BRYN MAWR ELEMENTARY SCHOOL 2025-2026

PARENT & STUDENT HANDBOOK

Dr. Esther Tamanaha

Principal

Wendy McClung

Assistant Principal

"Together We Fly"

Mission

We empower the whole child through community, culture, and leadership.

Website: https://brynmawr.redlandsusd.net

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WELCOME

MESSAGE

Welcome to Bryn Mawr Elementary! Thank you for choosing us to partner with you in your child's education. Student success is a shared interest of both the school and the home, and it takes us working together to provide our children with the best educational experience. As partners, we share the responsibility for our children's success and want you to know that we will do our best to carry out our responsibilities.

The Student and Parent Handbook will provide valuable information about how we can work together to design an educational setting and experience that is optimal for learning and growing minds. It was developed from previous editions of the Bryn Mawr Handbook, Redlands USD policies, and parent and staff input. It is designed to provide information specific to Bryn Mawr as a complement to the District's publications, "Notice of the Rights and Responsibilities of Parents, Guardians, and Students," and the "Student Code of Conduct." It will be reviewed annually by the Bryn Mawr School Site Council for future revisions.

We welcome your feedback or suggestions as we strive to give parents helpful information as we work together to make Bryn Mawr an effective place of learning for all students. If you have questions, please contact us at (909) 478-5650.

Thank you for reviewing this information with your child to ensure familiarity and compliance with school guidelines and expectations.

Sincerely,

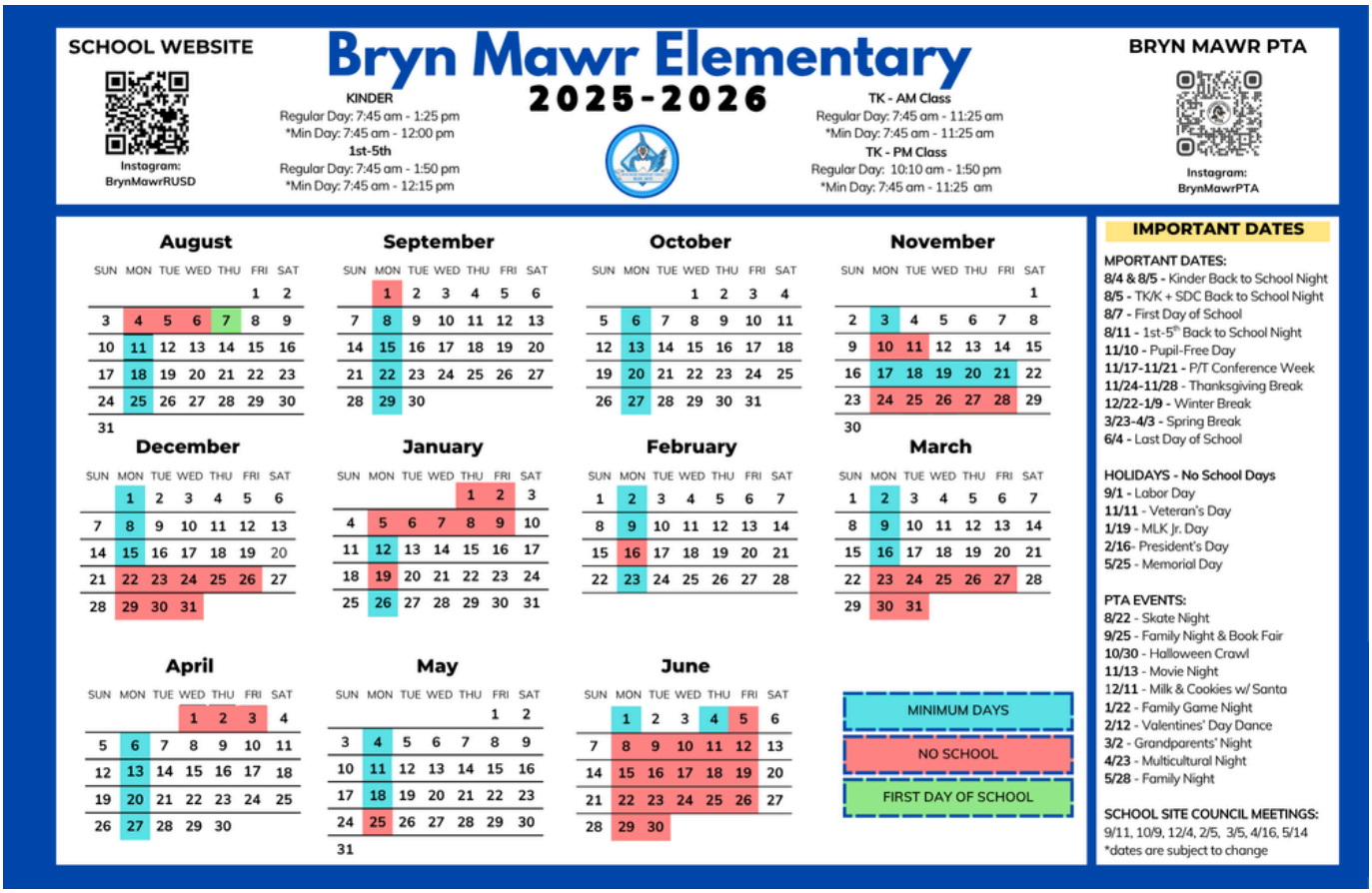
Dr. Esther Tamanaha

Principal
Bryn Mawr Elementary School



2025-2026

SCHOOL CALENDAR



SCHOOL CONTACT INFO

Bryn Mawr Elementary School
11680 Whittier Ave,
Loma Linda, CA
909-478-5650

brynmawr.redlandsusd.net

@BrynMawrRUSD.

BRYN MAWR ELEMENTARY SCHOOL
BLUE JAYS

GENERAL INFORMATION

OFFICE STAFF

Administration
Esther Tamanaha, Principal
Wendy McClung, Assistant Principal

Support Staff
Adali Quinonez, School Counselor
Adriana Verduzco, School Psychologist

Office Staff
Keila Ventura, Office Manager
Natalie Nelson, Office Clerk/Attendance
Ana Medina Camacho, Typist Clerk

Health Office
Abigail Apan, Health Technician
Norma Marmolejo, Health Technician

Library
Avery Johnson Cabral, Library Paraprofessional

School Telephone Numbers
Main Office/Attendance: 909-478-5650
Counseling: 909-478-5650
School Nurse/Health Aide: 909-478-5650

Office Hours are 7:00 a.m. to 3:30 p.m.



