’s/dentist’s note the next day.
Please remember to call the Attendance Hotline if your child is out ill at 682-8000 X 4469. If you forget to call, send in a note explaining the absence the next day.

Consideration for the Monte Gardens Neighborhood
When parking your car to drop off or pick up your student at school, please be mindful of our neighbors. Do not block their driveways, block in their cars that are parked on the streets, “double park” or park in any marked parking space that is designated for Monte Gardens staff. Please do not park in the District Office parking lot during drop off or pick up.

Dropping Off Items for Students in the Office
The Monte Gardens Parent Handbook states that student’s items left at home will not be accepted at the office. Despite exceptions made earlier in the year, the office staff will no longer accept student items that are brought to the office because they were left in the car or at home.

Homework Requests
If your student has been absent due to illness for two or more days in a row, you can request missed homework. An office staff member will take the information and put it in the teacher’s box. Depending on the schedule for the day, or if there is a substitute in the class, a request may not be honored. We recommend you contact the office at 3:00 p.m. the day of the request, to see if the homework was brought up to the office by the teacher.

Coming to School Late
Due to the large amount of traffic in the office each morning and on the attendance phone line, please do not contact the office to let staff know that your child will be late to school.

2012-2013 DBPC Board and Committee Chairs
Please contact us if you’re interested in a position

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>President</td>
<td>Kim Deem</td>
<td>497-5999</td>
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<tr>
<td>Vice President</td>
<td>OPEN</td>
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<tr>
<td>Treasurer</td>
<td>Jennifer White</td>
<td>965-5306</td>
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<tr>
<td>Secretary</td>
<td>Jennifer Greenwood</td>
<td>285-0353</td>
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<tr>
<td>Ways &amp; Means</td>
<td>Suzanne Chaix</td>
<td>437-6738</td>
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<tr>
<td>Membership &amp; Communications</td>
<td>Francisco Taylor</td>
<td>323-6306</td>
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<tr>
<td>Membership &amp; Communications</td>
<td>Alma Beltran</td>
<td>415-812-8155</td>
</tr>
<tr>
<td>Principal</td>
<td>Susan Peters</td>
<td>685-3834</td>
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<tr>
<td>Teacher Representative</td>
<td>Mandi Smith</td>
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<tr>
<td>Hospitality</td>
<td>Michele Johansen</td>
<td>349-4125</td>
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<tr>
<td>Winter Social</td>
<td>Michele Johansen</td>
<td>349-4125</td>
</tr>
<tr>
<td>Book Fair</td>
<td>Jennifer Burr</td>
<td>680-8522</td>
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<td>Restaurant Nights</td>
<td>Suzanne Chaix</td>
<td>437-6738</td>
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<tr>
<td>Red Ribbon Week</td>
<td>Michele Johansen</td>
<td>349-4125</td>
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<tr>
<td>Memory Book</td>
<td>Geri Kay Price</td>
<td>691-1951</td>
</tr>
<tr>
<td>Memory Book</td>
<td>Kathy Weires</td>
<td>363-3560</td>
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<tr>
<td>Box Tops</td>
<td>Geri Kay Price</td>
<td>691-1951</td>
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<td>eScrip</td>
<td>Jennifer Wallig</td>
<td>969-7537</td>
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<tr>
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<td>Sheri McBride</td>
<td>260-0895</td>
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<tr>
<td>Marquee</td>
<td>Kathy Weires</td>
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<tr>
<td>Marquee</td>
<td>Jennifer Talbot</td>
<td>609-7652</td>
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<td>OPEN</td>
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<tr>
<td>Copy Club</td>
<td>Jennifer White</td>
<td>965-5306</td>
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<td>Spirit Items</td>
<td>Liz Gibbs</td>
<td>984-6097</td>
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<tr>
<td>Family Nights</td>
<td>Amber Grove</td>
<td>415-518-0601</td>
</tr>
<tr>
<td>Gift Card Scrips</td>
<td>Amber Grove</td>
<td>415-518-0601</td>
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</table>

Cash Handling Policies
The Diablo Basics Parent Club appreciates your participation in fundraising events. The following outlines cash handling procedures for fundraisers:

A. Write ONLY ONE CHECK made payable to DBPC. Have your customers (friends, family, co-workers) write their checks to you, then write a single check to DBPC for the total. This greatly reduces the number of checks that need to be processed. Checks provide a record of your purchase and can be cancelled if lost or stolen. All checks must include your child’s name, classroom number, and the function for which the check was written.

B. NEVER SEND CASH. This is for both the Club’s safety and yours. Neither DBPC nor the Diablo Basics Program can be liable for fundraising orders containing cash unless a receipt for the cash has been provided. Typically fundraising orders are dropped in a box in the school office and there is no opportunity to ask for or receive a receipt.

C. RETURNED CHECKS. The following actions will be taken when a check is returned for insufficient funds.

1) A letter stating the amount(s) returned and all fees due will be mailed to the check writer.
2) If no response is received within two weeks, the treasurer will make a follow-up phone call.
3) If no response is received within one week of the phone call, all check writing privileges for school functions will be suspended.
4) All persons, including school office, classroom teachers, DBPC Board, and the principal, will be notified of suspension of check writing privileges.
5) When all fees are paid, the Board will consider restoring check writing privileges.
# 2012-2013 Year at a Glance
(Please note that dates are subject to change)

## JANUARY
- **7** School resumes.
- **8** Restaurant Night: BJ’s 4PM to 9PM
- **21** Martin Luther King Jr. Holiday
- **17** Parents’ Club Meeting Multi-Use Room 7:00 PM
- **18** Family Bowling Night
- **25** Kindergarten Pre-Registration
- **28** No School - Teacher Staff Development Day

## FEBRUARY
- **6** Restaurant Night: Panda Express
- **11** Lincoln’s Birthday – No School
- **18** Presidents Day Holiday -No School
- **21** Parents’ Club Meeting Multi-Use Room 7:00 PM

## MARCH
- **5** 4th Grade Writing Test
- **21** Parents’ Club Meeting Multi-Use Room 7:00 PM

## APRIL
- **1 - 5** Spring Recess
- **17** Open House 6:00-7:00 PM
- **25** Parents’ Club Meeting Multi-Use Room 7:00 PM
- **TBA** DBPC Elections

## MAY
- **4** Cuatro de Mayo Auction
- **6-16** STAR Testing
- **8** Teacher Appreciation Lunch
- **16** Parents’ Club Meeting Multi-Use Room 7:00 PM
- **21** Volunteer Appreciation Tea
- **27** Memorial Day Holiday

## JUNE
- **12** Fifth Grade Promotion 8:30-9:45
- **13** Last Day of School – Early Dismissal K-11:15 Grades 1-5 - 12:30 PM

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**Monte Gardens Elementary**
3841 Larkspur Drive
Concord, CA 94519
(925) 685-3834
Attendance Hotline: 682-8000 x4469
[http://montegardens.mdusd.org](http://montegardens.mdusd.org)

**Contact Us**
*Parents’ Club and Newsletter Inquiries*
dbpccommunication@gmail.com, Alma or Francisco

*School Inquiries*
lejanoa@mdusd.org, Amy Lejano, Secretary
maintzer@mdusd.org, Cathy Maintzer, Office Manager
peterss@mdusd.org Susan Peters, Principal

*School Website*
montegardenswebmaster@gmail.com, Francisco Taylor