

Alcott Elementary School

2019-2020

Parent and Student Handbook



4680 Hidalgo Avenue
San Diego, CA 92117
(858) 273-3415

Mission Statement of San Diego Unified School District

All San Diego students will graduate with the skills, motivation, curiosity and resilience to succeed in their choice of college and career in order to lead and participate in the society of tomorrow.

Mission Statement of Alcott Elementary School

The mission of Alcott Elementary School and Infant/Toddler Program is to give each student the opportunity to learn according to his/her ability and to create a school environment attentive to each student's academic, physical, social, and emotional needs.

San Diego Unified School District Alcott Elementary School

4680 Hidalgo Ave.
San Diego, CA 92117
Telephone: (858) 273-3415
Fax: (858) 581-6429

Dear Alcott Families,

This handbook provides helpful information about Alcott. Please keep it available for reference during the school year.

The staff encourages you to review this information with your child. The rules and standards have been developed for his/her best interest. It is essential that students know what is expected of them.

The Alcott staff is committed to providing the very best environment for our students to learn and grow. We ask for your support and participation in this goal. You may assist us by stressing the importance of regular school attendance and by providing your child with a place, a time, and the encouragement to complete homework assignments. Alcott urges you to support high standards for student conduct.

The Alcott staff wants to develop a partnership with you and encourage your active participation in our parent groups. You are encouraged to call the school to arrange a conference with your child's teacher, the nurse, or with me whenever the need arises.

Respectfully,
Michelle C. Riley, Principal

Elementary School Telephone Directory

<u>Title</u>	<u>Name</u>	<u>Rm.</u>	<u>Ext.</u>	
Principal	Michelle Riley	Office	119	
Transitional K/Kindergarten	Sonya Haugen	Rm. 4	204	
Kindergarten	Raul Neri	Rm. 7	207	
First Grade	Cara Graham	Rm. 5	205	
First Grade/Second Grade	Emily Smith	Rm. 6	206	
Second Grade	Erin Summers	Rm. 20	220	
Third Grade	Tammy Payton	Rm. 8	208	
Fourth Grade	Jena Beane	Rm. 21	221	
Fifth Grade	Heather Bennett	Rm. 22	222	
Education Specialist	Lisa Morgan	Rm. 19	219	
Education Specialist	Alexandra Scardino			()
Aide-SEA	Carol Lathrop			
Aide-SEA	Sandy Groves			
Aide-SEA	Crystal Hanson			
Aide-SEBT	Melissa Rivera			
Aide-SEBT	Jennifer Ryan			
Aide-SET	Suzanne Saunders			
Early Child. Spec. Ed. Pre.	Trisha Costelow	Rm.15	153	
Aide-SET	Martha Rivera			
Aide-SET	Tracy Valentine			
Early Child. Spec. Ed. Pre.	Kimberly Verdin	Rm. 18	218	
Aide-SET				
Aide-SET				
Early Child. Spec. Ed. Pre.	Kacie Woods	Rm. 17	217	
Aide-SET	Janesa Colmenares			
Aide-SET	Jennifer Rodrigues			
Pre-K for All	Stacey Hemingway	Rm. 3	203	
Aide	Mayra Melgar			
Aide	Mariessa Wikholm			
Pre-K for All	Elaine Cahill	Rm. 14	151	
Aide	Janice Boyd			
Physical Education	Cyndy Aiken	Rm. B4	224	(Th, F)
Adapted PE	Leigh Wood	Rm. B4	224	
Speech Therapist	Callie Nobriga	Rm. 1	158	
				()
School Psych.	Kimberlie Cain	Rm. 2	123	()
				()
School Couns.	Darlene Kanzler	Rm. 2	123	(M, alt. W&Th)
Occ. Therapist	Susie Kara	Rm. B4	224	
Phys. Therapist	Joyce Schultz	Rm. B4	224	
Library Tech	Femina Mildh	Library	110	(W, Th)
Elem. School Assistant	Julie James	Office	114	
School Clerk	Maru Pulido	Office	113	
Building Services Sup.	Christian Austria	Supply Rm.	121	
Custodian (Eve.)	Enrique Garcia	Supply Rm.	121"	
Cafeteria Manager	Jamie Chapel	Cafeteria	122	
School Nurse	Cynthia Polis	Office	120	(Tu, F)
Health Tech	Judith Hernandez Rosales	Office	120	(M, W, Th)

General Information

Alcott Elementary School

4680 Hidalgo Ave.

San Diego, CA 92117

(858) 273-3415

**(858) 581-6429 – Elementary, Pre-K for All
& Sp. Ed. Preschool FAX**

(858) 581-2269 – ECSE Infant-Toddler FAX

School Office Hours

Monday – Friday

7:30 a.m. – 3:30 p.m.

A telephone voice mail system will record messages when calling outside of office hours or when phone lines are busy.

Class Times

All grades, Transitional-K - 5

Mon., Tues., Thurs., and Fri.

8:15 a.m. - 2:45 p.m.

Wed.

8:15 a.m. - 12:45 p.m.

ECSE Preschool (M, Tu, Th, F)

AM 8:15 - 11:15 a.m.

PM 11:45 a.m. - 2:45 p.m.

Pre-K for All (all days)

8:20 a.m. - 2:20 p.m.

School gates are locked at 8:30 every morning and will be opened at dismissal time. Please enter the school grounds through the office whenever gates are locked.

ALCOTT ELEMENTARY SCHOOL

SCHOOL HOLIDAYS AND OTHER IMPORTANT DATES 2019-2020

August 26, 2019	First Day of Student Attendance Back to School Parent Meeting
September 2, 2019	Labor Day – No School
September 5, 2019	Back to School Night and PTA General Meeting at Alcott
September 9, 2019	Minimum Day Schedule, Staff Development
September 13, 2019	SDSU Women’s Basketball Team visits 4 th & 5 th Grade Classrooms
September 21, 2019	PTA Family Night Barbeque
October 7, 2019	School Picture Day (Transitional K – Grade 5)
October 10, 2019	Clairemont Community of Schools, Marston Middle Library
October 14, 2019	Minimum Day Schedule, Staff Development
October 15, 2019	School Picture Make-ups (Gr. TK-5) Pre-K for All, and ECSE Preschool
October 17, 2019	Great California ShakeOut Earthquake Drill
October 23-31, 2019	Red Ribbon Week
October 25, 2019	Apex Fun Run Kick-Off Assembly
October 26, 2019	PTA Fall Festival
November 1, 2019	End of 1 st Report Card Period
November 3, 2019	Daylight Savings Time Ends (turn your clocks back 1 hour)
November 5, 2019	Bus Safety Drill
November 7, 2019	Apex Fun Run, Field
November 11, 2019	Veteran’s Day Holiday – No school
November 14, 2019	4 th & 5 th Grade Field Trip to SDSU Basketball Game
November 18-22, 2019	Parent Conference Days (Minimum Day Schedule)
November 21, 2019	National Parent Involvement Day
November 25-29, 2019	Thanksgiving Vacation – No school
December 3, 2019	Grossmont College Theatre Arts Performance of “The Amazing Adventures of the Marvelous Monkey King”
December 4-11, 2019	PTA Ryan Brothers Coffee Fundraiser
December 9, 2019	Minimum Day Schedule, Staff Development
December 20, 2019	Minimum Day Schedule
December 23 -January 3	Winter Break
January 6, 2020	School resumes
January 9, 2020	Clairemont Community of Schools Meeting, Clairemont High Cafeteria
January 13, 2020	Minimum Day Schedule, Staff Development