IMPORTANT DATES

AUGUST
7 First Day of School
12 Back to School Night
29 Fall Picture Day

SEPTEMBER
2 Labor Day - No School

OCTOBER
11 Make-up Picture Day

NOVEMBER
1 No School-Professional Development
1 End of Trimester 1 1st-5th
8 No School-Report Card Day
11 No School-Veterans Day
18-22 Parent Conferences
25-29 Thanksgiving Holiday

DECEMBER
20 End of Semester for TK/K
23-31 No School-Winter Recess

JANUARY
1-10 No School-Winter Recess
13 School Resumes
20 Martin Luther King, Jr. Day - Holiday

FEBRUARY
17 Presidents' Day-Legal Holiday
28 End of Trimester 2 1st-5th

MARCH
24-31 Spring Break (no school)

APRIL
1-4 Spring Break (no school)
8 Spring Picture Day

MAY
26 Memorial Day - School Closed

JUNE
5 Last Day of School
5 3rd Trimester Ends

DAILY BELL SCHEDULE

Bell Schedules by Grade Level

Gates Open	**TK and Kinder**: 7:30 am (Kinder gate) **Grades 1-5**: 7:20 am
Breakfast in Cafeteria	**All Grades:** 7:20-7:45am
School Starts	**AM TK and K-5:** 7:45 am **PM TK**: 10:10 am
First Recess (second chance breakfast served)	**AM TK:** 9:10 - 9:30 am **PM TK:** 10:10 - 10:30 am **Kinder - 1st Grade:** 8:55 - 9:10 am **2-3rd Grade:** 9:30 - 9:45 am **4-5th Grade:** 9:45 - 10:00 am
Lunch/Recess	**AM TK:** 11:05 - 11:25 am **PM TK:** 10:30 - 10:50 am **Kinder- 1st Grade:** 10:30 - 11:10 am **2-3rd Grade:** 11:10 - 11:50 am **4-5th Grade:** 11:50 am - 12:25 pm
Last Recess	**Kinder- 1st Grade:** 12:30 - 12:45 pm **2-3rd Grade:** 12:50 - 1:05 pm
Dismissal	**AM TK:** 11:25 am **PM TK:** 1:50 pm **Kinder**: 1:25 pm **1st -5th Grade:** 1:50 pm

IMPORTANT

School gates close PROMPTLY at 7:45 am.
Students arriving after 7:45 am will need to go through the main office for a pass to class.



EARLY RELEASE SCHEDULE

ALL MONDAYS ARE EARLY RELEASE DAYS

Gates Open	**ALL TK and Kinder**: 7:30 am (Kinder gate) **Grades 1-5**: 7:20 am
Breakfast in Cafeteria	**All Grades:** 7:20-7:45am
School Starts	**All Grades:** 7:45 am
First Recess (second chance breakfast served)	**ALL TK:** 8:42 - 9:00 am **Kinder - 1st Grade:** 9:00 - 9:15 am **2-3rd Grade:** 9:15 - 9:30 am
Lunch/Recess	**ALL TK:** 9:40 - 10:00 am **Kinder- 1st Grade:** 10:20 - 10:40 am **2-3rd Grade:** 11:10 - 11:50 am **4-5th Grade:** 10:00 am - 10:20 am
Dismissal	**ALL TK:** 11:25 am **Kinder**: 12:00 pm **1st -5th Grade:** 12:15 pm

BUS RIDERS

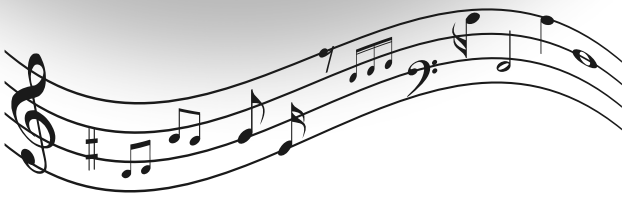
Families interested in using school bus transportation should visit the Redlands Unified School District Transportation webpage for information on eligibility and to access the application. Riding the bus is a privilege, and students are expected to follow school rules. Violations may result in referrals and the loss of this privilege. Safety rules include:

1. Be courteous and follow directions.
2. Sit as directed and remain seated, facing forward.
3. Keep all body parts inside the bus.
4. No food, drink, or animals allowed.
5. Do not throw objects in or out of the bus.
6. Exit only when directed by the driver.





SCHOOL SONG



We're Bryn Mawr Students and we learn in Loma Linda and we go to school each day.
We learn about truth and we learn about health in many a different way.
There are teachers galore who teach us more than we can ever say.

But the greatest thrill that can ever be filled
is to be a Bryn Mawr Blue Jay!

We're Blue Jays! (of Bryn Mawr)
We're Blue Jays! (Best near and far)
We're Blue Jays! (Hear what we say!)
We're Blue Jays!

Well, we write and read -- to our teachers we heed.

We think they are the best.
We're proud of our school. It's really cool.
It's better than the rest.

We're really great when we cooperate
in all our work and play.
But the greatest joy for every girl and boy
is to be a Bryn Mawr Blue Jay!

MOTTO

"Together, we fly!"



ARRIVALS & DISMISSALS

Morning Arrival/Drop Off

TK and Kindergarten students will be dropped off and picked up at the **Kindergarten Gate**. The gate opens at **7:30 AM** for morning drop-off.

Supervision and carline for **grades 1st–5th** begin at **7:20 AM** to allow students time to eat breakfast and be seated by the 7:45 AM bell. Students in grades 1–2 may be dropped off either in front of the school at the flagpole or at the back near the bus loading zone.

For student safety, please use the carline or park in a designated space and escort your child to the school entrance. Upon arrival, students in grades 1st–5th may eat breakfast in the cafeteria. Parents are asked to say goodbye at the gate. **All adults must check in at the office before entering campus for a legitimate educational purpose.**

Afternoon Dismissal/Pick-up

TK/Kinder will be **picked up at the classroom**, where each child will be **released individually to their approved guardian.**

For pick up of students in grades 1-2 please pick up your student(s) in the front of the school at the flagpole and for grades 3-5 please pick them up at the back of the school near the bus loading zone. If you are picking up more than one student, please have your older student(s) meet at your younger student's pick up location.

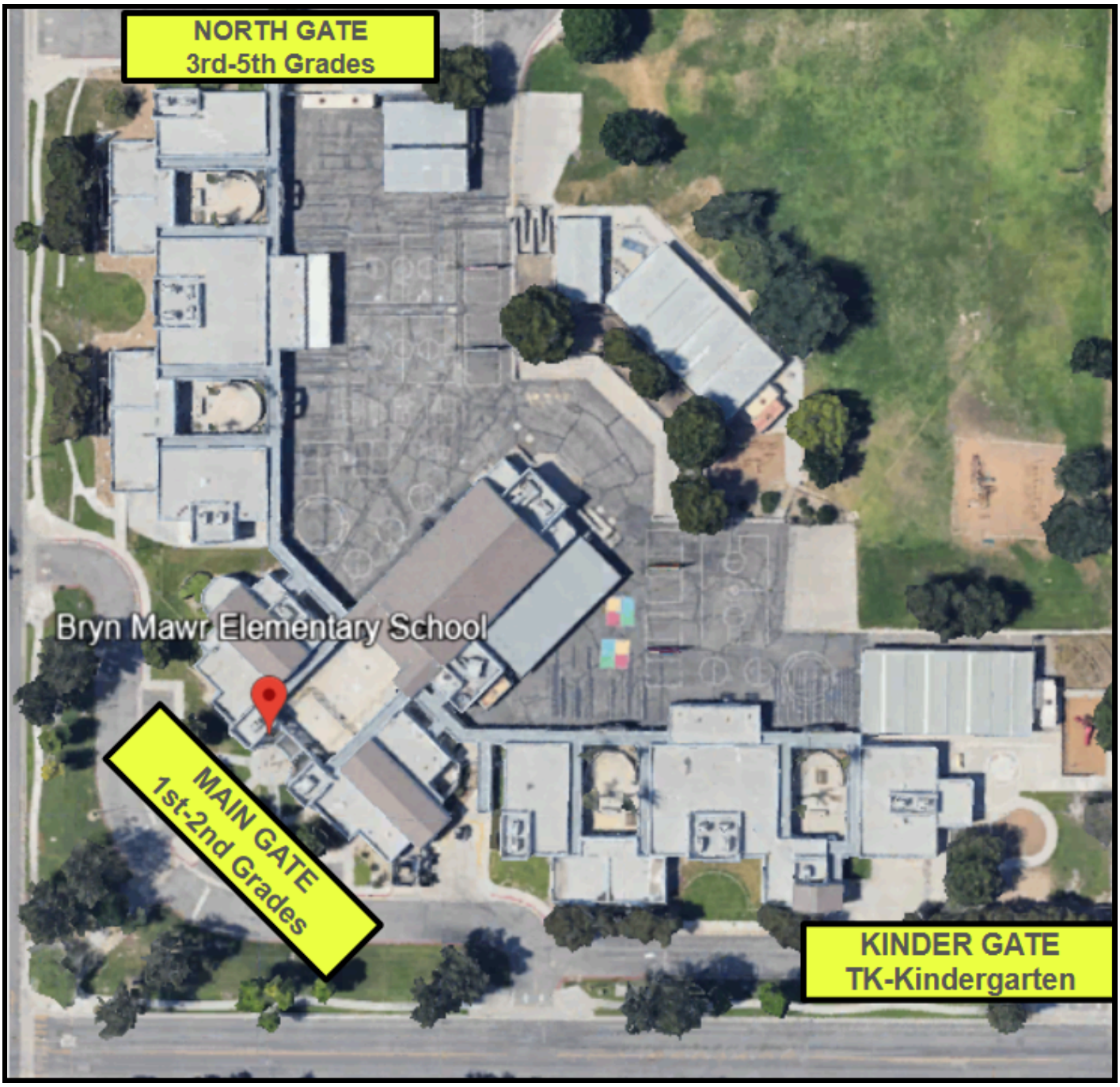
After school, all students should be picked up from the car line no later than 15 minutes after dismissal, after that they will need to be signed out through the office.

