Trabuco Elementary
Student & Family Handbook

2025-2026



31052 Trabuco Canyon Road
Trabuco Canyon, CA 92679

(949) 858-0343

trabuco.svusd.org

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Welcome!

Welcome to Trabuco Elementary School! Trabuco boasts a rigorous academic program in a beautiful school setting, a strong community network, and an educational farm and field study program that makes this school a very unique learning experience for our students. As Trabuco Elementary begins its one hundred forty-sixth year of serving the canyon communities, we have much to celebrate. Our school continues to score highly on state assessments, as we provide a standards-driven academic curriculum in grades K-6, focused on critical thinking and problem solving. Our school staff is committed to making each student feel welcome and safe at school each day.

Parents/guardians are encouraged to support our school by participating as classroom volunteers and/or as contributing members of our PTA. Here, it always takes a village!

We look forward to another successful year with the students and families of this historic school.

Our Mission

Through engaging and collaborative practices, Trabuco Elementary School will develop students into competent, responsible, and environmentally conscious citizens.

We believe in:

- a challenging standards based academic program
- a safe school environment
- high standards of behavior, responsibility, and citizenship
- effective collaboration and communication with students, staff, and parents/guardians
- a core curriculum expanded through fine arts and ecological awareness
- a school family focused on success for all students
- always striving to be kind and empathetic

ABSENCES, ATTENDANCE, AND TARDIES

Attendance/Absences (AR 5113)

The California Education Code, Section 48200, makes full time education compulsory for children from ages six to sixteen, or until high school graduation. It is the legal responsibility of parents or guardians to see that their school-aged

children are enrolled and attending school every day unless they have a valid excuse. Under the law, a child may be legally excused from attending school only for illness, for the benefit of mental or behavioral health, quarantine, funeral service of a member of the immediate family, or for medical services, such as dental or optometry. Staying home to visit with out-of-town relatives, babysitting a sibling, accompanying their parent(s) on a day off, etc., are not legally valid excuses for a child missing a day of school. Students will be given ample opportunity to make-up work that is missed because of an excused absence. If you request makeup work for your child to complete outside of the classroom, please **allow 24 hours** for the teacher to prepare.

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:

1. Temperature of 100.4 or higher
2. Nausea, vomiting, or severe abdominal pain within 24 hours
3. Marked drowsiness or dizziness
4. Acute cold, sore throat, persistent cough, constant runny nose
5. Colored nasal mucus
6. Red, inflamed, itchy, or discharging eyes
7. Any undiagnosed skin rashes
8. Earache
9. Swollen glands around the jaws, ears, and neck
10. Diarrhea
11. Any draining skin lesions
12. Any other symptoms suggestive of acute or contagious illness

Your child must be fever free without the use of medication for 24 hours before returning to school.

For more information regarding health services, please visit the Health Services resource page on SVUSD's website.

Reporting Absences

We all share responsibility for the health, safety, and welfare of the children attending school. For this reason, it is essential that the school be notified of any absence before it occurs. If your child is to be absent or more than 5 minutes late, please phone our 24-hour school attendance line at (949) 858-0343, extension 1.

Please call each day your child is absent. If we have not been informed of your child's absence, we must assume that something is wrong and proceed as follows:

1. Call the student's home.
2. Call the parent/guardian's workplace and/or cell phone.

If the parent/guardian cannot be reached, we require a note stating the reason/dates for the absence when the child returns to school.

Tardiness

It is *vital* that every child attends school promptly and regularly. Our instructional day for students in grades Kindergarten through six is 8:00 a.m. to 2:00 p.m. Students arriving after the instructional day has begun are to report to the office to obtain a "tardy slip" before going to their classroom. We request that you impress upon your child the importance of arriving on time. Doing so will eliminate classroom interruptions caused by an unexcused tardy.

If a child arrives after 8:30 A.M., their **Unexcused Tardy** is permanently recorded as a **Truant Tardy**.

