

Capistrano Unified School District
MARIAN BERGESON ELEMENTARY SCHOOL
Home of the Bulldogs



2025-2026

PARENT/STUDENT HANDBOOK

MARIAN BERGESON ELEMENTARY SCHOOL

25302 Rancho Niguel Rd.
Laguna Niguel, CA 92677
(949) 643-1540
24 Hour Sick Line: (949) 643-9938
Office Hours: 7:30AM - 3:00PM

Follow Us On Social Media:

Instagram: @BergesonBulldogs - Twitter: @BergesonES - Facebook: @BergesonES

Our mission at Bergeson is empower students to become positive, contributing members of society through high-quality, differentiated instruction in a safe and nurturing environment that fosters academic excellence, social-emotional growth, and a lifelong love for learning. The policies, procedures and expectations have been developed and are implemented to support all students in reaching their potential.

After reading and reviewing the complete handbook with your child, please fill out and return the last page to your child's teacher.

Bergeson Parent/Student Handbook

2025-2026

Table of Contents

Arrival	3
Attendance	3
Bicycles	4
Deliveries to Students	4
Drop-Off/Pick-Up	4
Electronic Devices	5
Homework	5
Music Program.....	6
Physical Education Program.....	6
Library	6
Parent Volunteers	6
Positive Behavior Interventions and Support (PBIS)	7
Progressive Discipline Plan	9
Technology Use Expectations	10

Appendix:

PBIS School-wide Expectations Matrix

Parking Lot Map and Procedures (Drop-Off/Pick-Up)

Complete and Return the last page to your child's teacher by Friday, August 23, 2025.

Bergeson Parent/Student Handbook

2025-2026

ARRIVAL

Students are expected to arrive after 7:30AM when teachers are on duty. There is no supervision prior to 7:30AM. Grades 1-5 students must go directly to the blacktop upon arrival to school and remain at the blacktop until their classroom teacher picks them up at 7:45am. Students at the blacktop are supervised by teachers on duty from 7:30-7:45am. Kindergarten students line up at the TK/K playground gate starting at 7:30am. A Kindergarten teacher will be on duty at 7:30am to supervise students. TK students arrive by 8am to their classrooms.

ATTENDANCE

Attendance at school is the number one predictor of student achievement and school success. Bergeson follows strict State and District attendance and tardy guidelines. We expect all students to arrive at school on time daily ready to learn. In the event your child is ill or will miss school, please follow the following instructions:

1. Call and leave a message on the 24 Hour Sick Line: (949) 643-9938

- When reporting an absence, please leave the following information:
 - Your child's name
 - His or her teacher's name
 - The exact reason for the absence
- 2. Please report all absences the day of the absence.
- 3. Any absences verified after 72 hrs will be considered unverified

Chronic absences: Chronic absences and tardiness without a valid excuse are considered truancy under the law and are reported to the School Attendance and Review Board (SARB). Students with continued tardies and/or absences will be referred to SARB for disciplinary action. If a student continues to have attendance problems, parents will be required to attend a SARB hearing with the District Attorney.

Early out procedures: Parents are expected to be present and sign-out the student in the office any time the student leaves campus during school hours. Early pick-up affects your attendance record. Please refrain from picking up your child early if possible. Once the Parent has signed-out the student, office staff will call for the student to report to the office. If the student has a medical appointment and returns to school, we do ask that a note be provided from the medical office. *Under no circumstance are parents permitted to walk into a classroom and request to pull their child from class for any reason. Bergeson is a closed campus and all visitors must check-in at the front office.*

Excessive absences: Students on School of Choice with frequent absences and tardies may have their enrollment revoked and return to their home school.

Excused absences: A student absence is excused if it is due to illness or a family emergency. Children should not be sent to school when they are not feeling well. Students should be fever/vomit free for 24 hours before returning to school. They will be given ample time to make up work that is missed.

Tardy to school: Students are tardy to school if they are not with their class at the blacktop when the 7:45AM bell rings. Students in grades 1st-5th will walk directly to the blacktop upon arriving at school starting at 7:30AM. TK and Kindergarten students wait with their parents in the TK/ Kindergarten area until the line-up bell rings. All students are expected to and encouraged to arrive at school on time. Attendance incentives are awarded throughout the year to motivate students to arrive at school on time.

Work Request: In the event of an absence, you may request missed student work be prepared for you to pick up. Such calls must be received **by the front office before 10:00AM**. Teachers will set aside the day's work for you to pick up in the office at the end of the school day. If a friend of your child lives nearby, you may request to have work sent home with your child's friend.