January 20, 2020	Dr. Martin Luther King Jr.'s Birthday Observed – No school
January 21, 2020	Room 22 Field Trip to BizTown
January 24, 2020	PTA Movie Night
February 3-7, 2020	PTA See's Candy Fundraiser
February 10, 2020	Minimum Day Schedule, Staff Development
February 4 – March 15	5 th Grade Fitnessgram Testing
February 14, 2020	Lincoln's Birthday Observed – No school
February 17, 2020	Washington's Birthday Observed – No school
February 21, 2020	End of 2 nd Report Card Period
March 9 - April 10, 2020	Mathematics Readiness Assessment, Grade 5
March 5, 2020	Clairemont Community of Schools Meeting, Clairemont High Cafeteria
March 8, 2020	Daylight Savings Time Begins (turn your clocks forward 1 hour)
March 9-13, 2020	PTA Book Fair
March 9, 2020	Spring Pictures – Elementary Students
March 10, 2020	Spring Photos – Preschool and Pre-K for All
March 11-13, 2020	Parent Conference Days (Minimum Day Schedule)
March 13, 2020	5 th Grade Visit to Marston Middle School
March 27, 2020	Minimum Day Schedule
March 30 – April 3, 2020	Spring Break – no school
April -June , 2020	Smarter Balanced Assessments (Literacy and Math), Grades 3-5 California Science Test, Grade 5
April 9, 2020	4 th Grade Visit to Marston Middle School
April 10, 2020	Minimum Day Schedule
April 22, 2020	PTA Staff Appreciation Day
May 4-8, 2020	Teacher/ School Nurse Week
May 4-8, 2020	PTA Book Fair - Buy One, Get One
May 7, 2020	Clairemont Community of Schools Meeting, Clairemont High Cafeteria
May 11, 2020	Minimum Day Schedule, Staff Development
May 15, 2020	PTA Fiesta de Mayo
May 22, 2020	Memorial Day Holiday – No School
May 25, 2020	Memorial Day Holiday – No School
May 28, 2020	Spring Open House
June 8, 2020	5 th Grade Promotion, 11:00 AM
June 9, 2020	Last Day of Student Attendance (Minimum Day Schedule) End of 3 rd Report Card Period

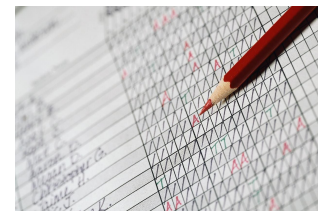
Attendance Policy

Students learn best when they attend school regularly. It is extremely important that students arrive at school on time every day, ready to learn. You can help your child to be successful at school by encouraging regular attendance. ~~According to state law, your child's daily attendance is~~ required each day that he/she is physically able. The school receives funding for your child ONLY when your child is present at school.

Absences

Parents or guardians are responsible for their child's school attendance and must notify the school if their child is not in school and why. If your child is ill, please call the school at (858) 273-3415 ext. 113 before 9:00 AM to report their absence. If you are unable to reach a live person, please leave a voicemail message. The office will need the following information:

- The child's name
- Their room number or Teacher's name
- A reason for the absence (please be specific in stating the nature of the illness such as cold, fever, etc.)



If it is not possible for the absence to be reported on the first day, the student must bring a written excuse to school giving the student's full name, room number, date(s) and reason for absence, with a parent or guardian signature.

All unreported absences must be verified by the school. If an absence is unverified after five days it is reported as an unexcused absence.

Valid absences are absences that are "excused" according to the following reasons:

Personal Illness or Injury	Court appearances
Professional services (i.e. Dr. appt)	Religious holidays or ceremonies
Funeral services for an immediate family member	Some family emergencies

Personal time greater than 1 day and less than 5 days must be reported to the school office prior to the absence(s). In order to be considered excused, classroom work must be assigned by the teacher and turned in upon your child's return to school.

Unexcused:

Vacations taken without a Contract of Independent Study (CIS)	Over sleeping alarm
Out of town without prior notice and school work	Parent Preference or personal days

A student is classified as a truant if he/she has been absent from school without a valid excuse for three (3) full days in a school year or tardiness of more than 30 minutes without a valid excuse on each of three (3) times in one school year. (Ed. Code Section 48260)



Attendance Recognition

Perfect attendance is defined as being in school for the full day, each and every day of the school month and/or year. Students with perfect attendance are recognized throughout the year by Mrs. Riley at all-school assemblies.

Tardiness

Children are expected to arrive at school promptly every day. Those who arrive late will miss valuable learning time. Children who arrive late should report to the office first. The following may result if students are chronically tardy:

- Missed recess
- A parent conference with the teacher or principal
- A home visit by a school official

Contract for Independent Study (CIS)

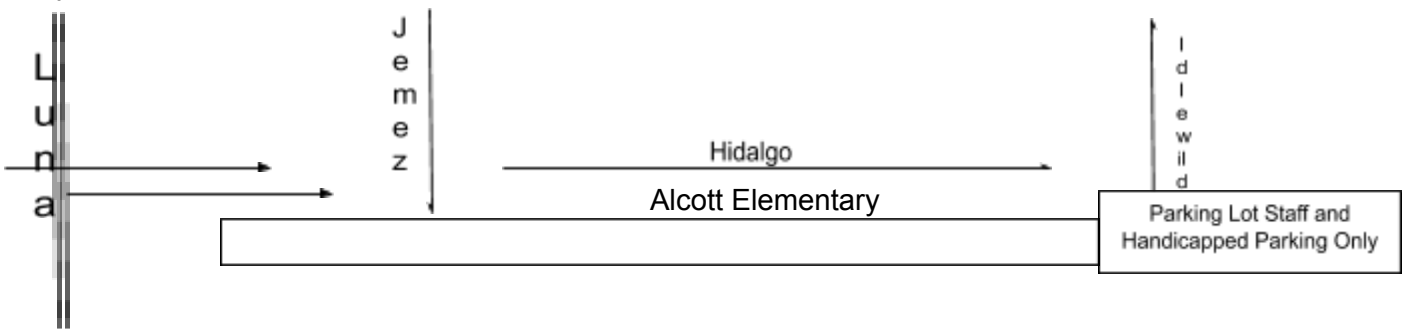
Families who need their child to be away for multiple days (a minimum of 5 days and a maximum of 20) must make arrangements in the front office one week prior to taking the time away from school. All assigned work must be completed, turned in within 2 days of your student's return, and of satisfactory quality for all the days of the absence to be considered "excused".

Release of Students

Students are expected to remain at school during school hours. If your child needs to be dismissed early from school, you must come to the office to sign a release form. A student must not be permitted to leave the school grounds without approval of his/her parent or guardian. (Dist. Procedure 6155) A photo ID will be required to release your student. In case of a person acting for a parent, there must be a written request from the parent before the student may be released to this adult. In case of an emergency and we are unable to reach a parent/guardian, emergency contacts listed on the registration card will be contacted.

Student Arrival and Dismissal

Alcott has a Meet and Greet procedure for students who are dropped off on Hidalgo Ave. in front of the Alcott Cafeteria from 8:00 to 8:15 AM, Staff member(s) will be posted on the sidewalk to open car doors and help children out of the car. Please do not block the crosswalk across Hidalgo. Please do not park in this area to take your child into the school. U-Turns are not allowed in front of the school or at Jemez Ave. or Idlewild Way.



Children may arrive at school at 7:45 AM to take advantage of the breakfast program. Supervision is provided in the cafeteria until 8:00 AM when children are released to supervision on the blacktop. When children are released to the blacktop, they may line up in their classroom line or run/walk the field for Cardio club. No unsupervised children will be allowed in the courtyard, even to put away their backpacks.

