

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



2026-2027

# 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: @BergesonBulldog - Twitter: @BergesonES - Facebook: @BergesonES

Our mission at Bergeson is to 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 by August 21, 2026.**

# Bergeson Parent/Student Handbook

## 2026-2027

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**Complete and Return the last page (Pg. 17) to your child's teacher by Friday, August 21, 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 at 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.

## **TARDY TO SCHOOL**

School begins promptly at 7:45 a.m. Students are considered tardy if they are not with their class on the blacktop when the 7:45 a.m. bell rings.

Students who arrive after 7:45 a.m. must report to the front office to receive a tardy slip before going to class.

### **Grades 1-5**

- Campus opens at 7:30 a.m.
- Students should report directly to the blacktop upon arrival and wait with their class in the designated line-up area.

### **Kindergarten**

- Kindergarten students may be dropped off at the TK/Kindergarten gate beginning at 7:30 a.m.

### **Transitional Kindergarten (TK)**

- The TK play structure will open at 7:45 a.m. for TK students who arrive before 8 a.m.
- Parents or guardians are responsible for supervising their TK child while they are in the play structure area from 7:45-8am.

We encourage all students to arrive at school on time each day so they are ready to learn when instruction begins. Throughout the school year, attendance and punctuality are recognized through a variety of incentives that celebrate students for arriving at school on time.

## **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 or Inter-District Transfer 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 who are tardy must report to the office first before going to their classroom. Students in grades 1<sup>st</sup>-5<sup>th</sup> will walk directly to the blacktop upon arriving at school starting at 7:30AM. Kindergarten students will get dropped off at the TK/Kinder gate at 7:30am. The play structure will be open at 7:45am for TK to wait with their parents in the TK/ Kindergarten area until the line-up bell rings at 8am. Parents are responsible for supervising their students in the play structure. 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: Please email your child's teacher for any missed work requests.

## **BICYCLES: Skateboards/Rollerblades/Razors/Heelys & Motorized Bicycles/Vehicles (E-Bicycle/Bicycle Districtwide Safety Program for the 26-27 School Year):**

- Students in grades 3-5 may complete the CUSD e-bicycle/bicycle safety course in order to obtain a permit to ride an e-bicycle to school. Students in grades K-2 may complete the CUSD bicycle safety

course in order to obtain a permit for a traditional pedal bicycle. For younger students, riding to and from school ***with adult supervision*** is strongly recommended.

- Class 3 e-bicycles are not permitted for students under 16 years old. Only Class 1 and Class 2 e-bicycles may be ridden to school for students under 16 years old. Additional information about class 1, 2, and 3 e-bicycles can be found [HERE](#).
- No elementary students may ride a powered scooter/e-scooter to school. You must have a valid driver's license in order to operate an e-scooter. [California vehicle code](#) requires operators of motorized scooters to possess a valid driver's license.
- All students riding an e-bicycle and/or bicycle must wear a helmet at all times. Helpful safety tips for e-bicycle/bicycle riders can be found [HERE](#).

CUSD is committed to ensuring the safety of students who commute to and from school on e-bicycles and bicycles. The District is continuing its partnership with the California Highway Patrol and with Providence Mission Hospital on a proactive approach designed to address student safety concerns, align with District [Board Policy 5142.2](#), and promote responsible riding practices. Information about the E-Bicycle/Bicycle Districtwide Safety Program can be accessed below.

Additional information can be found below:

[CUSD E-Bicycle/Bicycle Safety Introduction](#)

[CUSD E-Bicycle/Bicycle Safety Introduction \(Spanish\)](#)

[E-Bicycle/Bicycle Progressive Discipline](#)

[E-Bicycle/Bicycle Progressive Discipline \(Spanish\)](#)

[E-Bicycle/ Bicycle Safety Course and Presentation + Permit Application for 2026-2027](#)

For safety reasons, skateboards, Razors, scooters, rollerblades, roller shoes, and motorized bicycles/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. It is your child's responsibility to check for delivered items during their break times.

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**

### **Personal Electronic Devices**

Students may bring personal electronic devices, including cell phones and smartwatches, to school. To support a focused learning environment, **all personal electronic devices must be turned off or set to silent mode and kept in backpacks during the school day unless otherwise authorized by a teacher or school administrator for educational purposes or an emergency.**

Parents/guardians are asked not to call, text, or email students during school hours. If there is an urgent message, please contact the school office, and staff will ensure the message is delivered.

