

# Two Rivers Elementary School



Two Rivers Elementary

## STUDENT/FAMILY HANDBOOK

3201 W. River Drive

916-567-55-20

<https://tre.natomasunified.org/>

## Two Rivers Elementary School Mission

### Mission

Two Rivers Elementary School is in the Natomas Unified School District, where the Sacramento and American Rivers meet. We serve students in PK-5th grade. Two Rivers Elementary School has a dedicated staff committed to developing the social, physical, and academic success of all students. The mission of Two Rivers is that the students, staff, and families of Two Rivers Elementary are members of a community in which all strive to support student growth in all domains: academic, social-emotional, and physical development. This community supports and cares for each other as we prepare students for college and career and aspire to the highest levels of achievement. The staff works jointly with our parents and school community to create a strong partnership that best serves our students and promotes student achievement.



## **Section 1: School Site Information**

### **Contact Information**

|              |                                  |
|--------------|----------------------------------|
| Office Hours | Monday - Friday, (7:30am-3:30pm) |
| Main Office  | 916-567-5520                     |
| Attendance   | 916-567-5520                     |

### **Administration Contact Information**

Name: Catherine Anderson  
Role: Principal  
Email: canderson@natomasunified.org  
Number: 916-567-5520

Name: Lizette Luna  
Role: Assistant Principal  
Email: lluna@natomasunified.org

### **Counselors Contact Information**

The staff in the counseling office is responsible for coordinating a comprehensive system of support that promotes students' connectedness to our academic program, extracurricular activities, work-based learning, academic peer counseling, and health services. All the counselors are available via appointment. Referrals from parents, staff, or caring peers are encouraged.

Name: Sybrena Brown  
Student Oversight  
Email: sybrenabrown@natomasunified.org  
Number: 916-567-5520

### **Teacher Contact Information**

Two Rivers Elementary teachers can be contacted through email or phone. To find your teacher's email address, please refer to the school website at [Two Rivers Elementary - Teachers](#) or call the school office at 916-567-5520 and let the office staff know you would like to leave a message for the teacher.

### **Two Rivers Bell Schedule**



## Two Rivers Elementary School 2026-2027 Bell Schedule

| Pre-K Schedule (SDC) |                         |                                                                               |                         |
|----------------------|-------------------------|-------------------------------------------------------------------------------|-------------------------|
| 8:00 – 11:00 AM      |                         | Pre-K AM – Ms. Nalin & Mrs. Jackson (SDC)                                     |                         |
| 12:00 – 3:00 PM      |                         | Pre-K PM – Ms. Nalin & Ms. Plant (SDC)                                        |                         |
| Bell Schedule        |                         |                                                                               |                         |
| 7:42 AM              |                         | First Bell                                                                    |                         |
| 7:45 AM              |                         | Start of School – Grades TK–5                                                 |                         |
| 9:05 – 9:20 AM       |                         | Recess – Kindergarten                                                         |                         |
| 9:15 – 9:30 AM       |                         | Recess – TK                                                                   |                         |
| 9:45 – 10:00 AM      |                         | Recess – Grades 1–3                                                           |                         |
| 10:15 – 10:30 AM     |                         | Recess – Grades 4–5                                                           |                         |
| 10:30 – 10:50 AM     |                         | TK & Kindergarten Lunch                                                       |                         |
| 10:50 – 11:05 AM     |                         | TK & Kindergarten Recess                                                      |                         |
| 10:45 – 11:05 AM     |                         | 1st & 2nd Grade Lunch                                                         |                         |
| 11:05 – 11:20 AM     |                         | 1st & 2nd Grade Recess                                                        |                         |
| 11:25 – 11:45 AM     |                         | 3rd & 4th Grade Lunch                                                         |                         |
| 11:45 – 12:00 PM     |                         | 3rd & 4th Grade Recess                                                        |                         |
| 12:00 – 12:20 PM     |                         | 5th Grade Lunch                                                               |                         |
| 12:20 – 12:35 PM     |                         | 5th Grade Recess                                                              |                         |
| 12:30 – 12:45 PM     |                         | Recess – TK                                                                   |                         |
| 12:55 – 1:10 PM      |                         | Recess – Grades 1–3                                                           |                         |
| 1:05 – 1:20 PM       |                         | Recess – Kindergarten                                                         |                         |
| Dismissal            |                         | Early Release Schedule<br>*All lunch and morning recess times remain the same |                         |
| 1:38 PM              | Dismissal – Grades TK–K | 12:18 PM                                                                      | Dismissal – Grades TK–K |
| 1:55 PM              | Dismissal – Grades 1–5  | 12:35 PM                                                                      | Dismissal – Grades 1–5  |

