

# **Monhegan School**

## **2019-2020 Parent-Student Handbook**

August 1, 2019

Dear Monhegan School Community,

On behalf of the school committee, superintendent, teacher and staff, welcome to the 2019-2020 school year. As always, we have great expectations for a year full of growth, learning and excitement, exceptional community participation and successful inter-island school collaborations.

This handbook is intended to be a tool to help facilitate communication between home and school, with useful information about the school all in one place. It also serves to inform all students and parents of the rules and expectations of school. Further, it provides an appendix of policies that must be shared with families annually. There is a Monhegan School Policy Manual binder kept at the school and online ([www.monheganschool.org](http://www.monheganschool.org)) for your reference, containing all of the school policies in full.

Our teacher, superintendent, guidance consultant, special ed. consultant, school nurse and school committee members are readily available to address needs. Current contact info. is listed on page i. Our school counselor contacts families before her visits to schedule appointments with parents/guardians. The superintendent is available to meet in person approximately one day per month, but can always be reached by phone.

The school committee meetings are held monthly. Everyone is welcome to attend.

If reading through this handbook brings to mind questions, ideas, or suggestions, please share them! We want to maintain an open dialogue between school and home, and to work together as partners for the benefit of our students and their community.

Sincerely,

Monhegan School Committee

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**\* Note: The Monhegan School Policy Manual, containing all of the school policies in full, is posted online at [www.monheganschool.org](http://www.monheganschool.org) and a paper version is accessible at the schoolhouse.**

**Monhegan School Directory** - digital and/or hard copy provided to staff and families and available by request from Monhegan School Committee & Superintendent

**2019-2020 Monhegan School Calendar** - digital and/or hard copy provided to staff and families, [posted at the school website](#), and available by request from Monhegan School Committee

## School Committee

The School Committee holds regular meetings usually at the schoolhouse, typically early in the fourth or fifth week of each month. Meeting dates can be found on the school calendar. An agenda is posted at least 48 hours before each meeting outside the Monhegan Plantation office and at the island's grocery store and is also sent by email to all school families, staff and administration. The Superintendent is present at most meetings. Meetings are open to the public, and everyone is invited to attend. School committee minutes are posted at the Post Office after approval.

## School Day

### Daily Schedule:

The Monhegan School schedule for kindergarten through 8<sup>th</sup> grade is as follows from Monday through Friday:

- 8:00 am – Morning session begins
- 11:15 am – Students go home for lunch
- 12:30 pm – Afternoon session begins
- 3:00 pm – Students are dismissed for the day

Please note: students should not arrive at the school any earlier than fifteen minutes before the morning and/or afternoon sessions. Refer to the school calendar for notes on any exceptions to the daily schedule.

### Pre-Kindergarten (Pre-K) Program:

The Pre-K Program is open to children who are four years on or before October 15<sup>th</sup> of the academic year of entrance, based on student assessments and school capacity. The schedule will be developed after consultation with the parents and superintendent. Flexibility of scheduling for each child is based on our intent to meet the developmental needs of each child. Parents are responsible for dropping off and picking up Pre-K students. For further details, review of the Early Childhood Education policy ([IHB!](#)) is strongly recommended.

### Absences

Regular attendance is a vital part of every student's success in school. Maine state law requires that all students 7 years of age and older be in school unless excused because of illness, medical appointment, religious holiday, family emergency, educational disruption (as defined by law), or planned absence for educational or personal purpose approved by the school. Students under 7 years of age are highly encouraged to adhere to the same

expectations of attendance. Parents are expected to notify the teacher of any absence, unplanned or planned. If a student will be absent due to travel or personal purposes, parents are expected to discuss the planned absence with the teacher as early as possible. This allows for lessons to be prepared for the student to work on during the absence, so as to keep up with her/his work. In the case of illness, the student will be given one week to complete make-up work after returning to school.