Independent Study Contracts

If a child is to be absent for **five school days or more**, parents/guardians, teachers, and the principal may develop an **Independent Study Contract** for up to 14 school days in a school year**.** Please notify the office at least **two weeks ahead of time** so the proper form can be prepared. It will require the signature of the student, teacher, parent/guardian, and principal **before** the absence takes place. Work is to be completed and handed in by the due date indicated on the contract. The work will be evaluated by the teacher and the absence will be changed to show completion of the contract.

ARRIVAL AND DISMISSAL

Arrival Procedures

Your support of the safety of all students is much appreciated. Parent/Guardian cooperation and cautious driving habits are essential to the safety of our students. Please follow the following guidelines to ensure parking lot safety at Trabuco:

- Pull all the way into the parking lot to at least the **second tree** to drop off students. Students may be let out at the tree to walk across the field.
- If you are planning to park, use the pull through left lane into the parking lot. Only **park** in any of the open parking spots **past the first tree.**
- Students are not permitted to walk across the parking lot without adult supervision.

We make every effort to ensure your child's safety to and from school. Students should not arrive at school before 7:45 a.m.

Dismissal Procedures

Students who are picked up through our loading/unloading right lane will wait with adult supervision until their name is called as the parent/guardian enters the pickup area. Please use the loading/unloading right lane and be prepared to do a quick stop in an effort to keep the lane moving. Students should only get into their car in the **designated area after the second tree**.

After school supervision ends at 2:15 PM on regular school days and 1:10 PM

on minimum days. Any student who is not picked up within the 15 minutes after dismissal time will be brought into the front office for their safety.

BICYCLES, SCOOTERS, E-BIKES & SKATEBOARDS

Only children in grades 4-6 may ride bicycles, scooters, and skateboards to school, unless accompanied by a parent/guardian. Each bicycle must be equipped with a lock and parked only in the bicycle racks at the front of the school. California law requires all children under the age of 18 to wear a bicycle helmet. If your child is not wearing a helmet, the bike may be confiscated by a staff member and kept in the office for parent/guardian pick-up. Bicycle helmets may be stored in the classrooms, if needed. Children are expected to follow all traffic laws when going to and from school.

Riding a bicycle, scooter, or skateboard to school is a privilege that may be taken away by parents/guardians or school staff if safety rules are not followed. Students may not ride roller skates, shoe skates, or roller blades to school.

BUS POLICY

Students who ride the bus to Robinson Elementary's afterschool program, or on any field trips, are expected to abide by Trabuco's school rules as well as by any additional bus rules established by the bus driver.

CELL PHONES & MOBILE COMMUNICATION DEVICES

Office Phone/Cell Phones/Smart Watches (BP 5131.8)

Keeping the safety of your children in mind, and to avoid confusion, children will be directed to make arrangements about going to friends' houses prior to coming to school, and will be reminded of this rule if they come to the office to make such arrangements by phone. Where needed in case of an emergency, students are able to use the office phone.

If you have provided your child with a cell phone or smart watch for emergency communication, please be aware that they **may not be used for routine calls or messaging during the school day**. Upon arrival on school grounds all cell phones and smart watches must be turned off and placed in backpacks. Students are asked to keep cell phones and smart watches in their backpacks during school hours. Students are not, at any time during school hours, including recess and lunch periods, to share their cell phone or smart watch with other students to use. Saddleback Valley Unified School District and Trabuco Elementary do not assume liability for lost or stolen cell phones and smart watches. If the cell phone and smart watch policies outlined above are not followed, the cell phone or smart watch in question will be held in the office until a parent/guardian comes to pick it up.

CLASSROOM PARTIES

District policy allows our classrooms ***two*** parties each year. Teachers will select the dates and occasions for these parties and will inform parents/guardians ahead of time. Teachers and parents/guardians are encouraged to support the District's nutrition guidelines when selecting snacks for classroom parties.

COMPUTERS & TECHNOLOGY

Computers are provided to students via a distributed network of iPads and portable notebook computers with access to the internet. All students will have access to either a Chromebook or iPad. Any costs incurred due to damage caused by the improper use of the device will be the responsibility of the child's parent/guardian.