A school initiated dismissal procedure is in place at Alcott to provide a safe, calm, and orderly dismissal. Students are walked to PrimeTime, and the flagpole by their teachers for pick-up by parents or other responsible adults. The school gates will remain closed until the dismissal bell rings at 2:45 PM on regular day schedule or 12:45 PM on minimum day schedule.

Children must be picked up on time everyday. There is no supervision for students after school unless they are enrolled in an after-school program. Students left in the office after school may be released to a police officer if a parent cannot be reached.

Prime Time at Alcott

PrimeTime Extended Day Program is a free before and after school program available at Alcott. PrimeTime provides students with a safe, structured environment before and/or after school, offering academic instruction, homework help and enrichment activities. Before school care is offered beginning at 6:30 AM. After school care begins as soon as school is dismissed until 6:00 PM. For more information please visit the Prime Time website, <https://www.sandiegounified.org/primetime>.

Breakfast and Lunch Programs



The **Breakfast Program** is available to all Alcott TK-5 students. Breakfast will be served from 7:45 to 8:10 a.m. Students eating breakfast should not arrive at school prior to 7:45 a.m., as there will be **no** adult supervision.

Lunch time for TK, Kindergarten and primary grade students (rooms 4, 5, 6, 7 and 20) is 12:20–12:50; for upper grade students (rooms 8, 21 and 22) lunch time is 12:30–1:00. On minimum days lunch for rooms 5, 6 and 20 is 10:45–11:05, and for rooms 8, 21 and 22 lunch is 11:00–11:20. TK and Kindergarten lunch is 11:00–11:30.

Students may bring a lunch from home or purchase lunch at school. Meals may be purchased on a daily basis, or in advance for several meals in the school office using cash or personal checks made payable to Alcott. Please send payment in a sealed envelope with your child's complete name, grade and classroom number on the outside of the envelope. This service allows you to make payments to your child's cafeteria account using a Visa, MasterCard or Discover card. This service has additional features that allow you to receive e-mail reminders when your child's account is getting low or to set up automated payments. You can register to utilize these other features on PayPAMS without making online payments. Deposits made on PayPAMS can take up to three (3) school days to process.

The cost of purchasing meals is as follows (subject to change):

	<u>Breakfast</u>	<u>Lunch</u>
Full priced	\$1.25	\$2.50
Free & Reduced Price	0.00	0.00

Students who qualify for FREE or REDUCED PRICE BREAKFAST/LUNCH **MUST APPLY** as soon as possible for the breakfast/lunch program for the new school year. A 2019-2020 application is included in the First Day Packet. One new application for each family must be filled out and submitted as soon as possible to one of the family's school sites. Lunch applications can now be completed online at <https://www.myschoolapps.com/Application>. All Alcott families are encouraged to apply.

More information about the School Lunch program, applications, and menus can be found at <https://www.sandi.net/staff/food-services/food-and-nutrition-services>.

Food in the Classroom including Birthday Celebrations:

Food brought on campus by parents/guardians, volunteers or school staff for student celebrations must be store-bought and commercially prepackaged with a label listing ingredients so that students with food allergies and other health concerns are informed. Food items must be listed on the San Diego Unified School District Approved Food List – Smart Snacks. The list is found on the San Diego Unified School District Food and Nutrition Services website at:

https://www.sandiegounified.org/sites/default/files_link/district/files/dept/food_and_nutrition_services/SDUSD%20List%20of%20Approved%20Snacks_0.pdf. No home-prepared foods are allowed to be served to students

so as to minimize the risk of foodborne illnesses and food allergy reactions. Any questions, please call the District's Food & Nutrition Services Department at 858-836-8067.

School Library



Alcott's library is available for children to extend their reading and library skills. There are over 8,000 books available for student checkout, plus numerous reference books and materials for classroom use. A permission letter with more information about library use is sent home with your child on the first day of school. Students must return their book(s) to be eligible to check out a new book(s). Parents are responsible for the cost of lost library books.

Lost and Found

Please mark all sweaters, coats, and lunch pails with your child's name and room number. Children or parents are invited to check the "Lost and Found" in the lunch arbor for lost articles. All unclaimed articles remaining at the end of each month will be donated to a charitable organization.

Policies

Homework

Primary (Gr. K-3) students are expected to spend approximately 30 minutes nightly doing homework, plus home reading. The level of difficulty, and time required to do homework will increase as the student progresses through the grades. At grades 4 and 5, homework should take about 45-60 minutes, in addition to home reading.

Phone Calls

- Phone calls will not be transferred to classrooms during instructional time to minimize disruptions to teaching. Phone calls may be transferred to the classroom during recess, lunch time, and after school. At other times messages can be left in a teacher's voice mailbox.
- The office phone is to be used by students in emergencies only.

Cell Phone



Board of Education Policy H-6980 allows that:

- Student possession and use of cellular phones, pagers, and other electronic signaling devices on school campuses and school buses, at school sponsored activities, and while under the supervision and control of school district employees is permitted under circumstances described herein.
- All students (K-12) may use these devices on campus before school begins (8:15 AM) and after school ends.
- Students in high school, grades 9-12, may also use these devices during the lunch period.
- These devices must be used in a responsible manner. Unauthorized use of these devices disrupts the instructional program and distracts from the learning environment. School officials, including classroom teachers, may take the device away from students if used during the times not permitted. Repeated unauthorized use of such devices may lead to disciplinary action.
- Cellular phones and other electronic devices that are confiscated will be locked in a drawer in the Main Office. Items will be released to a parent who will be required to sign for the item.

Suspensions

A student shall not be suspended from school unless that student has committed any of the following acts:

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- Assault/Battery
- Weapon Possession
- Alcohol/Intoxicants/Controlled Substances
- Substance in Lieu of Alcohol/ Intoxicants
- Robbery/Extortion
- Damage to School or Private Property
- Theft of Property
- Tobacco or Nicotine Products
- Obscenity/Profanity/Vulgarity
- Controlled Substance Paraphernalia
- Disruption/Defiance (Grades 4 to 12)
- Sexual Harassment (Grades 4 to 12)
- Hate Violence (Grades 4 to 12)
- Threats and Intimidation
- Harassment (Grades 4 to 12)
- Hazing

Zero Tolerance

Certain serious offenses, such as causing serious harm to another person, possession of alcohol, drugs, or drug paraphernalia, will result in suspension and possible expulsion. Weapons of any kind are not allowed at school. Students bringing weapons will be suspended and may be recommended for expulsion.

Disaster Preparedness Plan

Alcott has an extensive disaster preparedness plan, which includes a practice drills for staff and students every month. Parents need to know that, should a disaster occur during school hours, we:

- 1) seal off the school, locking gates to account for, protect, and provide support for our students; and
- 2) direct parents to go to the north gate in the parking lot to pick up their children, waiting in a single and orderly line.

This will provide us the opportunity to account for all our children and to ensure that they are released to authorized adults only.

In the event of an off-site evacuation, Alcott students will relocate to First Baptist Church of Clairemont, 3219 Clairemont Mesa Blvd. (at the corner of Clairemont Mesa Blvd. and Luna Ave.).

For a copy of the Alcott Disaster Preparedness Plan please see the Elementary School Assistant.

