

# Hamilton Unified School District

620 Canal Street  
P.O. Box 488  
Hamilton City, CA 95951

Charles Tracy, Superintendent

(530) 826-3261  
(530) 826-0440 (Fax)  
[www.husdschools.org](http://www.husdschools.org)

April 15, 2016

Mrs. Barbara Bass  
P.O. Box 352  
Hamilton City, CA 95951

Dear Mrs. Bass,

Hamilton Unified School District is in receipt of your CPRA request dated April 5, 2016 for information on the letter that you referred to in your CPRA as "student invitation" to parents for Saturday School at Hamilton Elementary School "mentioned by Elementary Principal Pollak at the March HUSD Board Meeting."

Enclosed is the template letter given to parents for Saturday School at Hamilton Elementary School in both English and Spanish.

I hope this letter and enclosures answers your CPRA request for information.

Sincerely,

  
Charles Tracy  
District Superintendent



*The Hamilton Unified School District will provide a safe, rigorous, and engaging educational experience that promotes student academic success, respect, and citizenship in a caring environment.*

April 5, 2016

Hamilton Unified School District

P. O. Box 488

Hamilton City, CA 95951

Attention Superintendent Tracy,

Pursuant to the California Public Records Act, I request a copy of the student invitation to the Saturday School that was mentioned by Elementary Principal Pollak at the March HUSD Board Meeting.

As provided by the open records law, I expect your response within ten (10) business days. If you choose to deny this request, provide a written explanation for the denial including a reference to specific statutory exemption(s).

Thank You,

Barbara R. Bass, OUR SCHOOL Secretary

P. O. Box 352

Hamilton City, CA 95951

**Hamilton Elementary School**  
**Saturday School 2015-16 School Year**

Dear parent/guardian;

Your child, \_\_\_\_\_, has been assigned to Saturday School at Hamilton Elementary School on \_\_\_\_\_. Please refer to the Saturday School Guidelines so you and your child understand the expectations.

**Your child has been assigned Saturday School for the reasons circled:**

- **Academic- Missing work or Failing Grade**
- **Academic- in jeopardy of not meeting 8<sup>th</sup> grade Promotion Requirements**
- **Academic- not meeting grade level standards set forth by the state**
- **Truancy- two or more absences (excused or unexcused) or more than 3 tardies**

**Guidelines and Expectations:**

- Please check into Saturday School at **7:50am** because SS begins at **8:00am SHARP! Late students will not be permitted to enter the classroom!**
- No bussing/transportation will be provided. Please make sure students arrive and are picked up on time!
- Breakfast and a lunch will be offered to students attending Saturday School.
- Students must attend Saturday School from **8:00am-12:00pm.**
- Students will sit in the assigned seat and do their work.
- If a student is removed for disciplinary reasons- parent will be called to remove them from class and disciplinary actions will take place the following Monday and may include out of school suspension.
  
- \*\*\* Students may check themselves in, but parents need to check them out. If a student is walking, please provide a note stating it is ok for them to walk home.

We/I understand the expectations set forth for Saturday School at Hamilton Elementary School. Please return this signed form to Mrs. Pollak, Principal.

I give permission for my child to walk home from Saturday School.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

**Escuela Primaria Hamilton**  
**Escuela Del Sábado Año Escolar 2015-16**

Estimado padre / tutor;

Su hijo/a, \_\_\_\_\_, ha sido asignado a la escuela del sábado en la Escuela Primaria de Hamilton el \_\_\_\_\_. Por favor, revise las Directrices de la escuela de los Sábados para que usted y su hijo entiendan las expectativas.

Su hijo ha sido asignado a la Escuela de Sábado por las razones indicadas:

- o Académica – trabajo no entregado a tiempo o baja calificación.
- o Académica - en riesgo de no cumplir con requisitos de promoción del octavo grado
- o Académica – está bajo nivel en los estándares de nivel de grado establecidos por el Estado
- o Ausentismo - dos o más ausencias ( justificadas o no ) , o más de 3 tardanzas

**Directrices y Expectativas:**

- Por favor, lleguen a la escuela del Sábado a las 7:50am porque la clase empiezan a las 8:00 en punto! **Estudiantes que llegan tarde no se les permitirá entrar en el salón de clases!**
- No se proporcionará buses/transporte. Por favor asegúrese de que los estudiantes lleguen y sean recogidos a tiempo!
- Desayuno y almuerzo se ofrecerá a los estudiantes que asisten a la Escuela del Sábado .
- Los estudiantes deben asistir a la escuela de sábado de 8:00 am-12:00pm .
- Los estudiantes se sentarán en el asiento asignado y harán su trabajo.
- Si se retira a un estudiante por razones disciplinarias los padres serán llamados para que recojan al estudiante de la escuela y las acciones disciplinarias se llevará a cabo el lunes siguiente y puede incluir suspensión fuera de la escuela.
  
- \*\*\* Los estudiantes pueden llegar a la escuela sin necesidad de que el padre lo registre, pero se pide que un padre/guardián recoja el estudiante al terminar la escuela. Si un estudiante está caminando, por favor provea una nota indicando que está bien para que ellos caminen a casa.

Nosotros / Yo entendemos las expectativas establecidas para la Escuela de sábado de la Escuela Primaria de Hamilton. Por favor devuelva este formulario firmado a la Sra. Pollak , Directora.

**Doy permiso para que mi hijo camine a casa después de la escuela de sábado.**

\_\_\_\_\_  
Firma del Padre

\_\_\_\_\_  
Firma del Estudiante