

Facilities & School Operations

Communications to Students



In order to maintain an appropriate and uninterrupted learning environment, **we do not**

relay phone messages or make deliveries to students except in the case of an emergency. In such an emergency, the message will be delivered to the student by the Receptionist or Attendance Office.

Please remind students of doctor's and other appointments and transportation arrangements before the student leaves home in the morning. We would prefer that you contact students through proper school channels in matters of urgency.

Bikes & Mopeds

Bikes and mopeds are not to be ridden on the school grounds and are to be parked in designated areas. Mopeds are to be parked in designated motorcycle/moped parking area in the student parking lot. Bike racks are found near the facility parking lot. All riders must wear helmets.

Classroom Visitations

Parents may request to visit their child's classroom. We do require a 24-hour notice for this visitation. Please make the request **in writing** to the Assistant Principal, Business at extension 7788.



Lockers/Personal Property



Lockers are issued to students as a convenience. **The school is not responsible for losses from these lockers.**

Personal property brought to school is done so at the student's own risk.

Students should avoid bringing large amounts of cash, expensive jewelry or other valuables to school. Locks purchased from the Student Store must be used on book lockers and students should take every precaution to protect their combination. Using a locker other than the one the student was assigned may result in a severe consequence.

Students are reminded that the School District is not financially responsible for lost, stolen, or missing personal property. The locker halls close at 5:00 p.m. and the custodial staff is not authorized to admit students to the building after hours. Be sure to plan ahead. This includes athletes going to practice or competitions. Please be aware that personal locks may be cut off if a search or emergency situation occurs. Use of personal locks in addition to the built-in lock or PE lockers is encouraged. Lockers are subject to search by school officials whenever there is reason to believe that they may contain drugs, alcohol, weapons, stolen property or any other dangerous or illegal objects.

Early Dismissal/Athletes

Students, who participate on competitive school teams may, on occasion have to leave classes early to travel to the contest. The times of early dismissal will be decided by the coach who will notify the teachers. Student athletes are not to leave a class earlier than stated and must notify the teacher, in advance, that they are a member of the team.

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Parking

1. Students must purchase a parking sticker for \$25.00 (Student Store) in order to park on campus. Transferring of parking permits is not permitted. Parking stickers help in identifying vehicles and permit parking on campus, but they do not guarantee a parking spot. Parking is available for seniors only on a first-come, first served basis. Students may park in marked stalls and only in areas designated by sign for students. The Sheriff's Department patrols our lots and issues citations to students improperly parked. When student lots are full, students must park on the street along Mustang Run. Parking in alley by Santa Margarita Parkway is prohibited for students. Student parking is now prohibited on the neighborhood streets of Pinevete and LaTortuga located directly behind the football stadium.
2. "The use of a motor vehicle to harm, attempt to harm or threaten to harm an individual, another motor vehicle in the school parking lot, or a school facility is an action punishable by expulsion from school." (B.P. 5114). The speed limit in school parking lots is 10 mph.



Drop-Off-Sites

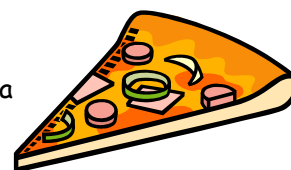
If you or your student is picking up or dropping off another student, please do so only at the designated drop off areas in the front of school. You are encouraged to drop off your passenger on the side streets to the school and not enter the parking lot unless necessary.

Transportation (*Home from School*)

The Saddleback Valley Unified School District has a transportation program that will provide, for a fee, transportation to and from school for those students who live within the school boundaries but more than 4 miles from the school. For more bus information and eligibility questions, please call the Bus Pass Office at 472-1210.

Food Service

Trabuco Hills High School has a food service available to students before school, at snack, and at lunch. The menus, as well as prices, are available to students in their homeroom. Fee or reduced rates for lunches are available to those students who qualify. See head of cafeteria services for details.



Emergency Procedures

Trabuco Hills High School has a comprehensive Emergency Procedures Plan in place that is practiced on a regular basis to insure the safety of students and staff in case of fire, earthquake or any other emergency. Copies of this plan are made available to all staff and also to parents and community members.