### Field Trips

Field Trips may be used to enrich the school program. Whenever trips are made away from Monhegan, each student must have a signed permission slip from a parent or guardian. The teacher will judge whether all children are able to handle participation in a planned trip. A regular school day will be in session for any child in kindergarten through eighth grade unable or not permitted to attend a field trip.

All drivers who will transport students during field trips must submit to the Superintendent proof of auto insurance covering the vehicle(s) to be used. Parents are encouraged to submit proof at the beginning of the academic year if they think they might use their vehicle(s) to transport students during field trips.

### Social Emotional Program

Our school counselor is available to all students and their families to assist with any issues of emotional or personal development. During the school year, the school counselor will visit at least 4 times, tentatively in September, October, and as needed following consultation with the superintendent. For sixth through eighth grade students, the school counselor assists with the preparation for and transition to the move off the island for high school. The school counselor emails each family prior to each visit to arrange meetings and can be contacted by phone or email throughout the year.

### Expectations for Student Behavior

We maintain high expectations for student behavior. We believe it is every person's right to be treated with dignity, fairness and respect. Teachers will set the guidelines for classroom behaviors and expectations. Whether in the school, on the grounds, on field trips or at any school events, the following rules apply:

- **Respect Personal Feelings.**  
This means no bullying, harassing, hazing or teasing;  
No threats of any kind, either verbal or physical;  
No obscene or vulgar language or gestures.
- **Respect Personal Space.**  
This means keeping hands, feet and objects to oneself at all times.

No wrestling, hitting or tackling games are allowed.  
No violent actions will be tolerated.

- **Respect Personal Property.**  
This means showing care for what belongs to others.  
No taking another's property without permission;  
No harming school property or equipment.
- **Respect People.**  
This means listening to and following all directions in a cooperative and respectful manner.  
Speak politely to other students, visitors and all adults.

By school committee policy and state and federal law, Monhegan School is a tobacco free, drug free and weapon free environment. Tobacco products, alcohol, guns or weapons (including pocket knives and toy weapons) **are not allowed at any time anywhere on school grounds**. Animals are prohibited from entering the schoolhouse, except under specific circumstances outlined in the Animals in School policy ([IMG](#)).

Responsive classroom and restorative practices are used to teach students positive social behavior. These practices are also used in response to behaviors to help students learn the impact of their actions on others, how to take responsibility, and to take steps that restore the relationships impacted by the behavior. Disciplinary consequences for unacceptable behavior depend on the seriousness of the violation and the student's prior behavioral record. Consequences will range from a verbal warning for minor misconduct up to and including expulsion for the most serious offenses. Behavior that violates the law may be referred to law enforcement authorities. The teacher has the authority to judge the appropriateness of student conduct and enforce consequences.

Discrimination and harassment because of race, color, sex, religion, ancestry or national origin or disability are prohibited. No person (student, staff, or visitor) should be made to feel uncomfortable because of verbal or written remarks. Harassment is unacceptable social behavior. In the event that you have been made to feel harassed/discriminated against or know of a situation where another student or adult was harassed or discriminated against, please talk with the Teacher, Counselor, Superintendent or our Affirmative Action Coordinator. See Nondiscrimination/Equal Opportunity & Affirmative Action policy ([AC](#)).

By law, we must inform you that bullying/cyberbullying, as defined in policy JICK, is not acceptable conduct and is prohibited. Any one who engages in conduct that constitutes bullying, who is determined to knowingly and falsely accuse another of bullying, or who engages in acts of retaliation against a person who reports a suspected incident of bullying is subject to disciplinary consequences up to and including suspension and expulsion. A

student's or staff's behavior violating this policy may also be addressed through other behavioral intervention. The full Bullying policy ([JICK](#)) is available on the school website. As a preventive measure, lessons related to tolerance and positive ways of resolving social issues are embedded into curriculum and activities with our students.