## Procedures for Notifying School of Absences

Parents/guardians must clear all absences in advance of the absence or upon return to school by calling the attendance office at (916) 567-5520, or by writing a note, [email](#), including the following information:

- Student's full legal name (please print name clearly)
- The day(s) and date(s) of absence(s)
- Reason for the absence
- Parents/Guardian name and the relationship to the student
- Home and work phone numbers

## Arrival and Dismissals

- Use the **front curb** drop-off line—pull forward, stay in your vehicle, and let students exit curbside. There will be additional support at the front of the school during drop-off and pick-up.
- **Both front gates** will be open to help with traffic flow.
- The bus loop gate will be accessible for students who ride the bus.

## TK & Kinder

- Drop off will take place at both gates: main and west gate.
- Dismissal at **1:38 PM** at the designated gate—students released only to authorized adults. Additional details will be provided to families at our Little Otter Orientation on Monday, August 11th from 3:30pm-5:00pm

## 1st–5th Grade

- Supervision begins at **7:30 AM**—no early drop-offs.
- Dismissal at **1:55 PM** from two exit gates.
- Students who walk or ride bikes home must leave campus promptly and go directly home.

## Supper Program (TK–5th Siblings)

- TK/K students are supervised in the cafeteria until older siblings arrive or end of school day.
- All siblings can eat together, but must be picked up by **2:10 PM**. Students eating supper will be picked up from the main gate. The west gate will close promptly at 2:10 PM.
- **Students cannot leave campus with food**—please plan pickup times to allow students time to eat.

## Student Pickup/Drop Off (Parking Lots)

1. Students may not wait next to their older sibling's classroom. They may wait for their older siblings in front of the library on the pavement until 2:10 p.m.
2. Students may wait for their ride in front of school on the pavement in front of the library.
3. Students must use the crosswalk.
4. The loading zone (green painted curb area) is for dropping off and picking up, please do not leave your car unattended in the loading zone.

NUSD is dedicated to fostering a welcoming and safe environment for our students. To enhance student and staff safety, all parents/guardians are to drop off and pick up students at the school gate. If a parent needs to enter the campus, they may do so by checking in through the office first. Upon leaving, the parent must check out at the front office. This ensures that staff are aware of all adults on campus. The safety of students is always our top priority, and we thank our families for their cooperation in our efforts.

## **Traffic Safety**

## **Buses/Transportation**

Bus pick-up and drop-off are provided to students in the Special Education program. For information regarding bus applications and schedules, please call (916) 567-5493.

## **Parent Opportunities for Involvement**

- School Site Council (SSC)
- English Learner Advisory Committee (ELAC)
- Parent Teacher Student Association (PTA)

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## **Nutrition Services**

For information regarding school menus; applying for free/reduced price meals, online lunch payments please visit the Nutrition Services Department page on the Natomas Unified School District website at

<https://www.natomasunified.org/departments/nutrition-services>

## **Nutrition Service Hours of Operation**

- Breakfast: 7:20am-7:45am
- Lunch: 10:30am-12:20pm
- Supper: 1:55pm-2:10pm

## **Nutrition Services Expectations/Rules**

- Outside food delivery is prohibited
- Selling outside food on campus is prohibited, without administrative authorization
- To support student health, safety, and allergy awareness, birthday treats and other edible items are no longer permitted for classroom celebrations. Families who would still like to recognize their child's birthday are welcome to provide a small non-edible item for the class,

such as stickers, pencils, bookmarks, or other school-appropriate trinkets. Please check with your child's teacher before sending any items to school. Thank you for helping us maintain a safe and inclusive environment for all students.