Safety Policy

1. Establish with your child the safest route to and from school.
2. Monitor his/her route from time to time.
3. Instruct your child to cross streets at intersections and crosswalks. Students should never cross streets in the middle of the block or between parked cars.
4. Instruct your child to walk when crossing the street.
5. Provide direction for your child if approached by strangers.
6. Establish which neighbors are home during the day and see if they are willing to provide a safe haven for children in case of emergencies.
7. Please drive with caution around the school and in the student drop off area.
8. Parents must observe parking regulations. Do not block our neighbors' driveways. Do not park in bus zones, red zones, or posted school safety zones. (Citations can be issued.)



9. Please do not park in the staff parking lot or Infant/Toddler drop-off zones. These spaces are reserved for staff members and Infant/Toddler parents only.
10. No dogs are allowed on campus.
11. Children in grades 4 and 5 who will be riding bicycles to school should be reminded that they are required to wear helmets and obey traffic laws regarding bicycle use at all times. Bicycles are to be walked to the bicycle rack from the street and must not be ridden in the parking lot, sidewalk in front of the school or on school grounds at any time. Bicycles should be both licensed and locked.
12. Skates, skateboards, and scooters must be given to your teacher or Mrs. Riley for safekeeping during the day.

Student Behavior Standards

Alcott Standards

Students must follow the directions that are given by any faculty or staff member as well as any authorized adult on campus.

No fighting and/or play-fighting.

Students will be in class on time and be prepared to learn.

A hall pass is required for students when they are out of the classroom for any reason during instructional time.

Respect school and personal property.

Keep the school clean by placing trash in the appropriate receptacles.

Appropriate language will be used at all times. Rude or vulgar language will not be tolerated.

Respect other's personal space by keeping hands, feet, and objects to yourself.

No weapons (or any item resembling a weapon) are permitted.

Refer to the Zero Tolerance Policy in the ~~Code of Conduct~~ Handbook for a list of other safety issues.

In the Cafeteria and in the Lunch Court

Before you walk to the lunch line, please place game balls in the bin by room 17.

Wash your hands prior to eating as quickly as possible.

Wait in line quietly and politely for your turn.

Respect & obey the staff on duty.

Respect the Nut-Free zones.

Remain seated while eating and use good manners. Sit on your bottoms both of your feet under the table.

Use one-inch voices in line and at the tables.

Stay in the same spot the whole lunch time.

Remember no hats in the lunch court.

Finish eating before leaving the cafeteria or lunch court tables.

After you finish eating, please pick up your trash and listen to the adult staff on duty.

Return your tray to the small table after emptying scraps and trash carefully.

Remain seated until teachers call students to line up.



with

In the Restrooms



Go to the restroom before school, during morning & lunch recess, and after school.

Don't play in the restrooms.

Keep the restrooms clean. Put paper in the trash cans.

If you have to go to the restroom during class time, ask your teacher for permission and a Hall Pass before going to the restroom.

On the Playground

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- Students will walk with their class and teacher to the edge of the blacktop
Students will remain in recess area: on blacktop, appropriate grass area, snack area or penalty box.
1st and 2nd graders play on the blue play structure and basketball on the courts by the play structures.
3rd, 4th, and 5th graders play on the red play structure and basketball on the courts by the bungalows.
 - Matted areas around the play structures, snack area, penalty box, blacktop, bathrooms and breezeways are walking zones.
 - Healthy snacks will be consumed in snack area. No candy, gum, chips, or other sugary snacks.
 - Students will follow game and play structure rules as taught.
 - If you ride the tricycles, you need to bring a helmet from home.
 - When the whistle is blown to signal the end of recess, students will “stop and drop” until a second whistle is blown. At that time they will walk to line up. There will be no drinks or bathroom after the whistle is blown.
 - Students will show their pride in their school by putting their trash into garbage cans and cleaning up litter at morning recess in the snack area.
 - Students will be respectful of their peers and adults by using kind and appropriate language, and maintaining personal space.
 - Students will respond to a request to correct behavior respectfully and quickly. Students who repeat an inappropriate behavior will spend a minimum of 5 minutes in the penalty box.
 - Students will stay away from mud and puddles.
 - Students will leave rocks, sticks and other items on the ground.
 - Acceptable games are soccer, kickball, running club, foursquare, tetherball, jump rope, hopscotch, basketball, climbing structures, and tricycles. No contact sport or game is allowed at anytime.
 - Expectations for recess games are:
 - Rock, paper, scissors for conflict resolution
 - Everyone is allowed to join in the game or activity
 - Stay within the designated boundaries
 - Rules must remain the same during the game
 - Keep hands, feet, and objects to yourself
 - Use appropriate speed on blacktop and field
- If you hurt another student by accident, apologize for your actions by looking at the individual and kindly saying you are sorry.
- Immediately report safety concerns or injuries to an adult on supervision.



Bullying is not allowed at Alcott Elementary School. The District’s commitment is to provide all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed. San Diego Unified will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events or outside of school hours.

Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

The district further prohibits the inciting, aiding, coercing or directing others to commit acts of bullying or cyberbullying, harassment or intimidation.

These problems cannot be solved unless schools, students, parents and the community work together.

Remember to be a WINNER!

- W Walk Away from the Bully. Say nothing, keep walking and don't look back.
- I Ignore the comment. Ignore the bully as if he or she weren't there.
- N No Attitude. Agree with the bully! Don't say powerless words like "whatever".
- N Nice. Change the subject and say something nice to the bully.
- E Escape. Refuse to fight. Just say STOP! Attract attention with your voice.
- R Report it! If you see someone being bullied, go tell an adult. Don't get into it with the bully.

Referable Offenses

Possession/Use of Weapons, Drugs, and/or Alcohol
Physical/Mental Harassment including Fighting
Vandalism of School or Personal Property
Suspected/Proven Theft

Disrespectful/Defiant Behavior towards Staff Members
Repeated Disruption (3 Strikes) defined by offenses against classroom, playground, and/or school rules.

Consequences

Positive consequences will be used to reward appropriate student behavior. Students who do not follow the School Discipline Policy will be referred to the Principal's Office for documentation. Consequences for misbehavior may include (but are not limited to):

1. Parent Notification by telephone.
2. Parent Conference (to include the Principal, Student, and Referring Party)
3. Parent Conference and Suspension.
4. Parent Conference; School Initiated Placement, or Expulsion.

Dress Code

These items should not be worn to school

- Lipstick and/or makeup
- Inappropriate logos
- Bandanas
- Large wire, hoop, or dangling earrings
- Strapless, spaghetti tops, halter, or bare-midriff tops
- Short shorts
- Masks or any type, including those that are made from sweatshirt hoods
- Flip-flops, high heels, open-toed sandals, or roller skate shoes



Hats

Hats, visors, and sweatshirt hoods may not be worn in school buildings, classrooms, or on the lunch court.

Hats and sunglasses can only be worn on the playground for protection from the sun.

Hats may not be worn backwards or sideways at any time.

It is suggested that if your daughter is wearing a dress that you have her wear shorts under the dress so she is comfortable playing on the playground equipment or sitting on the rug.

