



# **Bel Aire Park** Magnet School

Where every child has a voice

**Bel Aire Park Magnet Elementary School  
Student and Family Handbook  
2025-2026**

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baes@nvusd.org  
Kim Title  
Principal**

**School Administration Office Hours  
Monday-Friday 7:45-3:00  
Dawn Raines,  
Office Manager**



NAPA VALLEY  
**MAGNET SCHOOLS**  
INSPIRING ACADEMIC EXCELLENCE



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## **Bel Aire Park Magnet School**

### **Established 1957**

**We wish to welcome all new and returning families to our 68th year**

### **Bel Aire Vision:**

Bel Aire Park staff, parents, and community work collaboratively to develop a program of meaningful authentic learning experiences that create wonder, enthusiasm, and risk-taking in our students. We strive to develop life-long learners whose questions, thinking, and compassion can create a more peaceful world.

### **Bel Aire Mission**

A huge part of our PYP/IB Magnet theme and what makes our school unique is the inquiry-based approach to learning. It is learning through asking questions, exploring, experimenting, researching, asking more questions, predicting, making connections to prior knowledge, solving problems in various ways, and making and testing theories. When students actively pursue their learning they are much more likely to develop a deep understanding of concepts as opposed to what is just told to them by others.

In our program we use what is called structured or guided inquiry where teachers help students use their curiosity and questions to develop skills and knowledge around big central ideas and themes. In addition, the inquiry includes a variety of perspectives, such as: scientist, artist, historian, social scientist, mathematician, etc. We call this "trans-disciplinary" learning, the way we naturally learn new things.

What Makes an IB Education Rigorous? A word that is often mentioned in discussions about education today is "rigor". This word can have many different interpretations by parents, teachers, students, policy-makers and the general public. As an authorized IB school, Bel Aire is working toward a high standard of rigor to aim for in the education of students. Our definition of rigor is in alignment

with the philosophy of IB as we apply research-based best practices in international education that successfully prepare students for the challenges of the world they graduate into.

As the Bel Aire staff strives to challenge Bel Aire students with rigorous learning experiences, the following practices guide our instructional planning and delivery:

- Involving students actively in their learning
- Engaging students with rich, relevant content
- High-level questioning (by adults and students)
- Providing opportunities for students to express voice and choice
- Emphasis on depth of learning, not just coverage
- Emphasis on developing skills to increase our ability to inquire, think creatively and apply learning to real-life problems
- Focusing on the quality of student work rather than on the quantity
- Challenging all students to use critical thinking skills (such as analyzing, synthesizing, and evaluating information and making inferences, considering multiple perspectives of an issue, defending a position and reflecting on their learning)
- Using ongoing assessment to identify students current level of understanding and adjust instruction to meet individual needs
- Empowering students to apply what they learned through self-initiated action in the community

### **The International Baccalaureate® Mission:**

The International Baccalaureate® aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

## Letter of Introduction:

Dear Families,

Welcome back to school! We look forward to an exciting year of new learning and growth. Welcome to all new families joining us this year. We invite you to participate as fully as you are able in the classroom and other school events. It is so important that your children see that you value their education and that you are involved.

We are so excited to begin this year As an International Baccalaureate World School working on the Primary Years Program. Each classroom and grade level will implement our program of inquiry which will be the framework for student learning at Bel Aire. This year we will focus on not just knowing but understanding all the connections we make between the components of the PYP and all our learning and experience. [The Learner Profile](#) will continue to be the lens for our work together. We teach to the whole child, acknowledging that children learn in different ways and have different strengths and challenges. We strive to instill a sense of agency to meet a variety of academic and social challenges and to be aware of other's needs as well as their own.

We hope that you will take part in the inquiries your students are thinking and talking about. As part of our task in assessing how students are learning, we ask that you keep us informed about conversations, actions, and questions that you notice at home. Our Magnet School mission focuses on communication. We want all families to take part in our "grand conversation" as a learning community. Thank you for all that you do to support us as we focus on our task to ensure that all students learn and thrive.