### **Late Policy: Late Arrival to School or Class**

As a school we want students to know and learn the value of being on time, the decency of it, and the expectation of being ready to engage, and of honoring the professional relationship between teacher and student. It is critical that students practice and learn the habits and life lessons of punctuality and commitment because they are essential as students move onto college, a career, and life as a part of a larger community. As a school dedicated to educating young people, students deserve a clear, consistent practice.

Students who are less than 15 minutes late to class will be marked tardy. Students who are more than 30 minutes late to class will be marked truant. The following is TRE Late Policy:

- **Instruction begins at 7:45 AM.** Your child is tardy if he/she arrives after 7:45. It is the responsibility of both the parent and student to be at school on time every day. Students should be on campus, in line when the readiness bell sounds (7:42 AM). When students are late, it causes a disruption to the flow of instruction in the classroom. When a student is tardy, *he/she must report to the school office before going to class.* After the third tardiness, the student will receive a parent notification.

### **Instructional Time**

During the school day, students are expected to be in their assigned classrooms on time and remain for the entire instructional class. Attending school is vital to student success. Please ensure that the appointments are made outside of school hours whenever possible. If a student needs to be picked up early, please follow these procedures:

- Only listed parents or guardians are allowed to pick up students, UNLESS a parent/guardian has notified the school of other arrangements. Emergency contacts ARE NOT allowed to pick up students without notification from a listed parent/guardian.
- **Unscheduled Early Dismissal:**
  - A parent/guardian listed on the student's emergency card must be present to sign out a student from the front office.
  - Inform the front desk that you are picking up a student for early dismissal
  - Have a valid ID ready for verification
  - The front desk will contact the classroom, and the teacher will send the student up to the office
  - Complete the "Sign Out" sheet with the parent information, student name, and check out time.

### **Before and After-School Care**

The City of Sacramento Department of Parks and Recreation offers this service on the Two Rivers Elementary campus. If you are interested, please call (916) 566-2441.

They are open 7 AM - 6 PM Monday-Friday, year-round. The 4th "R" operates during school vacations, as well as winter break. However, they are closed during official City holidays and staff training days.

## **Lost and Found**

Please write your student's name and/or initials in your child's coat, jacket, sweatshirt, lunchbox, hat, and other items that may be taken off and forgotten. These items will be placed on or near a rack outside the multi-purpose room. We will periodically go through the items and return those with identification. Small items such as keys and glasses will be kept in the office. We suggest parents and their children check the rack periodically for misplaced items. Items not picked up will be donated to Goodwill. Parents will be notified by the office staff or Mrs. Anderson's weekly message before the items are collected and donated.

## **Student Photo Identification Cards**

Students will be issued a Student Photo Identification card when their school portrait is taken in the Fall.

# **Section 2: Site-Specific Programs and Student Support**

## **Examples of Site Specific Programs and Info**

- PBIS
- Restorative Justice
- Outdoor science camp (Fifth graders only)
- Early release
- Student Council
- AVID
- GATE
- Coffee and Conversation

## **Academic Support**

Through our schoolwide AVID implementation, we ensure all students have access to the strategies and skills needed for success as they begin their path toward college and career readiness. High-quality differentiation is expected daily in every classroom, with teachers adjusting instruction based on ongoing checks for understanding so that all students can access grade-level standards and engage in deeper learning.

This work is strengthened through our MTSS Data Roundtables, where staff collaboratively analyze multiple data sources, review student progress, and identify specific academic, behavioral, and social-emotional needs. During these structured discussions, teachers work together to determine targeted next steps, including differentiated Tier 1 strategies, flexible grouping, and additional supports. Based on these outcomes, students may receive in-school support during designated WIN (What I Need) time or qualify for after-school tutoring groups, ensuring a cohesive system of support that meets the needs of every learner.