CUSTODY PAPERS

It is most important that we be made aware of, and have in the files at school, any legal papers that deal with unique circumstances concerning your child. Simply noting on the emergency card a statement such as "Do not release my child to..." is not sufficient. We must have, on file, a copy of legal documents concerning custody and/or educational rights signed by a judge and stamped by a U.S. Court. Please be advised that the natural mother or father can obtain their child or information from school at any time unless a court order is on file indicating otherwise. Also, please note that we cannot provide confidential information about your child to other family members without specific permission.

DRESS CODE - SCHOOL ATTIRE

Student Dress Suggestions

Our school district has adopted BP/AR 5132 & 5136 and follows EC 35183 & 32282 regarding student dress. We encourage our students to dress comfortably, follow good grooming practices, and wear shoes which are appropriate for vigorous play activities. Any style or item which could be construed as disruptive, unsafe, or extreme is not permitted. School personnel reserve the right to determine the appropriateness of any attire. In the unlikely event that there are extreme concerns regarding inappropriate dress, parents/guardians will be notified and students will be asked to change. If a parent/guardian cannot be reached, the student will be given a tee shirt or other appropriate clothing to change into.

Please send your child in clothing that is comfortable and appropriate for

elementary school. Students should be able to actively play in the clothes they wear to school. Our program includes running, jumping, and other physical exercise, all of which must be accomplished in clothing worn to school.

Inappropriate clothing includes:

- Any item symbolic of gang attire
- Clothing with slogans or words promoting or depicting alcohol, tobacco, drugs, vandalism, bigotry, violence, sexual connotations, suicide, or those with double or inappropriate meanings
- Make-up, hairdo, or adornment that causes a disruption in the classroom
- Open toe or heeled shoes, such as flip flops and sandals, or shoes with high heels

EARLY CHECK OUT

Parents/guardians wanting to have their student released before the end of the school day must sign their child out in the school office. For your child's protection, the office does not release students to adults who are not listed on their registration form. Identification is required. A student who is picked-up from school **30 minutes or more before dismissal is marked as Personal Early Out.** A doctor's or dentist's note is requested to excuse an Early Out due to a medical appointment.

Early check out should be avoided whenever possible as students are missing important instructional minutes.

EMERGENCY CONTACT INFORMATION

Data Confirmation must be completed for each student at the beginning of each year. The emergency information on file in the office must be kept up to date through your **Parent Portal** or by contacting our front office. Please help us by including local friends, relatives, and neighbors who would be available to pick up your child in case of an emergency, if we were not able to reach you.

EMERGENCY PROCEDURES

Due to the possibility of earthquakes and other natural disasters, it is always wise to be prepared. Our school has a plan should a disaster occur during the school day. Please review the items listed below:

- The Principal and staff will be responsible for all children until a parent, guardian, or **authorized** person arrives. Students will need to be signed out by an **authorized person** on the Disaster Emergency Card.
- Information will be sent out through Parent Square via text, phone, and/or email. **Please do not call the school.**
- Remember to maintain a calm appearance and a positive attitude in the

children's presence.
- If the school is evacuated, a sign will be posted on the school grounds notifying parents/guardians of the secondary location.

GUM

Chewing gum is not permitted on campus at any time. This includes events and activities held on campus outside of school hours.

HOMEWORK

Homework Policy

Homework is very limited and largely optional at Trabuco Elementary for the following reasons:

(1) Homework generally has a negative effect size on student progress in primary grades. It is not until Grade 6, where we see a positive correlation with academic progress.

(2) Practice makes permanent, not perfect. Misconceptions should not be repeated over and over in independent practice. If a student has already mastered a concept, there is no need to practice over and over; it is time to go deeper with guidance.

(3) Students need to have down time that allows them to get bored enough to practice internal creativity.

(4) Students need to exercise, play, and spend time with their families in the evenings.

Instead of time spent on homework, we encourage families to read, explore nature, and play games together.

INSURANCE

The district does not provide medical insurance for students. However, information regarding voluntary school accident insurance is sent home at the beginning of every school year. You may purchase this insurance if you wish. The district business office is able to answer questions you may have regarding voluntary school insurance.