Bel Aire Park Magnet School Staff

## Bel Aire Park Magnet School Staff 2025-2026

Principal: Kim Title  
ktitle@nvusd.org

Office Manager: Dawn Raines

Attendance Clerk: Julie Barnes

Parent Liaison: Ali Salgado  
[Alejandrina\\_salgado@nvusd.org](mailto:Alejandrina_salgado@nvusd.org)

Head Custodian: Clara Aguayo

Swing Custodian:

### Kindergarten

Lisa Ernst

### Kindergarten

Cheryl Rainville

### SDC K-2

Courtney Johnson

### First

Deana Diemoz

### First

Amber Marsh

### SDC 1-2

Donna Robertson

### Second

Travis Calkins

### Second

Jacki Van Housen

### Third

Vinnie Rothwell

### Third

Heidi Meinke/

### Fourth

Katie Garibaldi

### Fourth

Andy Tarap

### SDC 3-5

Anna-Vanessa Ramirez

### Fifth

Jenny Peblrier

### Fifth

Leanna Alcayaga

### Academic Specialists

Sarah Parker  
Deanna Dunn

### Interventionist

Kim Tarap

### Physical Fitness:

Sara Tavernetti

**School Psychologist**

Lesley Walder

**Speech Pathologist**

Janie Grottkau

**Nurse**

**Instructional Assistants**

Kari Fahey

Brooke Hattich

**Librarian**

Julie Barnes

**Art**

Tere Charney

**PYP Coordinator**

Katie Garibaldi

**Clay**

Pam Imbach

**Bel Aire Park 2025-26 Daily Bell Schedule**

Regular School Day Monday, Tuesday, Thursday, Friday	Early Release Day Wednesdays (and the first three days of school)	Minimum Days
7:50 Drop off	7:50 Drop off	7:50 Drop off
8:05 Instruction begins, TK, Morning K, and 1-5	8:05 Instruction begins for all students	8:05 Instruction begins for all students
9:10-9:25 K recess and afternoon K friends arrive	9:10-9:25 K recess	9:10-9:25 K recess
9:20-9:40- TK recess	9:20-9:40- TK recess	9:20-9:40- TK recess
9:50-10:10 1st, 2nd, and 3rd recess	9:50-10:10 1st, 2nd, and 3rd recess	9:50-10:10 1st, 2nd, and 3rd recess
10:10-10:30 4th & 5th recess	10:10-10:30 4th & 5th recess	10:10-10:30 4th & 5th recess
11:30-12:10 TK, K, lunch	11:30-12:00 TK, K, lunch	10:30-11:00 TK, K, lunch
11:50-12:30 1st, 2nd lunch	11:45-12:15 1st, 2nd lunch	11:00-11:30 1st, 2nd, 3rd lunch

12:15-12:55 3rd, 4th, 5th lunch	12:15-12:45 3rd, 4th, 5th lunch	11:30-12:00, 4th, 5th lunch
12:35 TK dismissal	12:35 TK dismissal	12:15 dismissal for all students
1:15 K Morning Friends dismissal	12:45 K-5 dismissal	
2:20 Whole School Dismissal		

## Introduction to the International Baccalaureate Primary Years Program

Bel Aire Park is a school for the IB Primary Years Program. We are an IB World School. These are schools that share a common philosophy—a commitment to high-quality, challenging, international education which Bel Aire School believes is important for our students.

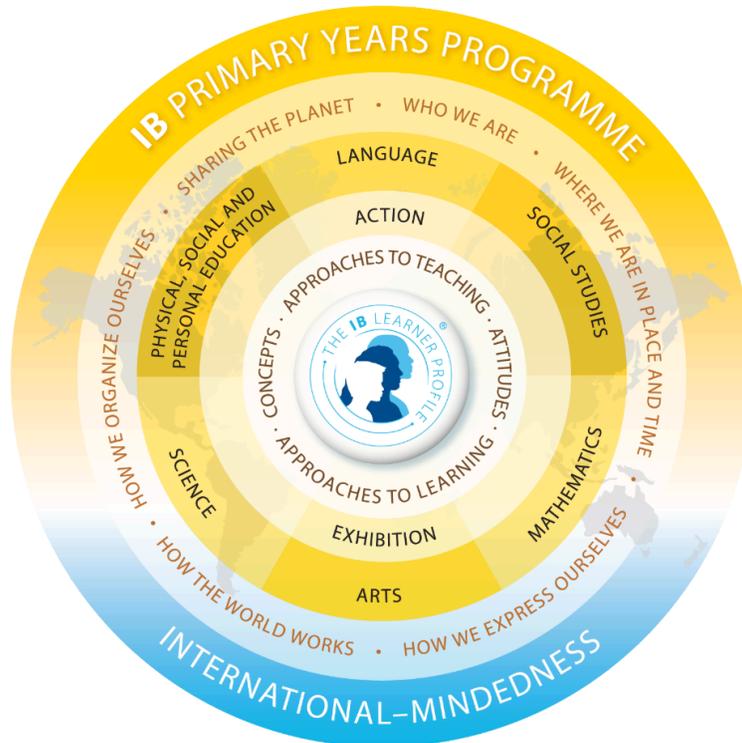
As we have researched and begun to implement this program we continue to feel strongly that it will help us to create a school where all children develop the skills to become well-rounded, knowledgeable, and capable citizens.