Private Vehicle Drop Off

The safest way to drop off and pick up students is in the designated curb area of the carline. Crossing the parking lot on foot poses significant safety risks and slows down the carline process. Please allow plenty of time to get through the carline and remain patient. **Families are asked to stay in their cars, follow the car line route, and cooperate with other families and school staff.**

DROP OFF/PICK UP
MAP

Please refer to the map below to locate appropriate drop-off and pick-up locations.



STAYING SAFE
IN THE CAR LINE



- Students may not walk between cars or cross the parking lot unless directly supervised by an adult on foot.
- Parents should only leave unattended vehicles in marked parking spaces.
- Disabled parking spaces are available in both upper and lower campus lots and are reserved for those with proper tags or placards.
- Students should be prepared to exit the vehicle promptly with all belongings to keep the line moving smoothly. Delays, such as grooming or retrieving items inside the car, cause backups.
- Students should exit the vehicle on the curbside, on the right, at the main gate and the bus gate.
- Parents should never leave their car unattended in the car line and must follow all directions from staff and posted signs.
- Pull all the way forward, and avoid stopping at the front or end of the line.
- Show respect to all parents and staff. Remember that we have children's listening ears and watching eyes.
- Please exercise patience with staff and other families during drop-off and pick-up. Allow extra time each day, especially during the first weeks of school and during inclement weather conditions.

STAYING SAFE
BEFORE SCHOOL



Supervision and Adults on Campus
Supervision and carline for grades 1st–5th begin at **7:20 AM** to allow students time to eat breakfast and be seated by the 7:45 AM bell.

Where to Drop Off and Say Goodbye
Students in grades 1–2 may be dropped off at either the front of the school, near the flagpole, or at the back, near the bus loading zone. For student safety, please use the car line or park in a designated space and escort your child to the school entrance. Upon arrival, students in grades 1st–5th may eat breakfast in the cafeteria. Parents are asked to say goodbye at the gate. **For the safety of our students, all adults must check in at the office before entering the campus for a legitimate educational purpose.**

Walking
At Bryn Mawr, we strongly encourage families to help our environment and our school by walking or biking. Excellent conduct and respect for our neighbors are expected of all students walking to school.

Riding a Bicycle/Scooter or Skateboard
Students in grades 3-5 may ride bicycles, skateboards, or scooters to school, but they must walk once they enter the campus. Protective, properly fitting, and securely fastened helmets are required by law and strictly enforced, with no exceptions. School personnel will not permit a student to leave campus without a helmet. Students must securely lock their bicycles in the designated location outside L2 using their own lock. Locks must be removed daily. Bryn Mawr Elementary is not responsible for any damage or theft of bicycles or skateboards. For safety reasons, riding a bike, scooter, or skateboard on sidewalks, in parking lots, or within the school campus is not permitted. Violation of these rules will result in the loss of the privilege.



ACADEMIC SUCCESS AND AWARDS

Trimester Awards for TK-5

Every trimester, students are recognized based on school priorities:

- Perfect Attendance
- Literacy
- Blue Jay Awards:
  - Academic Excellence
  - Academic Effort
  - Citizenship
  - Leadership

Awards for grades 4-5 only

- Honor Roll (GPA 3.5-3.99)*
- Principal's Honor Roll (GPA 4.0)*

Other Recognition for End of the Year

Perfect Attendance Award (Grades K-5): Awarded to students that have not missed a full day of school during the current school year at Bryn Mawr, including no tardies.

Principal's Award (top boy/girl from each class)

President's Award (4.0 all year long) - 5th grade only

6 Year Blue Jay Award - 5th grade only

HOMEWORK POLICY

Homework is an integral part of the school program and is considered in determining the student's grade. It can be in many forms and is designed to supplement class work and give students the opportunity to practice and enrich the skills he/she has learned in class. Each teacher and grade level determines homework based on the needs of the students.

Please refer to your child's teacher for the homework policy in their classroom for the 2025-2026 school year. All homework must be completed according to each teacher's due dates and expectations. Students can refer to AERIES and Google Classroom for assignments. If your child is struggling or failing a class/subject, please contact the teacher immediately to access additional support and resources on campus. It is the student's responsibility to complete all late or missing work in a timely manner.

ATTENDANCE GUIDELINES



Pupils are legally obligated to attend school both punctually and regularly. **Additionally, research reveals a strong link between consistent school attendance and student success**. Consequently, we urge parents to stress the significance of good attendance and to do their utmost to ensure their child arrives at school on time and consistently. For more details on attendance, please refer to **Policy 5113: Absences and Excuses**.

Excused & Unexcused Absences

The primary allowances for absences to be excused by the California Education Code include:

- Verified Illness (doctor's note will be required after 10 illnesses)
- Medical/Dental appointments (please provide doctor's note)
- Funeral service for a family member
- Court appearance for a student

Trips, vacations, and other personal reasons are not valid excuses and student records will reflect such an absence as UNEXCUSED. If a student is on a path toward accumulating excessive tardies and absences, letter(s) will be generated and sent home. Please note that three unexcused absences of 30 minutes or more constitute truancy.

Calling in an Absence

It is the responsibility of parents to report absences to the school. All absences must be cleared/verified within 24 hours, or the absence will be marked as "truant." You can report an absence by calling the school at (909) 478-5650. Please be prepared to provide the following details: the student's first and last name, grade level, the reason for absence (please refer to the valid excuses above), and the person making the call or sending the email.

Tardies

Ten or more tardies accrued during the school year are considered excessive and chronically truant. Ten tardies will be considered equal to an absence. Prolonged or repeated lateness will result in additional days and may move to the SART/SARB process.

TARDY PROCESS & CHECK IN/OUT

School Attendance Review Board (SARB)

Attendance and tardiness are closely monitored throughout the school year, as required by the California Education Code. Parents will be notified by letter if their child receives three unexcused absences and is at risk of accumulating excessive and unexcused absences. This may result in the Student Attendance Review Team (SART) and the Student Attendance Review Board (SARB), which is a formal hearing procedure. SARB comprises educators and county officials who will review the student's attendance history, interview the parents and students, and make various recommendations to which the parents and students must adhere.