LIBRARY MEDIA

The Library Media Clerk provides weekly visits to the library for all students. Students are welcome to check out books of interest and conduct research during their time in our school library. If a library book is lost or damaged, it will be necessary for the student to purchase a replacement textbook or to

reimburse the school for the cost of the book.

LOST AND FOUND

Please clearly label all lunchboxes, sacks, backpacks, personal books, and articles of clothing with your child's first or last name. Unclaimed articles will be given to a charitable organization at the end of each trimester.

LUNCH & SNACKS

SVUSD takes part in the National School Lunch Program. All public school students in the state of California receive snacks and meals at no cost. School lunch orders can be placed until 8:30 a.m. on the day of service. Your student can order once on campus. Menus are available on the SVUSD website.

MEDICATION

Medication at School

The Education Code allows school personnel to administer medication only 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. **Please contact the office for the required forms.**
2. The container of prescription medicine must be labeled by a pharmacist with the name of the child, name of the medicine, physician's name, dosage requirements, and time of day to administer medicine. Over-the-counter medicine must have the same form filled out by the doctor and parent/guardian and the medicine must be kept in the office.
3. Medicine must be brought to school by a parent/guardian. Any leftover medicine must be picked up by parent/guardian on the last day of school or it will be disposed of at the end of the school year.

Students may not bring any medication, including but not limited to Tylenol and cough drops, to school to take on their own.

MESSAGES TO STUDENTS

We ask for your cooperation and assistance in maintaining a classroom environment conducive to the development of good study habits and uninterrupted academic instruction.

1. Sign in at the office rather than interrupting the classroom if you need to check your student out.
2. Sending your child's 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, permission slips, instruments, etc. Your child will not be allowed to call home for these items.
4. Schedule appointments after school whenever possible.

NON-DISCRIMINATION NOTICE

All classes and courses, including non-academic and elective classes, are conducted without regard to the race, color, religion, sex, sexual orientation, gender, national origin, physical disability or medical condition of the student enrolled in such classes. No student shall be prohibited from enrolling nor required to enroll in any class on the basis of the race, color, religion, sexual orientation, gender, national origin, physical disability or medical condition of the student. Participation in a particular physical education activity or sport, if required of students of one sex, shall be required of students of any gender. The lack of English skills will not be a barrier to admission and participation in the District's programs.