By law, we must inform you that a bomb threat constitutes not only a violation of school policy but also a violation of civil and criminal law. Making a bomb threat is strictly unacceptable behavior for any student. Any student, upon verification by local authorities, self-admittance, or substantiated evidence, who makes a bomb threat will be recommended for expulsion. Furthermore, consistent with the adoption of the Student Code of Conduct (as required in Title 20-A, MRSA, Section 1001 (15)), the school will provide information to the appropriate law enforcement authorities. The school's emergency response to a bomb threat will be detailed in the school's emergency response plan (reference: Crisis Response Plan (EBCA-A)).

The following information must be reported to the state Department of Education, within two business days of a bomb threat:

- \* school name;
- \* date and time of threat;
- \* medium used to communicate the threat; and
- \* identification of the perpetrator or that a perpetrator has not yet been apprehended.

Lost instructional time or disrupted programs due to a bomb threat must be rescheduled at the earliest appropriate opportunity. See also Bomb Threats policy ([EBCC](#)).

Procedures for disciplinary action, including suspension and expulsion, are in the Student Code of Conduct, which is to be found listed in the appendix and on the school website. **Please review the Code of Conduct (JIC) with your child(ren) and be sure they understand the rules for behavior.**

### Technology Resources

We offer computers, network, and internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff.

Provision of technology resources is a team effort at our school. While the school does own some of the available technology equipment, including tablets, the majority of our computer and network equipment and much of our technical support are loaned or contributed through State of Maine entities. Networkmaine's Maine School and Library Network (MSLN) supplies an internet connection, technical support, and other internet services, including web filtering. The Maine Department of Education's Maine Learning Technology Initiative (MLTI) loans/leases MacBook laptops to the school and provides the software, professional

development, technical support, wireless network, and other tools and services needed to support use of those laptops. The teacher is responsible for day-to-day oversight of computers, internet access, and other technology resources. The Technology Consultant provides technical support to the teacher and students as needed, including assistance upon request with obtaining home internet access via the MLTI laptops.

With access to technology resources, come expectations of responsibility. Student use of computers, networks and internet services provided via the school is a privilege, not a right. Adhering to the school's policies and rules concerning computer and internet use is mandatory. These policies and rules also apply to laptops issued directly to students, whether in use at school or off school premises. Students who violate the school's policies and rules may have their computer privileges limited, suspended, or revoked. Such violations may also result in disciplinary action, referral to law enforcement, and/or legal action. The school's policy and rules for computer and internet use are listed in the appendix and on the school website. **Please review the Rules for Computer & Internet Use ([IJDBN-R](#)) with your child(ren) and make sure they understand the expectations.**

The school has video-conferencing capabilities. As needed, we set expectations and address questions regarding student involvement in video-conferencing.

## **Academics**

### Homework and Study Skills

Homework and study skills are two functions that are very important in enhancing a student's academic career at the Monhegan School. Homework serves as a way to review and reinforce lessons that are taught during the day. Homework is also a way to allow students to develop work and study habits that will assist them later in life. Lastly, homework is a time when students can finish and review assignments they may not have been able to complete during the school day for various reasons.

All students will receive homework at the Monhegan School, but the amount and degree of difficulty will depend on their grade level. Any time you can check over your student's assignments to see that these expectations are being met will help your student to understand the importance of valuing their work. This also shows them that you understand the importance of the assignment and the expectations that go with it.

If at any time you feel that your student is having difficulty with homework assignments or you are concerned with the amount of work your student has, please feel free to contact the teacher.

### Pre-K & Kindergarten Screenings

If you are a new family preparing for Pre-K or Kindergarten, please contact the teacher to schedule a meeting to discuss the screening process. For students who enter Monhegan School without having attended Pre-K, the school will provide kindergarten screening by the end of the first month of enrollment.

### Individualized Education Program (IEP) Team Referral

Teachers, by contacting the superintendent and parents, will refer any child that they believe may be in need of Special Education services to the IEP Team for an evaluation in the suspected areas of disability. The team is usually comprised of parents, teachers, administrators and special service providers. Parents may at any time refer their child to the IEP Team by contacting the superintendent or the teacher. The school will maintain an IEP for any student who has been identified with a disability and in need of Special Education services.

