

Rosedell

PARENT & STUDENT HANDBOOK • 2013-2014



Dear Parent or Guardian:

Governing boards of school districts are required to notify parents or guardians of certain rights and responsibilities as specified in the Education Code and other state and federal regulations. This booklet contains the Education Code sections that are concerned with these rights and responsibilities, along with other important information.

Your signature on your child's emergency card or online registration acknowledges that you have received this notice. (Please return the emergency card immediately if you did not register online.)





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Site-Specific Information

This Parent and Student Handbook contains an information section specific to your school, district-wide information, as well as information which the state requires districts provide to parents and guardians annually. Please take the time to familiarize yourself with the contents of this handbook. If you require additional information, the school office will assist you.

Dear Parents,

Welcome to the 2013-14 school year at Rosedell Elementary School. Rosedell is a California Distinguished School committed to the vision of "All Students Learning-Whatever It Takes!" All of us at Rosedell have made a commitment to our "Arts & Technology" focus to provide the best educational program possible for our students. We are dedicated to ensuring that our school provides a welcoming, stimulating learning environment where students are actively involved in learning academics, as well as positive citizenship traits.

We know that our success with each student is directly related to the partnership we share with you; our Rosedell parents. To increase our educational success, it is important that teachers, parents and the administrator communicate regularly and effectively. School and teacher newsletters, regular conferences, phone calls and email are part of these efforts. As a member of our educational team, you play an important role in your child's success.

Our school makes every effort to create and promote a strong relationship between the home and school. The Parent/Student Handbook is intended to provide parents, guardians and students with important information about our school's programs and procedures. Please contact us if you have additional questions or concerns.

We want our school community to be safe, productive and rewarding for all. We encourage parent involvement, so please join our PTA, attend school events and activities, and volunteer in the classroom. We look forward to an excellent school year partnering with you in your child's education!

Sincerely, Jeff Pettipas, Principal Karen Harvey, Assistant Principal

ADMINISTRATOR CONTACT

The principal and assistant principal may be contacted through email, a note, telephone call, or by appointment. Conferences/meetings are scheduled with the office manager. To assist in making best use of time, it is important that you let the office manager know what you would like to discuss with the administrator so that all available information is on hand at the time of a conference or meeting. The principal makes every effort to return calls and respond to notes within 24 hours.

TEACHER CONTACT

Teachers are available for parent conferences, which can be arranged by contacting the teacher. You may call the office or write a note to the teacher. Drop-in conferences are discouraged, as scheduled meetings, planning, and other conferences are impacted. Teachers are not available for conferences during instructional hours as this time is designated for classroom teaching. They will meet with you before or after class. Telephone conferences can be very helpful. Every effort is made to return calls within 24 hours. Teachers may be reached by

e-mail by using the teacher's first initial and last name @saugususd.org (Example – Joe Smith: ismith@saugususd.org).

OFFICE PROCEDURES AND COMMUNICATIONS

In case of an emergency, parents wishing to leave messages for their children may do so by contacting the school office by 11:30. We try very hard to avoid unnecessary interruptions to the instructional program. Any articles to be delivered to children should be left in the office. We try very hard to avoid unnecessary interruptions during "PRIME TIME" instruction from 8:10 am to lunch recess. There are several ways that parents can be of assistance:

- Check with your child prior to leaving for school to see that he/she has a lunch or lunch money and all necessary materials for class.
- If there will be a change in your child's regular routine, please make your child aware before leaving for school in the morning. Please send a note to the teacher.
- 3. Avoid calling the school to leave a message for your

child during the last 45 minutes of his or her school day. Many classes are at P.E. or other pullout programs at this time of the day and cannot be reached easily.

4. Any change in transportation for children going home requires a written note from parents, which should be given to your child's teacher. This includes a friend, neighbor, or relative who will take them home.

It is requested that children not use the school phone for personal reasons unless for emergency.

WEEKLY TUESDAY BULLETIN

A "TUESDAY TELEGRAM" is sent home each week by email or hard copy. This bulletin includes a message from the principal or assistant principal, dates to remember, and articles about school and PTA activities and events. All articles, flyers, notices, etc. receive principal approval prior to being distributed to students. The Telegram is also posted on our school website at www.rosedellroadrunners.com

VERIFICATION OF ADDRESS

The policy established by the Saugus Board of Trustees requires all new families to the school to verify their address by submitting copies of two current utility bills that show their name and address. Copies of these bills should be submitted by the 4th week of school. If the school encounters an invalid address or telephone number, proof of residency may be required.

