

BEL AIRE ELEMENTARY SCHOOL



PARENT/STUDENT HANDBOOK 2011-12



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TABLE OF CONTENTS

- ◆ Bel Aire Office Hours
- ◆ Daily Student Schedule
- ◆ **Attendance Policy & Procedure**
 - Absences
 - Student Release
 - Tardiness
 - Vacation / Independent Work Packets
- ◆ **School Information**
 - Cellular Phones/Electronic Devices
 - Classroom Volunteer/Visitation
 - Dress Code
 - Drop Off & Pick Up Procedures
 - Field Trips
 - Health Services
 - Homework Policy
 - Pictures
 - Report Cards
 - Testing
 - Wheels on Campus
- ◆ **Student/Parent Responsibilities**
 - Back-to-School Night
 - Birthday Celebrations
 - Classroom Letter/Website
 - Forgotten Items/Messages
 - Headline News/Hip Pocket
 - Lost & Found
 - Lunch/Snacks
 - Parent/Teacher Conferences
 - Parties
 - PTA/Volunteer Program
 - School Site Council
- ◆ School Map
- ◆ School Calendar
- ◆ Supply List

BEL AIRE OFFICE HOURS

Monday - Friday

8:00 a.m. - 4:00 p.m.

DAILY STUDENT SCHEDULE

Monday, Tuesday, Wednesday and Friday:

8:05 a.m. - 2:40 p.m.

7:50	Playground supervision begins
8:05	Bell Rings, Classrooms Open, Class begins
8:10	Core Instruction
10:20	Morning Recess & Snack
10:35	Core Instruction
12:15	Recess & Lunch
1:00	Core Instruction
2:40	Dismissal

Thursday:

8:05 a.m. - 1:50 p.m.

1:50

Dismissal

ATTENDANCE POLICY & PROCEDURE

🍏 Absences

Attendance is taken at 8:10 a.m. When your child is going to be absent *OR* late for school for any reason, please leave a message on the twenty-four hour attendance line (388-7100, extension 3104) and relay the following information: first and last name of your child, your relationship to the child, teacher's name, and the reason for the absence or tardy. If your child is marked absent and you have not contacted us by telephone, the office will contact you for verification and the reason for the absence. When a child is out for one or two days, he/she should call another child in the class for assignments.

Note: a student may not attend an after-school event if he/she did not attend school that same day.

🍏 Student Release

Students may not leave the school premises unless in the company of a parent or other adult authorized with written permission or listed on the student emergency card. The authorized adult picking up the child must sign the student out in the school office. In the event of a disaster release, **a photo ID is required**, and students would be picked up from a checkout point located on the lower blacktop. This precaution is for the safety of all Bel Aire students.

🍏 Tardiness

A child is tardy if not in class, ready to work at 8:05. Students who arrive at school after the bell, *must* go to the office, sign in and take a tardy slip to their teacher. If a child begins to show a pattern of tardiness, a letter will be sent home. If tardiness continues after the letter is sent home, there will be a parent meeting with the principal to discuss solutions. Unexcused absences and chronic tardiness may be declared as habitually truant.

🍏 Vacation / Independent Work Packet

Vacation time is provided within the school calendar. The district encourages you to refrain from removing your children from school for "extended" vacations. Should your child miss school for any reason other than an illness or injury, it is the student's responsibility to make up all "missed" class work and assignments. A student's grade may be affected by the missed class work and missed assignments. The teacher is not responsible to prepare a full packet of work in advance. However, the teacher will provide an overview of targeted skills that will be presented during that time frame of the absence.

SCHOOL INFORMATION

🍏 Cellular Phones/Electronic Devices

While recognizing the need for parents to monitor their child's after school activities, we ask that cellular phones are turned off during the school day and always kept in the student's backpack. Cell phones, electronic games, laser pointers, etc., may not be used on the school campus.

