

# Parent Handbook

2025-2026



**BEL AIR**  
**ELEMENTARY**



# Welcome to Bel Air Elementary School

## **Dear Families,**

Welcome to Bel Air Elementary! We are excited to partner with you in your child's educational journey. At Bel Air, we are committed to a strong focus on literacy across all grade levels. From our engaging classroom lessons to our targeted reading intervention, we strive to ensure that every student becomes a confident and capable reader and communicator. Additionally, we place a high priority on social-emotional learning (SEL), helping students develop empathy, resilience, and a strong sense of community.

Our dedicated staff works hard to create a safe and inclusive environment where every child is encouraged to reach their full potential. We invite you to be an active part of our school family. A strong school helps build a strong community. We look forward to a great year of learning.

## **Go Bears!**



**Tamekia McCauley, Ed.D**

Principal, Bel Air Elementary

# **School Contact Information:**

**Main Office Phone: (925)458-2606**

**Fax: (925)458-2066**

**Address: 663 Canal St.**

**Bay Point, CA 94565**

**Website: <https://belair.mdusd.org/>**

**Office Hours: Monday-Friday 8:00-4:00**

## **Administration**

### **Principal**

**Tamekia McCauley, Ed.D**

**mccauleyt@mdusd.org**

### **Vice Principal**

**Edmund Perryman**

**perrymane@mdusd.org**

## **Office Staff**

**Ce Parrott, Office Manager**

**Parrottc@mdusd.org**

**Diana Gallegos, Secretary/Registrar**

**gallegosd@mdusd.org**





**Our mission is to develop confident, independent learners in a safe, inclusive, and positive school environment. We are committed to building a strong foundation, embracing our multicultural community, and striving for academic excellence while welcoming and collaborating with families and the community.**



# District LCAP Goals

## Goal 1

All students will receive a high quality education in a safe and welcoming environment with high expectations and rigorous instruction in the California State Standards that prepare them for college and career.

## Goal 2

Highly qualified, culturally proficient, and responsive staff will create a safe and engaging learning environment respectful of all students' backgrounds ensuring they are college and career ready when they graduate.

## Goal 3

Families and community members will be informed, and empowered as partners with Mt. Diablo Unified to support student learning and improve student outcomes.

## Goal 4

Focal scholars, specifically African American students, Foster Youth, students experiencing homelessness, students with IEPs and multilingual students, will experience culturally responsive practices and be provided rigorous instruction within an educational environment that builds trust and inclusive partnerships between the students, families, and staff.



# Profile of a Bel Air Bear



Lifelong  
learner



Confident  
communicator



Critical  
thinker



Kind  
classmate



BEFORE  
**THINK YOU SPEAK**

★  
**IS IT**  
★

★  
**T** RUE?  
★  
**H** ELPFUL?  
★  
**I** NSPIRING?  
★  
**N** ECESSARY?  
★  
**K** IND?



A sandwich was cut into 6 pieces. Briella ate 3 pieces. What fraction did she eat?  
Draw, show, solve!

$\frac{3}{6}$  three sixths

$\frac{3}{6}$

$\frac{3}{6}$

$\frac{3}{6}$

# Daily Schedule



# School Hours & Drop-Off/Pick-Up Policy

**School Office Hours 7:45 am–4:00 pm**

**Breakfast 7:30 am – 7:45 am**

<b>Arrival</b>	<b>Dismissal</b>	<b>Early Release (Wed)</b>
AM TK 8:00 am	12:00 pm	12:55 pm
PM TK 10:30 am	2:30 pm	12:55 pm
Kdg-5 <sup>th</sup> 8:00 am	2:30 pm	1:05 pm

\*\*PM TK students will arrive at 8:00 on Wednesdays

## Drop-Off Policy

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- The Madison Gate will not be open in the morning.
- Parents/guardians may not drop off their students prior to 7:30 AM as there is no supervision for your student. Therefore, students may not be left unattended prior to 7:30 AM.
- Students must be dropped off and proceed directly to the cafeteria in the morning. Parents/guardians are not allowed on the playground blacktop or in the hallways.
- Students should only be dropped off in safe, designated areas. Do not drop your student off on Canal Rd or in the passing lane.
- Students are not allowed to be on the playground blacktop or in classrooms prior to 7:55 AM.
- If arriving after 8:05 AM, students must report to the office for a tardy pass.