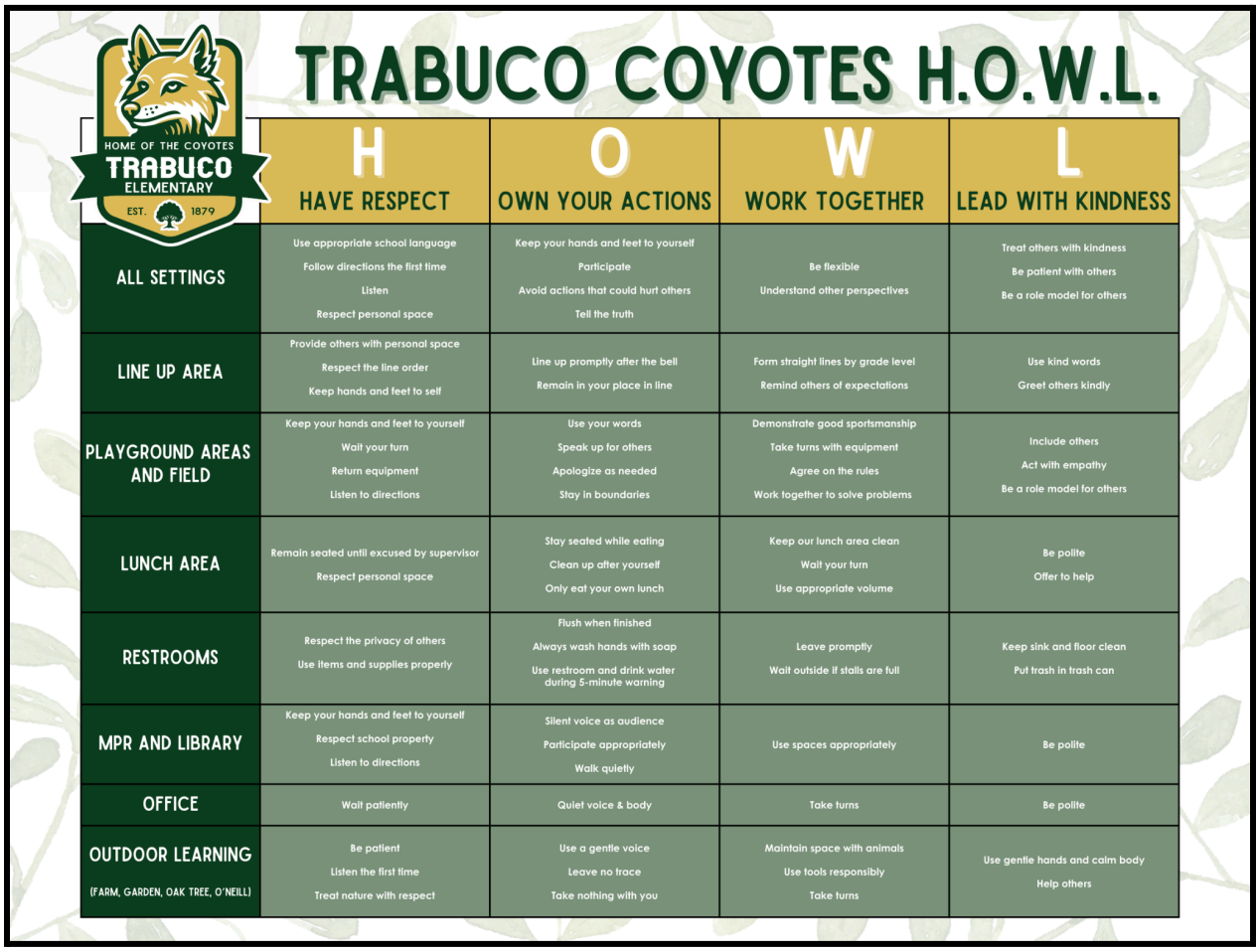
Complaints alleging non-compliance for students should be directed to the school principal and/or the Director of Student Services, Justin Stanfield, Saddleback Valley Unified School District, 25631 Peter A. Hartman Way, Mission Viejo, CA 92691, (949) 586-1234.

POSITIVE BEHAVIOR INTERVENTION SYSTEM (PBIS)



The policy of our school is to expect good conduct and courtesy of children at school, on the playground and farm, and to and from school. Major goals of the Trabuco student body and staff are to maintain a safe and healthy environment and to have a welcoming classroom climate conducive to learning. Students enrolled at Trabuco are expected to conduct themselves in such a way as to show that they understand and accept school policies and rules regulating student behavior.

Trabuco has a Positive Behavior Intervention System (PBIS) program entitled **"H.O.W.L."**. The basic premise of this program is to model and teach appropriate behavior and reward both extrinsically and intrinsically in all areas of the school campus and when interacting with all children, adults, and animals. Understanding the consequences of behavior choices, both positive and negative, helps children make appropriate choices.



TRABUCO COYOTES H.O.W.L.