🍏 Classroom Visitation/Volunteer

All parents are welcome to visit the school. We respectfully request that you please call in advance to make an appointment. All visitors and volunteers **must** sign in at the office and pick up a visitor badge before going to a classroom. Student guests are not permitted at any time to attend classes due to liability and immunization regulations.

🍏 Dress Code

Come to school in neat, clean, appropriate clothing and shoes suitable for active participation in P.E. and playground activities. Mini skirts, short shorts, and spaghetti straps are not appropriate clothing for school. Skirts and shorts must be mid-thigh in length. Clothing should be comfortable, be of proper fit, and not revealing or otherwise disruptive to learning. Pants must fit at the waist; shirts must come to the waist.

🍏 Drop Off & Pick Up of Students

The safety of our students is a primary concern. In an effort to provide the safest environment during drop-off and pick-up of children, the driveway is closed to all but school traffic during the day. We ask your cooperation in following these procedures:

- Children are to be dropped-off and picked-up "at the bottom of the hill" on the school side of Karen Way. You may choose to meet in the less congested area between the school driveway and Blackfield Drive on the school side of Karen Way.

- Follow Blackfield to Claire to Leland to Karen to ease congestion on Karen and prevent children from crossing the street in front of other vehicles on Karen Way.

- Children who walk or ride bikes should cross at the crosswalk. Bike riders must wear helmets and walk their bikes up and down the hill to the school.

It is very congested before and after school along Karen Way. *We want to be good neighbors.* Please be sensitive to the concerns of our neighbors and discuss with your children the importance of respecting neighborhood property.

- Morning supervision begins at 7:50 am. *Children are not allowed on campus before this time* unless they are enrolled in a school-sanctioned, adult-supervised activity. After-school supervision at the bottom of the hill ends at 3:00 pm, on Thursdays at 2:00 pm. All children who have not been picked-up by that time are brought back up to the school office and should then be picked up there. At that time adults who pick up must be authorized on the student release form, and may be asked to show photo ID.

- If parents do not pick up children within twenty minutes of dismissal, the office will contact the people on your emergency card to pick up the student. At the close of the school office at 4:00, if we are unable to reach anyone on your card, we will leave your child in the care of the Tiburon Police Department. The office is unable to leave children at Day Care unless they are pre-registered.

🍏 Field Trips

Individual classes may take trips several times during the year. The teacher will notify parents each time the class is going on a field trip. A permission slip, allowing your child to attend, must be completed by a parent/guardian and submitted to the school prior to each trip. In order for parent volunteers to drive students on a field trip, insurance and driver information must be current on your child's registration form, and there must be signed "parent chaperone guideline" form on file.

🍏 Health Services

In the absence of a full-time nurse, the school office staff and/or health aide administer first aid and care for the children. The school does not have facilities or staff to care for ill or injured students all day long. Working parents should arrange for a nearby adult to be available to pick up their ill or injured child. Please indicate this person on your emergency card. The school provides no medications. Children requiring administration of medication at school must obtain the proper school form from the office. Medications prescribed by a physician during the regular school day may be administered by the school secretary or other designated school personnel if the school has received the properly completed form requesting it. This form is available at the office and must be signed by both the physician and parent and returned to the school office.

🍏 Homework Policy

Please visit the Reed Union School District Website:

<http://www.reedschools.org>.

🍏 Pictures

School pictures are taken each fall. The PTA coordinates this service.

🍏 Report Cards/Progress Reports

Students receive report cards three times throughout the year. Parents of children who are not meeting state standards will be notified with Mid Trimester Progress Reports during the trimester to allow time for improvement.

🍏 Testing

Each spring, all RUSD students in grades two through eight take the Standardized State Test. The results of these tests compare our students' performance with other students in the state and are mailed to the parents in August.

🍏 Wheels on Campus

Skateboards, roller blades, razors, bicycles and similar wheeled devices may be ridden to school but ***may not be ridden on campus***. Students must keep them locked in the bike cage during school hours. Bikes must be walked on campus and may not be ridden up or down the hill.