### Gifted and Talented (G/T) Program

A guiding philosophy of Monhegan School is that all students should be encouraged and supported to develop their unique strengths and abilities. In order to support students with exceptional academic, intellectual or artistic aptitude, the school works to provide appropriate accelerated and special programming. Beginning in the third grade, various measures, including an IQ test, local assessments and recommendations, are used to identify students eligible for G/T programming. The school engages a G/T specialist who consults with the teacher to develop an individualized Talent Development Plan for each identified student.

### Standardized Testing

Along with other public schools in Maine, we administer the state selected assessment test for grades 3-8, unless parents choose to opt out. Test results will be given to parents and we encourage parents to discuss them with the teacher.

## **School Records, Safety & Health**

### Progress Reporting

Progress reports are issued three times a year on a trimester basis. Students in grades Pre-K to 8 will receive a written narrative. Portfolios will also be maintained of each child's work. Although there are parent-teacher conferences scheduled during the first and following the second and third trimesters, parents are encouraged to keep in touch with the teacher and arrange a meeting whenever needed.

### Student Records

The privacy of parents and students is protected by the Family Education Rights and Privacy Act (FERPA). This law provides parents the right of access to their child's records and defines limits to the disclosure of records. Please see Notification of Rights under FERPA ([JRA-E](#)) in the appendix or on the school website for more information.

### Emergency Information

It is important to keep up-to-date emergency information on file at the school for each student. Be sure the teacher has this current information:

1. Name of parent, guardian or other responsible person(s), address, and telephone numbers (day and evening)
2. Name and phone number of the child's physician
3. Names and phone numbers of two other adults who can be contacted in case parent/guardian cannot be reached
4. Any pertinent medical or physical conditions and instructions for handling the situation (e.g., seizures, severe allergies, diabetes)

### Student Health Screenings & Services, Immunizations & Physicals

The school nurse visits Monhegan once a year, usually in September or October, to perform a vision, hearing and growth screening. Beyond minor first aid, school staff are not authorized nor trained to provide medical or nursing services. The school nurse is available for consultation by telephone and email year-round.

All students who enroll in the school are required by Maine law to present a certificate of immunization or evidence of immunization as listed below. To help you understand what immunizations are needed prior to enrollment, you can consult your child's health care provider or find information at the Maine Dept. of Education website:

(<https://www.maine.gov/doe/schools/safeschools/healthed/nurseresources/manual/immunization>) You can also contact the school nurse should you have questions.

#### **Required for Kindergarten entry:**

- 5 DTaP (diphtheria, pertussis, tetanus, 4 DTaP if 4th is given on or after 4th birthday)
- 4 Polio (if 4th dose given before the 4th birthday, an additional age appropriate IPV should be given on or after the 4th birthday)
- 2 MMR (measles, mumps, rubella)
- 1 Varicella (chickenpox) or reliable history of disease

#### **Required for 7th grade entry:**

- 1 Tdap
- 1 Meningococcal Conjugate (MCV4)

Each immunization entry must include:

- Vaccine type, date administered and the name of the provider

### Required Physicals & Screenings (from Student Health Services & Requirements (JLC))

#### Physical Examinations

- A. Before entering school, all new students shall have proof of a physical examination completed within 6 months of the entrance date.
- B. It shall be recommended to parents (or guardians) that children have a physical examination at the 4th and 8th grade levels.
- C. Physical examinations may be required of students if health information warrants the need.
- D. Financial responsibility for physical exams shall be borne by the parent (or guardian).

#### Health Screenings & Immunizations

- A. Screening will be done for vision, hearing, and growth as required by Maine law.
- B. Trained volunteers may do the initial vision and hearing screening.

