

# TRABUCO MESA ELEMENTARY SCHOOL



*A CALIFORNIA DISTINGUISHED SCHOOL*

## PARENT HANDBOOK



**“A HIGHER PLATEAU FOR LEARNING”**

21301 Avenida de las Flores  
Rancho Santa Margarita, CA 92688

949-858-3338

949-589-1923 (Attendance)

[www.svusd.k12.ca.us](http://www.svusd.k12.ca.us)

**TRABUCO MESA ELEMENTARY SCHOOL**  
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# TRABUCO MESA ELEMENTARY SCHEDULE

**OFFICE HOURS**  
**7:30am to 3:30pm**

**Telephone: 949•858•3338**

## **REGULAR DAY SCHEDULE**

<b>All Students</b>	<b>8:00 – 2:20</b>
Recess (Gr.K-1)	9:30-9:50
Recess (Gr.2,3,4)	9:55-10:15
Recess (Gr.5-6)	10:20-10:40
Lunch (Gr.K-1)	11:00-11:40
Lunch (Gr.2,3,4)	11:45-12:25
Lunch (Gr.5-6)	12:30- 1:10
Recess (Gr.K-3)	1:15-1:35
<b>Dismissal</b>	<b>2:20</b>

## **MINIMUM DAYS**

<b>All Students</b>	<b>8:00-12:40</b>
Recess (Gr.K-1)	9:10-9:30
Recess (Gr.2-3)	9:35-9:55
Lunch (Gr.4-6)	10:00-10:35
Lunch (Gr.K-1)	10:40-11:15
Lunch (Gr.2-3)	11:20-11:55
<b>Dismissal</b>	<b>12:40</b>

Primary Instructional Time: 300 Minutes Regular Day; 225 Minutes Minimum Day  
Upper Instructional Time: 320 Minutes Regular Day; 225 Minutes Minimum Day

***STUDENTS MAY ENTER CAMPUS AT 7:50 A.M. AND WALK TO CLASSROOM LINES***

## **2023 – 2024 SCHOOL CALENDAR**

First Day of School	Monday, August 14
Back to School Night K-6 <sup>th</sup>	Wednesday, August 23
Showcase	TBD
Last Day of School	Thursday, May 30

### **MINIMUM DAYS**

#### **Every Wednesday & Parent Conferences**

School begins at 8:00 a.m., dismissal at **12:40 p.m.**

Aug 23	Back to School Night
Nov 27-Dec 4	Parent Conferences ( <b>6 days</b> )
Mar 4 - 11	Conferences ( <b>6 days</b> )
May ____	Showcase tbd
May 30	Last Day of School

### **NON-STUDENT DAYS**

September 4	Labor Day
September 25	Fall Recess Day
November 1	Staff Development Day
November 10	Veteran's Day
November 20-24	November Recess
December 25 – January 5	Winter Recess
January 15	Dr. Martin Luther King, Jr. Day
January 29	Staff Development Day
February 16, 19	February Recess
April 1-5	Spring Recess
May 27	Memorial Day

### **END OF TRIMESTER**

November 17	Report Card
March 1	Report Card
May 30	Report Card

**≈DISTRICT≈**

SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT  
25631 Peter A. Hartman Way, Mission Viejo, CA 92691, 949•586•1234

**SUPERINTENDENT**

Crystal Turner, Ed.D.

**BOARD OF EDUCATION**

Barbara Schulman, President  
Dr. Edward Wong, Vice President  
Suzie Swartz, Clerk  
Amanda Morrell, Member  
Dan Walsh, Member

**SCHEDULED MEETINGS**

The SVUSD Board meets on the second Thursday of each month  
at 6:00 p.m. in the District Office Board Room.  
For meeting information, call 949•586•1234.