STUDENT/PARENT RESPONSIBILITIES

Educating children is a complex and difficult task requiring close cooperation and understanding between home, school, and child. As parents, you can help the school do its job by:

- Providing a quiet place and time for homework to be completed.
- Encouraging your child to read at home for a minimum of thirty minutes per day.
- Making certain your child has sufficient sleep and complete nutritious meals.
- Supporting the school's efforts to encourage children to be honest, to show concern and respect for others, and to be responsible for their own actions.

🍏 Back-to-School Night

This event is designed for parents to meet their child's teacher, the entire school faculty and hear about our programs and expectations. It is not a conference time, but rather a time to receive general information.

🍏 Birthday Celebrations

Birthday celebrations will follow the RUSD Wellness Policy guidelines:

- a. Your child will be honored on his/her special day.
- b. The principal and teachers will have "age appropriate" ways to honor the birthday student.
- c. Thus, parents should not send in birthday cakes, sweets, foods or "goody bags."

🍏 Classroom Letter/Website News

Each teacher publishes a newsletter on a regular basis and updates a teacher website to inform parents of classroom accomplishments and scheduled events. This is an important piece of communication.

🍏 Forgotten Items/Messages

Forgotten lunches, books, homework, etc., may be dropped off in the school office. Please be certain your child's full name and classroom teacher are written on the article and tell your child to always go to the office to check for forgotten lunches, etc. The office will not interrupt class regarding forgotten items. Students may request to use the office phone to call parents for forgotten items only with written permission from his/her teacher.

Please clarify arrangements with your child about after-school plans each morning to avoid confusion later in the day. The office is not always able to get messages to children before they leave.

🍏 Headline News/Hip Pocket

The Bel Aire newsletter is published every two weeks to keep parents and families informed of events and activities at school. It is posted as part of RUSD Headline News. In addition, your child may bring home additional class or school materials in the "hip pocket" mail. This is a way to keep parents informed of activities and events in our community.

🍏 **Lost and Found**

Many valuable articles of clothing, lunch bags, etc., are turned into the "Lost and Found" located outside the school office. Please label jackets, sweaters and backpacks. Unclaimed articles are donated to charity once a month.

🍏 **Lunch /Snacks**

Students are expected to bring their own morning snacks and lunches except if participating in PTA sponsored lunch days. It is important to send your child with a snack. Students "play first" at lunch recess and eat at 12:45. When they have finished eating, students are expected to "clean up" after themselves, which includes appropriately recycling and disposing of garbage.

🍏 **Parent/Teacher Conferences**

We strongly encourage every parent to come to Bel Aire's scheduled conferences. Additional conferences can be arranged by contacting your child's teacher(s). Please note: your child may be present during any conference.

🍏 **Parties!**

Classroom parties will follow the RUSD wellness policy. The 4 holiday classroom parties (Halloween, winter holiday, Valentine's Day & end of year) can include ONE Sweet Food.

