

# Office Procedures

## Early Dismissals

Parents or caregivers must report directly to the office to check out their child. Only persons listed on the student's Emergency Contacts are authorized to sign-out students. All authorized persons must be 18 years of age or older. The office staff will ask the parent/caregiver member to present photo ID to ensure the safety of our students.

## Attendance

Regular attendance is essential for successful school performance. Except for illness and emergencies, students are expected to be at school each day. If your child has been absent, please send a note stating the reason for the absence. If you prefer, you may call our attendance line. It is extremely important that students be at school on time. Excessive tardiness has a detrimental affect on children's learning and interrupts the learning of other children.

## Aeries ParentSquare System

You will receive these calls for attendance, parent outreach and notification of events.

## Office Phone:

The school phone is to be used for business purposes only. Instead of leaving messages for your children through the office, please try to make arrangements with your child prior to school. The phone is available to students only with written permission from the teacher. Students are not allowed to use cell phones at school. Students are not allowed to use the phone to ask permission to go to a friends' house, to stay for after school program, etc. Those arrangements should be made beforehand.

**Attendance Line:  
(916) 566-1820 #2**



## From Administration:

Dear Parents & Caregivers,

In order to provide the best education for your children, it is essential that we work closely with you. You are a very important part of our team. Your support ensures your children's success in school. We encourage you to take an active role in your children's education.

Please take a moment to read this pamphlet as it includes a tremendous amount of information concerning our school's programs and policies. If you have any questions, please contact your child's teacher or the school office. You are always welcome at Dry Creek Elementary.

Sincerely,  
Dry Creek Administration

## Parents & Caregivers are our Partners:

Parents and family are children's first and most important teachers. To ensure your child's learning and success in school, please:

1. Ensure that your child comes to school every day on time and ready to learn.
2. Assist your child with nightly homework.
3. Make sure your child gets plenty of sleep.
4. Read with your child each night.
5. Maintain ongoing communication with teachers.
6. Limit and supervise television watching, gaming, and use of electronic devices.
7. Teach your child to respect authority and the rights of others.

## Parent & Caregiver Participation:

Parents and guardians are welcome on campus. All volunteers must be fingerprinted and cleared by the district through an online application. Please arrange with teachers ahead of time to volunteer in classrooms. Always report to the office prior to entering any classrooms to receive your visitors pass.

## Communication Home:

All parents and guardians should sign up for ParentSquare to receive weekly updates on school events or to communicate with classroom teacher. Get the Aeries Mobile Portal App!  
<https://parent.twinriversusd.org/LoginParent.aspx>



# Dry Creek Elementary School

1230 G Street  
Rio Linda 95673  
Office: (916) 566-1820  
Fax: (916) 566-1821  
Principal: Ms. Forde  
Vice Principal: Mrs. Claveau  
<https://drycreek.trusd.net>

## School Hours

Monday-Tuesday, Thursday-Friday

7:45AM-2:27PM

Wednesday

7:45AM-12:27PM

Breakfast is served at 7:25AM

**\* For our student's safety, students are not allowed on campus until 7:25 a.m. if eating breakfast.**

*Those students NOT eating breakfast should report to Walk & Talk. .*

## Important Parent Info

Emergency information is kept on file in the office database. If you have a change of telephone number or address, please update your information immediately in Aeries or contact the office so we have the most up to date information on file. If an emergency should arise with your child, it is vital that we have immediate access to parents or a designated adult.

## Bus Safety

It is important that the bus driver be free from disruptive noise and inappropriate behavior in order to ensure the safe transfer of students. This includes remaining in the seat, hands and head in the bus at all times, and talking quietly. Infractions of rules may result in loss of bus riding privileges.

## Visiting Our School

We welcome and encourage you to visit Dry Creek School. If you would like to visit, we would appreciate you calling school ahead of time. Please check in at the office before visiting the classroom and we will give you a visitor's badge.

## Birthday Celebrations

We look forward to celebrating birthdays throughout the year and ask that you reach out to your child's teacher if you would like to drop off a special treat. Please note we will not accept **homemade** baked goods, pizza, soda/drinks, donuts, balloons, etc..

## Morning Walk & Talk

All adults are welcome to stay with their student but everyone must be walking. No one may stand or sit.

## School Expectations

Dry Creek School maintains a safe and orderly environment. All students are expected to follow **PAWS**:

1. Proud
2. Aware
3. Wise
4. Safe

## Consequences:

Could include but are not limited to...

1. Warning
2. Phone call home
3. Loss of recess
4. Time out
5. Suspension

## Positive Recognition:

Could include but are not limited to...

1. Critter Cash and Critter Cart
2. Brag Tags
3. Student leaders
4. Teacher reward systems
5. Monthly character trait recognition
6. Trimester Awards

## Student Recognition:

Students receive special recognition in their classrooms, as well as trimester awards' assemblies. These awards are intended to promote and recognize a variety of achievements including academic, behavior, character, attendance, and improvement.

## Homework

The purpose of homework is to extend and reinforce what has been taught in class. Students who regularly do homework, or work on projects, are more successful in school. As a result, we assign homework or projects to all of our students. All work is explained to students before they take it home. The average student should be able to complete homework assignments in the following amount of time per night:

Kindergarten:	1 packet weekly
1st grade:	15 minutes
2nd & 3rd grades:	20-30 minutes
4th-6th grades:	30-45 minutes

## Dress Code Policy:

Dress Policy:

Dress for school should be safe and conducive to learning. If dress is unsafe or disruptive to the educational process, students will be asked to change their clothes.

1. Halter tops, bare midriffs, backless or spaghetti straps are not allowed.
2. Shorts and skirts should be at the tips of their fingers.
3. Shirts should not be low cut.
4. Shoes should be safe enough for P.E. Flip Flops, high heels, and shoes without backs are not appropriate.
5. Clothing with inappropriate messages or pictures is not allowed.
6. All jewelry should be safe and school appropriate.
7. Baggy pants worn below the waistline are not allowed.
8. The rip on jean shorts or pants should be at fingertip length.
9. Pajama pants are only allowed to be worn on spirit days.
10. Artificial nails should be appropriate for an elementary school.
11. No make-up

## Electronics Policy:

Electronics, cell phones, smart watches (with the capability to text or access internet) are not allowed to be used during the school day and will be collected by the classroom teacher at the beginning of the day. All phones must be turned into the classroom teacher when students arrive and are not allowed to be kept in pockets or backpacks.