BICYCLES: Skateboards/Rollerblades/Razors/Heelys & Motorized Bicycles/Vehicles

Bikes may be ridden to and from school by 3rd, 4th and 5th grade students only. If your family would like an exception to the bicycle policy, please contact the principal. Helmets and bike locks are required. The school is not responsible for stolen bicycles. Bicycles must be locked in the bike rack on the blacktop. Bike riding is not permitted on school grounds.

For safety reasons, skateboards, Razors, scooters, rollerblades, roller shoes, and motorized bikes/scooters may not be ridden to/from school or on school property. Skateboards, Razors, scooters, hoverboards, motorized bicycles and other motorized vehicles are strictly prohibited on any CUSD campus, even after school hours.

DELIVERIES TO STUDENTS

In order to maintain our students' focus on learning, deliveries to the classroom are not permitted. All items to be delivered to students (instruments, lunches, homework, etc.) must be left in the school office. Deliveries of packages, flowers, balloons, special lunches, cards, etc. are **not** allowed during school hours.

Birthday celebrations: In accordance with the CUSD Board Policy, **providing food** (birthday cake, cookies, fast food, pizza, etc.) **for the class or groups of students is not allowed for birthdays, even during lunch**. Please consider non-edible treats for birthday celebrations.

DROP-OFF/PICK-UP

Parking Lot rules are established to ensure safety. Please honor these expectations and review the established procedures to help our students arrive and leave school in a safe manner.

The Parent Lot (Formerly Known as the Y Lot): When parking in this lot please ensure you stay with your children when walking across the lot. **The exit will be blocked off from 7:30-7:45AM and 2:05-2:20PM in order to safely cross students**. Please plan accordingly. A copy of the parking lot and Drop-Off/Pick-Up routes can be found in the Appendix.

The Drop-Off and Pick-Up Lot (Staff Parking Lot): This is a Staff Parking Lot only. It is used for drive-thru drop-off and pick-up only. Parents may **NOT** park in this lot to pick up their child. After school, the pick-up lane will not move until students get out of school and start loading into cars. If the pick-up line is backed up, park in the Parent Lot and get out of your car to pick-up your child or wait until the line starts moving, and then get in the line. Students are expected to wait by the curb for their ride and enter the car from the right side/passenger side. **ONLY** pick up students along the curb marked for pick up. Cars may only make a right turn upon exiting the parking lot.

Preferred parking: Parents with special parking permits may park in the Staff Parking Lot. Special parking permits can be purchased through the Friends of MIP Foundation, PTA or Bergeson Elementary School Foundation.

The Office Lot: At no time may parents drive past the yellow cattle gate. A sign is clearly posted on the gate indicating “Staff Only.” This area is for staff and commercial vehicles only.

Parking Lot Safety:

- Follow directions of the teacher on duty so that they can keep our children safe.
- Do not engage teachers in conversation while they are on duty in the parking lot. Their attention needs to be on the children.
- Our parking lots and drive areas are “NO CELL PHONE USE” areas.
- Please do not use your cell phone unless your car is parked and the engine is turned off.
- Parking lot traffic is highest between 7:40 - 7:45AM. Please plan accordingly.
- Remember, parking lot traffic is **NOT** an excuse for a tardy.
- Please be a good neighbor. Do not park at non-designated areas at the shopping center. You will be cited.

ELECTRONIC DEVICES

As a general rule, *students may only use personal electronic communication devices BEFORE or AFTER school hours*. Parents should avoid calling/texting/emailing students directly during school hours, and instead **leave important messages with school office staff**. Students must have their cell phones/personal electronic devices off and in their backpacks during the school day. They are not allowed to make or take calls/text messages/emails on their electronic devices during class or at breaks. This policy applies to smartwatches as well. Students may wear smartwatches to check the time, but they may not use them for messaging and other features during the school day. If students are using their smartwatch during school hours, they will receive a warning from their teacher or a supervisor on campus. If they are playing with their smartwatch again, the device will be confiscated and brought to the office. Parents will be notified. Upon dismissal, students may use their electronic devices to check messages or make arrangements to get home *once they have left the school campus*.

STUDENT CHROMEBOOKS

Chromebooks assigned to students are for learning purposes only. Playing games or using it as an entertainment device is not permitted. Chromebooks are used at home and in the classroom only. Please remind your scholar to keep their chromebook inside their backpack before and after school while on campus. Misuse of Chromebooks will result in disciplinary action and loss of privileges. Continued misuse will result in confiscation of the chromebook, restricting student use to loaner chromebooks in the classroom. We highly recommend purchasing our [District's Chromebook Insurance](#). All money not used for repairs goes back to our school. It's a win-win!