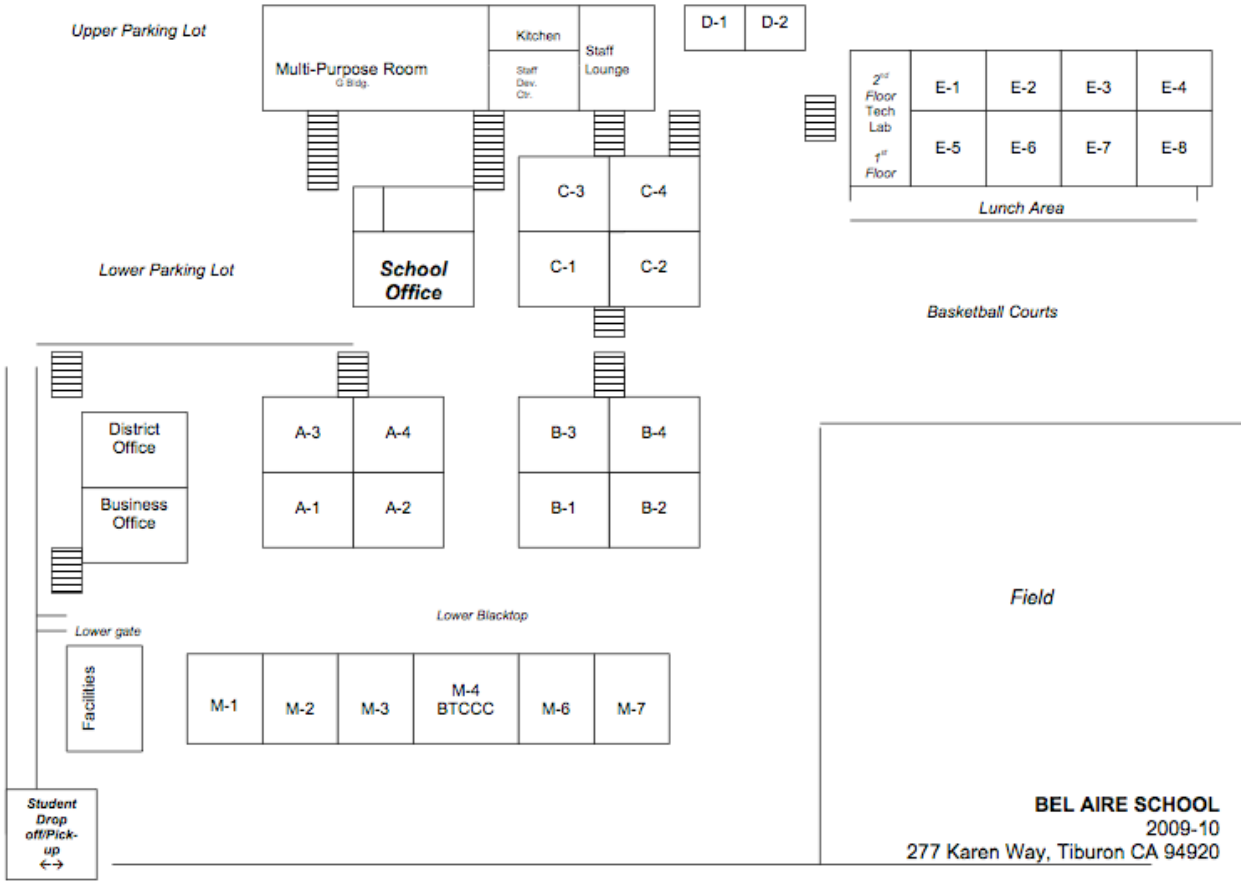
The Wellness Committee does NOT recommend abolishing all sweets for children at a holiday classroom party, but recommends limiting the amount of sugar served at a party. Parents have been incredibly creative in planning alternative activities, games, and crafts. School-wide celebrations will continue and healthy foods will continue to play a part in these events.

🍏 **PTA - Parent Volunteer Program**

There are many opportunities for parents to be involved at Bel Aire. Our volunteers are essential to the enriched program that is offered. The volunteer program operates under the direction of the PTA. We hope all our parents will donate at least one day in some manner in the classroom, providing assistance on field trips, with Student Council, in the Library, food days, assemblies, book fair, art fair, yearbook, or many other activities. Please note: 1) The District Insurance Carrier mandates that all volunteers sign in and out at the school office.

🍏 **School Site Council**

The School Site Council is comprised of parents and staff. The council meets monthly after school. Members are elected by their peers. The purpose of the council is to review and recommend school programs.