Health and Accident Procedures



1. Children enrolling for the first time in a San Diego Unified School District must provide written evidence of Measles, Polio, Diphtheria, Pertussis, Tetanus, and Varicella immunizations. Some medical exemptions from the immunization requirements are permitted with signed paperwork from physicians which is reviewed by the District's Physician.
2. Children will be given over-the-counter non-prescription medication at school only if a signed Goldenrod consent form is on file and a school nurse is available to give the medication. These medications are supplied by the school. Children may not bring any kind of non-prescription medication from home. A school nurse is the only person permitted to give over the counter medications.
3. Any pupil who is required to take, during the regular school day, prescribed medication requested by the parent must be assisted by the school nurse or other designated school personnel. Parents desiring medication at school for their child must complete and submit a "Physician's Recommendation for Medication" to the school and provide the medication clearly marked in the original bottle as follows: (1) name of pupil; (2) name of the prescribing physician; (3) an identification number on the prescription container; (4) name of the pharmacy; and (5) the amount of the medication to be taken and time or times, or specific situation at which it must be taken. No injection may be given at school except by a registered school nurse.
4. Occasionally students have the need to change their clothes due to a bathroom accident, food spills, mud, or tear. The Nurse's office has a limited amount of clothing to loan children. It is suggested that you send a change of clothes in your child's backpack to use in case of such an emergency. If your child "borrows" clothing from the Nurse's office, please wash the items and return them to school as soon as possible.
5. Accidents at school: While statistics indicate that more accidents occur away from school than at school, children nevertheless do injure themselves from time to time while at school. Staff members are trained in first aid and will take care of all minor injuries at school. In the event of a more serious injury, parents are always notified and requested to come to the school for the child. Emergency names and phone numbers of those who are legally empowered to take charge of an injured child in the event the parent cannot be reached must be on file for each child.

Head Lice Policy

The problem of head lice (pediculosis) is ongoing and can be difficult to control at home and at school. Even though head lice and nits (eggs) are not a threat to health, they are a frustrating nuisance. Prompt treatment of students with a positive diagnosis of head lice ensures minimal disruption of their education. When a student is identified as having active, adult head lice, the student will be sent home at the end of the school day for treatment. It is the responsibility of the parent to treat and control head lice infestation. Key to success in controlling head lice, with small chance of recurrence, is in the removal of all nits after the use of the lice shampoo. After treatment at home, it is mandatory for the student to return to school the next day, via the health office, for inspection. The student may return to class provided the head lice have been treated and there are no live lice in the hair, even if nits (eggs) are still present. Parents are encouraged to continue removing nits until the problem is resolved. Mass screening (school-wide or whole classrooms) is not an evidence-based practice in controlling head lice infestation/reinfestation. When it is determined that one or more students in a class or school are infested with head lice, the principal may, at her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice. Parents/guardians are encouraged to incorporate inspecting their child's hair as part of their regular hygiene routine.

Parent Support and Participation"

Alcott LOVES having families involved in many ways! Communication with families is important to Alcott teachers and staff. Please check your child's backpack each Monday for Mrs. Riley's parent letter, flyers, calendars, and other communications. In addition, Alcott staff will use School Messenger phone and email messages to inform and remind families of upcoming events.

SCHOOL VISITS AND PARENT/TEACHER CONFERENCES

Teachers are pleased to have parents come to observe or to discuss their child's progress. Please call the school office to make advance arrangements.

Parent/Teacher conferences are scheduled for November 18-22, 2019 and March 11-13, 2020. Parent Conferences are held for all students in November and selected students in March; however, you may request a parent conference at any time. Please attend your child's conference to learn about how you can support your child's success in school.

Parents and visitors must always sign-in at the front office prior to entering the campus to receive a visitor badge.

WAYS TO PARTICIPATE AT ALCOTT ELEMENTARY SCHOOL

Parent/Teacher Association (PTA): Alcott PTA is an active organization of volunteers that strive to improve every child's performance in school and home life. PTA is made up of students' family members, staff, and members of the community. Alcott PTA sponsors many wonderful events throughout the year to enhance each student's Alcott experience. Their volunteer activities have resulted in classroom assistance, student field trips, recognition of staff and students, family events, and health and welfare activities. Monthly board meetings are held at the school in the evening. Those interested in attending may do so. By becoming a part of Alcott PTA you are not only making a difference in your child's life but to all the students at Alcott. If you would like more information, please contact Maru in the Alcott School office.



Volunteer Program: If you can share an hour per week, we can find a spot for you at Alcott. We have many different activities to suit your talents and interests. All volunteers (including field trip chaperones) are required to complete a short application, have a current TB test, present a government-issued photo ID and be screened at least two (2) weeks prior to beginning to volunteer. All volunteers are asked to sign in using the PTA's Volunteer notebook and sign-in sheets. This helps Alcott PTA and staff show appreciation for your support.



Alcott Site Governance Team (SGT): The Alcott Site Governance Team meets regularly and consists of administrators, parents, teachers, other support staff, and community/partnership members. This group reviews and makes decisions about school operations and the instructional program. It is our purpose to work together in an effort to improve teaching and learning at Alcott School. This group is elected by parents and staff.

School Site Council (SSC): The School Site Council (SSC) meets regularly throughout the school year and is a representative body consisting of administrators, parents, teachers, other support staff, and community/partnership members. This group reviews and makes decisions about activities for Title I and School Improvement Programs. The SSC is elected by employee groups and parent/community members.

English Learner Advisory Committee: This group is elected by parents and meets four times a year to review and plan for the programs for English language learners.

Alcott Parent Involvement Policy

ALCOTT ELEMENTARY SCHOOL TITLE I PARENT INVOLVEMENT POLICY

In the Fall, an annual meeting will be held to share with parents a description of the Title I program and its requirements.

Alcott Elementary School has developed a written Title I parent involvement policy with input from Title I parents at Parent meetings, ELAC meetings, and School Site Council meetings.

It has distributed the policy to parents of Title I students each year in the Parent/Student Handbook.

The policy describes the means for carrying out the following Title I parental involvement requirements [CA 318 Section 1118 (a)-(f) inclusive].

Involvement of Parents in the Title I Program

To involve parents in the Title I program at Alcott Elementary School, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and the right of parents to be involved in the Title I program.
- Alcott Elementary School offers a flexible number of meetings for Title I parents to allow for parent involvement. These monthly meetings will be scheduled by the school in a variety of language groups.
- Parental input from the parent meeting and training sessions will be shared with the School Site Council (SSC) to provide an organized, ongoing, and timely way of involving parents in the planning, review, and improvement of the program.
- The school provides parents of Title I students with timely information about Title I programs in Alcott's parent letter. For special meetings, targeted language groups receive notice in their language. The parent letter is used to advertise parent meetings and training sessions offered at Alcott Elementary, the District Advisory Council's Harold J. Ballard Parent Center, and throughout the district. Every attempt is made to communicate with parents in their primary language.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. Title I parents are invited to monthly Mornings with Michelle meetings to cover these and other topics including:
 - Improving communication between the school and home.
 - Providing information about school and district resources for student academic improvement.
 - Evaluating the effectiveness of the school's parent involvement policy to increase parent participation in Title I activities.
 - Conferencing with teachers.
 - Providing training programs to help parents support and work with their children at home and at school.
 - Advocating for teachers and parents.
 - Valuing cultural diversity.

- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. During parent meetings, opportunities will be offered for the formulation of action. If possible, the Principal, Michelle Riley, will investigate suggestions and respond to parents by phone or by email. Topics that are appropriate for SSC review/action will be placed on the agenda for the next regularly scheduled meeting by the school administration.

School-Parent Compact

Alcott Elementary School distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State's high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students.

- ~ The school's responsibility to provide high-quality curriculum and instruction.
- ~ The ways parents will be responsible for supporting their children's learning.
- ~ The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities.