The three main components of the PYP are:

**Inquiry-based instruction** - Teachers develop trans-disciplinary units based on themes that reflect essential knowledge and that encourage students to ask questions and become architects of their own learning. We want our students to connect what they learn to real-life situations and have opportunities to work together to meet real challenges.

**Becoming internationally minded** - Students in the Primary Years Program develop the attributes of a learner who will work effectively anywhere in the world. We want our students to be open to other perspectives and communicate in more than one language.

**Action** - Students create opportunities based on what they have learned to take action which may include service to their community and making a positive difference toward a better world.



The following attributes from the **PYP Learner Profile** represent what we want our students to be. Please discuss these attributes as a family and encourage students to demonstrate them.

**IB learners strive to be:**

**Inquirers** - They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

**Knowledgeable** - They explore concepts, ideas, and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

**Thinkers** - They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

**Communicators** - They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled** - They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-minded** - They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

**Caring** - They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Risk-takers** - They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced** - They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective** - They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

### **Trans-disciplinary Themes**

**Who We Are:** An inquiry into the nature of the self; beliefs and values; personal, physical, mental, social, and spiritual health; human relationships including families, friends, communities, and cultures; rights and responsibilities; what it means to be human.

**Where We Are in Place and Time:** An inquiry into orientation in place and time; personal histories; homes and journeys; the discoveries, explorations, and migration of humankind; the relationships between and the interconnectedness of individuals and civilizations, from local and global perspectives.

**How We Express Ourselves:** An inquiry into the ways in which we discover and express ideas, feelings, nature, culture, beliefs, and values; the ways in which we reflect on, extend, and enjoy our creativity; our appreciation of the aesthetic.

**How the World Works:** An inquiry into the natural world and its laws; the interaction between the natural world (physical and biological) and human societies; how humans use their understanding of scientific principles; the impact of scientific and technological advances on society and the environment.

**How We Organize Ourselves:** An inquiry into the interconnectedness of human-made systems and communities; the structure and function of organizations; societal decision-making; economic activities and their impact on humankind and the environment.

**Sharing the Planet:** An inquiry into rights and responsibilities in the struggle to share finite resources with other people and with other living things; communities and the relationships within and between them; access to equal opportunities; peace and conflict resolution.

## Five Essential Elements of the PYP Program

**Approaches to Teaching:** Significant, relevant content that we wish the students to explore and know about, taking into consideration their prior experience and understanding.

**Concepts:** Powerful ideas that have relevance within the subject areas but also transcend them and that students must explore and re-explore to develop a coherent, in-depth understanding.

**Approaches to Learning:** Those capabilities that the students need to demonstrate to succeed in a changing, challenging world, which may be disciplinary or trans-disciplinary in nature.

**Attitudes:** Dispositions that are expressions of fundamental values, beliefs, and feelings about learning, the environment and people. (Appreciation, Commitment, Confidence, Cooperation, Creativity, Curiosity, Empathy, Enthusiasm, Independence, integrity, Respect, Tolerance)

**Action:** Demonstrations of deeper learning in responsible behavior through responsible action: a manifestation in practice of the other essential elements.

## General School Information

[NVUSD Student Calendar](#)

[NVUSD Student Calendar-Spanish](#)

**Breakfast:** All students will be offered breakfast and will have the first 15 minutes of the day to eat.

**Students who arrive after the gates are locked, must check in at the office and receive a tardy slip.**

### **\*Dismissal Procedure:**

**Students being picked up in the drive-through** need to walk out to the front of the school immediately after being dismissed from the classroom. Students will wait with supervisors until their car pulls up at the yellow curb. Please DO NOT PICK UP your child in the yellow bus zone in front of the cafeteria.

**Students being picked up by an adult walking onto campus** need to meet their adult at the front of the school.

**Students walking or riding a bike home** need to walk to the crosswalk immediately upon being released from the classroom to head straight home.

**Students who attend Cool School** need to go directly to the designated meeting

place for their group

### **WHEN YOUR CHILD NEEDS TO LEAVE EARLY:**

Being at school for the entire day is important for all students. If your child needs to leave school before release time, the adult who is picking up the child must come to the school office. Please sign the student out on the provided clipboard. Our Office Manager will inform the classroom teacher that you are waiting, and your child will meet you in the office. Parents must contact the school office before 1:45 p.m. to notify students of any early dismissal changes. The district is now keeping track of when your child is pulled out of school early to monitor attendance minutes.