HOMEWORK

Each grade level at Bergeson has carefully developed a homework plan that considers the students' level of independence and the need to practice previously taught skills at home to strengthen student learning, achievement, and develop regular study habits. Your child's teacher is your contact regarding homework.

LIBRARY

Checking out a book from Bergeson's library is a privilege that comes with responsibilities. All books checked out by a student should be returned by the due date. Students who fail to return a library book will not be permitted to check out a new book. Students are not to write or draw in library books, tear pages or remove labels/barcodes. Students are responsible for any damage to or loss of a library book. Parents/guardians are responsible for paying for repair/replacement costs of damaged or lost library books. If a student checks out a book that has been previously damaged in any way, the student is responsible for reporting the damage to his/her teacher immediately in order to avoid being held responsible.

MUSIC PROGRAM

Students in grades K - 3 participate in Primary Music. CUSD Music teachers provide music instruction on Monday and Tuesday. Please ask your child's teacher for their specific music time.

Students in grade 4 - 5 participate in Block Music. CUSD Music teachers provide music instruction on Wednesday and Friday. Please ask your child's teacher for their specific music time.

PARENT VOLUNTEERS

We appreciate all our volunteers. All volunteers must be approved through our District prior to volunteering on campus. Please visit our [District Website](#) for more information. Our Community Liaison, Ana Camargo, is happy to help you navigate the process. Due to liability, we are unable to accommodate younger siblings anywhere on campus or on field trips. All adults on campus must sign in at the front office and display their office provided badge at all times while on campus. Adults on campus without a pass/badge will be questioned and sent to the school office. Parents may not visit students in the lunch area or on the playground without being accompanied by a classroom teacher or school administrator unless participating in a volunteer program on the playground. Parents must make an appointment with the principal if they need/want an observation of their child anywhere on campus. All volunteers are expected to follow and enforce all school rules.

PHYSICAL EDUCATION PROGRAM

Students in grades K - 5 participate in physical education on Wednesday. A CUSD Physical Education teacher and a Paraeducator provide direct and group instruction. Please ask your child's teacher for their specific PE time.

Expectations for PE:

- Students should use the restroom prior to going to PE.
- Students will follow directions of the PE teacher and paraeducators during PE.
- Students should bring their own water bottle if they would like to have one during PE.
- Students may be excused from PE, provided there is a note from a medical doctor.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

Bergeson has developed a set of school-wide expectations which focus on the following principles: Practice Kindness, Active Learning, Wise Choices and Show Respect (PAWS). The Bergeson School-Wide Matrix articulates specific behaviors expected in all areas of our school. School-wide expectations are taught to students at the beginning of the school year and reinforced throughout the year. A copy of the School-wide Matrix can be found in the Appendix.

Bergeson is a Community of Character. A **Bulldogs with Character** is an ordinary student who engages in extraordinary acts of:

- **Perseverance** - Continuing to work toward goals, despite difficulty or obstacles
- **Unity** - Showing teamwork, agreement, harmony, sharing, and friendship
- **Integrity** - Being honest in your work and relationships with others
- **Service** - Performing selfless acts which benefit others
- **Moral Courage** - Doing the things that may be difficult in order to help others
- **Citizenship** - Demonstrating your responsibilities, rights, and privileges as a citizen of a country, community, neighborhood, or school
- **Fairness** - Playing by the rules, taking turns and sharing
- **Self-Control** - Stop, Think, Act, Review and Success Through Accepting Responsibility (STAR)
- **Responsibility** - Being accountable for your actions, taking responsibility for learning and social wellbeing, and recognizing your duty to positively represent Bergeson
- **Respect** - Taking pride in our behaviors and our work. Respecting others means valuing different ideas and points of view.
- **Thankfulness** - Showing appreciation or gratitude
- **Caring** - Genuinely caring for other people, and thinking about the needs of others

Positive Reinforcement: Students may earn a **Bergeson Best** award for demonstrating any positive behavior in any school setting. Various denominations of Bergeson Best awards can be exchanged for privileges/rewards that will be established, communicated to students, and posted throughout the campus.