Building Capacity for Involvement

Alcott Elementary School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

- The school provides Title I parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children. Alcott Title I parents receive information at monthly Mornings with Michelle Principal/Parent meetings, and through the weekly Principal Letter.
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievements. At the monthly Mornings with Michelle meetings the Principal provides information, materials and training to all parents. The meetings are translated to provide information in home languages.
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners. Alcott Elementary School has very active parents who are committed to work with staff. This builds a strong bond at Alcott Elementary between parents and staff members.
- The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. Alcott is pleased to provide a Parent Center in room B3. This room is supplied with computers, books, and literature to provide parents with supports to enable parents to more fully participate in their child's education.
- The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that parents understand. The Principal's letter and other flyers are translated to provide parents with information that they can understand. Also School Messenger phone calls and emails are sent in both English and Spanish to keep parents informed of Alcott School activities, as well as Clairemont Cluster and District activities.
- The school provides support for parental involvement activities requested by Title I parents. All parents are invited to share their ideas for activities. The principal, Instructional Leadership Team, School Site Council, and PTA take all ideas under consideration and report back to the parent about the ideas.

Accessibility

Alcott Elementary provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand. Alcott's campus is ADA compliant. Parents of all abilities are invited to participate in their child's classroom and in school activities. Information is translated into Spanish to provide those parents with limited English proficiency access to that information.

HOME/SCHOOL COMPACT

Alcott Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet California's student academic achievement standards as follows:

School Responsibilities

Alcott Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet California's student academic achievement standards as follows:
 - All teachers are Highly Qualified Teachers under NCLB guidelines
 - Alcott teachers provide high quality curriculum and instruction by differentiating their classroom instruction to meet the different needs of their students. Students will read books at their level during independent reading. Alcott Superstars will have writing assignments at each grade level. Science is taught at least two times a week in Grades Transitional Kindergarten through 2. Third, Fourth and Fifth grade students have Science or Social Studies instruction with a certificated teacher daily.
 - Numerous teachers at Alcott send home weekly reports to inform parents of their student's academic and behavioral progress.
2. Hold parent-teacher conferences semi-annually during which this compact will be discussed as it relates to the individual child's achievement.
 - Parent-teacher conference dates are November 18-22, 2019 and March 11-13, 2020.
3. Provide parents with frequent reports on their child's progress.
 - Parents will receive report cards about their children's progress three (3) times a year.
 - Teachers are available to confer with parents by appointment at other times regarding their child's progress
4. Provide parents reasonable access to staff.
 - Parent conferences, voicemail, email, before and after school in person.
 - Principal is available to meet with parents.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - Alcott has an extremely active PTA
 - PTA has monthly meetings that the principal, teachers and parents attend.
 - PTA has General Association Meetings 2-3 times a year.

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5. Conducting, with parent/guardian involvement, an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools, including:

- ~ Identifying and overcoming barriers to greater participation by parents/guardians in parent involvement activities, with particular attention to parents/guardians who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, and are of any racial or ethnic minority background.
- ~ Using evaluation findings to design strategies for more effective parent involvement.
- ~ If necessary, revising the district and school parent involvement policies.

The District's appropriate departments will:

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6. Involving parents/guardians in the activities/strategies of schools.

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Student Fees

The following are specific exceptions to the prohibition on fees, charges and deposits at the Transitional Kindergarten through 12th grade level. These fees, charges and deposits are legally permissible because they are specifically permitted by law.

- 1) Charges for optional attendance as a spectator at a school or District sponsored activity.
- 2) Charges for food served to students, subject to free and reduced price meal program eligibility and other restrictions specified in law.
- 3) Paying the replacement cost for District books or supplies loaned to a student that the student fails to return or that is willfully cut, defaced or otherwise injured, up to an amount not to exceed \$10,000.
- 4) Fees for field trips and excursions in connection with courses of instruction or school related social, educational, cultural, athletic, or school band activities, as long as no student is prevented from making the field trip or excursion because of lack of sufficient funds.
- 5) Medical or hospital insurance for field trips that is made available by the school district.
- 6) Charges for required medical and accident insurance for athletic team members, so long as there is a waiver for financial hardship.
- 7) Charges for standardized physical education attire of a particular color and design, but the school may not mandate that the attire be purchased from the school and no physical education grade of a student may be impacted based on the failure to wear standardized apparel "arising from circumstances beyond the control" of the student.
- 8) Charging for the parking of vehicles on school grounds.
- 9) Fees for school camp programs, so long as no student is denied the opportunity to participate because of nonpayment of the fee.
- 10) Reimbursement for the direct cost of materials provided to a student for property the student has fabricated from such materials for his/her own possession and use, such as wood shop, art, or sewing projects kept by the student.
- 11) Reimbursement for the actual cost of duplicating public records, student records, or a prospectus of the school curriculum.
- 12) Fees for transportation to and from school, and transportation between school and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average non subsidized cost per student and provided there is a waiver provision based on financial need.
- 13) Fees for transportation of pupils to places of summer employment.
- 14) Tuition fees charged to pupils whose parents are actual and legal residents of an adjacent foreign country or an adjacent state.
- 15) Tuition fees collected from foreign students attending a District school pursuant to an F-1 visa, equal to the full unsubsidized per capita cost of providing education during the period of attendance.
- 16) Fees for an optional fingerprinting program for kindergarten or other newly enrolled students, if the fee does not exceed the actual costs associated with the program.
- 17) Fees for community classes in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the community classes.
- 18) Deposits for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries.
- 19) Charges for eye safety devices, at a price not to exceed the district's actual costs, in specified courses or activities in which students are engaged in, or are observing, an activity or the use of hazardous substances likely to cause injury to the eyes.

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Ucp' F lgi q' Wpkhgf' Uej qqn' F kutev' ku' eqo o kvgf "vq" o cni'pi "v'j g' u'ej q'qn' h'gg' h'qo " ugz wcn' j ctcuuo gpv' c'p'f " f' k'uek'v' r' q'rlc'." j ctcuuo gpv' l'p'ko k' cvkq'p." cpf "dwn' lpi 0' Ugz wcn' j ctcuuo gpv' ku' c' h'qto " qh' ugz' f' k'uek'v' r' q'rlc' w'p'f g' t' V'k'ng' K'Z' qh' v'j g' G'f wecvq'p' Co g'p'f o g'p'w' qh' v'j g' E'k'k'ni' T'ki j w' C'ev' qh' 3; 94' c'p'f "ku' r' t'q'j k'k'kg'f' d' { " d'q'v' j' h'gf g'tcn' c'p'f " uc'v'g' r'ey' u'0' V'j g' f' k'uek'v' r' t'q'j k'k'ku' ugz wcn' j ctcuuo gpv' qh' u'w'f g'p'w' d' { " q'v' g' t' u'w'f g'p'w' go r m'j { g'gu' q' t' " q'v' g' t' r' g' t' u'q'p' u'." c'v' u'ej q'qn' q' t' " c'v' u'ej q'qn' r' q'p' u'q' t' g'f " q' t' u'ej q'qn' t' g' r' e'v'g'f " ce'v'k'x'k'g'u'0' Ugz wcn' j ctcuuo gpv' ku' f' g' h'k'p'g'f " l'p' G'f wecvq'p' E'q'f g' v'q' " o g'c'p' w'p'y g' r'eqo g' ugz wcn' c'f x'c'p'eg' u' t' g' s' w'g' u' w' h'q' t' ugz wcn' h'c'x'q' t' u' = q' t' x'g' t' d' c' n' x'k'w' c' n' q' t' r' j { u' l' e' c' n' i' e' q' p' f' w' e' v' q' h' c' u' g' z' w' c' n' i' p' c' w' t' g' . " o c' f' g' d' { " u'q' o g'q'p'g' h'qo " q' t' l'p' v'j g' g'f wecvq'p' c'ni' u'w'k'p' i 0' V'j g' u'w' r' g' t' k'p'v'g' p'f g'p'v' q' t' j k'ul'j g' t' " f' g' u'k' p' g' g' u'j c' n' i' g' p' u' w' t' g' " v'j c'v' f' k'uek'v' r' u'w'f g'p'w' t' g' e'g'k'x'g' c' i' g' / c' r' r' t' q' r' t' k' e' v' g' l' p' u' t' w' e' v' q' p' c' d' q' w' v'j g' k' t' i' j' w' v' q' d' g' h' g' g' h' q' o " u' g' z' w' c' n' i' j c' t' c' u' u' o g' p' v' . " v' j g' f' k' u' e' k' v' r' t' q' e' g' f' w' t' g' " h' q' t' " t' g' r' q' t' w' i' p' i " c' p' f " l' p' x' g' u' k' i' c' v' k' p' i " e' q' o r' r' e' k' p' w' i' q' h' u' g' z' w' c' n' i' j c' t' c' u' u' o g' p' v' l' p' e' n' f' l' p' i " y' k' j " y' j' q' o " c' e' q' o r' r' e' k' p' v' i' j' q' w' f' d' g' h' k' g' f' 0' "