### **PARKING AND PICK-UP TIMES:**

Drop off and pick up--Please review these protocols to ensure all students are safe:

- . Please do not drop your student off unattended before 7:50. There is no adult supervision before 7:50.
- . Please, please do not double park to drop students off or allow your students to cross the street unaccompanied, other than at the crosswalk.
- . Drop off and pick up must occur at the yellow curb directly in front of the school. The bus zone needs to be kept clear.
- . Please pick up your student directly in front of the school in the yellow zone. This is where there is adult supervision. If your student is picked up anywhere else, there is no adult supervision for your child.
- . Please do not park or stop in front of our neighbors' driveways.
- All students must use the crosswalk when crossing the street.

**DO NOT DROP OFF STUDENTS IN THE MIDDLE OF THE ROAD. This is incredibly dangerous.**

With our very limited space, we appreciate the difficulty of parking while visiting the school, but we ask that you refrain from using the reserved staff parking spaces at all times. We have many itinerant staff members who arrive at various times during the week and must be able to reach the building quickly to fulfill their responsibilities.

### **SCHOOL**

#### **breakfast and lunch:**

All students are offered free breakfast and lunch daily.

For students bringing lunch from home, we ask parents to provide a healthy selection of items and to avoid candy and other high-sugar snacks or beverages. Please no sodas, TAKIS, or caffeinated energy drinks. Student Brains need healthy foods!!

Please send lunch with your child if not taking the school lunch. Please, no Doordash, Ubereats, or delivery.

In addition, students may bring a small snack to eat during morning recess. Students must remain seated at recess until their snack is finished, and then can play on the playground.

## Communication

### SCHOOL/HOME:

Parent Square: This is an essential form of communication. This is where both NVUSD, the School office, and your child's teacher will provide information on important matters. Please make a point of reading the materials that are sent. If you have any questions or are having difficulty accessing Parent Square, please contact our Parent Liaison or the technology help desk at the district office.

Website- Our website has updated calendar information, staff directory, and the SSC and ELAC minutes and agenda, along with other important information.

Social Media- Check out our Facebook and Instagram pages to help celebrate our many successes! This is also a place to keep up with the latest activities at Bel Aire! Bel Aire Park Magnet IB World School **Follow us!**

## Student Information

### PLAYGROUND RULES:

During recess, students will:

Be respectful of others' feelings and encourage one another

Share equipment and include anyone who wants to play (for larger games, the west field is designated for upper-grade students)

Play games by official school rules—**No made-up rules (these rules are reviewed at the beginning and middle of the school year with all students and staff)**

Play only in designated areas- where they are easily visible to yard supervisors (no playing behind the tree line on the perimeter of the playground.)

Play safely on equipment (go down the slide) and meet height requirements for playing on the bars, and play genially with each other.

Be careful of smaller children, pay attention to your surroundings at all times

Recess is for fun play, save more aggressive competition for organized after-school sports.

Freeze in place when the first whistle blows, and then walk calmly to the line when the

second whistle is blown.

### Bel Aire Playground Agreements:

#### **SCHOOL MATERIALS:**

Materials belonging to the school are sometimes sent home for student use. Please help your students treat them with care and return them promptly when asked. Lost or damaged items will be the responsibility of the parent.

#### **LIBRARY/TECHNOLOGY:**

Beginning early in the school year, students will be scheduled for periodic library time. Students may check out books as long as they return them in a timely way and in good condition. The library is available to assist students with research and materials needed for classroom projects or areas of interest.

All students will have opportunities to utilize classroom technology. Bel Aire recognizes technology as an essential tool for instruction and student learning. District Chromebooks will be issued to students 2-5. Students TK-1 will each have access to an iPad. Students and families will need to sign the district's user contract, indicating that the student understands and agrees to abide by specified user obligations and responsibilities (Board Policy 6163.4(a)).

#### **LOST AND FOUND:**

All belongings, that come to school with your child, **SHOULD BE LABELED**. Students often forget or misplace clothing, books, backpacks, etc. For your sanity and pocketbook, please take the time to label everything taken to school so they don't get *lost* in the lost and found. In case the inevitable happens, check the lost and found closet in the multi-use room. We will keep items for a reasonable length, and then send them on to charity. Students are urged not to bring valuable items or excessive amounts of money to school.