PRIME TIME INSTRUCTION

We will not disturb classrooms between the beginning of school and the lunch recess. This will allow for uninterrupted teaching time. Children's textbooks and homework brought to the office will be placed in the teacher's mailbox. Teachers may not accept late work brought to their door. We will only interrupt the classrooms during Prime Time for emergencies.

PHYSICAL EDUCATION

We have an exceptional P.E. program, which enhances our academic program. All children are expected to participate fully. Excuses from physical education because of minor illness or injury are obtained by written request from the parent. If a P.E. excuse is expected to cover a period of more than three days documentation from a physician is required.

ATTENDANCE/ABSENCES

Consistent school attendance is essential for your child's success in school. Unless your child is ill, please send him/her to school each and every day on time.

If your child is going to be absent from school, please call our attendance line at 297-8860 x 280 and furnish the following information:

- 1. Your name
- 2. Your child's name
- 3. Your child's teacher
- 4. The date of absence
- 5. The reason for absence (be specific)

The school message machine is available anytime day or night; you do not have to wait for the school office to open.

If the student is returning from a *diagnosed* case of strep throat, an unknown rash, pink eye, conjunctivitis, or other communicable disease, the office *must* have a written note from the doctor allowing the child to return to school.

There are two types of absences; excused and unexcused. The law defines an excused absence as illness, quarantine by a health official, medical or dental appointments, or bereavement of one's immediate family. All other absences are considered unexcused. Please clear the absence within 3 days or your child will automatically receive an unexcused absence on his/her school record. Any student who is absent from school without a valid excuse more than three days or tardy in excess of 30 minutes on each or more than three days in one school year is considered truant (Section 48260 for the California Education Code). The truancy will begin the process of a referral to the School Attendance Review Board and/or a conference with parents.

If your child is going to be out for more than one day, and you would like to pick up class assignments, please call the office before lunch so the teacher has time to organize the work. It will be in the office for you to pick up after school.

Independent Study Contracts (ISCs) are available for extended absences. A student must be absent for at least 5 consecutive days and not more than 15 days (unless given district approval) to obtain an ISC. The ISC allows student and school to be given attendance credit.

Tardies: We know that it is not always easy to get children to school on time, but we ask that you make every effort to ensure that your child attends school on time. Arriving on time promotes responsibility and benefits student success in school. If your child arrives late, he/she is required to go the office to obtain a pass. Tardy arrival takes away learning time for all students in the classroom, not just the students arriving late. When a student arrives late to class, the teacher must stop teaching to bring the tardy students up to date, collect his/her homework, change the attendance, etc. As a result, the smooth flow of the classroom is interrupted.

We want students to be successful at Rosedell. Let's work together so we can achieve this goal for our children.

STUDENT USE OF THE PHONE

Students may use the office phone for emergencies only. Students should make arrangements with parents before school if they wish to visit friends after school or have any other special requests. The office phone cannot be used for this purpose. Every student should know an alternate plan to go home after school in the event the normal routine is disrupted.

MEDICATION

Education Code 49423 governs the administration of medication at school. Any pupil who is required to take medication during the school day must have an authorization form on file in the health office. This form needs to be signed by a parent and the physician. If the medication is over the counter or non-prescription medication (e.g. cough drops, Tylenol, vitamins, topical ointments, Chapstick, etc.), an authorization form must still be completed by both physician and parent. Sunscreen does not require an authorization form but must be kept and applied in the health office. Again, students may not have medications in their possession (including Chapstick, Vaseline, cough drops, etc.). If a child brings a medication to school, it has to be taken from them, sent to the office and a parent called to pick it up. Medication may not be sent home with a student at any time.

INJURED STUDENTS

Students requiring the use of ace wraps, casts, crutches, braces or any other appliance will need a note from the attending physician authorizing their use at school. A Re-Admission From obtained in the school office needs to be completed and signed by the attending physician. All children with ace wraps, casts, crutches, braces or any other appliance must sit in a designated area during recess and lunch.

Office personnel will assist students who have minor injuries and illnesses. If necessary, parents will be called for additional assistance. The office staff will always inform you of a head injury reported to the office.

SAFETY

Walking To and From School: As a neighborhood school, many of our students are able to walk to and from school. Students are encouraged to walk in pairs or groups to school. They are to go directly from home to school and school to home with no stops along the way

and are responsible for using good school behavior standards.