HOME OF THE COYOTES TRABUCO ELEMENTARY EST. 1879

	H HAVE RESPECT	O OWN YOUR ACTIONS	W WORK TOGETHER	L LEAD WITH KINDNESS
ALL SETTINGS	Use appropriate school language Follow directions the first time Listen Respect personal space	Keep your hands and feet to yourself Participate Avoid actions that could hurt others Tell the truth	Be flexible Understand other perspectives	Treat others with kindness Be patient with others Be a role model for others
LINE UP AREA	Provide others with personal space Respect the line order Keep hands and feet to self	Line up promptly after the bell Remain in your place in line	Form straight lines by grade level Remind others of expectations	Use kind words Greet others kindly
PLAYGROUND AREAS AND FIELD	Keep your hands and feet to yourself Wait your turn Return equipment Listen to directions	Use your words Speak up for others Apologize as needed Stay in boundaries	Demonstrate good sportsmanship Take turns with equipment Agree on the rules Work together to solve problems	Include others Act with empathy Be a role model for others
LUNCH AREA	Remain seated until excused by supervisor Respect personal space	Stay seated while eating Clean up after yourself Only eat your own lunch	Keep our lunch area clean Wait your turn Use appropriate volume	Be polite Offer to help
RESTROOMS	Respect the privacy of others Use items and supplies properly	Flush when finished Always wash hands with soap Use restroom and drink water during 5-minute warning	Leave promptly Wait outside if stalls are full	Keep sink and floor clean Put trash in trash can
MPR AND LIBRARY	Keep your hands and feet to yourself Respect school property Listen to directions	Silent voice as audience Participate appropriately Walk quietly	Use spaces appropriately	Be polite
OFFICE	Wait patiently	Quiet voice & body	Take turns	Be polite
OUTDOOR LEARNING (FARM, GARDEN, OAK TREE, O'NEILL)	Be patient Listen the first time Treat nature with respect	Use a gentle voice Leave no trace Take nothing with you	Maintain space with animals Use tools responsibly Take turns	Use gentle hands and calm body Help others

Included within the Trabuco Discipline Policy are certain unacceptable behaviors which are outlined below:

- Fighting, defiance, extortion, intimidation, bullying, verbal, physical or sexual harassment, eloping from a supervised area, possessing drugs or drug paraphernalia or alcohol
- Obscene language or gestures, disruptive behavior, property damage, stealing, disrespect

Consequences & Incentives

The staff and principal work together to provide fair consequences for inappropriate behavior. Consequences may include, but are not limited to, counseling, loss of school privileges, suspension, or other consequences deemed appropriate, as well as referrals to appropriate interventions.

PETS

No pets are allowed on the school campus at any time, even when on a leash or with the owner present. Dogs may become excited by the children on the grounds and we cannot take the risk of having children bitten. In addition, many of our farm animals are uncomfortable around unfamiliar animals. Service animals are permitted.

PARENT TEACHER ASSOCIATION (PTA)

The Trabuco Elementary PTA is an organization of families and other school community members who work to provide special programs for students, including field trips and schoolwide events. PTA events are successful because adult family members volunteer their time to make school activities fun for students and their families. Please be sure to positively impact the student experience by joining our Trabuco PTA. You can find more information about the PTA on our school website.

PERSONAL BELONGINGS & SCHOOL PROPERTY

Please clearly label all student belongings such as lunchboxes, backpacks, water bottles, personal books, and articles of clothing. Items collected without names will be placed in our Lost and Found. Unclaimed items will be donated to a charitable organization at the end of each trimester.

Students are expected to leave personal belongings at home so they do not disrupt instruction. Students are responsible for their personal belonging. SVUSD and Trabuco Elementary are not responsible for the loss of personal items.

Students are expected to treat all school property and the property of others with care and respect.

REPORT CARDS AND PROGRESS REPORTS

Reporting of Grades

Grade reports will be available to families at the end of each trimester via Aeries. Additional progress reports will be sent home at the mid point of each trimester. Our school district reports standards-based grades for all elementary children three times per year. The trimesters for this school year end on November 7th (Trimester 1), February 27th (Trimester 2), and June 4th (Trimester 3).

The grades students receive on their progress reports and report cards represent the teacher's assessment of your child's progress toward grade level standards in the various subject areas indicated. To promote continuity and uniformity, the following criteria, consistent with the current report card, will be used to assess student performance.

Achievement grades are measured using test scores, quizzes, and formative assessment techniques, as well as classroom activities. Achievement grades reflect how well a student has mastered the portion of the grade level standards taught that trimester.

Effort grades assess the student's conscious attempt to complete assignments, participate in class discussions and accomplish or produce a requested product. This grade may be an indication of study skills, student maturity, work habits, and the ability to follow directions or to work independently.