## Pick-Up Policy

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- Only authorized individuals listed on the child's emergency contact form may pick up the child.
- Students should be picked up promptly after school unless they are attending ASP.
- Parents must sign out their child before leaving the premises. Students cannot sign themselves out.
- The gate to Madison/trail will remain closed during the school day and will reopen after school is dismissed at 2:30 PM (1:05 PM on Wednesday)

**At NO time should a driver drop off a child in the parking lot and have the child walk through the parking lot. Adults should accompany students in the parking lot at all times.**

# Daily Schedule Overview

Time	Activity	Description
7:30 – 8:30 AM	Arrival & Free Play	Transition activities and social interaction.
8:30 – 9:00 AM	Morning Circle	Welcome songs, calendar review, and theme discussion.
9:00 – 10:00 AM	Learning Centers	Rotating literacy, math, art, and science stations.
10:00 – 10:30 AM	Snack Time	Healthy snacks and hydration break.
10:30 – 11:30 AM	Outdoor Play	Gross motor activities and team games.
11:30 AM – 12:00 PM	Storytime & Music	Read-aloud sessions and sing-along.
12:00 – 12:30 PM	Lunch	Social mealtime and table manners practice.
12:30 – 1:30 PM	Nap/Rest	Quiet rest with soft music.
1:30 – 2:30 PM	Hands-On Exploration	STEAM, sensory play, or dramatic role-playing.
2:30 – 3:00 PM	Afternoon Snack	Light snack before final activities.
3:00 – 3:30 PM	Creative Expression	Arts, crafts, and self-expression activities.
3:30 – 4:00 PM	Reflection & Dismissal	Closing circle and preparation for pick-up.

# MT. DIABLO

## UNIFIED SCHOOL DISTRICT 2025-2026 INSTRUCTIONAL CALENDAR

Board Approved 12/18/2024

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
July 2025			1	2	3	4	5		Jan 2026					1	2	3	0
	6	7	8	9	10	11	12			4	5	6	7	8	9	10	5
	13	14	15	16	17	18	19			11	12	13	14	15	16	17	5
	20	21	22	23	24	25	26			18	19	20	21	22	23	24	4
	27	28	29	30	31					25	26	27	28	29	30	31	5
								(0)									
Aug 2025						1	2	0	Feb 2026	1	2	3	4	5	6	7	5
	3	4	5	6	7	8	9	3		8	9	10	11	12	13	14	5
	10	11	12	13	14	15	16	5		15	16	17	18	19	20	21	4
	17	18	19	20	21	22	23	5		22	23	24	25	26	27	28	5
	24	25	26	27	28	29	30										
								(18)									
Sept 2025		1	2	3	4	5	6	4	March 2026	1	2	3	4	5	6	7	5
	7	8	9	10	11	12	13	5		8	9	10	11	12	13	14	5
	14	15	16	17	18	19	20	5		15	16	17	18	19	20	21	4
	21	22	23	24	25	26	27	5		22	23	24	25	26	27	28	5
	28	29	30					2		29	30	31					
								(21)									
Oct 2025				1	2	3	4	3	April 2026				1	2	3	4	3
	5	6	7	8	9	10	11	0		5	6	7	8	9	10	11	0
	12	13	14	15	16	17	18	4		12	13	14	15	16	17	18	4
	19	20	21	22	23	24	25	5		19	20	21	22	23	24	25	5
	26	27	28	29	30	31		0		26	27	28	29	30			
								(16)									
Nov 2025							1	5	May 2026						1	2	1
	2	3	4	5	6	7	8	5		3	4	5	6	7	8	9	5
	9	10	11	12	13	14	15	5		10	11	12	13	14	15	16	5
	16	17	18	19	20	21	22	0		17	18	19	20	21	22	23	5
	23	24	25	26	27	28	29			24	25	26	27	28	29	30	4
								(14)									
Dec 2025		1	2	3	4	5	6	5	June 2026		1	2	3	4	5	6	2
	7	8	9	10	11	12	13	5		7	8	9	10	11	12	13	
	14	15	16	17	18	19	20	5		14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	0		21	22	23	24	25	26	27	
	28	29	30	31				0		28	29	30					
								(15)									(2)