Students need to take care when crossing streets and use the school crosswalks. Crossing guards are provided on Bouquet Canyon, Haskell Canyon, and Urbandale Roads. It is expected that after school, students will walk directly home. There is NO campus supervision before 7:40 am so please do not send students to school before that time. Supervision is also not provided by the school for after hours play on the playground. Children are not to remain on the school campus unsupervised from 2:10 - 3:00 waiting for older siblings. We are required to report such instances to the Department of Children's Services/Sheriff. Accidents can happen: to help minimize them, all students are expected to follow playground rules, including walking, not running, on the blacktop and cement.

Arrival and Departure: Playgrounds are supervised 30 minutes prior to the start of the school day. Parents are not permitted to wait on the playground with their child for supervision and safety reasons. Parking is not allowed in the circular driveway or staff parking lot. If you drive your child to school, please use the Valet Lane located on Urbandale Avenue. Due to student safety, the parking lot on Urbandale Avenue will be closed in the afternoon from 2:50 to 3:15.

DISASTER PREPAREDNESS

In the event of a district-wide or greater disaster, it is the policy of the school district to hold children at school until clearance is given by the Civil Defense. Children will only be released to their parents or to a responsible adult LISTED ON THE CHILD'S DISASTER RELEASE FORM, which is sent home at the beginning of the school year. Please complete this form and return to school immediately.

Emergency supplies, water, food, and first aid/rescue equipment are kept on site.

Monthly drills for evacuation and protective drop procedures assist students in becoming prepared and are reviewed regularly by staff.

RESPONSIBILITY FOR SCHOOL PROPERTY

Except when caused by accident, pupils are liable for damage to or loss of school property. Parents are held liable for willful damage and for property loaned to pupils.

BIKES

Students in 3rd through 6th grade may ride their bikes to school if they have a bike permit on file in the office and wear a helmet. Each bike must have a chain and lock and is to be locked in a bike rack. Locks may not be shared with others. Violation of bike safety rules or damage to other students' bikes in the bike rack will result in loss of the bike permit.

Bike permits must be updated at the beginning of each school year. Helmets are required by law. Parents will be called to pick up bikes of students not wearing helmets.

ANIMALS

In the interest of the safety of students at Rosedell, animals other than those specifically brought for class purpose are prohibited on the school grounds during school hours. Any animal brought to school must be properly housed. Any animal found on the grounds during class sessions is subject to impoundment by the Los Angeles County Animal Control Center. Please do not bring your animals when picking up or dropping of students.

SCHOOLWIDE DISCIPLINE POLICY

Rosedell's progressive discipline procedures are based on the California Education Code. A school-wide emphasis on the Six Pillars of Character (Caring, Citizenship, Fairness, Respect, Responsibility and Trustworthiness) is taught through classroom and school-wide activities, such as Classroom Meetings, Character Counts assemblies and events. The purpose of the discipline plan is to develop excellent citizenship and social skills among students to ensure school is a safe environment conducive to maximum learning.

Good behavior and safe conduct is essential for effective learning. Those who lack self-discipline not only inhibit their own learning, but also prevent others at school from learning. The school's discipline policy is predicated on the expectation that each student knows and is expected to adhere to the school's Code of Conduct.

- We are respectful of other people, personal property, and our school environment.
- We are kind and helpful toward others.
- We are safe and follow school rules.
- We listen and follow directions.

Rules which support the Code of Conduct are clearly communicated to students. Consequences for student misconduct are viewed as learning experiences which focus on modifying behavior to align with the Code of Conduct. Teachers work with students regarding behavior problems and contact the parents as appropriate. Parents are asked to act as partners in correcting behavior at school. Consequences for misconduct vary according to severity of offense and

disciplinary action may include suspension or expulsion.

Details of the school's discipline plan are reviewed with the students and parents at the beginning of the school year, as are specific classroom discipline plans. The staff sees value in teaching students to take responsibility for resolving personal conflicts which may lead to misconduct and teachers actively address this issue as part of the classroom curriculum.

PLAYGROUND

During School — The playground is supervised at times during the school day when children are on it. The school has established rules and regulations designed to safeguard each child. Abuse of the rules will result in specific consequences which may lead to being excluded from the privilege of using the playground, suspension, and/or expulsion.

Restrooms — No playing in or around restrooms at any time.

General Playground Rules

- 1. Play all games according to the rules.
- 2. There is no "locking" of games.
- 3. Only balls are thrown.
- No running through or interfering with games while they are in progress.
- 5. Only school equipment is used on the playground.
- 6. Keep hands and feet to yourself.
- 7. Tackle football is not to be played at school.
- 8. Climbing is permitted only on equipment designed for this purpose.
- All activities must stop immediately upon hearing the bell or whistle.
- 10. Instructions given by the playground supervisors are to be followed at all times.
- 11. Games are played using school rules only.