Checking In & Checking Out

Parents/guardians must report to the office to check students in or out of school for any portion of the day. The person checking the student out of school **MUST be 18 or older, and on the student's Emergency Card**. **Photo identification is required** for checking students out. Parents are not permitted to enter the classroom and must wait in the visitor/parent waiting area located outside the main office. **No student check-outs will be allowed during nutrition and lunch breaks, and the last 15 minutes of the school day.**



SCHOOL DAY
INTERRUPTIONS



Student learning time is valuable, and our teachers are committed to providing bell-to-bell instruction without disruptions. To protect instructional time, teachers do not answer phones or check emails during class.

If you need to drop off an item for your child during the school day, please label it with her child and teacher's name. The item will be left in the staff lounge. Then, kindly notify your child's teacher directly. Teachers or students will retrieve items at a convenient time—our office staff will not interrupt class to deliver or announce items.

For safety and supervision reasons, teachers may not be interrupted during transition times (e.g., recess, lunch, dismissal). Additionally, **students may not be checked out early during the last 15 minutes of the school day**. We appreciate your support in helping us maintain a focused and safe learning environment for all students.

We ask parents to help us honor instructional time by following the guidelines below:

- Whenever possible, avoid appointments and personal business that require your child to be checked out of school early. Excessive early outs disrupt the whole class and cause your child to miss vital learning and information.

- Plan ahead to send your child to school with lunch. Fast food lunches and soda are not permitted, as students gain independence and develop self-care skills when they are responsible for their own lunch while at school. If your child forgets their lunch, a free lunch will be provided by the cafeteria.

- If you need to drop off an item for your child during the school day, please label it with your child's and teacher's names. The item will be left in the staff lounge. Then, kindly notify your child's teacher directly via Parent Square. Teachers or students will retrieve items at a convenient time—our office staff will not interrupt class to deliver or announce items.

Student learning time is valuable, and our teachers are committed to providing bell-to-bell instruction without disruptions.

EMERGENCY PICK-UPS & INDEPENDENT STUDY

Emergency Pick-ups

In the event of an emergency requiring evacuation, such as a fire or earthquake, students will be safely gathered on the lower field. To ensure student safety and facilitate authorized pick-up, all gates to the fields will be locked during Search and Rescue efforts, except for the Request and Reunion Gates.

Parent Pick-Up Process

- Parents will have the opportunity to request and meet their student(s) in an organized manner.
- To pick up their children, parents should line up at the Request Gate, located at the southwest corner of the lower parking lot, and communicate their request to school staff.

Independent Study

There are two types of Independent Study options for students:

- **Short-Term Independent Study:** Parents can request a contract through the attendance office to recover up to 15 days of missed instructional time. These absences are cleared once the independent work packet is completed and submitted to the school for review.

- **Long-Term Independent Study:** All school districts are required to offer independent study to any student whose parents determine that their child is not able to attend in-person learning for the 2025-2026 school year. The critical components of Independent Study, as the new law mandates, include:

    - Parent decision without needing a doctor's note.
    - Available for all K-12 students.
    - Students learn independently at their own pace, with curriculum provided by the school and support from a certificated teacher.
    - If a parent requests to return to in-person learning, students can transition back within 5 days.

Please note that for students with an IEP, this is a change of placement and would require an IEP team to make the recommendation.

HALL PASS POLICY & BIRTHDAYS

Hall Pass Policy

All students must have a hall pass Classroom instruction time is valued and prioritized in RUSD. The safety and protection of both students and teachers are of the utmost importance.

In order to facilitate both of these priorities, all staff members must adhere to the following:

- Passes summoning students from a class:
  - Students should only be summoned from class for a valid educational purpose, or because their legal guardian has authorized them to leave campus.
  - Students who attend SAI, Speech, Counseling,or testing with the Psychologist can attend their sessions, it is a good idea to have a specific pass for them as they move around campus (a permanent one is fine)
  - A student may only be summoned from class using a valid pass. All student passes will originate in the office, including the:
    - Principal's office
    - Counselor's office
    - Nurse's office

Birthdays at School

The school recommends that recognition of student birthdays be conducted outside of the school environment, as various factors such as equity, food allergies, and disruption of instruction come into play. However, parents can coordinate a celebration that works for the classroom without interrupting the learning. Balloons are NOT allowed.



SCHOOL

MEALS & DELIVERIES



Breakfast and lunch are provided **free of charge to all students through the school cafeteria.** Students also have the option to bring their own lunch from home. Please note that the school cannot heat food brought from home for students.

Breakfast service for TK-5th graders starts in the cafeteria at **7:20 AM**. During lunch and break times, students are expected to eat at the designated lunch tables and wait patiently for dismissa**l.**

- Students should walk calmly to the lunch area and form a single-file line (no cutting).
- While seated, students must keep their legs under the table and remain at their assigned class table.
- After eating, students should dispose of their trash and return to their seats.
- The area must be tidy before students line up for dismissal.

Students are expected to show respect and courtesy to their peers, lunch staff, and campus monitors at all times.

OUTSIDE FOOD & DELIVERIES

- Students are not permitted to order outside food for delivery to Bryn Mawr Elementary.
- Parents should avoid bringing fast food to their children during school hours.
- Food deliveries disrupt the instructional day and can pose health risks, especially for students with specific health conditions.
- Due to food allergies and intolerances, sharing food is prohibited.

To ensure a smooth school experience, please plan ahead and send your child with lunch. Please note that fast food lunches and soda are not permitted. Encouraging students to take responsibility for their own meals fosters independence and self-care.

If a child forgets their lunch at home, they can receive a meal from the cafeteria at no cost.

SST/504 PLANS & IEP PROCESS



SST/504 Plans/IEP Process
Bryn Mawr Elementary is committed to providing effective first instruction. When students' academic needs are not met through this process, the following processes can occur:

Effective First Instruction:
- Prevention
- Intervention

SST Process:
- Assesses data from the first round of intervention; sets up further intervention
- Assesses response to intervention and determines next steps

504 Plan:
- Results from medical diagnosis
- Can be an outcome of an SST

IEP:
- Initial assessment based on the outcome of a previous SST
- Meeting to discuss outcomes of testing/qualification for an IEP