#### **SPIRIT DAY:**

Every Friday is Spirit Day at Bel Aire. Students and Staff are asked to wear school colors, White, Blue, or a Bel Aire shirt. T-shirts and Sweatshirts are sold by the Family Faculty Club at the beginning of the school year online.. Student Leadership will schedule special spirit days (i.e., Pajama Day, Crazy Hair Day, etc.)

#### **SCHOOL PHOTOS:**

School Photos will be offered each year. If your child misses picture day, there will be an alternate day for make-ups. Please see Parent Square and SeeSaw for specific dates.

Yearbook presales will happen after the first of the year. Please order your yearbook then. There will only be a few available at the end of the year for purchase.

### **FIELD TRIPS:**

One of the highlights of any school year is a class field trip. Your child will bring home a permission slip well in advance of any scheduled trip. The standard District permission form that includes the liability waiver statement must be signed and returned if your child is to go on the trip. Please give this matter your special attention to avoid tears and unhappiness from a child who is not able to go on the trip because s/he had no permission slip. Parent volunteers are often needed to accompany students. Please let your child's teacher know if you can participate. Due to liability issues, younger siblings are not permitted to go on school-sponsored field trips. All chaperones will need to fill out a waiver prior to attending. All adults who accompany the trip are expected to act as chaperones within the guidelines set by the facility and the school. Field trip donations may be requested. They are donations only. These help pay for transportation and entrance fees.

### **STUDENT LEADERSHIP: A service learning project**

Student Leadership provides students in grades 4, & 5 the opportunity to participate in school leadership. It is made up of volunteers whose task it is to develop and coordinate campus-wide activities that promote school spirit and a respectful service-oriented community, as well as participate in jobs and service around the school. All students are welcome, but should commit to participating for the entire school year. Leaders are committed, responsible, timely, and dedicated to the betterment of the students and the school.

### **GARDEN**

Bel Aire is fortunate to have a wonderful garden area and program. that provides hands-on experience working in plant science for our K-3rd graders,

### **VISUAL ARTS:**

Our arts program is strong! All students K-5 receive instruction in Visual/Performing Arts. We are excited to have a ceramics program, a drama program, and a visual arts program in which students have a wide variety of opportunities.

### **BUDDIES:**

One of the best-loved programs at Bel Aire is our buddy program, which promotes cross-age relationships, gives leadership opportunities to older students, and provides

another layer of support to younger students. Each classroom has a "buddy" class that they meet with each week for a variety of activities that build community and support learning. Each "little buddy" is assigned an older student to help them during buddy activities and to be their special friend at Bel Aire.

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### **MUSIC:**

Once a week, students in Grades 4-5 participate in a 40-minute musical group instruction with either strings, band, or choral teacher, which students choose at the beginning of the school year. There are several opportunities during the year for students to perform with their groups at school and community events.

## **5TH GRADE PROGRAMS**

### **OUTDOOR EDUCATION:**

Each fall, our 5th graders are given the opportunity to participate in a 3-day overnight camp experience provided by the Environmental Education Program at Westminster Woods located near Occidental, CA. Parent Volunteers act as cabin leaders while expert naturalists provide instruction in environmental science. This experience also gives students and teachers an opportunity to build community and work together as a team.

### **PROMOTION:**

Each year, 5th grade students will be able to participate in a celebration of promotion from Elementary School to Middle School. The date of the event will be shared during the year by the 5th-grade teachers and the school with all 5th-grade families.

## **Health**

**Vaccinations:** A child may be excluded from school if all vaccinations/immunizations are not up to date and on file at the school. Please make sure that you have provided the school with an up-to-date vaccination record for your child.

### **Medication at School:**

Medicine can be administered in school only if the following requirements are met:

Any pupil who is required to take prescribed medication during the school day may be assisted by school personnel if the district receives a **written statement from the doctor detailing the method, amount, and time schedules by which such medications are to be**

taken, and a written statement of your desire that your child be so assisted by school personnel on the approved District form available in doctors' offices and Bel Aire

Parents are asked to secure a separate supply of the prescription to be kept at school.

This supply shall be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, the name of the physician, and the dosage of the medication to be given.

Ø **The requirement of a doctor's statement cannot be satisfied merely by a prescription label. A separate detailed statement is necessary.**

### ATTENDANCE NOTES

If your child is absent from school, the information below **must** be provided to the school.

To **notify the school** of an absence, please do **one** of the following:

1. Respond to the absence notice sent through Parent Spare
2. Send a note with your child when they return to school.
3. Call the school office @ (707) 253-3775

Please provide the following information in your email/note/call:

1. **Student's full name**
2. **Reason for absence**
3. **Date(s) of absence**

If you know that your child will miss more than 3 days of school in a row, please notify the office in advance and pick up an Independent Study Packet at the front desk. Upon return, submit the completed packet to the office.