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## Section 3: Behavior Expectations

### Student Expectations & Rules

The NUSD Behavior/Discipline Protocols and Guidelines describes the range of consequences for violating California Education Codes pertaining to student conduct. The range of consequences include, interventions, suspension (other other means of correction if applicable), expulsions, and/or arrest by law enforcement. Please click on the link below to see the updated [NUSD Behavior/Discipline Protocols and Guidelines.](#)

### Safe and Welcoming Learning Environment

To ensure a safe and orderly environment, students must follow all of our school or House Rules. These rules will be enforced by all staff.

#### House Rules

1. Follow adult directions
2. Respect the rights of others
3. Be in the right place at the right time
4. Be supervised by an adult
5. Respect the property of others

Otters **SPLASH** at Two Rivers Elementary!

**Solve Problems**

**Practice Safety**

**Learn for Life**

**Always Make Good Decisions**

**Show Respect**

**Help Others**

## Dress Code

All students are to dress in a way that modestly reflects pride and tastefulness while attending Two Rivers Elementary. Appropriate attire promotes safety during recess periods and physical education and is conducive to a learning community. Students should have pockets to secure lunch money and any other valuables on their persons. Parents are asked to clearly label students' clothing items to prevent loss. Students may **not wear** the following to school:

- clothing that advertises beer, alcohol, and/or drugs, or has inappropriate pictures/slogans/sayings
- very short or very baggy shorts.
- very short skirts or dresses
- Shorts and skirts must be fingertip length or longer
- very long earrings or accessories that may cause harm to themselves or their classmates
- makeup
- excessive platforms or high-heeled shoes
- spaghetti straps/halter tops/tube tops
- Hairstyles or hair color that disrupt the learning environment
- clothing that leaves the midriff uncovered

When a student wears unacceptable clothing at school, the student's parent(s) will be called and requested to bring the appropriate clothing to school. During the interim, the student may be loaned alternate clothing, when available and appropriate. Please ensure your child has appropriate athletic shoes when your child will be participating in PE and fitness.

## Tier 1 Procedure and Related Consequences

**Two Rivers** focuses on proactive strategies that promote positive behavior and a supportive classroom environment for all students. Teachers use ongoing instruction of behavior expectations, specific praise, preventative prompts, and relationship-building practices like community circles. When minor unwanted behaviors occur, such as disruption or inappropriate language, staff respond with low-level interventions like planned ignoring, non-verbal cues, redirection, or re-teaching. The goal is to address behavior quickly and effectively within the classroom, allowing students to return to learning while reinforcing expectations.

## Tier 2 Procedure and Related Consequences

**Tier 2 procedures** come into play when a student's behavior persists despite Tier 1 strategies. At this level, teachers implement more targeted supports such as differential reinforcement, providing choices, restorative circles, and conferencing with students. These interventions are designed to address the underlying cause of the behavior while maintaining the student in the general education setting. Teachers may begin collecting data and monitoring patterns, which may aid in problem-solving with support teams such as the grade level team, family, or student assistance team.