Expectations in the Lunch Area:

1. **Walk** quietly to and from the lunch area.
2. Students will eat first and play second.
3. Wait until you are given permission before entering the field or playground.
4. Be quiet and orderly while in the lunch line/area.
5. Raise your hand to get permission to use the restroom or go to the office.
6. Only eat your food.
7. No glass containers on campus.
8. Sit properly with legs and feet under the table.
9. Never throw food or other objects.
10. Pick up all trash at your seat and around your assigned table.
11. Put all trash in lunch area trash cans.
12. When you finish eating, wait to be dismissed.
13. Always respectfully follow the instructions of the student supervisors.

Expectations in the Restrooms:

1. Use the restrooms for intended purpose.
2. Wash hands after using the restroom.
3. The following activities are not permitted:

- a. playing in or near the restrooms
- b. looking under stall doors or climbing on toilets/stalls
- c. clogging the toilets/urinals with paper towels, sand, etc.
- d. writing on the walls or stalls
- e. throwing paper on the walls or ceilings
- f. putting anything on the mirrors
- g. eating inside the restrooms
- h. loitering or “hanging out”

General Expectations for All Playground Activities

- Students must **walk** from the classroom/lunch area to the playground.
- Play safely, with hands and feet to yourself.
- Only use equipment provided by the school or your teacher.
- All equipment should be used for its intended purpose.
- Students must have a pass to leave the playground or go to the office for any reason.
- Play only in designated areas.
- Students may use sidewalk chalk only provided by a teacher to write/draw on the blacktop.
- Playground equipment may not be used before or after school.
- Food must remain at the lunch tables only.
- Rocks, sticks, pinecones, etc. may not be picked up, kicked or thrown at any time.
- Students will freeze and sit/crouch down when the bell rings and wait for the playground supervisor to blow the whistle before **walking** to their line.
- Students are required to quietly sit in line, facing forward, keeping hands/feet/body to self until their teacher comes for them.
- Observe Bergeson’s specific playground rules for each game and play area. Please see the Playground Rules, found on the Bergeson website.

Expectations for Activities on the Field

- Running is permitted on the field.
- Students may play imaginative games that do not involve play/real fighting of any kind, tag or chase.
- Each field game has a designated play area.
- Students may not shake, lean on or climb any fences, soccer nets, or backstops.
- Students must respect all landscape by keeping their hands and feet to self
- Students may not climb the trees on the slope.
- Students are not to cross the yellow line by the portables.

Expectations for Activities on the Blacktop

- Students must walk on the blacktop.
- Students may play in designated game areas.
- Students must follow all rules for game play on handball, 4-square, and basketball courts.
- Each blacktop game has a designated play area.
- Please visit the Bergeson Website for detailed rules for all games on the Blacktop.

Expectations in the classroom:

- Follow the teacher’s classroom expectations at all times.
- Arrive with all needed materials and homework each day.
- Actively participate in all lessons, always doing your very best.
- Live the Bulldog Way - Be Respectful, Be Responsible and Be Ready to Learn!

Expectations During Assemblies

1. Students will enter the Multi-Purpose Room (MPR) quietly and in an orderly manner.

2. Students will follow the directions of their teacher, other teachers or the presenter at all times.
3. Students will demonstrate respect and courtesy to the presenter, fellow students and all adults.
4. Applause for an appreciated event is appropriate. Students will not whistle, boo or make rude comments to the presenters, students or any adult.
5. Students will leave the MPR in a quiet and orderly manner following the directions of their teacher.

Expectations On the Bus (field trips)

1. Students will follow the bus driver's instructions at all times.
2. Students will remain seated with hands and arms inside the bus at all times.
3. Students may talk quietly.
4. Students may not eat, drink, chew gum, litter or change seats while on the bus.

PROGRESSIVE DISCIPLINE PLAN

Bergeson utilizes a progressive discipline model that creates a safe and positive learning environment through teaching problem solving and recognizing positive behavior. We believe that when positive behavior and excellent teaching come together, our students' potential will be maximized. In addition to recognizing and reinforcing positive behavior, Bergeson staff will respond to inappropriate behaviors in the following manner:

Violation of Schoolwide Standards:

- 1st Step/Offense Redirect and restate expectations/rules*
- 2nd Step/Offense Teacher intervention(s)*
- 3rd Step/Offense Teacher intervention(s)*
- 4th Step/Offense Different intervention(s) and parent notification*
- 5th Step/Offense Referral to administrator

*Teacher Interventions - Teachers will intervene using strategies meant to change the inappropriate behavior. Interventions may include (but are not limited to) prompting, seat change, restitution, change task, break and/or teacher-student conference. Interventions may also include loss of school privileges/activities. School of Choice students may be sent back to their home school based upon behavior, citizenship and attendance.