T = Work Day, All Teachers

N = New Staff Orientation

L = Legal Holiday

B = Board Holiday

R = School Recess

July 4: Independence Day	Quarter 1= 42 days	Dec 25: Christmas Holiday	Jan 1: New Year's Day	Jan 5: School Resumes
July 29: Title I Academy	Quarter 2= 42 days	Jan 19: Martin Luther King Day	Feb 16: Presidents Day	Feb 27: End of Trimester 2
July 30-31: New Staff Orientation	Quarter 3= 48 days	Mar 13: End of 3rd Quarter	Mar 16: All Teacher In-Service Day- Non Student Day	Mar 31: Cesar Chavez Day
August 1-5: All Teacher In-Service Day- Non Student Day	Quarter 4= 48 days	Apr 6-13: Spring Recess	Apr 10: Board Holiday	Apr 14: School Resumes
August 6: First Student Day		May 25: Memorial Day	Jun 2: Last Student Day	Jun 2: End of 2nd Semester/ 4th Quarter/ 3rd Trimester
Sept 1: Labor Day		Jun 19: Juneteenth		
Oct 3: End of 1st Quarter				
October 6th-10th: Fall Recess				
October 13: Indigenous Peoples Day	Semester 1= 84 days			
Oct 14: School Resumes	Semester 2= 96 days			
Oct 27: Teacher In Service- Non Student Day				
Oct 31: End of 1st Trimester	180 days			
Nov 11: Veterans Day				
Nov 24-28: School Recess				
Nov 27: Thanksgiving Day				
Nov 28: Board Holiday	Trimester 1= 55 days			
Dec 1: School Resumes	Trimester 2= 67 days			
Dec 19: End of 1st Semester/End of 2nd Quarter	Trimester 3= 58 days			
Dec 22- Jan 2: Winter Recess	180 days			

A young girl with two pigtails, wearing a white shirt and dark pants, is looking at a terrarium. The terrarium is a clear glass box with a black top and an orange stripe, containing a small green plant. It sits on a wooden table in a greenhouse setting. The background shows a wooden wall and a window with a mesh screen. There are yellow and blue circular overlays on the image. In the top right corner, there is a small blue sign with a green leaf illustration and the text "are brown".

# Absence Reporting

# Reporting Absences

At Bel Air, we believe that regular daily attendance is essential for your child's academic success and social development. Each day of school builds on the previous one, and when students are present consistently, they gain the skills, confidence, and routines they need to thrive academically. Missing even a few days can make it harder for your child to keep up and feel connected. Let's work together to ensure your child is here every day, on time, and ready to learn!

## **An absence is considered unexcused if:**

### **Here are some ways you can support your students' positive attendance:**

- Plan vacations during non-school days.
- When possible, schedule your child's medical and dental appointments outside of school hours.
- Make sure your child attends school every day unless they are ill or observing a religious holiday.



# Dress Code & Personal Belongings Policy



## What Not to Wear

- Clothing with inappropriate images, logos, or slogans.
- Items that pose a safety risk
- Costumes (except on designated theme days).
- Shoes with wheels, flip-flops, or heels.