Cafeteria/Lunch Area

- 1. Walk in and around the lunch area.
- Raise your hand and receive permission to leave the lunch table.
- Sharing food with others is not permitted due to safety concerns.
- 4. Appropriate table manners are required at all times.
- 5. Students are to use a quiet voice.
- 6. Students are to keep their area clean (above and below the table).
- 7. No throwing food or any other item.

After School — There is no formal supervision of students on the playground after school hours, and parents should instruct their children to follow these

basic safety guidelines:

- Leave school immediately and do not linger on the grounds.
- Do not play on the playground or playground equipment. Students who remain on campus when not permitted are liable for any damages they may cause.

HOMEWORK

The Rosedell School staff supports the Saugus Union School District view that homework is to be accomplished as a meaningful extension of regular classroom work. Homework is a valuable aid to student learning. Each teacher will decide when homework is appropriate, the content area to be assigned for homework, and the manner in which it is to be completed based on the criteria stated. Parents may request homework if child is absent no later than 10:00am so teachers have sufficient time to compile the homework.

PURPOSE OF HOMEWORK

- To extend and reinforce classroom learning.
- To involve parents in what their child is learning.
- To assist students in learning time management skills.
- To contribute to the student's personal growth through self-discipline, and the satisfaction that comes from a successful learning experience.

PARENT RESPONSIBILITIES

- Provide a quiet study area with good lighting.
- Assist the child in understanding the directions.
- Check to see if homework is accurate and complete.
- Compliment the student when homework is completed.

RESPONSIBILITY OF STUDENTS

- Understand what the homework assignment is and how to do it.
- Know when the assignment is due.
- Take all the necessary materials and supplies home to do the assignment.
- Take responsibility for making-up missing assignment due to excused absences.

Homework is to be turned in on time, and reflect accuracy and neatness. Late assignments will not be accepted unless accompanied with an excused absence. Incomplete class work may be required to be completed at home in addition to regularly assigned homework. Class work completed at home must be returned the following morning to receive credit.

Times allocated are suggested and may include time for long term assignments including; book reports, research reports, science or social studies projects, and speeches. These suggested time limits are for average ontask workers. Your child's homework time may vary.

Kindergarten – homework will be given when appropriate

Grades 1 and 2 – about 30 to 40 minutes

Grades 3 and 4 – about 40 to 50 minutes

Grades 5 and 6 – about 60 to 90 minutes

CLASSROOM OBSERVATION

Parents are always welcome to visit/observe classes at Rosedell. Observations are limited to 20 minutes and will be accompanied by an administrator. Please prearrange your observation with the classroom teacher to avoid unnecessary interruptions to the instructional program. All parents who observe a classroom are required to first sign in at the school office and obtain a visitor badge.

VOLUNTEERS AND VISITORS

Rosedell is a wonderful family oriented school. We depend on volunteers and many contribute numerous hours to the school. All volunteers on the campus must sign in at the office, wear a volunteer badge, and provide proof of a negative TB test. Visitors must sign in at the office and wear a visitor badge. This is done to keep the school a safe and secure environment for your children.

Volunteer schedules are established by the classroom teachers, principal, office staff, and PTA. Parents are always welcome to visit classes; however, all visits should be prearranged with the teacher so that the instructional program is not unnecessarily disrupted.

PARENT INVOLVEMENT

Rosedell encourages active parent involvement in the educational decisions and processes of our school. Our active and supportive parent community enhances the overall educational experience for all children.

School Site Council: School Site Council (SSC) is an advisory and decision making body who oversees the School Improvement Program (SIP), Gifted and Talented Education program (GATE), and Economic Impact Aid program (EIA). The SSC is comprised of five parents/members of the community, three teachers, one classified staff member, and the principal and assistant principal. The Council's job is to establish and approve goals for the school and oversee the disbursement of discretionary funds under School Based Coordinated Programs. We encourage and welcome your attendance at council meetings. If you have suggestions that you would like the committee to

consider, and are unable to attend the meeting, you may contact one of the committee members or leave your suggestions in the office.

PTA: Rosedell has a very active and supportive PTA. The objectives of the National Congress of Parents and Teachers are:

- 1. To promote the welfare of children and youth in home, school, and community.
- 2. To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- 4. To strengthen home and school relationships so parents and teachers may cooperate intelligently in the education of children and youth.
- 5. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, and social education.