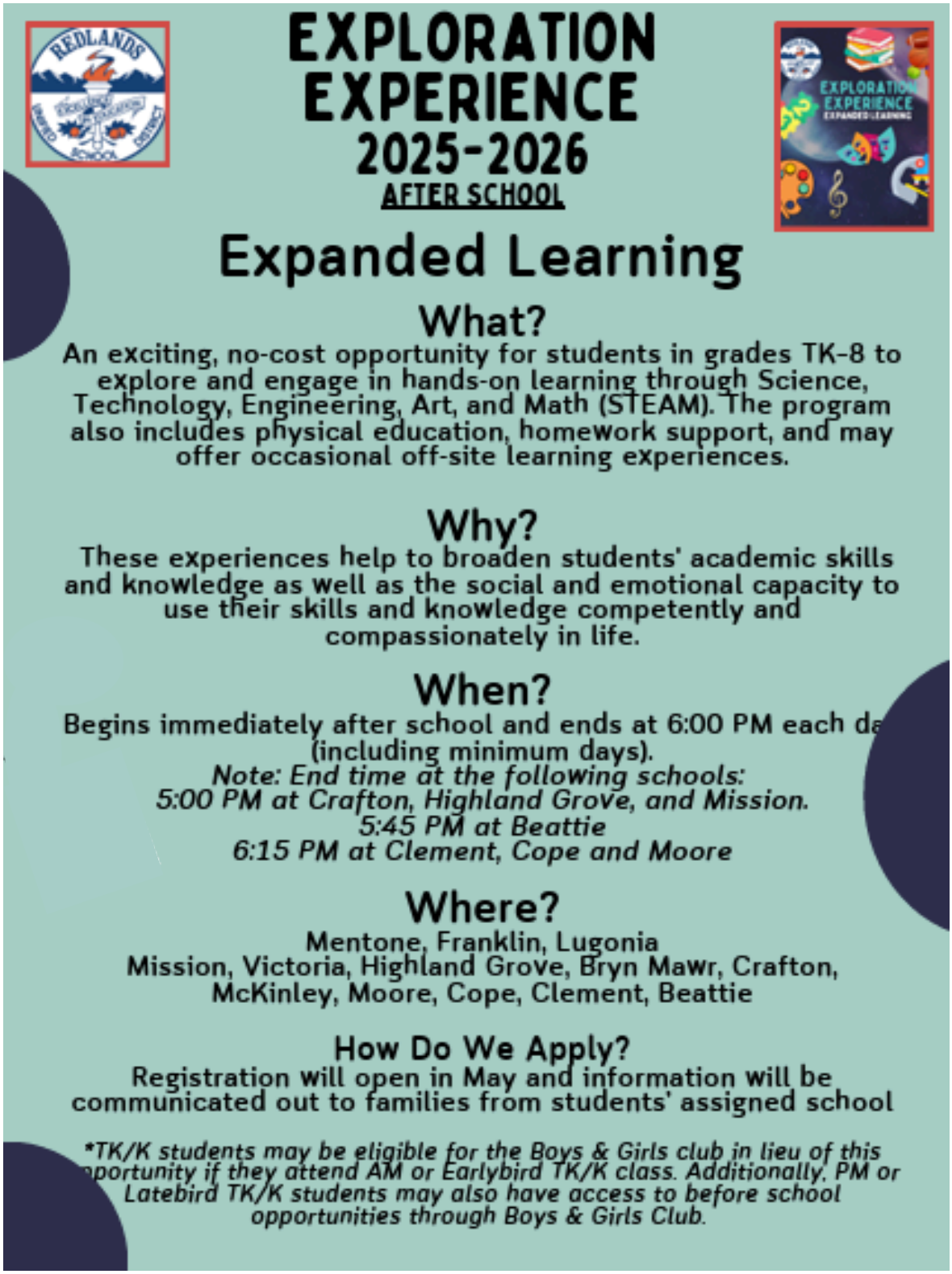
An IEP (Individualized Education Plan) is developed when your child qualifies for special education services. If you suspect that your child has a learning disability, you must first request to have him or her evaluated. The best way to do this is to submit a written request to the Principal or Assistant Principal. Once the evaluation is complete, the IEP team meets with you to share and discuss the results. At the meeting, the IEP team makes a recommendation as to whether or not the child qualifies for special education. If so, an IEP is written.

Any new student attending Bryn Mawr Elementary with prior SSTs, 504 Plans, or IEPs already in place will have a meeting scheduled to assess the documents/the school's ability to meet the student's needs, inform teachers, and continue with the educational support the student is accustomed to receiving to access education.

For more information on Redlands Unified School District Special Services, visit https://www.redlandsusd.net/departments/special-services.

AFTER SCHOOL PROGRAM

An exciting, free after-school program for TK-5 students to explore Science, Technology, Engineering, Art, and Math (STEAM), along with physical education activities. Priority enrollment is given to students who are homeless, in foster care, or from low-income families, with additional spots available based on space. For more information, visit our website or contact the Bryn Mawr office at 909-478-5650.



STUDENT

CONDUCT EXPECTATIONS



- Students must stay on campus unless signed out by a parent/guardian.
- Immediately report any adult strangers without a visitor badge to staff.
- No entering classrooms without a staff member present.
- Gum, hard candy, and sticky candy are prohibited.
- Use restrooms and get drinks during recess; wash hands and follow the bathroom rules.
- No wrestling or play fighting; respect personal space.
- Stop playing and line up promptly when recess ends.
- Climbing trees, fences, or backstops is not allowed.
- Use polite language; offensive language leads to consequences.
- The school isn't responsible for personal items; toys and electronics require teacher permission.
- No running in hallways or crowded areas.
- Cell phones require a permit; they must be off and in a backpack.
- Personal calls are only allowed in emergencies as deemed by staff.
- Treat others kindly and report conflicts or bullying to staff.

TYPES OF SCHOOL DISCIPLINE



Creating a safe, welcoming learning environment requires students to feel respected and protected physically, emotionally, and socially. Bryn Mawr Elementary's Discipline Plan aims to maintain an orderly academic setting through mutual respect and consistent policies. Discipline, a foundational aspect of education, cultivates self-control and good conduct.

One of the most important educational lessons is discipline. While it does not appear as a subject, it underlies the entire academic structure. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration of other people.

Types of Disciplinary Actions:

- **Warning:** A conversation addressing the specific behavioral concern that needs attention moving forward.
- **Contracts:** Participation in a behavior modification contract, which may include:
  - Attendance contract
  - Behavior plan
  - No-contact contract
  - Conflict resolution contract
- **Referral:** Administrative involvement for disciplinary issues.
- **In-School Suspension (ISS):** Time spent in a designated room during school hours.
- **Suspension:** Students who significantly breach school rules will be suspended and required to remain off-campus.
- **Police Contact:** School and city police officers may issue warnings, citations, or even make arrests based on violations of the Education Code and Penal Code.
- **Loss of Privileges:** Due to behavioral issues or outstanding charges, students may be barred from participating in various school-wide activities throughout the year.
- **Community Service:** Pursuant to Education Code 48900.6, the principal or their designee may require a student to complete community service on school grounds during non-school hours or within non-instructional time during the school day.
- **Alternative Placement: A** student may be assigned a modified schedule or recommended for an involuntary transfer to another school within the district.
- **Expulsion:** A hearing will be conducted to explore the possibility of expulsion from Bryn Mawr and/or the district.

BULLYING, HARASSMENT & BANNED ITEMS



BULLYING & HARRASSMENT

It is the law and District policy for all students to attend school, free from discrimination, harassment, bullying, intimidation, and retaliation. Redlands Unified School District has the responsibility to ensure compliance with applicable state and federal laws and regulations, and shall investigate complaints alleging failure to comply with those laws and regulations.

Complaints may be filed in a written complaint or reported orally through the Sprigeo TipLine at (909) 703-8736 or http://app.sprigeo.com/ and are subject to the Uniform Complaint Procedures (UCP). The District will provide a prompt, adequate, and impartial response to any complaint, either reported orally or provided in writing.

For more information about harassment and other discipline/student behavior-related concerns, visit the district website at https://www.redlandsusd.net/departments/compliance

BANNED ITEMS

If any item brought to school becomes a distraction and/or disrupts the instructional environment, school activities, or impedes learning, as determined by school personnel, the items will be confiscated and held in the office. Only a supervising adult of the student may pick up the item. Lost or stolen items are the responsibility of the owner, not Bryn Mawr.

Students are not permitted to bring toys, blankets, and stuffed animals (plushies) to school.

Possession of a dangerous object (or a replica of a dangerous instrument) or controlled substance will be grounds for immediate suspension or expulsion.