**TRABUCO MESA OFFICE STAFF**

Dr. Kristan Bruce	Principal
Christy Keller	Office Manager
Naomi Salazar	Clerk
Claudia McEntee	SpEd Clerk
Alexis Iwuchukwu	Health Aide
Samantha Jacobs	Librarian/Media Clerk
Roxanna Duval	Bilingual Parent Advocate

**PUPIL SERVICES**

Kaley Logan - School Psychologist  
Carol Petersen, Debra Krupinski, Kimberly Stermer - Speech Pathologists

## ***STUDENT EMERGENCY INFORMATION***

It is imperative that we maintain up-to-date student/parent information, as this is needed in case of illness, accidental injury, or a school emergency. If at any time during the school year there is a change in any information (such as a home/cell number or address change), please notify the school office immediately. **Failure to keep the school office informed could mean the loss of precious minutes in the event of an emergency.**

## ***REPORTING ABSENCES***

Please review the District Attendance Policy that is posted on our school website. We all share responsibility for the health, safety, and welfare of children attending school. For this reason, it is essential that the school be notified of any absence before it occurs. If your child will be absent or more than 5 minutes late, **please call 949-858-3338 and PRESS 1.** This is an answering machine, you may call at any time 24/7. Please do not call the office, please press 1 so that the absence can be recorded by our attendance clerk. **Please provide the following:** Child's name, grade, teacher's name. Date of absence(s), reason for absence(s), your name/relationship to the child. If a parent/guardian can't be reached, we require a note stating the reasons/dates for the absence when your child returns to school.

## ***TARDINESS***

It is vital that every child attend school promptly and regularly. We request that you impress upon your child the importance of arriving on time to encourage responsibility and eliminate classroom interruptions. Habitual tardiness results in your child missing out on essential instruction and can have a negative impact on academic progress. Students arriving after the instructional day has begun are to report to the office to "sign in" before going to the classroom.

**California state law requires that students attend school regularly and punctually.**

## ***SYMPTOMS OF ILLNESS***

In order to protect your child and others, we recommend that you keep your child home from school under the following conditions:

- A. Temperature of 100 F or higher
- B. Nausea, vomiting, or severe abdominal pain within 24 hours
- C. Marked drowsiness or dizziness
- D. Acute cold, sore throat, persistent cough, constant runny nose
- E. Colored nasal mucus
- F. Red, inflamed, itchy, or discharging eyes
- G. Any undiagnosed skin rashes
- H. Earache or swollen glands around the jaws, ears, and neck
- I. Diarrhea
- J. Any draining skin lesions

**Your child must be without fever or vomiting for 24 hours before returning to school.**

## **MEDICATION AT SCHOOL**

The Education Code allows school personnel to administer medication if the following steps are taken:

1. Physician's Request Form completed by physician, and the Parental Release Form **MUST** be on file in the office. (Forms available at svusd.org or in office)
2. The container of medicine must have a pharmacy label. This information must match exactly that given on the physician's form.
3. **Medicine must be brought to school by a parent.** Any leftover medicine must be picked up by the parent on the last day of school or it will be disposed of at the end of the school year. **STUDENTS MAY NOT BRING TYLENOL, COUGH DROPS, OR ANY OTHER MEDICATION TO SCHOOL TO TAKE ON THEIR OWN.**

## **INDEPENDENT STUDY CONTRACTS**

If a child will be absent for five days or more, the school may develop an **Independent Study Contract**. Please notify the office two weeks ahead of time to allow the teacher time to prepare the study contract. It will require the signature of the student, teacher, parent, and principal **before** the absence takes place. Work must be completed and turned into **the office upon return to school**. Work will be evaluated by the teacher, and the absence will be changed to show completion of the contract. This contract is very important to help ensure students do not fall behind in instruction.

## **CLASSROOM INTERRUPTIONS**

In order to minimize classroom interruptions, we ask that any deliveries to students be brought to the office. Teachers will be notified as soon as possible and students will be asked to come to the office at a time that will not disrupt their learning. It is the responsibility of each student to remember personal property, lunches, assignments, projects, etc. We ask parents to encourage this responsibility by eliminating as much as possible the delivery of forgotten items.

We seek your cooperation and assistance in providing an uninterrupted academic learning time by:

1. Signing in at the office if you need to check your student out.
2. Sending the teacher a note stating the time a child is to be dismissed from school to help the teacher be prepared.
3. Establishing a system at home which helps eliminate forgotten lunches, homework, instruments, etc. Your child will not be allowed to call home during instruction time for these items.

## **VISITORS/VOLUNTEERS**

The value of positive parent involvement is evident each day at our school. To ensure the safety and security of students and staff, classrooms are locked during the school day. All visitors/volunteers must sign in at the office through our RAPTOR SYSTEM, with a valid i.d., and wear an identification sticker. This must be worn while on campus to alert staff that the person has been approved through the office. We ask that all parents follow the visiting rules of the school. Please do not approach any classroom doors or disturb the learning and safety of a

classroom. Due to insurance liability, siblings/young children may not accompany parents when volunteering or visiting classrooms. Only those adults who have official business at the school will be allowed on campus.