### SAFETY

In the event of a community emergency, please tune your radio to the following stations for information: KVON 1140 AM, KVYN 99.3 FM, and check Parent Square for messages.

Each school year, the staff and School Site Council update and revise our school safety plan. We have periodic emergency drills, including fire, earthquake, and shelter-in-place (lockdown) procedures. Please be aware that for some students, these drills can produce fear and anxiety. As a staff, we welcome your assistance in reassuring students that being prepared is important, but that school is a safe place where they will be cared for by teachers, staff, and parents.

In the event of a disaster/emergency, we will ask for your cooperation as we implement our safety plan, which includes safeguards for releasing students at a designated safe checkpoint to parents/guardians or a student's emergency contacts on file in our office.

### **ACCIDENTS:**

If your child is seriously injured at school, we will make him/her comfortable and then call you immediately. If you cannot be reached, we will attempt to contact the emergency numbers you listed on the emergency card. Please keep emergency card information current with emergency contacts. If your child is ill or injured, they need you!

### **INSURANCE:**

The school does NOT provide medical insurance coverage for school accidents. This means that you are responsible for your child's medical bills if he or she gets hurt during school activities. The school does, however, offer access to student accident insurance plans that would help pay those bills if the student's family elected to enroll in the insurance plan. Information regarding the plan is sent home at the beginning of the school year. Purchase of insurance is optional, but recommended.

### **DOGS ON CAMPUS:**

It is the policy of the Napa Valley Unified Board of Education that no dog, cat, or other animal shall be permitted to enter district property, **except at a place, time, and manner authorized by the school principal or other district official.** (Dogs to assist the visually and hearing impaired are exempted from this regulation.)

## **Parent Participation**

### **STUDENT-LED PARENT CONFERENCE:**

In the PYP we want students to be able to show evidence of their learning through the five essential elements: knowledge, skills, concepts, attitudes, and action they develop as they participate in the units of inquiry. **Student-led conferences** are one way students take an active role in their learning. You will sign up for a time slot at Back to School Night in your child's classroom.

As students prepare to present at the conference, they reflect on their work and their progress as IB learners (learner profile). This is a wonderful opportunity for them to share their learning and practice their communication skills. The teacher is there to provide support, but instead of the teacher doing the evaluation and reflection, the students assess their efforts. This approach empowers our knowledgeable students to

take ownership of their learning and recognize areas for growth through ongoing reflection. It's also a great way to celebrate their hard work!

The parents' role is vital to the success of the conference. It is important that you see yourselves as a part of the discussion, actively listening as well as posing questions that will lead to reflection and deeper thinking.

Questions such as:

- Why did you choose this piece of work?
- How did you get your ideas?
- What changes would you make next time?
- What did you learn from this project?
- How has your writing changed?
- What was your role in this group task?

Parent involvement in a child's educational process is often a key component of the child's success. School-wide student-led parent conferences are scheduled in the fall each year. Our goal is for the student, with guidance from the teacher and family, can create the best possible plan for their individual learning needs.

### **VOLUNTEERS:**

Please feel free to visit our school at any time. Stop and sign in at the office to notify the secretary. For classroom visits/observations, please phone or send a note to the teacher at least one day prior to your visit. **A visitor badge must be worn while you are on campus.** Pick up your badge in the office upon arrival at school. For a class visit, please plan your time so you do not bring siblings.

There are many opportunities to volunteer at Bel Aire, and we are so appreciative of your time and efforts on behalf of our students. Each teacher has a variety of ways that you can help in the classroom and will generally go over these at Back to School Night. In addition, we have school-wide needs that include:

- Chairing or serving on a variety of committees, either for Family Faculty Club events or ongoing programs. There will be signup sheets available during all the fall events, including the meet and greet, back-to-school gathering, and the 1st day of school
- Serving on our School Site Council or representing Bel Aire on the Superintendent's Advisory Committee (See Ms. Title for more info)

### **BIRTHDAYS:**

If your child has a birthday during the school year, you may wish to send a simple, small treat (preferably something healthy) for the teacher to distribute at a convenient time, either right before recess or after lunch. **Please pre-arrange with the teacher.** Treats

must be store-bought only (no homemade treats). Please save parties and more elaborate treats (balloons or flowers...) for home celebrations. Invitations distributed at school should include all students in the class, or invite off-campus.