**SEVERE CLAUSE - The following infractions are of a serious nature and require the immediate attention of an administrator. These offenses may result in law enforcement notification, immediate suspension and/or recommendation for expulsion.

1. Dangerous Behaviors
 - a. Bodily harm to another person/fighting
 - b. Threats of harm to another student or staff member
 - c. Sexual harassment
 - d. Possession of a weapon/dangerous object
2. Damage to school and/or personal property
3. Selling or possession of a controlled substance
4. Stealing
5. Bullying
6. False fire alarm

Bullying: School staff will consider ***bullying*** to specifically be hurtful or aggressive verbal or physical behavior toward an individual or group that appears to be unprovoked, intentional, repeated over time, and involves an imbalance of power. Students at Bergeson are taught the definitions of Rude vs. Mean vs. Bullying and encouraged to only use the term "bullying" in the appropriate context.

- **Rude** = *inadvertently* saying or doing something that hurts someone else.
- **Mean** = purposefully saying or doing something to hurt someone once or twice.

- **Bullying** = intentionally hurtful/aggressive behavior that is unprovoked, repeated over time, that involves an imbalance of power.

Dress Code: CUSD has a district-wide dress code (Board Policy 5142). Any attire which appears to glorify gang affiliations is prohibited. Clothing that displays inappropriate messages including, but not limited to alcohol or tobacco products, obscene symbols, signs, slogans or words degrading any person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation may not be worn.

Students must wear a shirt (with a minimum of a 1 inch wide strap and fabric in the front, back, sides immediately under the armpits), and pants/jeans or the equivalent (for example, sweatpants, opaque leggings, or shorts), or a dress or skirt, and closed toed shoes (as appropriate for the environment and activity).

Hats/Beanies may be worn on the playground to protect from the weather but may not be worn in the building/classrooms except when special permission is granted by the administration or teacher for dress up days and/or other specified school events.

Students may not wear any clothing/apparel or accessories displaying profanity, considered unsafe, dangerous or a health hazard, bare midriffs, strapless tops and halter tops, backless shirts, swimsuits, any item that obscures the face (except as a religious observance or medical/safety necessity), or any clothing which allows undergarments to be exposed.

Dress Code violations that present a ***safety hazard*** will be addressed immediately. Dress Code violations that present an ***educational distraction*** will be addressed through the removal or cover-up of the item that violates dress code. In addition, a reminder notice will be sent home with the student.

TECHNOLOGY USE EXPECTATIONS

For a complete list of rules, policies, and procedures around technology, please refer to the CUSD Student Acceptable Use of Technology Agreement, found on the district website (capousd.org).

- Students will only have tabs open that are related to the learning.
- Student screensavers must be school appropriate and will need to be changed if requested by the teacher or administration.
- Students will only use their Chromebook camera to take pictures or videos with permission from the teacher.
- When a student is done with all of their assigned school work, he/she will only access approved online sites or apps, with teacher permission.
- Students will only search for images or text that are related to academic learning.
- Chat features such as Canvas Inbox, shared Google Docs, Google Chat, or another chat feature can only be used under the direct supervision of Bergeson staff.
- Students will only access YouTube if the teacher provides a link to an academic assignment.
- Students must use a district provided Chromebook. Chromebooks are district property. Student Google accounts are also district property and can be viewed by teachers or administrators at any time.
- Teachers/Administrators may check a student's Chromebook history to verify appropriate technology use.
- If a student has broken one of the rules as stated in the Acceptable Use Policy the consequence will be determined jointly between the teacher and school administration.

APPENDIX

(Bergeson School-wide Expectations Matrix)

(Parking Lot Map and Procedures)

Bergeson Parent/Student Handbook

2025-2026

After reading and reviewing the complete handbook with your child, please fill out and return the this page to your child's teacher by **Friday, August 23, 2025.**

I have been provided a copy of the Parent/Student School Handbook. My child and I have read and reviewed the policies, procedures and expectations of Bergeson Elementary School including, but not limited to, those that govern:

School Hours, Attendance, Cell Phones, Classroom Deliveries, Parent Volunteers, Birthdays, School Disruptions, Homework, School-wide Behavioral Expectations, Library Privileges, Progressive Discipline, School-wide expectations, Bullying and Dress Code

Student Name (print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent Name (print): _____

Parent Signature: _____ Date: _____

Teacher's Name: _____