## Tier 3 Procedure and Related Consequences

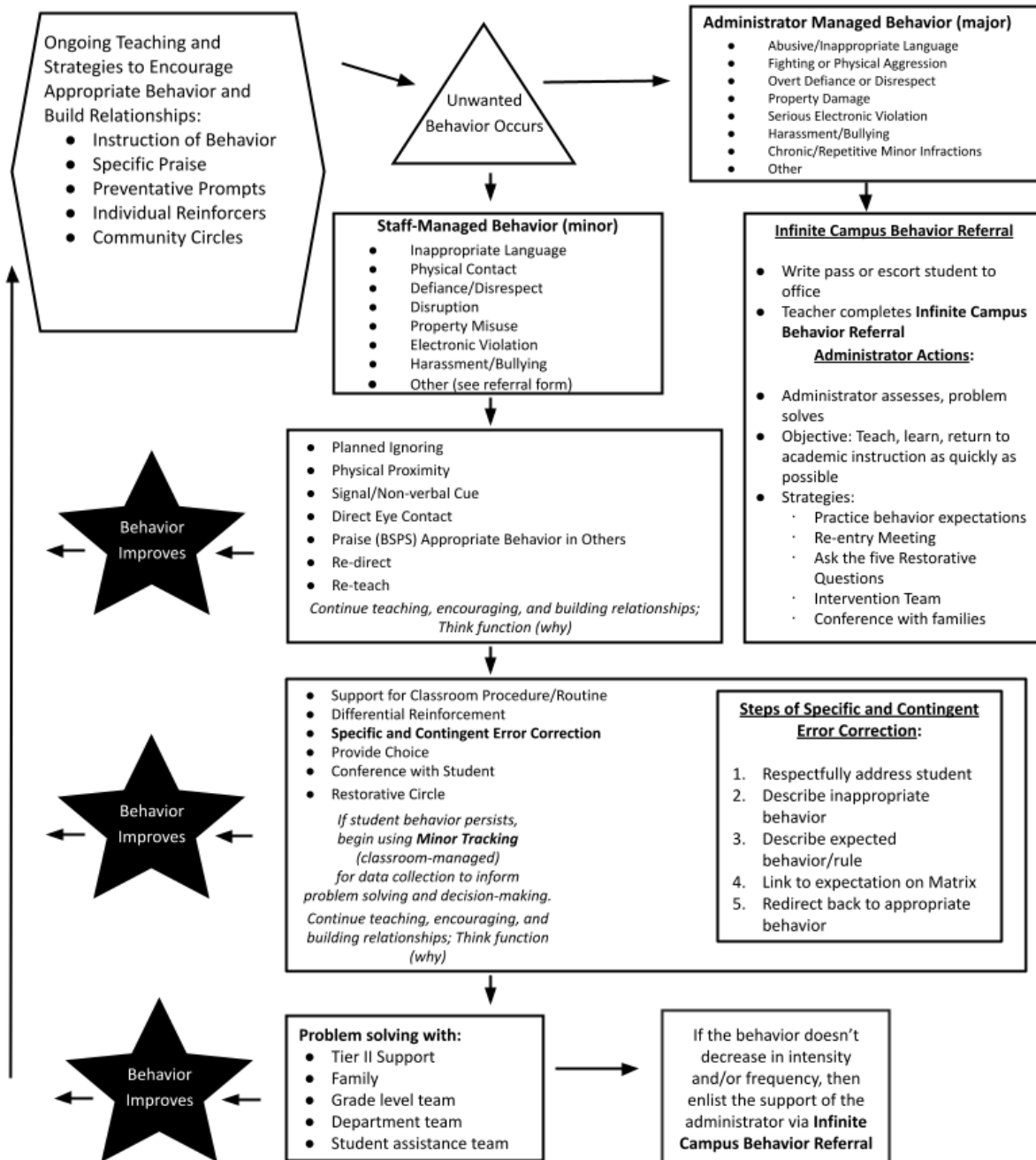
**Tier 3 procedures and consequences** are used when a student's behavior becomes more intense, frequent, or involves serious infractions such as physical aggression, property damage, or chronic defiance. These behaviors are considered administrator-managed and require an Infinite Campus

Behavior Referral. The administrator then assesses the situation, addresses the behavior through re-teaching and restorative practices, and may involve family conferences, intervention team support, or re-entry meetings. The goal at Tier 3 is to ensure student accountability while supporting their return to learning with clear expectations and appropriate interventions.

## Two Rivers Discipline Process Flowchart

### Continuum of Support for Discouraging Unwanted Behavior

**Start Here!**



## **Student Supports and Resources (Differentiated Layers of Support)**

[Found in our PBIS handbook.](#)

### **Title IX (Prohibition of Sex Discrimination)**

Title IX of the Education Amendments of 1972 ("Title IX"), implemented at 34 C.F.R. § 106 *et seq.*, provides that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by an entity, including a K-12 school district, that receives federal financial assistance. Sex discrimination includes discrimination based on sex stereotypes; sex characteristics; pregnancy or related conditions; parental, family or marital status; and sexual orientation. (34 C.F.R. §§ 106.10; 106.20.)