Students may not use personal electronic devices to make or receive calls, send or receive text messages, access email, record audio or video, take photographs, play games, or use social media during the school day, including during class time, recess, and other school activities, unless specifically authorized by school staff.

Smartwatches may be worn for the purpose of telling time; however, messaging, communication, internet access, camera functions, and other non-timekeeping features may not be used during the school day.

Students who do not follow these expectations may receive a reminder or warning. Repeated or inappropriate use may result in the device being confiscated and held in the school office. Parents/guardians may be notified, and the device will be returned in accordance with school procedures.

Students may use personal electronic devices before and after school hours once they have been dismissed from school and have left the instructional setting.

## **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 TK - 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.

## **PHYSICAL EDUCATION PROGRAM**

Students in grades K - 5 participate in physical education on Monday. A CUSD Physical Education teacher and Paraeducator(s) 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 and wear comfortable sneakers on PE day.
- Students may be excused from PE, provided there is a note from a medical doctor.

## **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. 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.

## **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. Each month, we celebrate our Students of the Month at our Thursday morning Flag Assembly. Students are recognized for demonstrating the character trait of the month and serving as positive role models. Families are warmly invited to attend and share in this special recognition.

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

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

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 for the Cafeteria:

- Walk calmly and use an appropriate voice level.
- Wait patiently in line.
- Use kind words and good manners.
- Follow directions from school staff and supervisors.
- Ask permission before leaving the lunch area.
- Eat lunch before going to play (Grades 1–5).
- Eat only your own food.
- Stay seated until dismissed.
- Clean up your area and throw away all trash.
- Bring lunches in non-glass containers.
- Make healthy choices that fuel your body and mind.
- Sit appropriately with feet on the ground and under the table.
- Wait for permission before entering the playground or field areas.
- Keep food and objects to yourself so everyone can enjoy a positive lunch environment.

Expectations in the Restrooms:

- Respect the privacy of others by using restroom facilities appropriately.
- Use a quiet voice and allow others to use the restroom comfortably.
- Use the restroom for its intended purpose.
- Wash your hands with soap and water after using the restroom.
- Dispose of paper towels and other waste in the appropriate containers.
- Help keep the restroom clean by reporting problems to an adult.
- Leave the restroom promptly when finished.

- Use restroom time efficiently and return to class promptly.
- Walk safely to and from the restroom.
- Keep the restroom a clean, safe, and welcoming environment so everyone can return to learning quickly.

#### General Expectations for All Playground Activities:

- Walk calmly to and from the playground.
- Use kind words and include others in play.
- Follow directions from playground supervisors and staff.
- Respect playground rules for all games and play areas.
- Play in designated areas and use equipment safely and appropriately.
- Use only school-approved equipment and materials.
- Keep food and drinks in the lunch area.
- Leave natural materials (rocks, sticks, pinecones, etc.) on the ground.
- Obtain permission before leaving the playground.
- Play safely and keep hands, feet, and objects to yourself.
- Freeze, listen, and follow directions when the bell rings.
- Walk to your class line, sit quietly, and be ready to return to learning.
- Help create a safe, positive playground environment for everyone.

#### Expectations for Activities on the Field

- Run safely on the field.
- Enjoy imaginative games that do not include fighting.
- Use each field area as designated for that activity.
- Keep hands and feet away from fences, soccer nets, and backstops.
- Respect all landscape and natural areas.
- Stay off the trees.
- Stay behind the yellow line near the portables.

#### Expectations for Activities on the Blacktop

- Walk calmly on the blacktop.
- Play in designated game areas.
- Follow the rules for each game and activity.
- Use handball, four-square, and basketball courts appropriately.
- Respect the boundaries and designated play areas for all games.
- Help create a safe, fair, and positive environment for everyone.

#### 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

- Enter the Multi-Purpose Room (MPR) quietly and in an orderly manner.

- Follow directions from teachers, staff members, and presenters.
- Show respect and courtesy to presenters, fellow students, and adults.
- Listen attentively and use positive, appropriate comments.
- Exit the MPR quietly and in an orderly manner when directed by your teacher.

#### Expectations On the Bus (field trips)

- Follow the bus driver's directions promptly and respectfully.
- Remain seated facing forward with hands, feet, and belongings inside the bus.
- Use a quiet voice and respectful language.
- Keep the bus clean by saving food, drinks, and gum for designated times and places.
- Stay in your assigned seat for the entire ride.
- Help create a safe and pleasant environment for everyone.

## **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 and Inter-District Transfer permits may be revoked 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**

Capistrano Unified School District maintains a district-wide Dress and Grooming Policy (BP/AR 5.14). Student dress should support a safe, respectful, and positive learning environment.