## Personal Belongings Policy

### Items to Bring Daily

- **Backpack**  
Extra set of clothes (for grades TK-1)
- **Reusable Water Bottle**  
labeled with the child's name
- **Lunch**  
if not participating in the school lunch program

## Items Not Allowed at School

- **Toys from home**  
the school is not responsible for lost or damaged items
- **Electronic devices**  
tablets, smartwatches, phones  
the school is not responsible for lost or damaged items
- **Expensive or sentimental items (including money)**  
the school is not responsible for lost or damaged items



# Academics

# **State and District Assessments, Homework and Reporting**

## **Report Cards:**

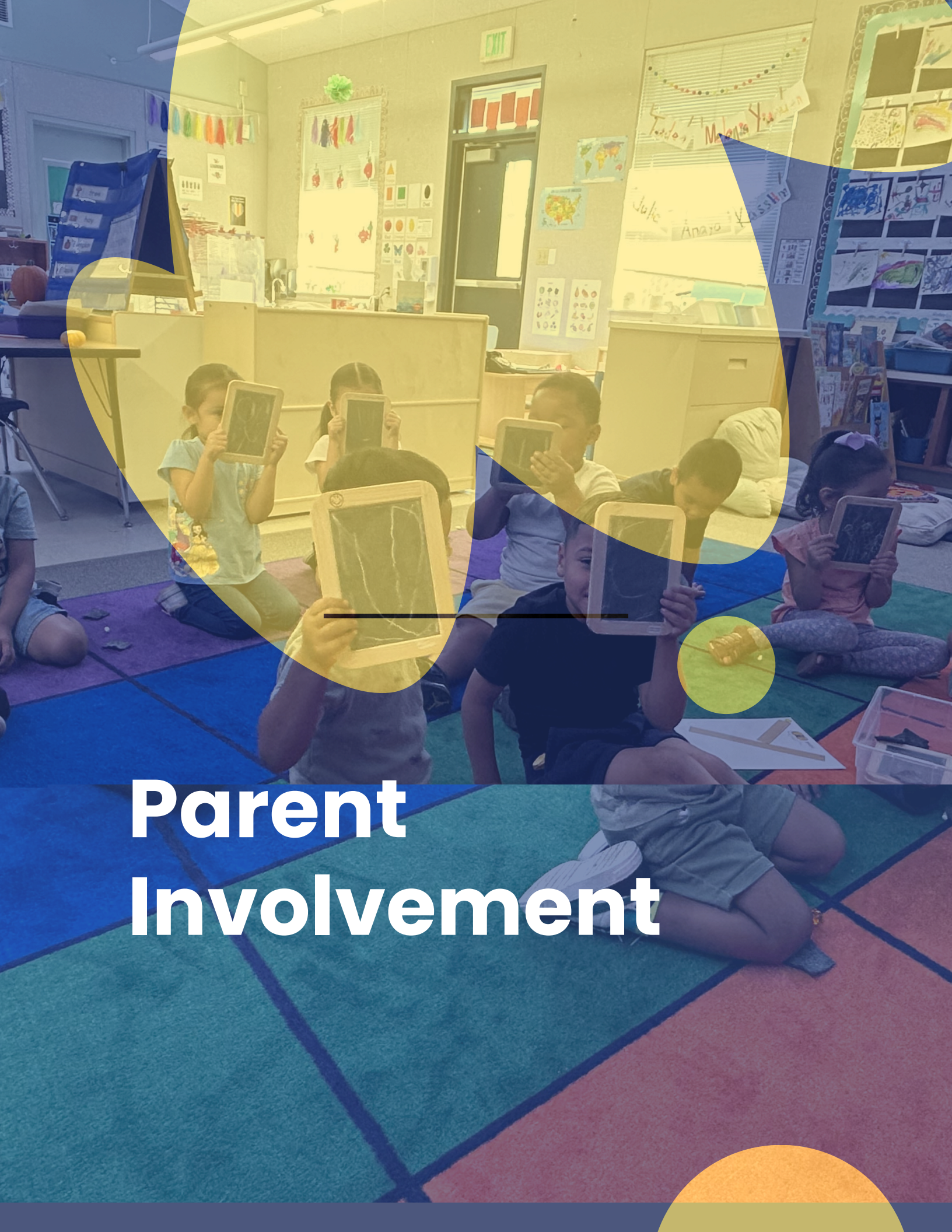
Report cards are issued three times during the school year through the AERIES and Parent Square Portals.