Vj g' f' k'uek'v' r' t'q'j k'k'ku' e'q'p'f w'v'v'j c'v'j cu'v'j g' r' w' r' q'ug' q' t' " g' h' g' e' v' q' h' " j c'x'k'p' i " c' " p' g' i' c' v' k' x' g' " l' o r' c' e' v' q' p' " v' j g' l' p' f' k' k' f' w' c' n' u' " y' q' t' n' i' q' t' " c' e' c' f' g' o l' e' " r' g' t' h' q' t' o c' p' e' g' . " q' t' " v' j c' v' k' u' u' w' h' l' e' k' p' w' f { " u' g' x' g' t' g' . " r' g' t' u' k' u' g' p' v' " q' t' " r' g' t' x' c' u' k' x' g' " v' q' " e' t' g' e' v' g' " c' p' " l' p' o' k' f' c' v' k' p' i . " j' q' u' v' k' g' . " q' t' " q' h' g' p' u' k' x' g' " g' f' w' e' c' v' q' p' c' n' i' g' p' x' k' t' q' p' o g' p' 0' "

Vj g' f' k'uek'v' h'w'v'j g' t' r' t'q'j k'k'ku' ugz wcn' j ctcuuo gpv' v'j c'v' e'q'p'f k'k'p' u' c' " u'w'f g'p'v' i' ucw'w' . " r' t'q' i' t' g' u' . " d' g' p' g' h' u' . " u' g' t' x' l' e' g' u' . " j' q' p' q' t' u' . " r' t'q' i' t' c' o " q' t' " ce'v'k'x'k'g'u' d'c'ug'f " q'p' u'w' d' o k' u' k' p' v' q' u' e' j " e' q' p' f' w' e' v' 0' "

Cp { " u'w'f g'p'v' y' j q' " h' g' g' n' u' " v' j c' v' j g' h' j g' k' u' d' g' l' p' i . " q' t' " j' c' u' d' g' g' p' . " u' g' z' w' c' n' i' " j c' t' c' u' u' o g' f' d' { " c' " u' e' j' q' q' n' i' g' o r' m' j { g' g' . " c' p' q' v' g' t' " u' w' f' g' p' v' " q' t' " c' " p' a' p' / u' e' j' q' q' n' i' g' o r' m' j { g' g' c' v' u' e' j' q' q' n' i' q' t' " c' v' c' " u' e' j' q' q' n' i' t' g' r' e' v' g' f' " g' x' g' p' v' u' j c' m' i' k' o o g' f' k' e' v' g' n' i' " e' q' p' v' e' v' j' k' u' l' j' g' t' " v' g' e' j' g' t' " q' t' " c' p' { " q' v' g' t' " f' k' u' e' k' v' " g' o r' m' j { g' g' 0' C' p' " g' o r' m' j { g' g' " y' j' q' " t' g' e' g' k' x' g' u' u' e' j' " c' " e' q' o r' r' e' k' p' v' u' j c' m' i' t' g' r' q' t' v' k' l' p' " c' e' e' q' t' f' c' p' e' g' y' k' j " c' f' o l' p' k' u' e' k' v' k' g' r' t' q' e' g' f' w' t' g' u' l' t' g' i' w' e' v' q' p' u' 0' "

Uwf gpw'y j q' xkqr'v'g' v'j ku'r qrle { "o c { "dg' uwdlgev' v'q' f' k'uek' r'k'p'g. "w' "vq" cpf "l'penf' l'pi " g'zr wukq'p. "l'p' c'eeqtf c'peg' y' kj " f' k'uek'v' r' qrle { . " cf o l'p'k'uek'v'k'g' r' t'q'egf w'g' c'p'f "ucv'g' r'ey' 0 "

Go r m'j { g'gu' y' j q' xkqr'v'g' v'j ku'r qrle { "uj cni'dg' uwdlgev' v'q' f' k'uek' r'k'p'g' w' "vq" cpf "l'penf' l'pi " f' l'uo k'uec'f' C'p { "f' k'uek' r'k'p'c' t { "ce'v'q'p' u'j cni'dg' l'p' c'eeqtf c'peg' y' kj " c'rr' r'k'ec'dng' h'gf g'tcn' c'p'f " uc'v'g' r'ey' u' c'p'f l'q' t' eqng'ev'k'g' d'cti c'k'p'p' "ci t'ggo g'p'w'0' "

Vj g' f' k'uek'v' d'g' r' e' x' g' u' v' j c' v' k' e' c' p' t' g' u' a' r' k' g' k' u' u' w' u' q' h' f' k' u' e' t' k' o l' p' c' v' k' q' p' . " j c' t' c' u' u' o g' p' v' l' p' o k' f' c' v' k' q' p' . " c' p' f " d' w' n' i' l' p' i " c' v' j' g' u' e' j' q' q' n' i' k' g' 0' T' g' h' g' t' p' e' g' " D' R " c' p' f " C' T " 7367' 0 " c' p' f " D' R " c' p' f " C' T " 2632 " h' q' t' " h' w' n' i' r' q' r' l' e' k' u' 0' "

VQ" HKNG" C" HQTO CN" EQO RNCIPV" HQT" FKETKO IP CVIQP." J CTCUO GPV." IPVKO IF CVIQP." C'P'F'DWNN[IPI 'QT'UGZWCN'J CTCUO GPV"

30 H'k'p' i' c' " e' q' o r' r' e' k' p' v' o c' { " d' g' h' k' g' f' d' { " c' " u' w' f' g' p' v' q' t' " r' c' t' g' p' v' i' w' c' t' f' l' e' p' d' { " q' d' v' e' l' p' i " c' " e' a' r' { " q' h' v' j' g' " W' p' k' h' q' t' o " E' q' o r' r' e' k' p' v' H' q' t' o " * D' R " c' p' f " C' T " 3534' 6' + " h' q' o " v' j' g' u' e' j' q' q' n' i' q' t' " v' j' g' f' k' u' e' k' v' a' u' W' p' k' h' q' t' o " E' q' o r' r' e' k' p' v' E' q' o r' r' e' k' p' e' g' Q' h' h' e' g' " q' t' " f' k' u' e' k' v' " y' g' d' u' k' s' g' 0' T' g' o g' f' k' u' c' x' c' k' e' d' n' g' q' w' u' k' f' g' " q' h' v' j' g' f' k' u' e' k' v' c' t' g' " r' u' n' g' f' " l' p' " v' j' k' u' r' t' q' e' g' f' w' t' g' 0' "