Pursuant to Board Policy, classroom visitations are welcome and limited to 20 minutes in order to reduce disruption of the instructional program. Arrangements should be made in advance with the teacher/principal. It is not possible for teachers to conference with parents during class time. We suggest that a conference be arranged with the teacher at a mutually convenient time.

### ***CELL PHONES, Smart Watches & Mobile Communication Devices (BP 5131.8)***

Students may have cell phones and mobile communication devices (MCDs) on campus but they must be turned off and put away at all times during the school day, including recess and lunch. Cell phones & MCDs may only be used before or after school. Staff may confiscate cell phones & MCDs for violation of this policy when the possession/use of the cell phone or device poses a safety issue or threat to the campus as determined by administration. Even if confiscated, the school or district is not responsible for lost, stolen or damaged cell phones or devices brought to campus. For electronic watches with communication features, the watch may be powered on during the school day but the communication features must be disabled or not used during the school day. See Board Policy 5131.8 for more information.

### ***DAILY SCHOOL DISMISSAL***

We make every effort to ensure your child's safe arrival at home after school. Please instruct your child to go directly home after school is dismissed. Any time a child's routine is to be different than usual, let us know in advance so we're ready to assist if circumstances dictate. Our parking lot is very busy during drop off and pick up times. Please use the loading/unloading right lane and be prepared to do a quick stop in an effort to keep the lane moving. You may park on the streets surrounding the school in designated areas, but avoid the red curbs, as stopping/parking on red curbs is against the law.

### ***DOCUMENTATION OF PARENT CUSTODY***

The school must legally allow either parent to check their child out of school with proper I.D. **unless** court custody paperwork is on file in the school office. Orders must be signed by a judge.

### ***LOST AND NOT FOUND***

Please label clearly with a permanent marker all lunch bags, backpacks, personal books, and articles of clothing with your child's name. Many items, often brand new, go unclaimed in our school's Lost and Found. Unclaimed items are donated to a charitable organization at the end of each trimester.

### ***VANDALISM (BP 5131.5)***

Students and their parents are responsible for all damage to equipment or school property. This responsibility applies in the matter of books, Chrome books, supplies of all kinds, furniture, as well as equipment, school buildings and grounds. Whenever possible, the administration shall require restitution for damaged school property. Parents are asked to report to the Orange



County Sheriff's Department any unusual or suspicious activity, graffiti, or vandalism on school premises after school hours or on non-school days.

### ***BICYCLE RIDERS***

Only students in grades 4, 5, and 6 may ride bicycles to school, unless accompanied by a parent. Each bicycle must be equipped with a strong lock and is to be parked and locked only in the bicycle racks. Bicycle riders must wear helmets. **Scooters, razors, and skateboarding are prohibited at all times on the school campus.**

### ***NUTRITION BREAK/LUNCH RECESS***

All students should eat something nutritious for their morning and lunch breaks. Please provide a small, **nutritious snack** for students' first break of the day. Students are expected to sit and eat their snack before going out to play for recess. Students may bring their lunch or receive one from our school lunch program. Our district uses a computerized point of sale system. Each student has their own account. Students will access their account for lunch by entering their student id number.

### ***PLAYGROUND SAFETY RULES***

Playground rules are reviewed regularly with students by staff. Students are expected to act respectfully, responsibly, and safely. Students are to report any accident, illness, or injury on the playground to the Playground Assistant or Teacher on duty. Please encourage your child to report any dangerous or unsafe condition they notice to an adult. Children are not to bring tennis balls, toys, or other personal play equipment from home.

Our #1 rule for safety on the playground is: **"Keep your hands, feet, and objects to yourself."**

### ***LIBRARY STANDARDS***

In an effort to maintain the ambiance of this room as well as caring for the materials contained within, we ask that children follow these guidelines:

- Follow all directions given to you by the librarian.
- Treat books with care and respect.
- Use quiet voices, remove hats, and remember that gum is not allowed at school at any time.
- Check out books with the librarian and return them promptly, so that others may enjoy them.