Students must wear:

- A shirt with a minimum 1-inch-wide strap and fabric covering the front, back, and sides immediately under the armpits
- Pants, jeans, shorts, opaque leggings, a skirt, or a dress
- Shoes appropriate for the school activity and environment

Students may not wear clothing, accessories, or personal items that:

- Depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances;
- Display pornography, profanity, or hate speech;
- Promote violence, illegal activity, discrimination, or intimidation of any individual or group;
- Present a safety hazard or substantially disrupt the educational environment;
- Obscure the face, except as required for religious, medical, or safety purposes; or
- Significantly and intentionally reveal undergarments.

Gang-related apparel that is identified by the school as presenting a health or safety concern or causing a disruption to the educational environment is prohibited.

Students may wear hats outdoors for sun protection. Hats and other headwear may be restricted indoors except when approved for religious, medical, educational, or school-sponsored purposes.

Dress code concerns will be addressed respectfully and in a manner that minimizes loss of instructional time. Students may be asked to cover, remove, or change clothing or accessories that do not comply with District policy. Parents/guardians may be contacted when necessary.

## **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](http://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.

## **PHOTO & MEDIA PERMISSION**

Throughout the school year, we love celebrating our students and sharing the wonderful learning experiences happening at Bergeson! By granting photo and media permission in Aeries, your child may be included in classroom and grade-level photo sharing, school newsletters, the yearbook, our school website, and official school social media. These photos help families stay connected to their child's school experience and preserve special memories throughout the year.

Please note that if you choose **not** to grant photo and media permission, we must honor your request. As a result, your child **cannot** be included in the yearbook, grade-level photo sharing platforms, classroom and school photos shared with families, our school website, official social media, or other school publications. We encourage families who would like their child to be included in these memorable experiences to provide photo and media permission during the Aeries Data Confirmation process.

# APPENDIX



# Bergeson Elementary School

## SCHOOL-WIDE EXPECTATIONS MATRIX



## PAWS - Practice Kindness, Active Learning, Wise Choices, and Show Respect

|                                                          |                                                     | ALL<br>SETTINGS                                                                                                                                                 | BLACKTOP /<br>FIELD                                                                                                                                          | LUNCH<br>AREA                                                                                                                                                                                                    | RESTROOMS                                                                                                                                                                                            | COMMONS /<br>HALLS                                                                        | LIBRARY/ MPR/<br>SCIENCE/ iCAN<br>LAB                                                                                                     | ARRIVAL/  <br>DISMISSAL                                                                                                                                                                                   |
|----------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E<br>X<br>P<br>E<br>C<br>T<br>A<br>T<br>I<br>O<br>N<br>S | R<br>E<br>S<br>P<br>E<br>C<br>T                     | Hands and feet to yourself<br><br>Be courteous<br><br>Respect school and personal property<br><br>Listen to and follow directions the first time they are given | Follow school rules during games<br><br>Practice good sportsmanship<br><br>Follow directions of supervisors promptly<br><br>Include others in all activities | Use good table manners<br><br>Use quiet voices<br><br>Clean your area<br><br>Follow lunch supervisor directions                                                                                                  | Respect the privacy of others<br><br>Keep it clean<br><br>Use quiet voices<br><br>Use for intended purposes                                                                                          | Stop and remain quiet during flag salute and announcements<br><br>Keep the hallways quiet | Take care of school property<br><br>Use quiet voices<br><br>Use appropriate responses and show appreciation<br><br>Enter and exit quietly | Follow the directions of staff members<br><br>When you arrive at 7:30am walk directly to the blacktop (Gr.1-5) or line-up area (TK & K)                                                                   |
|                                                          | R<br>E<br>S<br>P<br>O<br>N<br>S<br>I<br>B<br>L<br>E | Take pride in your school<br><br>Follow school rules<br><br>Always do your best                                                                                 | Walk on blacktop<br><br>Stay inside boundary (yellow lines)<br><br>Use equipment properly<br><br>Eat snack in designated area                                | Wait your turn in line<br><br>Walk from tables to playground<br><br>Stay seated and raise your hand for permission to get out of your seat<br><br>Take the meal you ordered<br><br>Eat lunch at designated table | Flush<br><br>Wash your hands<br><br>Throw your trash away<br><br>Keep pens, markers, toys, and playground equipment out of the bathroom<br><br>1 student per stall<br>3 students in the bathroom max | Walk<br><br>Go directly to your destination<br><br>Hold all playground equipment          | Enter only with adult supervision<br><br>Listen and follow staff directions<br><br>Sit in assigned area                                   | Be in the appropriate area<br><br>Be on time<br><br>Walk with classroom teacher to appropriate place at dismissal<br><br>Walk bikes on and off campus<br><br>Playground is closed before and after school |
|                                                          | R<br>E<br>A<br>D<br>Y                               | Be on time<br><br>Be prepared<br><br>Positive attitude<br><br>Be aware of your surroundings                                                                     | Follow freeze procedures<br><br>Solve your problems using STEP<br><br>Be aware of the time                                                                   | Know your lunch number<br><br>Have your lunch or money ready<br><br>Be ready to be excused                                                                                                                       | Use the bathroom during break<br><br>Walk back to class quietly and promptly                                                                                                                         | Be aware of your surroundings                                                             | Follow library procedures<br><br>Solve your problems using STEP                                                                           | Look, listen, and follow directions<br><br>Watch for your ride                                                                                                                                            |