BEL AIRE SCHOOL
 2009-10
 277 Karen Way, Tiburon CA 94920

**BEL AIRE SCHOOL SUPPLIES
2011-12**

THIRD GRADE	FOURTH GRADE	FIFTH GRADE
<ul style="list-style-type: none"> <input type="checkbox"/>1 Mead composition book, 100 pages, marbled cover <input type="checkbox"/>1 pair scissors, pointed tip <input type="checkbox"/>Crayola broad tip markers, 8/set (unscented) <input type="checkbox"/>1 pack crayons (24 pack) <input type="checkbox"/>Crayola fine tip markers, 8/set (unscented) <input type="checkbox"/>3 large glue sticks <input type="checkbox"/>5 laminated folders with bottom inside pockets: 1 white, 2 red (1 for Spanish), 1 blue, 1 black <input type="checkbox"/>1 zippered pouch for pencils and markers <ul style="list-style-type: none"> <input type="checkbox"/>2 box (24) #2 pencils, <input type="checkbox"/>1 set of 24 colored pencils <input type="checkbox"/>1 set Crayola watercolors <input type="checkbox"/>2 pink erasers <input type="checkbox"/>1 Sharpie fine point permanent marker, black <input type="checkbox"/>1 Sharpie ultra fine point permanent marker, black <input type="checkbox"/>1 small plastic pencil sharpener w/enclosing for shavings <input type="checkbox"/>1 pk. multiplication flashcards <input type="checkbox"/>Personal headphones for computer use <input type="checkbox"/>1 USB flash drive (1 GB or larger) <input type="checkbox"/>1 Optical mouse 	<ul style="list-style-type: none"> <input type="checkbox"/>1 Mead composition book, 100 pages, marbled cover <input type="checkbox"/>1 pair scissors, pointed tip <input type="checkbox"/>1 set fine tip markers, unscented <input type="checkbox"/>1 pack crayons (16 pack) <input type="checkbox"/>1 set of low odor dry erase markers (4 pk) <input type="checkbox"/>2 large glue sticks <input type="checkbox"/>7 laminated folders with bottom inside pockets, 2 red (1 for Spanish) and others in assorted solid colors <input type="checkbox"/>1 large plastic zippered pencil pouch <ul style="list-style-type: none"> <input type="checkbox"/>1 box (24) #2 pencils <input type="checkbox"/>1 (24) set colored pencils <input type="checkbox"/>2 pink wedge erasers <input type="checkbox"/>1 fine tip and 2 extra fine tip Sharpie pen <input type="checkbox"/>1 highlighter pen, broad tipped <input type="checkbox"/>1 small plastic pencil sharpener w/enclosing for shavings <ul style="list-style-type: none"> <input type="checkbox"/>2 blue ballpoint pens <input type="checkbox"/>1 12" ruler with inches and centimeters <input type="checkbox"/>2 hard cover spiral notebooks, wide-ruled <ul style="list-style-type: none"> <input type="checkbox"/>Personal headphones for computer use <input type="checkbox"/>1 USB flash drive (1 GB or larger) <input type="checkbox"/>1 Optical mouse <li style="text-align: center;">++++ <li style="text-align: center;">Available in B.A. Office: <input type="checkbox"/>Homework assignment book, \$6.00 <input type="checkbox"/>C-soprano recorder, Baroque fingering, \$10.00 	<ul style="list-style-type: none"> <input type="checkbox"/>1(1) 5-subject spiral notebook w/pocket dividers <input type="checkbox"/>1 pair scissors, pointed tip <input type="checkbox"/>1 set fine tip markers <input type="checkbox"/>2 sets of 4 dry erase markers (low odor) <input type="checkbox"/>1 pack crayons (16 pack) <input type="checkbox"/>1 dry marker eraser <input type="checkbox"/>2 glue sticks <input type="checkbox"/>8 plastic, sturdy pocket folders (1 red for Spanish) <input type="checkbox"/>1 heavy-duty, zippered pencil holder <ul style="list-style-type: none"> <input type="checkbox"/>2 erasers <input type="checkbox"/>5 packages #2 pencils <input type="checkbox"/>1 pencil sharpener w/reservoir for shavings <ul style="list-style-type: none"> <input type="checkbox"/>1 package colored pencils <input type="checkbox"/>2 blue ballpoint pens <input type="checkbox"/>2 black ballpoint pens <input type="checkbox"/>2 red ballpoint pens <input type="checkbox"/>2 fine tip, black Sharpies <input type="checkbox"/>2 medium tip, black Sharpies <input type="checkbox"/>3 highlighters, each a different color <input type="checkbox"/>1 package of wide-ruled binder filler paper <input type="checkbox"/>1 Pack of watercolor paper <ul style="list-style-type: none"> <input type="checkbox"/>1 12" ruler <input type="checkbox"/>1 white 1" ring binder with display cover <ul style="list-style-type: none"> <input type="checkbox"/>Personal headphones for computer use <input type="checkbox"/>1 USB flash drive (1 GB or larger) <li style="text-align: center;">++++ <li style="text-align: center;">Available in B.A. Office: <input type="checkbox"/>Homework assignment book, \$6.00