40' l'p'x'g' u' k' i' c' v' k' q' p' < Ucp' F lgi q' Wpkhgf' Uej qqn' F kutev' y' k'ni' k' o g' f' k' e' v' g' n' i' " w' p' f' g' t' c' m' g' " c' p' " g' h' g' e' v' k' x' g' . " v' j' q' t' q' w' i' j . " c' p' f " q' d' l' g' e' v' k' x' g' " l' p' x' g' u' k' i' c' v' k' q' p' " q' h' i' v' j' g' " j c' t' c' u' u' o g' p' v' c' p' f' l' q' t' " f' k' u' e' t' k' o l' p' c' v' k' q' p' . " j c' t' c' u' u' o g' p' v' l' p' o k' f' c' v' k' q' p' . " c' p' f " d' w' n' i' l' p' i " c' n' g' i' c' v' k' q' u' p' c' p' f " r' t' q' x' k' f' g' c' " y' t' k' w' p' " t' g' r' q' t' v' y' k' j l' p' u' k' v' { " * 82 + f' c' { u' h' q' o " v' j' g' f' c' v' g' v' j' g' e' q' o r' r' e' k' p' v' k' u' h' k' g' f' 0' V' j' g' U' w' r' g' t' k' p' v' g' p' f' g' p' v' q' t' " j' k' u' l' j' g' t' " f' g' u' k' i' p' g' g' u' j c' n' i' g' p' u' w' t' g' y' v' c' p' { " e' q' o r' r' e' k' p' v' t' g' e' g' l' x' g' f' " k' u' l' p' x' g' u' k' i' c' v' g' f' " l' p' c' e' e' q' t' f' c' p' e' g' y' k' j " f' k' u' e' k' v' c' f' o l' p' k' u' e' k' v' k' g' r' t' q' e' g' f' w' t' g' u' " c' p' f " v' j' c' v' u' e' j' q' q' n' i' r' g' t' u' q' p' p' g' n' i' v' e' n' g' " l' o o g' f' k' e' v' g' u' v' r' u' v' q' " l' p' v' e' t' x' g' p' g' . " y' j' g' p' u' c' h' g' " v' q' f' q' " u' q' . " y' j' g' p' v' j' g' { " y' l' p' g' u' u' c' p' { " c' e' v' q' h' j' c' t' c' u' u' o g' p' v' 0' "

50' C'ev'k'p' < Y j g' p' c' p' c' n' g' i' c' v' k' q' p' q' h' u' g' z' w' c' n' i' j c' t' c' u' u' o g' p' v' k' u' x' c' i' k' f' c' v' g' f' d' { " v' j' g' " l' p' x' g' u' k' i' c' v' k' q' p' " c' p' f " f' k' u' e' k' r' k' p' c' t { " c' e' v' k' q' p' " k' u' " p' g' e' g' u' a' c' t { " v' j' g' " u' w' r' g' t' k' p' v' g' p' v' y' k' n' i' f' g' y' t' o l' p' g' v' j' g' c' r' r' t' q' r' t' k' e' v' g' e' q' w' u' g' q' h' i' c' e' v' k' q' p' . " v' q' " r' t' g' x' g' p' v' t' g' e' e' w' t' t' g' e' g' c' p' f " h' q' m' y' " w' " y' k' j " v' j' g' j' c' t' c' u' u' g' f' " u' w' f' g' p' v' " f' g' r' g' p' f' l' p' i " w' r' q' p' y' j' g' v' j' g' t' v' j' g' j' c' t' c' u' u' g' t' " k' u' c' " u' w' f' g' p' v' u' e' c' h' i' o g' o d' g' t' " q' t' " c' i' g' p' v' q' h' i' v' j' g' " f' k' u' e' k' v' 0' K' i' v' j' g' " e' q' o r' r' e' k' p' v' q' h' i' u' g' z' w' c' n' i' j c' t' c' u' u' o g' p' v' k' u' " x' c' i' k' f' c' v' g' f' " v' j' g' " u' w' r' g' t' k' p' v' g' p' f' g' p' f' l' q' t' " f' g' u' k' i' p' g' g' u' j c' n' i' v' e' n' g' " r' t' q' o r' v' . " c' r' r' t' q' r' t' k' e' v' g' c' e' v' k' q' p' v' q' g' p' f' v' j' g' j' c' t' c' u' u' o g' p' v' c' p' f' v' q' c' f' f' t' g' u' u' v' j' g' g' h' g' e' u' " q' p' v' j' g' x' l' e' v' o 0' "

E'q' o r' r' e' k' p' w' i' y' k' n' i' d' g' " n' g' r' v' e' q' p' h' k' f' g' p' v' c' n' i' v' q' v' j' g' " g' z' v' g' p' v' r' q' u' i' k' d' n' g' 0' V' j' g' " r' g' t' u' q' p' h' k' p' i " v' j' g' e' q' o r' r' e' k' p' v' o c' { " c' n' u' q' r' w' t' u' w' g' c' e' v' k' q' p' l' p' e' k' k' i' e' q' w' t' 0' V' j' g' " f' k' u' e' k' v' r' t' q' j' k' k' u' " t' g' c' r' i' c' v' k' q' p' " c' i' c' k' p' u' v' c' p' { " r' g' t' u' q' p' " y' j' q' " e' q' o / r' r' e' k' p' u' . " v' g' u' k' h' g' u' . " c' u' u' k' u' i' q' t' " r' c' t' v' e' k' r' c' v' g' u' l' p' " f' k' u' e' k' v' e' q' o r' r' e' k' p' v' r' t' q' e' g' f' w' t' g' u' 0' "

T'ghgt'p'eg' DR' c'p'f "CT" 3534'6' h'qt' h'wni' r'q'rlc'ku'0'

C' u' w' f' g' p' v' y' j' q' j' c' u' b' t' g' r' q' t' v' q' t' e' q' o r' r' e' k' p' v' q' h' i' u' g' z' w' c' n' i' j c' t' c' u' u' o g' p' v' q' t' " q' h' i' f' k' u' e' t' k' o l' p' c' v' k' q' p' . " j' c' t' c' u' u' o g' p' v' l' p' o k' f' c' v' k' q' p' . " c' p' f " d' w' n' i' l' p' i " d' c' u' g' f' " q' p' " u' g' z' " u' j' c' n' i' l' o o g' f' k' e' v' g' n' i' " e' q' p' v' e' v' j' k' u' l' j' g' t' " v' g' e' j' g' t' " q' t' " c' p' { " q' v' g' t' " f' k' u' e' k' v' g' o r' m' j { g' g' 0' H' q' t' " s' w' u' k' p' u' q' t' " c' f' f' k' k' p' c' n' i' l' p' h' q' t' o c' v' k' q' p' q' t' " k' h' c' " e' q' o r' r' e' k' p' v' e' c' p' p' q' v' d' g' " t' g' u' a' r' k' g' f' " c' v' v' j' g' u' k' g' " n' g' x' g' n' " q' t' " c' v' c' p' { " l' k' o g' " v' j' g' u' w' f' g' p' v' o c' { " e' a' p' v' e' v' <

N { p' p' C' 0' T { c' p' . " V' k' n' g' ' K' Z' " E' q' q' t' f' l' p' c' v' q' t' "

G'w' i' g' p' g' " D' t' w' e' n' g' t' " G' f' w' e' c' v' k' q' p' " E' g' p' v' g' t' "

6322' P' q' t' o c' n' i' U' 0' T' q' q' o " 434; "

Ucp' F lgi q. " E. C. ", 4325 "

rt { cpB uc'p'f k'p'g'v' "

83; /947/9447

449B;