### ***TEXTBOOKS***

If a student's textbook or library book is lost or damaged, the student/parent is responsible to buy a replacement book or pay the school for the cost of the book. Please encourage your children to treat their books with respect and to always know where they are located. At the close of the school year, report cards will not be distributed to students who have failed to pay for lost or damaged library books or textbooks.

## **PETS AT SCHOOL**

For the safety and well-being of all students, **NO PETS ARE ALLOWED ON SCHOOL PROPERTY AT ANY TIME**, even when on a leash or with the owner present. **Please do not bring pets to school when dropping off or picking up your children at school.** Service animals are permitted.

## **DRESS CODE (BP/AR 5132 & 5136)**

The Saddleback Valley Unified School District supports dress codes that help maintain a safe, distraction free, educational environment. In an effort to meet that goal, Trabuco Mesa's dress code promotes clean, safe, and age-appropriate clothing and accessories. Any style or item that could be construed as disruptive, unsafe, or extreme is not permitted. School personnel reserve the right to determine the appropriateness of any attire, taking into consideration information from staff, parents, students, and law enforcement. Any combination of clothing or specific items or apparel that law enforcement considers to currently be gang-related is prohibited. As trends change, this may change over time. If a student arrives at school wearing unacceptable clothing, the parent will be called and requested to bring appropriate clothing for their child.

### ***Inappropriate Items Include:***

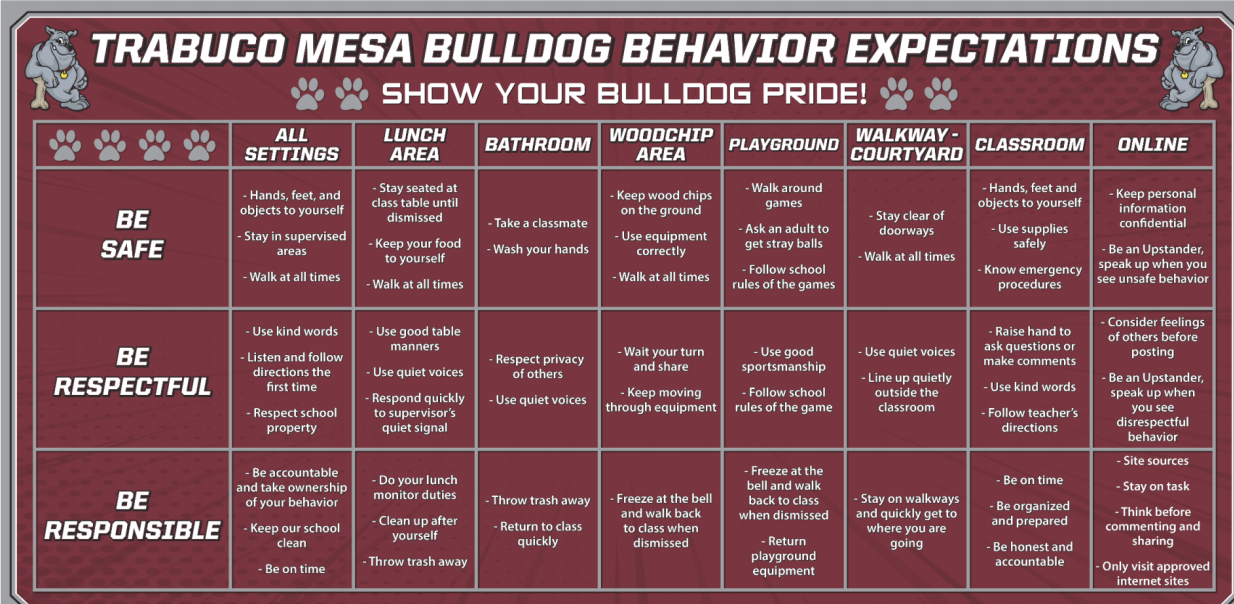
- 1. Clothing or accessories that are offensive or promote alcohol, tobacco, drugs, violence, gangs, vandalism, bigotry, vulgarity, sexual connotations, including those that contain double meanings.***
- 2. Shorts or pants that are oversized and/or sag. (Pants must be of proper size, which means that they must fit securely at the waist.)***
- 3. Clothing with holes, cuts, or tears that are distracting or unsafe.***
- 4. Any writing on the body (including temporary tattoos) or piercing other than ears.***
- 5. Any clothing that is revealing is prohibited. Examples include: Tops that expose bare midriff or undergarments, halter-tops, bathing suits, sports bras, tube tops and spaghetti strapped tops. (Straps on blouses/tank tops must be at least two inches wide.) Low-cut tops, tank tops with oversized arm holes, backless shirts, and short shorts, skirts, or dresses are also prohibited.***
- 6. Any accessories that could be a safety issue such as chains, spiked/studded belts, or dangling earrings/jewelry.***
- 7. Only hats with a brim are allowed outdoors for sun protection and beanies for cold weather. Baseball hats are to be worn with the bill forward. All hats are to be removed while inside all campus buildings.***
- 8. Open-toe shoes/flip flops are not permitted as they are unsafe for our active students. Tennis shoes are recommended for P.E. and outdoor activities.***
- 9. Hair or make-up of an unnatural color (dyed) or extreme style that may be disruptive to the learning environment.***