## **Testing and Assessments:**

All student students are tested in math and reading throughout the school year. The results of these tests help us improve our instruction to provide better educational outcomes for your student. Students in grades 3–5 will take the California Assessment of Student Performance and Progress (CAASP) in the spring.

## **Homework:**

Your child's teacher will strive to ensure that all assignments are appropriate, meaningful, and clearly understood by the student. If you have specific questions or concerns about homework, please reach out to your child's teacher directly.



# Parent Involvement

***Any visitor who is in a school building or on school grounds when school is in session shall behave in an orderly manner while on school grounds and by utilizing the district's complaint process if they have concerns with any district program or employee. In accordance with Penal Code 626.7, and Administrative Regulation 3515.2 - Disruptions, the principal or designee shall request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.***

**No electronic listening or recording device may be used by any person in a classroom without the teacher's and principal's permission. (Education Code 51512)**

## **School-Wide Volunteering**

Visitors to Bel Air are required to sign-in and out at the office. Visitors must also wear a visitor badge upon arrival and before departing campus. Volunteers must be cleared through the formal district process.

## **Classroom Involvement**

Classroom volunteering opportunities may come up throughout the year. Your child's teacher will communicate these needs. Volunteers must be cleared through the formal district process

## **Classroom Observations**

**If a parent would like to observe in their child's classroom, the following conditions must be met:**

- Parents must request observation at least 48 hours in advance to teacher/administrator.
- Teacher, Administrator and parent will find a mutually agreed upon date and time.
- Administrator or designee will accompany parent throughout the observation.
- Observations to last no longer than 30 minutes.

The background is a solid dark blue. It features several large, irregular yellow shapes that resemble organic forms or splatters. A smaller, solid yellow circle is positioned to the right of the main yellow shapes. At the bottom right corner, there is a partial view of a larger yellow circle.

# **Health & Wellness Policies**

# **MEDICATION AT SCHOOL**

## **Administration of Medication by School Personnel**

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable, and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care provider. Such personnel shall be afforded appropriate liability protection.

A written request using a district authorization form must be submitted by the parent. The parent and the student's physician must sign this form. All medication must be provided in the original container with labels listing the student's name, name and number of pharmacy, physician's name and the dosage to be administered.

## **Asthma Medication and Management**

Students may not carry any medication without consent from the doctor. Any student who needs to take prescribed medication during the school day may be assisted by a school nurse or designated school personnel or allowed to carry and self-administer inhaled asthma medication provided that the district receives written statements from the student's physician and parent/guardian in accordance with Education Code 49423.1 and BP/AR 5141.21 – Administering Medication and Monitoring Health Conditions. Parents/guardians shall be requested to provide quick relief medication to be administered in accordance with the student's asthma action plan.

All medications carried by students without doctor consent will be confiscated and held for parents. Under no circumstances may school personnel provide aspirin or any other over-the-counter medicine to students without a completed district authorization form signed by a doctor. Medication includes aspirin, cough syrups/cough drops, etc.

## **GUIDELINES FOR SICK CHILDREN**

Parents of school aged children are periodically faced with the decision of keeping a sick child home or sending them to school. Please consider the following CDC guidelines when making your decision when to keep your child home: Keep your child home with a fever over 100 degrees or if experiencing discomforts that would interfere with their ability to perform/function during the school day (vomiting, diarrhea, poorly controlled cough, severe lack of energy etc).

## **Food Allergies**

Please contact the front office if your child has a food allergy. All items purchased for classroom celebrations must be store bought and commercially prepared.

**Always call the office to clear an absence.**







# Parent School Compact & Title I Policy



**As a PARENT, I will be responsible for:**

Providing adequate food and rest so my child is ready to learn.