BOARD POLICIES

Families can find Redlands Unified School District Policies related to student conduct, bullying, harassment, and banned items in the links below:

- Policy 5131: Conduct
- Policy 5131.2: Bullying
- Policy 5131.4: Student Disturbances
- Policy 5131.6: Alcohol And Other Drugs
- Policy 5131.62: Tobacco
- Regulation 5131.7: Weapons And Dangerous Instruments

CAUSES FOR SUSPENSION

Causes for Suspension (EC 48900)

The California Education Code provides guidelines regarding the suspension and expulsion of students. The California EC 48900 website provides full guidelines regarding student suspension and expulsion.

Students may be suspended or expelled, and possibly cited or arrested, for committing any of the following offenses while on school grounds, during school activities, or while going to or coming from school or one of its activities.

a-1 Caused, attempted to cause, or threatened physical injury
a-2 Willful force or violence, except in self-defense
b Possession of Dangerous Objects
c Possession/Use of drugs or alcohol
d Sales of look-alike substances represented to be a drug or alcohol.
e Robbery/Extortion
f Damage to property
g Theft
h Possession/Use of Tobacco
i. Obscenity/Profanity/Vulgarity
j Possession of Drug Paraphernalia
k Disruption/Defiance
l Receipt of Stolen Property
m Imitation Firearm possession
n Sexual Assault/Battery
o Harass Complaining Witness
p Sales of prescription drug Soma
q Engaged in hazing
r Engaged in bullying, including by means of an electronic act

48900.2 Sexual Harassment
48900.3 Hate Violence
48900.4 Hostile Environment
48900.7 Terroristic Threats

CAUSES FOR EXPULSION

Mandatory Expulsion Recommendation EC: 48915 (a)

State law requires that the school administration MUST recommend expulsion for the following reasons:

- Causing serious injury to another person.
- Possession of firearms, any knife, explosive, or other dangerous objects. Including replicas.
- Possession or sale of any controlled substance, except for the first offense for possession of less than 1 ounce of marijuana.
- Robbery or extortion.
- Assault or battery of any school employee.

Mandatory Expulsion EC: 48915 (c)

- Possessing, selling or otherwise furnishing a firearm.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance.
- Committing or attempting to commit a sexual assault.
- Possession of an explosive.

CAMPUS SECURITY PERSONNEL

Bryn Mawr Elementary utilizes campus monitors, paraprofessionals, and teachers to provide student supervision assistance during school hours. These individuals supervise students arriving, leaving, during passing periods, and at lunch and break. They are to be treated with respect, as their primary purpose is to ensure the safety of students. Any concerns can be reported directly to the campus monitors, teachers, or office staff.



STUDENT HEALTH

HEALTH REQUIREMENTS FOR SCHOOL

Immunization Requirements

Visit www.shotsforschool.org to obtain complete information for all grade levels. Students must have proof of the following vaccinations before registering for school: 4 polio, 5 DTP, 2 MMR, 3 Hepatitis B, and 2 Varicella. Your doctor or the health department can provide immunizations. In many cases, they are free. Immunization records must be brought to school before a student can start attending class.

1st Grade Physical Requirement

Students entering 1st grade must provide proof of a physical examination by submitting the completed Bilingual 1st Grade Physical Exam Form, which must be completed by the student's healthcare provider. This exam can take place up to 18 months prior to first grade. A good time to do this is when you update your child's immunizations. Your primary physician can do this.

Medications/Medical Procedures at School

If your child will need to take any medication at school (including over-the-counter) or will require medical procedures during school hours, please see the school staff. We require written orders from a doctor, as well as parental permission, and have specific forms available at each school site and online for your convenience. To access the online form, click HERE. Medication is kept in the health office. If a student must carry it, the doctor must specifically indicate this on the form.

Health Guidelines

While it is hoped that all students maintain outstanding attendance, we understand that illnesses do occur. Please help us maintain a healthy school by NOT sending your child with any of the following:

- Fever above 100.4 degrees in the prior 24 hours
- Ringworm
- Vomiting
- Symptoms of the common cold
- Whooping cough
- Live Head Lice
- Influenza
- Measles
- Rash
- Pink Eye
- Chicken Pox
- Scarlet Fever/Strep Throat



TECHNOLOGY POLICY

We recognize that cell phones and smart watches have become an important communication tool for parents and children. However, having a cell phone at school is a tremendous responsibility. Students are not permitted to take videos or pictures at any time. Parent permission to carry a phone must be on file in the school office. The technology contract is signed by parents during registration at the beginning of the year and is required for any students wishing to carry a phone.



View the full Bryn Mawr Technology Policy here.

We ask that you allow your child to carry a cell phone or watch **only if absolutely necessary, and it MUST be kept in the student's backpack.** As always, school phones are available to students who need to call home.

Bryn Mawr Elementary School and Redlands Unified School District are not responsible for lost, damaged, or stolen personal cell phones, smartwatches, and any other communication and listening devices. Electronic gaming devices are not permitted on campus. Classroom space for K-5 does not allow for backpacks to be stored inside. Please note that student backpacks are stored outside in the hallways.

Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, or violating other school rules.

PROGRESSIVE DISCIPLINE FOR TECHNOLOGY VIOLATION

- **1st Violation:** Student receives 1st verbal warning.
- **2nd Violation:** Student receives 2nd verbal warning, parent is notified by teacher, and letter is sent home. Student's cell phone will be confiscated by a staff member. Student will pick up at the end of the day in the office.
- **3rd Violation:** Student receives 1st written technology violation and the parent is notified. Student's cell phone will be confiscated and held in the main office until the end of the school day. Student's parent must pick up cell phone from the office. Information will be placed in Aeries.
- **4th Violation:** Student receives 2nd written technology violation, conference with Administrator, parent is notified. Students will have their cell phone placed in the office until the student's parents are able to come to pick it up.
- **Severity Clause:** Administration reserves the right to move immediately to a fourth violation if taking photos, filming of others, or showing inappropriate material to peers occurs. Also, administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that violate Education Codes, laws, or engage in bullying or harassment of other students may result in suspension.

DRESS CODE



Dress Code Policy Overview

The dress code policy aims to create a positive learning atmosphere that minimizes disruption and distraction for all students. At Bryn Mawr Elementary, students are reminded that appropriate attire is required at all times. The school leadership team has established the following TK-5 dress code policy to guide staff, parents, and students.

Guidelines

- **Personal Hygiene:** All students should uphold high standards of personal hygiene. Clothing must be neat, clean, and fit properly, avoiding tight, short, or excessively baggy attire.
- **Pants**: Pants should be worn at waist level, and loose-fitting pants must be secured with a belt. Any pants with holes or rips must be at or below the mid-thigh.
- **Prohibited Items:** Nightwear, house slippers, or blankets are not allowed.
- **Tops:** Halter tops, tube tops, cut-off shirts, muscle shirts, mesh/fishnet shirts, strapless or off-the-shoulder tops, and bare midriff styles are not permitted. Tops must have a minimum of two-inch shoulder straps and fully cover the back, ensuring no skin shows between the shirt's bottom and the top of the pants or skirt when arms are raised.
- **Undergarments:** Clothing must not be provocative and should conceal undergarments (such as tank tops, bra straps, boxers, and underwear) at all times. Sleeveless jerseys are acceptable only when worn with an undershirt.
- **Violent or Provocative Clothing**: Any clothing, accessories, or jewelry that could incite violence or be perceived as a weapon, including wristbands, oversized belts, belt buckles, chains, and gang-related items, is prohibited.
- **Clothing or accessories that:**
  - Are deemed offensive by the school administration
  - Promote illegal activities
  - Display profanity or abusive language
  - Are sexually suggestive
  - Advocate for racial, ethnic, or religious prejudice, tagging, gambling, violence, drug or alcohol use, or any other illegal or unsafe behavior.
  - Are unhealthy, unhygienic, or unsafe
  - Reflecting a violent or antisocial culture is not allowed.