### Parent Club

#### **PURPOSE:**

The Bel Aire Family Faculty Club is a group dedicated to supporting the school's on-going educational program. We encourage all Bel Aire families to participate in this group, which meets monthly to discuss Club business and make decisions relating to student educational activities. The focus of the group is building community among school families, broadening family awareness of school, educational, and parenting issues, and fundraising to provide enrichment experiences for Bel Aire students. The Family Faculty Club officer board is nominated and elected every two years in the late spring. Newcomers are always welcome. All Bel Aire parents are included in the Parent Club.

#### **MEETINGS:**

Parent Club meets regularly throughout the year. Meetings are generally held on the second Monday of each month from 6:00-7:00 p.m. in the Multi-Use room. There is a Zoom option as well. Periodically, an afternoon or morning meeting is scheduled to meet the needs of those who are unable to attend evening meetings. Please watch for a notice in the fall announcing the meeting schedule for the year. Childcare is generally available. Meeting minutes will be posted on our website and on the parent club display board outside the office.

### School Site Council (SSC)

The School Site Council (SSC) serves as an advisory group for our Single Plan for Student Achievement. It is composed of parents and staff members with voting members equally divided between parents and staff. The SSC monitors the school plan, assesses needs, sets goals, evaluates, and updates the plan. It also oversees the School Improvement Plan budget and expenditure, as well as the annual school safety plan. All parents are encouraged to sign up to be on the SSC. Please let the principal know if you are interested.

### Student Conduct

As members of our learning community, Bel Aire Magnet School students and staff make a commitment to create an environment that meets their definition of what they want their school to be. In each classroom, all students participate in developing norms for behavior that will create safety and ensure that learning is supported. Every student agrees to abide by these norms, and classes frequently discuss problems and revisit their expectations for behavior in class meetings.

As a school community, we promote the following attitudes and encourage students to find positive examples of these qualities in real-life situations. These attitudes represent the mindset we want our students to adopt to become successful learners and global citizens. We aim for every student to understand our expectations and to assess their development in each of these areas.

They are:      Tolerance      Creativity  
                    Respect        Curiosity  
                    Integrity      Cooperation  
                    IndependenceConfidence  
                    Enthusiasm    Commitment  
                    Empathy        Appreciation

We ask that parents support these attitudes in their homes. Please be sensitive when inviting students/families to parties or other gatherings that you either invite all your child's classmates/families or extend invitations outside of school grounds.

At Bel Aire, the expectation is that all students must be able to participate in an environment that is safe physically and emotionally. If a student makes an inappropriate choice, our policy is based on the principle that discipline should be a "teaching" opportunity where students are asked to reflect on their choices and, if necessary, be given consequences that promote service to the community. In more extreme cases, consequences will be given based on progressive discipline and district guidelines up to and including suspension.

For a more specific list of district policies on behavior, including the current policy on sexual harassment, see the [Napa Valley Unified School District K-12 Standards for Student Behavior](http://www.nvUSD.org/) are available on the district website at <http://www.nvUSD.org/>

### **Appropriate Attire Policy**

It is the **student and parent/guardians' responsibility** to follow the guidelines on appropriate dress, grooming, etc.

Consistent with Napa Valley Unified School District (NVUSD) Board Policy 5132, all clothing, footwear, and accessories are to be safe and appropriately sized while attending

school and at all school events, including all after-school events. Clothing must fit modestly, can be no more than one size too large, and cannot be so tight as to restrict comfort and activity. Pursuant to Education Code 48907, buttons, badges, and other insignia that express political or other constitutionally protected messages are acceptable. However, any clothing or accessory (including, but not limited to backpacks) that promotes any form of profanity, violence, drugs, alcohol, vandalism, weapons, tobacco, illegal activities, or harassment or degrading of individuals on the basis of gender, gender identity, sexual orientation, race, ethnicity, color, religion, national origin, physical or mental disability, or that creates substantial disruption to the learning environment is unacceptable at Bel Aire Park Elementary School.

The Bel Aire Park Administration reserves the right, if necessary, to add other items to the list below at any time, especially any and all items that become associated with gang membership (Education Code 35183) and/or affect the safety and/or security of the campus.

All students must conform to the dress requirements of NVUSD Board Policy 5132 and the following school site dress requirements:

**A. Pants/Shorts:**

- a. Fitted at the waist and may not sag, bag, or drag on the ground. All pants/shorts must be worn above the hip line and may not reveal or expose any undergarments.
- a. Shorts must be at the mid-thigh in length on any student and cannot reveal any part of the buttocks when a student is involved in normal school activities (i.e. walking, running, standing, sitting, bending etc.).
- a. Must not show any rips that show skin above the knee.