Making sure my child arrives to school on time so he / she can get the most out of each day.

Providing a time and place each day for quiet study and reading at home.

Helping my child complete homework and other responsibilities.

Providing support for the school by keeping informed of programs, finding time to volunteer, and attending school functions.

Being supportive of the classroom and school behavior guidelines to help ensure a safe and orderly environment.

\_\_\_\_\_  
Parent Signature    Date



**As a STUDENT, I will be responsible for:**

- Showing respect and cooperating with all the adults in the school.
- Coming to school everyday, on time and prepared to work.
- Showing good behavior by not using profanity, stealing, and / or vandalizing.
- Respecting the rights of others to learn without distraction and disruption.
- Practicing safety by not running, pushing or fighting.
- Spending time at home studying and / or reading everyday.
- Working as hard as I can to be the best that I can be.

\_\_\_\_\_  
Student Signature                      Date



**As a TEACHER, I will be responsible for:**

- Setting high standards for all students.
- Providing motivating and interesting learning experiences in my classroom.
- Finding out what techniques and materials work best for each child.
- Providing a secure, caring and healthy learning environment.
- Promoting and encouraging two-way communication with all parents.
- Explaining my expectations, instructional goals, and grading system to students and parents.
- Making opportunities for students to demonstrate their learning.

\_\_\_\_\_  
Teacher Signature                      Date

## **Bel Air Elementary Title I Policy**

Bel Air Elementary, with parents and family members, has jointly developed, mutually agreed upon, and distributed to, parents and family members of participating children in Title I, Part A programs the following requirements as outlined in ESSA sections 1116(b) and (c).

Describe how parents and family members of participating children in Title I, Part A programs are involved in jointly developing, distributing to, a written school parent and family engagement policy, agreed upon by such parents for carrying out the requirements in ESSA Section 1116(c) through (f) (ESSA Section 1116[b][1]):

- As a SWP, at Bel Air Elementary, our parents provide input and feedback annually to our School Parent and Family Engagement Policy at our January School Site Council Meeting. The jointly developed plan is included in the meeting minutes and distributed annually at our Title I Parent meeting held each school year.

Describe how the school served by Title I, Part A funds holds an annual meeting, at a convenient time, to which all parents and family members of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A and to explain the requirements and the rights of the parents to be involved (ESSA Section 1116[c][1]):

- Each year at Bel Air's annual Title I Parent Meeting, which takes place during the fall of each school year, parents are invited and encouraged to attend to learn about our SWP (School Wide Program) of Title I services to all students in attendance at Bel Air. During this meeting, school wide achievement data is shared by grade level and student group. Analysis of last year's School Plan for Student Achievement (SPSA) goals are shared and feedback and input in regards to new goals are sought.

Describe the steps that the school takes to offer a flexible number of meetings, such as meetings in the morning, afternoon, evening or other ways and may provide, with funds provided under Title I, Part A, for transportation, child care, or home visits, as such services relate to parental involvement (ESSA Section 1116[c][2]):

School Site Council meetings are held at a variety of times across the school year including mornings, afternoons, and evenings, to accommodate as many parents as possible. Additionally, our Back-to-School Night took place during the evening and our Annual Title I meeting will also take place in the evening. School Site Council meetings take place in the afternoon and can and will be adjusted based on parent input.

Describe how parents and family members of participating children are involved, and in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of schoolwide program plan under ESSA Section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children (ESSA Section 1116[c][3]):

As members of the School Site Council, parents and family members of Title I students are involved in the planning, review, and improvement of programs under Title I via the annual evaluation of, planning of, and Dashboard data review included in the SPSA. Bel Air Elementary's Title I, Part A School Parent and Family Engagement Policy was developed jointly and agreed on with parents and family members of children participating in Title I, Part A programs on 1/24/2025, The School will distribute the policy to all parents and family members of participating Title I, Part A students annually on or before September 1<sup>st</sup>.