- **Hats:** Hats may be worn, but they must not display logos or styles that promote violence, gangs, drugs, or other themes inconsistent with a positive school culture.
- **Footwear:** Proper footwear must be worn at all times, suitable for play and P.E. activities. Students are not permitted to wear flip-flops, slippers, sandals, sock-like footwear, or open-toed shoes, as these can hinder quick evacuation during fire drills.

Note: These guidelines are subject to exceptions during school-sponsored Spirit Days.

DRESS CODE VIOLATIONS

PROGRESSIVE DISCIPLINE FOR DRESS CODE VIOLATIONS

1st Violation

- Verbal warning of the specific violation.
- Student will make the proper clothing adjustments to correct the dress code violation. Student may also change into school loaner apparel
- Call home to parents/guardians

2nd Violation

- 1st written warning of specific violation.
- Student will make the proper clothing adjustments to correct the dress code violation. Student may change into school loaner apparel.
- Counselor calls home to offer clothing resources.

3rd Violation

- 2nd written warning of the specific violation.
- Student will make the proper clothing adjustments to correct the dress code violation. Student may change into school loaner apparel.
- Parent conference with administration

The school administration will use discretion in determining dress code violations and the appropriateness of any fad or questionable article of apparel, jewelry, or other accessories. All students are expected to comply with the dress code. Students who do not meet the dress code will not be allowed to attend class until they have made the necessary adjustments. Continued dress code infractions will result in progressive disciplinary action.

LOST AND FOUND

LOST AND FOUND

If an item is lost, please have your child check the “Lost and Found” area next to the cafeteria entrance or inquire at the school office. Please check for lost items frequently. At the end of each month, unclaimed “lost” items will be discarded.

PLEASE WRITE YOUR CHILD’S NAME ON ALL SWEATERS/JACKETS, WATER BOTTLES, LUNCH BAGS.



COMMUNICATION



Parents, staff, and students work together to make academic and behavioral success possible. Effective communication is necessary for the team to thrive. In the event there is a question that directly affects any student, parents may take the following steps to clarify or address the issue:

Step 1: Phone call/conference with the classroom teacher.
Step 2: If the issue is not resolved, contact a member of school Administration.
Step 3: If further resolution is needed, the principal will then arrange a conference, if necessary, with the parent and the classroom teacher to resolve the issue.

We encourage all parents to become active members of our school by contacting Bryn Mawr with suggestions, ideas, or any positive comments. However, if there is an issue that is not classroom specific, contact the office and it will be forwarded to the appropriate person (i.e., Principal, Assistant Principal, etc.).

Each Friday, students will bring home a folder with important information from their teacher. Please check this folder over the weekend and return any necessary forms in your child's backpack.

PHOTOGRAPHY & VIDEOGRAPHY



At Bryn Mawr Elementary, the safety and privacy of our students and staff are a top priority. To maintain a secure and respectful learning environment, **students and parents are not permitted to take photos or videos of other students or staff members while on campus.** This includes during drop-off, pick-up, classroom visits, school events, and any other time on school grounds.

While we prioritize the safety and privacy of all students and staff, we also recognize the importance of celebrating student achievements. If a child is receiving an award, parents and guardians are welcome to take photos or videos of their child during the presentation. To ensure a respectful and organized experience, parents will be invited forward at the appropriate time for a designated photo opportunity.

FIELD TRIPS

All Field trips at Bryn Mawr Elementary are voluntary. No child is required to participate in an off-campus field trip. If the parent does not sign the consent form for the field trip, the child will be assigned to another class for the period of the trip. Choosing not to attend a field trip is not an excuse for absence.

PTA assists with field trips for all students each year. However, from time to time, families are invited to assist with the trip's expenses by making a financial donation if the PTA contribution is insufficient to cover both transportation and admission fees.

Parents wishing to assist the teacher on a field trip **must be a district-approved volunteer.**. Prior arrangements with the teacher are mandatory, as volunteer spaces are limited. Volunteers should remember that the teacher is always responsible for the location and conduct of all students. Parents who attend field trips should plan to supervise children the entire time, keeping students safe and orderly. Cell phones are welcome only for emergency use, as everyone's attention is needed 100% of the time. Parents who chaperone field trips may not bring siblings or other children along with them.

All field trip volunteers must provide their own transportation to and from the destination. Parents who are not approved volunteers who show up at the field trip destination may not interact with students, including their own child.

5TH GRADE PROMOTION & END OF YEAR ACTIVITIES



Attendance at end-of-year activities is also contingent upon student behavior, GPA requirements, and/or attendance. Beginning in the third trimester, 5th-grade parents and students will be notified that no more than two (2) referrals from any staff member, no in-school suspensions, no out-of-school suspensions, and no referrals the week of the field trip.

These guidelines must be met in order to remain eligible for these activities. Parents will be notified in the event of a loss of privileges.

AERIES PARENT PORTAL

Parents are encouraged to create an account and log into the Aeries portal on at least a weekly basis. To log in or register, the website link is available at https://redlands.asp.aeries.net/student/LoginParent.aspx

All assignments and tests are listed in Aeries. Pending and completing assignments can be monitored in this manner.

PROGRESS MONITORING

All parents will receive a report card at the trimester marks. Additionally, mid-quarter progress reports provide parents with information about how the student is progressing at that time. All report cards and progress reports are sent home with your student. Grades can be viewed through the Aeries portal. It is strongly recommended that ongoing communication with your child's teacher be maintained by phone, email, or through Parent Square to monitor their current progress.

ACADEMIC HONESTY

Students will reach their full potential only by being honest with themselves and with others. All students need to prove to themselves that they can do successful work as a result of their own efforts. Students are encouraged to see assessments (benchmarks, SBAC Testing, and projects) as a means of finding out what they have learned. Students should realize that those who cheat on tests are cheating themselves.

Bryn Mawr Elementary School expects that students will not cheat, lie, or plagiarize. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized. Cheating could result in zero credit for that assignment, which could also adversely impact their grade. When an incident of cheating occurs, parents/guardians shall be contacted by the teacher to discuss the situation.

PBIS EXPECTATIONS

At Bryn Mawr Elementary School, we use PBIS—Positive Behavioral Interventions and Supports—to create a safe and supportive learning environment for all students. PBIS helps us teach and reinforce positive behaviors throughout the school day. Our core expectations are for students to be **responsible, respectful, safe, and kind** in everything they do. These values guide how we treat one another, how we learn, and how we build a strong school community *together.*