REED UNION SCHOOL DISTRICT

2011- 2012 School Calendar

Board Approved
February 15, 2011

MONTH	M	T	W	TH	F	STAFF DAYS	STUDENT DAYS	DATE	REMARKS		
AUGUST	1	2	3	4	5	8	5	Aug 18 & 19	New Teacher Orientation		
	8	9	10	11	12			Aug 22 & 23	Staff Development Day (<i>No Students</i>)		
	15	16	17	18	19			Aug 24	Teacher Work Day (<i>No Students</i>)		
	22	23	24	25*	26			Aug 25	* FIRST DAY OF SCHOOL		
	29	30	31					Aug 25 & 26	Minimum Days		
SEPTEMBER	5 ●	6	7	8	9	21	20	Sept 5	Labor Day		
	12	13	14	15	16			19	18	Sept 19	Staff Development Day (<i>No Students</i>)
	19	20	21	22	23						
	26	27	28	29	30						
	31										
OCTOBER	3	4	5	6	7	21	20	Oct 17	Staff Development Day (<i>No Students</i>)		
	10	11	12	13	14						
	17	18	19	20	21						
	24	25	26	27	28						
	31										
NOVEMBER	7	8	9	10	11 ●	18	18	Nov 11	Veterans' Day		
	14	15	16	17	18			Nov 14 - 18	Parent / Teacher Conference Week		
	21	22	23 ■	24 ●	25 ■			Nov 23-25	THANKSGIVING RECESS		
	28	29	30								
DECEMBER	5	6	7	8	9	12	12	Dec - Jan	WINTER RECESS		
	12	13	14	15	16						
	19	20	21	22	23						
	26	27	28	29	30						
JANUARY 2012	2 ●	3	4	5	6	20	19	Jan 2	National Holiday		
	9	10	11	12	13			Jan 3	Staff Development Day (<i>No Students</i>)		
	16 ●	17	18	19	20			Jan 16	Martin Luther King, Jr. Day		
	23	24	25	26	27						
	30	31									
FEBRUARY	6	7	8	9	10	16	16	Feb 20	Presidents' Day		
	13	14	15	16	17			Feb 20-24	MID-WINTER BREAK		
	20 ●	21 ■	22	23	24						
	27	28	29								
MARCH	5	6	7	8	9	22	21	Mar 19	Staff Development Day		
	12	13	14	15	16						
	19	20	21	22	23						
	26	27	28	29	30						
APRIL	2	3	4	5	6	16	16	Apr 9- 13	SPRING RECESS		
	9	10	11	12	13						
	16	17	18	19	20						
	23	24	25	26	27						
	30										
MAY	7	8	9	10	11	22	22	May 28	Memorial Day		
	14	15	16	17	18						
	21	22	23	24	25						
	28 ●	29	30	31							
JUNE	4	5	6	7	8	12	11	June 15 June 18	*LAST DAY OF SCHOOL Teacher Work Day (<i>No Students</i>)		
	11	12	13	14	15*						
	18	19	20	21	22						
	25	26	27	28	29						
Total Days						188	180				

LEGEND:

- Legal Holiday
- Local Holiday

- 180 Student Days
- 2 Teacher Work Days
- 6 Staff Development Days
- 188 TOTAL STAFF DAYS**
- 2 New Teacher Days