**A. Tops:**

- a. Must cover the shoulder to the edge of the shoulder.
- a. Must be long enough to allow for normal classroom/school movement without revealing any part of the midriff.
- a. Must not expose or reveal cleavage, undergarments, torso, chest, back, stomach, etc.
- a. No tube tops, half shirts, mesh/see-through tops, spaghetti straps, or halter tops are allowed

**A. Skirts/Dresses:**

- a. Must be mid-thigh in length or longer and/or extend beyond the fingertips when arms are extended downward.
- a. May not be strapless
- a. May not reveal bare back, midriff, undergarments or cleavage.

**A. Shoes:**

a. All students must wear shoes at all times. Steel-toed boots, slippers, sandals and flip-flops are not considered safe for school activities. CROCs are allowed as long as the heel strap is worn.

a. The heel of any shoe must not be higher than 2", as measured by the back of the heel, and must have a back or strap.

**A. Backpacks:**

a. Must conform to all other dress policy regulations

**A. Hats**

a. Hats, beanies, and hoods may be worn outside only. Hats, hoods and beanies are not to be worn indoors.

**Parents/Guardians, please note:** Expensive items (shoes, coats, jackets or electronic devices) are considered personal property and it is recommended that these items be kept safe at home. Bel Aire is not responsible for lost or stolen items.

Cell Phone and Personal Electronic Device Policy	
GRADES TK-8 <ul style="list-style-type: none"> <li>• Cell phones,</li> <li>• earbuds/headphones, &amp; mobile devices must be off &amp; stored in backpack all day</li> <li>• Smartwatches must be in airplane mode during school hours</li> <li>• No earbuds during class or at recess</li> </ul>	
Cell Phone/Electronic Device	Significance
<b>1<sup>st</sup> Incident</b>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Phone/electronic device confiscated and returned to the student at the end of the day</li> </ul>
<b>2<sup>nd</sup> Incident</b>	<ul style="list-style-type: none"> <li>• Loss of privilege</li> <li>• Phone/electronic device returned to the student at the end of the day</li> </ul>
<b>3<sup>rd</sup> Incident</b>	<ul style="list-style-type: none"> <li>• Loss of social time (x2) assigned</li> <li>• Phone/electronic device confiscated and returned to the parent at the end of the school day</li> <li>• Parent must retrieve the device from the front office</li> </ul>
<b>4<sup>th</sup> Incident</b>	<ul style="list-style-type: none"> <li>• Phone/electronic device confiscated and returned to the parent</li> <li>• Conference with the student and parent/guardian when they pick up the phone at a pre-arranged appointment time.</li> </ul>

	<ul style="list-style-type: none"> <li>• The student will then check in their phone with the front office every day for 20 school days.</li> </ul>
<p>Bel Aire Park assumes no responsibility for the theft or loss of any item governed by this policy. BAP is not responsible for missing items that are brought to school. While we are sympathetic to items that are missing, please remember that it is our endeavor to focus as much time as possible on refining our programs and instruction to maximize student achievement. The time taken to look for these items hinders these efforts.</p>	

## Articles Prohibited in School

Problems arise each year because students bring articles that interfere in some way with school procedure. Articles prohibited in school include all weapons, look-alike weapons, or devices that may be used to harm others, matches, lighters, firecrackers, fireworks, stink bombs, and all controlled substances (including any imitations). Items such as rubber bands, water pistols, hardballs, water balloons, darts, etc., are also prohibited. Any trading/game cards, toys, action figures, etc., are not allowed unless prior permission from the teacher is given.

Students are not permitted to sell anything on campus except as part of an organized fundraising effort on behalf of student leadership, parent club, or other approved non-profit organizations.

**Bel Aire Park Magnet School is a tobacco-free school.** The selling, giving, or furnishing of tobacco on school premises or at school-related events is a violation of law and Board policy and is not permitted. The use of tobacco on school premises or at school-related events is a violation of Board Policy and is not permitted.

## CHILDCARE

Napa Valley Unified School District sponsors a child care program at Bel Aire, providing before care (all grades) and after-school care (TK and Kindergarten only) on the school site with a licensed child care provider. Please register your child on the NVUSD website here <https://www.nvusd.org/families/child-care>

At Bel Aire, we are fortunate to have Cool School Extended Learning Program for our First through Fifth-grade students. Please go to the NCOE website <https://napacoe.org/ncoe-exl/> for more information.