## 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

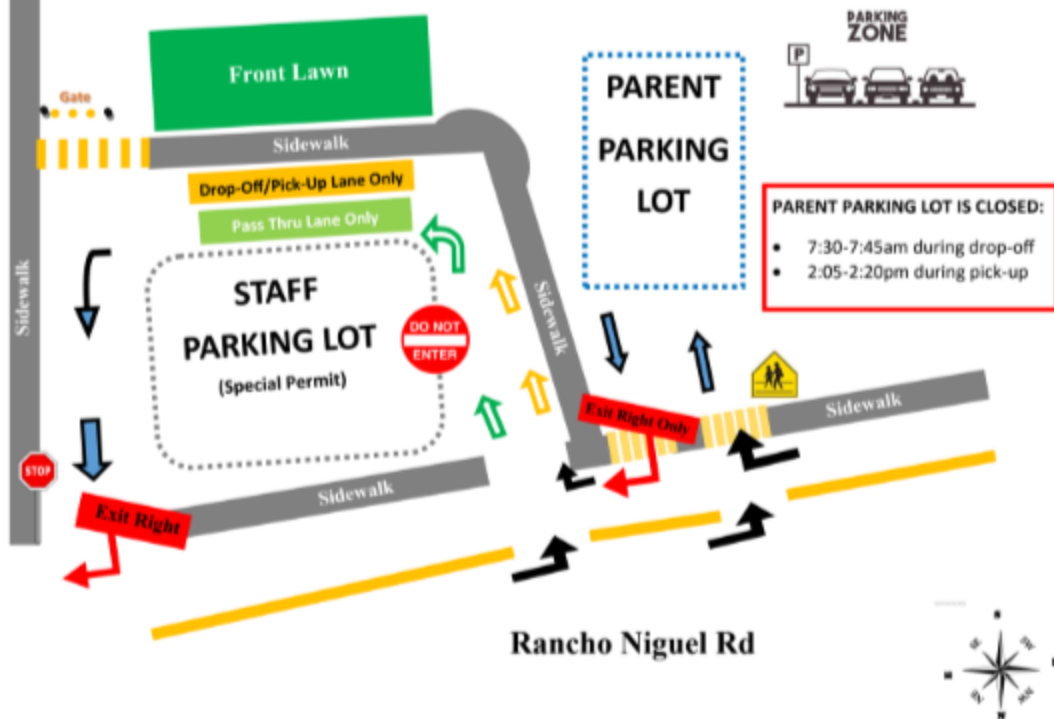
**Stay Connected!**

**Follow Us On Social Media:**

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

### **DROP-OFF/PICK-UP PARKING LOT PROCEDURES:**

- Parking lot procedures have been designed with students safety first.
- The Parent Parking Lot Exit is closed during Drop-Off and Pick-Up daily in order to cross students safely.
  - Parent Parking Lot Exit closed 7:30-7:45am during drop-off
  - Parent Parking Lot Exit closed 2:05-2:20pm during pick-up
- In the drop-off/pick-up lot (AKA Staff Parking Lot), enter at the back of the line and pull forward using the right lane along the curb. Drop off or pick up your child on the side of the curb. Pull into the pass through lane on the left and exit the lot. **DO NOT** skip ahead.
- If you notice the car in front of you is about to move, **pull forward** then unload students, allowing more cars into the parking lot behind you.



# Bergeson Parent/Student Handbook

2026-2027

**After reading and reviewing the complete handbook with your child, please fill out and return this page to your child's teacher by Friday, August 21, 2026.**

**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: \_\_\_\_\_