PTA meetings are scheduled monthly throughout the school year. These meetings are held in the MPR. All PTA members and parents are welcome and encouraged to attend. Please check the TUESDAY TELEGRAM for scheduled dates.

CLASS PARTIES

School Board Policy allows only two classroom parties during the year; the day before the winter holiday vacation, and the last day of school. Due to our Wellness Policy which focuses on student health and safety, PLEASE do not bring cupcakes to school for class parties/birthday parties as we are promoting healthy alternatives and reducing incidents of food allergies. Food provided by parents must be commercially prepared and delivered in the original sealed package. Homemade foods cannot be distributed to the students. Please refer to the School Board's Wellness Policy for further guidelines on food items that can be brought to and served at school.

CLASS PLACEMENT

Much time and effort is given to placing students in classes. It is the goal of the staff to place a child where he/she will be most successful. To help insure that classrooms are evenly balanced and comply with state and federal laws, requests for classroom placements are not accepted. Due to changing enrollment, all children are assigned to classrooms on a temporary basis. Changes within the first few weeks of school might be necessary to accommodate unforeseen enrollment changes. If adjustments are necessary, they will be based

on teacher recommendations in order to best meet student needs.

AWARDS AND ASSEMBLIES

Positive recognition of scholarship, citizenship, and overall effort is emphasized. Staff members regularly reinforce student accomplishments in the classroom. Students' efforts and accomplishments are also reinforced during school-wide awards assemblies. Awards assemblies are periodically scheduled throughout the school year. Parents of children receiving an award are invited and encouraged to attend the celebration.

DRESS CODE

"Dress for Learning" is a first step toward maintaining the safety of students within our school and community and enhancing the learning process.

Apparel and grooming must not inhibit participation or cause disruption in any phase of the instructional program. Casual clothing is recommended for school except for special dress-up occasions. Tennis shoes are essential as students do not change for P.E. and feet need to be protected. Students may wear sun-protective clothing (EC 35183.5) including, but not limited to, hats while outdoors. In order to assist us in maintaining an effective learning environment and to keep the focus of the classroom on learning, the following attire is appropriate for students attending our Saugus Schools:

- Jeans, cords, denims, slacks, simple dresses, skirts, and shorts (finger-tip length)
- Shirts, T-shirts, blouses, and sweatshirts
- Tennis shoes with flat, non-skid soles socks are to be worn at all times

The following attire is *inappropriate* for students:

- Oversized and baggy clothing, cut-offs (i.e., shirts, pants, jeans, tank tops with oversized armholes, pants are to fit around the waist and not drag on the ground)
- Clothing with inappropriate language or advertisements, or any reference to alcohol, drugs, tobacco, or gangs
- Gang-related clothing (i.e., long belts, trench coats, chains, chain wallets, caps worn backwards, etc.)
- Tube/halter tops, spaghetti strap tops/dresses
- Bare midriffs or revealing tight-fitting shirts and shorts
- · Undergarments which are not covered by clothing
- Sandals, Jellies, open-toed shoes, sling backs, platform shoes, backless shoes, cleats, and shoes with retractable wheels
- Expensive and long dangling jewelry, especially earrings that may pose a safety hazard

- Make-up or tattoos
- Unusual hair color (i.e., purple, green, etc.)

OBJECTS FROM HOME

It is our goal that each and every student feels safe when coming to school so he/she can enjoy a positive academic and social experience. It is important that students understand that bringing certain objects to school may violate school and District policy. Many students do not realize how severe the consequences can be for bringing items that do not belong at school.

In an effort to prevent any students from bringing an item that does not belong at school, we ask that parents remind their child that toys like water guns and plastic knives or dangerous objects such as utility tools, firecrackers, mail openers, and keychain pocket knives can compromise one's safety and lead to consequences including suspension and expulsion.

Quite often students place objects in their pockets or backpacks intending to take them out before leaving for school. In the morning when they are preoccupied with getting ready, they tend to forget and end up bringing the object. It is a good idea to check your child's backpack or pockets before coming to school. Personal belongings such as cell phones, I-pods, mp3 players, CD players, handheld video games, portable electronics, trading cards, roller blades, skateboards, razors, scooters, etc. may not be brought to school.

Rosedell Elementary School

Saugus Union School District

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2013-2014	Calendar
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Raport Keeping Day

November 15	week of March 1	0, and June 17

Mission Statement

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