Students in grades K-6 receive both an achievement and an effort grade in each academic subject. Additional information is provided in the subcategories of language arts and mathematics, with marks indicating whether the skill is strength, an area of concern, or one which meets grade level requirements.

Individual Parent Teacher conferences may be requested at any time during the school year. Please schedule conferences through the teacher so adequate time is available for the preparation of the materials needed for discussion.

Progress Reports

Progress reports will be sent after the sixth week of instruction each trimester, if necessary. Should your child receive an unsatisfactory progress report, you are encouraged to contact the teacher to establish specific objectives to improve your child's academic achievement in the classroom.

SCHOOL SITE COUNCIL

School Site Council

Each School Site Council is responsible for the development of an educational plan for school improvement, continuously reviewing the implementation of the plan (ongoing evaluation), assessing the effectiveness of the school program, reviewing and updating the plan, and establishing and monitoring the annual budget.

The School Site Council is an elected group of staff and parents/guardians from Trabuco Elementary that act as an advisory committee to the school principal and other staff members. The School Site Council serves as a communication link between the community and the school. Meetings are held three times per year. Interested parents/guardians may contact the school for more information.

SEXUAL HARASSMENT

Schools in SVUSD prohibit sexual harassment of any student. Verbal, visual, or physical conduct of an intimidating, hostile or offensive sexual nature will not be tolerated. As required by law, teachers shall discuss this policy with their students with age-appropriate ways and should assure students that they need not endure any form of sexual harassment. Students shall be informed that if they feel they are being sexually harassed, they should immediately report the incident to their principal or designee. Any student who engages in sexual harassment is subject to disciplinary action. If the student is in the

fourth grade or higher, this disciplinary action could include suspension from school.

TECHNOLOGY USE

Students are taught to use the internet responsibly while at school and at home. Students are expected to adhere to the district Technology Agreement which the school and district will enforce. Students are expected to use and treat the technology responsibly.

- Avoid food and drinks near chromebooks
- Store devices in a safe location away from areas where they may be damaged
- Keep track of all items (including chargers) if sent home from classroom
- Use technology only for the tasks assigned by classroom teachers

TEXTBOOKS

Each student will be provided a textbook for each core content area. If a textbook is lost or damaged, it will be necessary for the student to purchase a replacement textbook or to reimburse the school for the cost of the book.

TOYS & PERSONAL PROPERTY

Personal property, toys and electronic devices, P.E. equipment, collector cards, etc. are not to be brought to school. The school will not be liable for the loss or destruction of these items. These prohibited items will be held and returned to the student at the end of the day. If electronic devices, or other personal items are needed as part of a class project, the student will have written permission from the teacher. The teacher will then store the item in a safe location until it is to be taken home.

VANDALISM (Board Policy 5131.5)

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

VISITORS & VOLUNTEERS ON CAMPUS

Only those adults who have official business at the school will be allowed on campus. All visitors/volunteers **must check in at the school office at every visit. Visitors must present a driver's license or other legal form of identification. They will be run through the RAPTOR system and issued a**

sticker. **Volunteers must have a Volunteer Form** on file in the office. The sticker must be worn while on campus to alert our staff that the person has been approved to be on the school grounds.
We ask all of our families to abide by the visiting rules of the school. Please do not approach any classroom doors or disturb the learning and safety of a classroom. Our procedures have been established to provide protection to our students.

Children who are not enrolled in Trabuco may not come to the school. Although we are happy to meet out-of-town family members and greet previous students, it is disruptive to the classroom to have children attend who are not regular students at our school. Sixth grade volunteers should make an appointment with the office prior to arriving.

WALKERS

Students who walk must use the crosswalks in front of the school. Parent/Guardian permission is required to walk to and from school.

WEAPONS

There are very strict laws in the state of California regarding possession of weapons on a school campus. The safety of our students is at risk if weapons are brought to school. The policy of SVUSD is that knives, guns or other dangerous objects are **never allowed** on campus. If a student brings these items on campus, ***it may result in suspension or even expulsion.***