A well-groomed appearance is important in developing a positive self-image and complements the total instructional program. Please help us in the shared responsibility of making sure children are appropriately dressed for school. Thank you!

## POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)

Maintaining an orderly and safe environment is an important role of public schools, for without these qualities, effective learning cannot take place. Having safe and orderly schools directly relates to student discipline. Each time a student disrupts a classroom, learning time is wasted. Students all have the right to learn and grow, play fairly, and to be safe while at school. Students who disrupt these activities or infringe on the rights of others will face the consequence of his/her behavior. Schools cannot maintain order unless the parents are involved in and supportive of the staff's discipline decisions.

**Trabuco Mesa holds high behavioral expectations for all students!** We have implemented school-wide expectations as part of our Positive Behavior Intervention System. Positive behaviors are taught, reviewed, encouraged and reinforced in all school settings through this program.

 <b>TRABUCO MESA BULLDOG BEHAVIOR EXPECTATIONS</b> SHOW YOUR BULLDOG PRIDE!								
	ALL SETTINGS	LUNCH AREA	BATHROOM	WOODCHIP AREA	PLAYGROUND	WALKWAY - COURTYARD	CLASSROOM	ONLINE
<b>BE SAFE</b>	<ul style="list-style-type: none"> <li>- Hands, feet, and objects to yourself</li> <li>- Stay in supervised areas</li> <li>- Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>- Stay seated at class table until dismissed</li> <li>- Keep your food to yourself</li> <li>- Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>- Take a classmate</li> <li>- Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>- Keep wood chips on the ground</li> <li>- Use equipment correctly</li> <li>- Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>- Walk around games</li> <li>- Ask an adult to get stray balls</li> <li>- Follow school rules of the games</li> </ul>	<ul style="list-style-type: none"> <li>- Stay clear of doorways</li> <li>- Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>- Hands, feet and objects to yourself</li> <li>- Use supplies safely</li> <li>- Know emergency procedures</li> </ul>	<ul style="list-style-type: none"> <li>- Keep personal information confidential</li> <li>- Be an Upstander, speak up when you see unsafe behavior</li> </ul>
<b>BE RESPECTFUL</b>	<ul style="list-style-type: none"> <li>- Use kind words</li> <li>- Listen and follow directions the first time</li> <li>- Respect school property</li> </ul>	<ul style="list-style-type: none"> <li>- Use good table manners</li> <li>- Use quiet voices</li> <li>- Respond quickly to supervisor's quiet signal</li> </ul>	<ul style="list-style-type: none"> <li>- Respect privacy of others</li> <li>- Use quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>- Wait your turn and share</li> <li>- Keep moving through equipment</li> </ul>	<ul style="list-style-type: none"> <li>- Use good sportsmanship</li> <li>- Follow school rules of the game</li> </ul>	<ul style="list-style-type: none"> <li>- Use quiet voices</li> <li>- Line up quietly outside the classroom</li> </ul>	<ul style="list-style-type: none"> <li>- Raise hand to ask questions or make comments</li> <li>- Use kind words</li> <li>- Follow teacher's directions</li> </ul>	<ul style="list-style-type: none"> <li>- Consider feelings of others before posting</li> <li>- Be an Upstander, speak up when you see disrespectful behavior</li> </ul>
<b>BE RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>- Be accountable and take ownership of your behavior</li> <li>- Keep our school clean</li> <li>- Be on time</li> </ul>	<ul style="list-style-type: none"> <li>- Do your lunch monitor duties</li> <li>- Clean up after yourself</li> <li>- Throw trash away</li> </ul>	<ul style="list-style-type: none"> <li>- Throw trash away</li> <li>- Return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>- Freeze at the bell and walk back to class when dismissed</li> </ul>	<ul style="list-style-type: none"> <li>- Freeze at the bell and walk back to class when dismissed</li> <li>- Return playground equipment</li> </ul>	<ul style="list-style-type: none"> <li>- Stay on walkways and quickly get to where you are going</li> </ul>	<ul style="list-style-type: none"> <li>- Be on time</li> <li>- Be organized and prepared</li> <li>- Be honest and accountable</li> </ul>	<ul style="list-style-type: none"> <li>- Site sources</li> <li>- Stay on task</li> <li>- Think before commenting and sharing</li> <li>- Only visit approved internet sites</li> </ul>