In compliance with Title IX, the Natomas Unified School District ("District") prohibits sex discrimination in any education program or activity that it operates, including but not limited to student programs and/or activities and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

### **Title IX Coordinator**

The following is the contact information for the District's Title IX Coordinator(s):

Shannon Henry - Student-Related  
Director of Safety and Safe Schools  
1901 Arena Blvd. Sacramento, CA 95834



(916)567-5501

Sarah Laws - Employee-Related  
Coordinator III - Human Resources  
1901 Arena Blvd. Sacramento, CA 95834



(916)561-5211

Laura Westlake - Employee-Related  
Coordinator III Human Resource

1901 Arena Blvd. Sacramento, CA 95834



(916)567-5720

## **Two Rivers Elementary School-Parent Compact**

Two Rivers Elementary School receives funding under Title 1, Part A of the Elementary and Secondary Act (ESEA) and must develop a written school-parent compact jointly with parents for all children participating in Title 1, Part A activities, services and programs. The compact is part of the school's written parental involvement policy developed by the school and parents under section 1118(b) of the ESEA. This compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help the students achieve the State's high academic standards.

As a Parent I will...

- Attend personalized learning conferences (Parent Teacher Conferences) for my child and then carry out my part of the plan with my child at home. Specific academic strategies will be discussed at the personalized learning conference.
- Read the materials my child brings home and return all requested correspondence.
- Send my child to school regularly and on time.
- Expect my child to follow school rules and support the school's efforts to ensure a safe learning environment.
- Provide a safe and supportive environment for the student to grow and develop.
- Discuss report cards, behavior reports, and other assessments of performance or achievement with my child.
- Attend quarterly school functions to show support and commitment of my child's education.
- Become actively involved in the school through volunteering in my child's classroom, PTA, and attending parenting workshops and family night activities.

As a Student I will...

- Always do my best in my work and in my behavior.
- Attend school regularly and arrive on time.
- Bring needed materials to class and complete assignments on time.
- Assist in keeping my school safe and clean.
- Respect the personal rights and property of others.
- Demonstrate life skills by being safe, being kind, and being productive in all areas of my academics and school — that is how we SPLASH at Two Rivers.
- Make sure to give important papers/documents to my parents and return items to my teacher that require parental signatures.

As a Teacher I will...

- Know the content standards that students must master in my class for on-grade level performance.
- Use instructional models and teaching strategies to meet the needs of all learners in my class.
- Assess student achievement regularly and communicate progress of areas of concern to students and parents through frequent progress reports, interim reports and report cards.
- Parents will have access to me before school, during my planning time, after school, by telephone, or email.
- Provide a print-rich environment in my classroom.
- Create conditions for learning in my class and establish procedures for effective classroom management. Help each child grow to his or her potential.
- Show respect, care, and concern for each student.
- Demonstrate professionalism in all areas of my work.
- Take an active role in communicating with parents and engaging them in their child's learning.
- Enforce class and school rules fairly and consistently.
- Encourage parents to attend quarterly activities at the school with their children.
- I will provide classroom activities that engage parents in student learning both during and after school hours.

As a Principal I will...

- Provide staff with the proper tools needed to help move children in their academic development and success to be college and career ready..
- Provide staff development and training for all staff members in academics, discipline and parental involvement.
- Be an active presence in classrooms.
- Monitor students' progress reports, interim reports, and report cards.
- Make sure parents have reasonable access to the administrative team as well as all staff members.
- Encourage and provide parents with quarterly activities at the school to participate in with their children.
- Encourage community involvement within the school and foster networks with local businesses to help enrich the school environment.

Teacher's Signature:

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Principal's Signature:

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Parent/Guardian's Signature:

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Student's Signature:

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