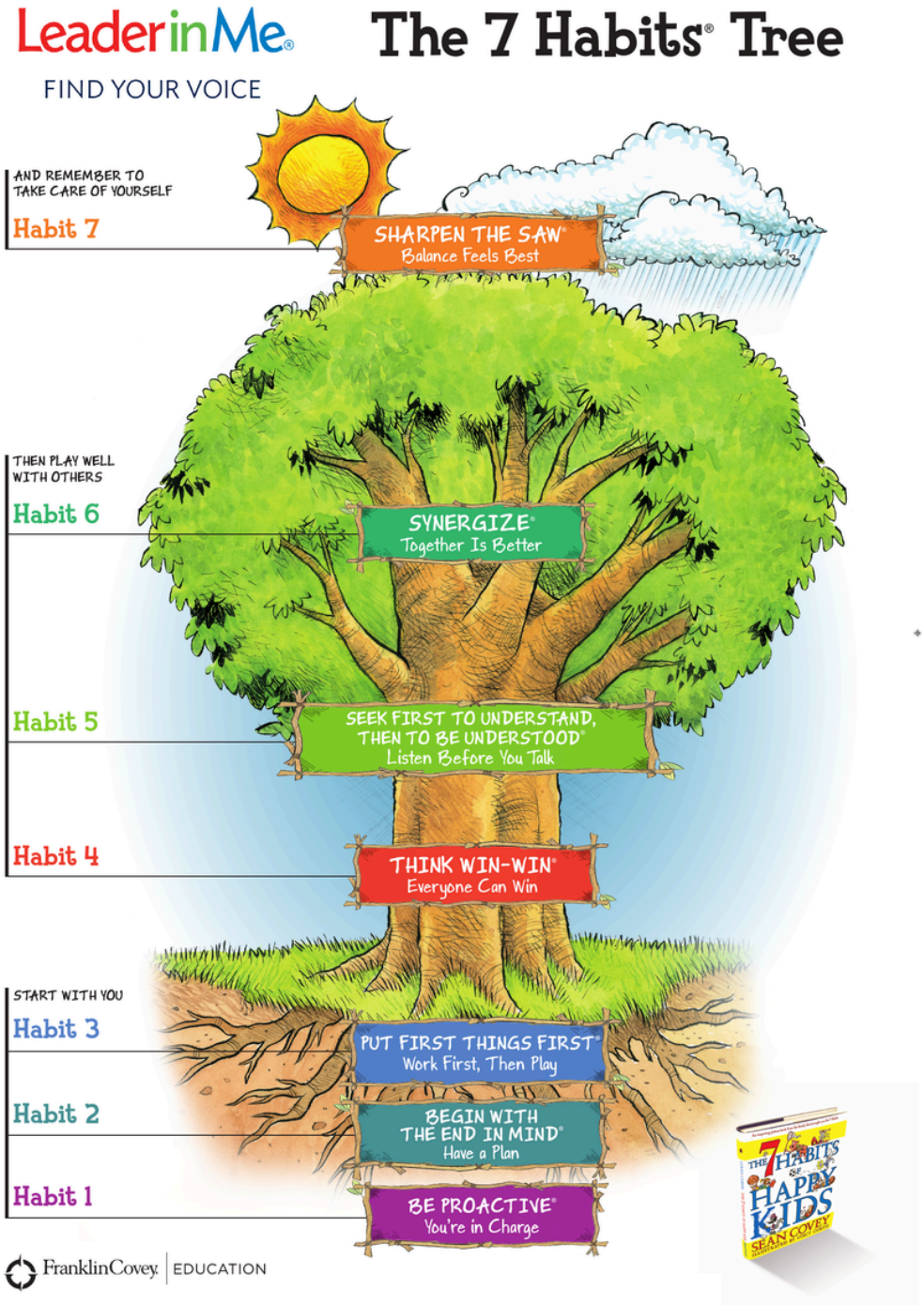


Bryn Mawr Behavior Expectations

	Arrival/ Dismissal	Library	Hallways	Bathrooms	Lunch Area & Playground	Bus
Responsible	Bring all materials needed for school	Return books promptly when due	Carry a hall pass at all times	Wash your hands after use	Eat first, then play	Line up and wait your turn to board/ exit the bus
Respectful	Line up when the first bell rings	Raise your hand to be called on to speak	If you see trash, pick it up Voice level 0 or 1	Throw away any trash Make sure to always flush	Throw trash away after eating Put equipment back where it belongs	Keep voice level at a 0 or 1
Safe	Cross the street through the crosswalk only	Keep food and drinks away from books	Use walking feet at all times	Respect the space of other people	Use the equipment correctly	Wait in line with a calm body Sit nicely on the bus
Kind	Greet your classmates/ teachers with a smile	Make sure to say thank you to the librarian	Give space to others walking nearby	Wait your turn patiently	Share equipment with others Take turns	Talk kindly to other students in your area

LEADER IN ME

At Bryn Mawr Elementary School, we are proud to be a Leader in Me school. Rooted in the timeless principles of The 7 Habits of Highly Effective People® and The 4 Disciplines of Execution®, Leader in Me helps students discover their unique strengths and develop essential life and leadership skills. This approach transforms our classrooms by fostering a culture of school-wide leadership, where every student is empowered to take initiative, set goals, and make positive choices. Through this program, we nurture confident, capable learners who are ready to lead their own lives and contribute to their community.



PARENT PARTNERS & VOLUNTEERS



Parents and families are vital partners in the success of Bryn Mawr Elementary. Whether you choose to participate in PTA, School Site Council (SSC), English Learner Advisory Council (ELAC), African-American Parent Advisory Committee (AAPAC), volunteer around campus, or simply ensure that your child completes his/her homework daily, you are sending an important message that you value education.

Visiting Campus During School Hours

We ask all campus visitors to sign in at the office. Parents wishing to volunteer are asked to follow the guidelines below. Parents wishing to observe a classroom must make prior arrangements 24 hours in advance with the teacher, and administration are asked to limit their visit to 20 minutes, and sit quietly in the back. Adults should never use student restrooms, and adult restrooms are available in the office area. Parents are asked to park their vehicles respectfully so that every staff member has a parking space.

For the safety of our students, all parents and visitors must present a valid government-issued ID at the main office when checking in. Each visitor will be screened through our Raptor system to ensure campus security. Once checked in, visitors will receive a visitor sticker, which must be worn visibly at all times while on campus. Before leaving, visitors are required to return to the front office and hand back their sticker so staff can confirm they have checked out and are no longer on campus.

Parent Volunteers

Bryn Mawr Elementary welcomes and values parent volunteers. Parents wishing to volunteer on campus are required by law to provide fingerprints and be screened for Tuberculosis. This process begins with the school office by completing the appropriate application. Once approved, prior arrangements with teachers are required to volunteer. Please review Redlands Volunteer Information for more information and the process.

Meeting with Teachers

The time just before school is precious to teachers as they finalize their preparations for the day. Should you wish to confer with your child's teacher, we ask that you use our email or Parent Square to set an appointment. Teachers will gladly make time to meet with you. At no time should parents approach classrooms before school or after school, or without an appointment.

PARENT COMMITTEES

School Site Council (SSC)
SSC is comprised of five parent/community members and five staff members. The council is responsible for approving and monitoring the Single Plan for Student Achievement (SPSA) and categorical budgets, as well as ongoing assessment of the site safety plan. Meetings are held monthly.

English Language Advisory Council (ELAC)
ELAC is responsible for advising school administration regarding support to English Learners and their families. ELAC meetings are a great way to meet other parents and learn about ways to support your own child's success in school. Meetings are held monthly. Please see the school website for dates and times.

African-American Parent Advisory Committee (AAPAC)
The African American Parent Advisory Council (AAPAC) at Bryn Mawr Elementary is a collaborative space where families, staff, and community members come together to support the academic success and well-being of African American students. AAPAC meetings offer opportunities to learn about school programs, review student data, and discuss ways to strengthen partnerships that benefit all learners.

Parent-Teacher Association (PTA)
The Bryn Mawr PTA is the parent-teacher association (PTA) that supports Bryn Mawr Elementary. Parents interested in participating in and volunteering for PTA events and activities should contact Yesenia Villegas, the PTA president at yesenia@brynmawrpta.net. Follow on Instagram, @BrynMawrpta.





2025-2026

PARENT &

Student Handbook

Bryn Mawr Elementary School

Last Update: 07/30/2025 by WM