Our PBIS program includes rewards for positive behavior as well as consequences for unacceptable behavior. Students are expected to follow classroom and school-wide expectations. Students who continually disregard rules and rights of others must accept the consequences of their behavior.

Strategies have been developed for consequences for inappropriate behavior. Behavior Communication Forms, alternatives for recess, Office Referrals and suspension from school are some of the tools/consequences that may be used depending on the type/severity of the problem behavior.

### ***SCHOOL CONSEQUENCES:***

The staff and principal work together to provide fair consequences for inappropriate behavior. Please review with your child the expectations we have listed above and encourage your child to be a positive, contributing member of our school community.

### ***HOMEWORK***

Homework is an integral part of the learning process. We believe in the importance of homework for two specific reasons: (1) children need to practice the skills they learn at school often and continuously; and (2) children need to learn the discipline of accomplishing assigned work and be responsible for its completion.

Homework should adhere to the district homework guidelines outlined below:

- Assignments will be related to class work, explained thoroughly, and will be reviewed in class.
- Homework will be assigned Monday through Thursday. Exceptions would include absence from school, long-term projects, etc.
- The following maximum time limits have been established to maintain continuity throughout the school and district:
  - a) Kindergarten - as appropriate
  - b) Grades 1-3 - 20 to 60 minutes
  - c) Grades 4-6 - 60 to 90 minutes

Please consult with the teacher regarding any individual problems your child may have with homework. Our mutual cooperation and common goal of developing independent study habits will pay dividends for your child in the future.

### ***REPORT CARDS/PROGRESS REPORTS***

Report cards are issued three times per year, at the end of each trimester. Progress reports may also be sent mid-trimester. Should your child receive an unsatisfactory progress report, you may wish to contact the teacher to establish specific objectives to improve his/her academic achievement in the classroom.

### ***Standards Based Grading Criteria:***

1 - Standard not met; 2 - Standard nearly met; 3 - Standard met; 4 - Standard exceeded

### ***SCHOOL SITE COUNCIL***

The School Site Council is an elected group of staff and parents from Trabuco Mesa that act in an advisory capacity to the principal and staff. The council's task is to develop, implement, and update the Single Plan for Student Achievement. The School Site Council serves as a communication link between the community and the school. Meetings are held at least 2 times per year. Interested parents may contact the school.

## **EMERGENCY PROCEDURES**

Our school has developed plans and procedures to ensure the safety of all occupants should an emergency occur during the school day. Please review the items listed below:

The Principal and staff will be responsible for all children until a parent or authorized person arrives. Students will need to be signed out by an authorized person with identification from the information/reunification center.

Information will be sent out through our school messenger system via text, phone and/or email. ***Please do not call the school as our staff will be busy attending to the situation and may be unable to answer the phone.***

If the school is evacuated, a sign will be posted on the school grounds for directions/location.

An emergency condition would exist if the school was directly damaged as a result of fire, flood, earthquake, or other disaster. This possibility should make it clear to us all that ***EMERGENCY INFORMATION ON AERIES MUST BE KEPT UP TO DATE AT ALL TIMES!***

## **NON-DISCRIMINATION NOTICE**

Saddleback Valley Unified School District has a policy prohibiting discrimination in educational offerings on the basis of an individual's sex, race, color, gender, gender identity, religion, citizenship, age, or disability. Complaints alleging non-compliance for students should be directed to the Principal.