### Medication in the School

The only medications considered necessary to be taken at school are those prescribed by a physician to be taken on a schedule that cannot be adjusted to outside school hours. When it becomes necessary for a student to take any form of medication at school, an Administration of Medication form signed by the parent and prescribing doctor must be returned to the school before any medication can be administered. This also applies to school field trips; in addition, a parent may be required to accompany his/her child on the field trip. In such cases where parents arrange for medication to be administered in school or on field trips in the absence of a parent, parents should be aware that they are permitting personnel not licensed in the medical field to administer the medication. Any medication should be delivered to school staff by the parent and should be in the original prescription bottle or, if an over the counter medication, it should be in the original container.

## Concussion/Head Injury Information

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells. Concussions are serious. Medical providers may describe a concussion as a “mild” brain injury because concussions are usually not life-threatening. Even so, the effects of a concussion can be serious.

If you suspect a concussion, see a doctor and visit this website for prevention, recovery, and returning to school and activities:

[https://www.cdc.gov/headsup/basics/concussion\\_what\\_is.html](https://www.cdc.gov/headsup/basics/concussion_what_is.html)

## Restraint and Seclusion

The Maine Dept. of Education Chapter 33: Rule Governing Physical Restraint and Seclusion establishes standards and procedures for the use of physical restraint and seclusion. Physical restraint and seclusion may only be used as an emergency intervention when the behavior of a student presents a risk of injury or harm to the student or others. The rule sets forth permitted and prohibited uses of restraint and seclusion, required notification and documentation of incidents of restraint or seclusion, aggregate reporting of incidents to administrators and to the Maine DOE, notification to parents, response to multiple incidents of restraint or seclusion of a student, local and state complaint processes and Maine DOE approval of training programs. See Use of Physical Restraint and Seclusion policy ([JKAA](#)).

### 1. Local Complaint Process

Parent complaints related to restraint and seclusion must be submitted to the covered entity in accordance with local policy and procedure. Contact Tonya Arnold, Monhegan Superintendent of Schools, as a first step.

### 2. Department of Education Complaint Process

Any parent who is dissatisfied with the result of the local complaint process may file a complaint with the Department of Education, which complaint is not considered an appeal of that local process. The Department shall review the results of the local complaint process and may initiate its own investigation of the complaint, and shall issue to the complaining parent and the covered entity a written report with specific findings within 60 days of receiving the

complaint. If a violation is found, the Department shall develop a corrective action plan by which the entity will achieve compliance.

## **School/Home Relationship**

Education takes place both in and out of school. The best education happens when there is communication and collaboration between home, community, and school. When information and expectations are shared, and skills, knowledge, and values reinforced, students learn in an environment of support and respect.

Open and active communication between parents, students, the community, and the school is essential to ensure that our children have the best opportunity to learn. This school handbook is one means of sharing information. Our guidance consultant contacts each family by email before her monthly visits, and is available to talk with you. Our superintendent also visits monthly and checks in with parents. School Committee meetings are open to all. Most importantly, our teacher is available to parents when they want to talk.

One of the great advantages of our small school and island community is that parents have so many opportunities to be involved in their child's education. Volunteers help keep the school vibrant and connected to the community. Whether it is helping with a project at school, chaperoning a field trip, sharing your knowledge and interests with the students, or supporting your child's study habits at home, your participation makes a difference.

### Friends of Monhegan School

Friends of Monhegan School is a fundraising arm of the school that organizes fundraisers and accepts donations to be used for field trips, as well as for modest expenses of the school not directly tied to student and staff needs (e.g. artwork framing, piano tuning, landscape plantings for School and Teacher Houses honoring students and teachers). We can always use more Friends! Help with fundraising and ideas are always welcome. Contact a member of the School Committee for details.

### Monhegan School Youth Arts Initiative

Monhegan School Youth Arts Initiative (MSYAI) is a fundraising arm of the school, started in 2015, that fundraises and accepts donations to be used exclusively to expose Monhegan students to artforms that they have difficulty accessing due to the community's remote location. MSYAI is used to enhance rather than supplant tax-payer funded Monhegan School's visual and performing arts programming. Specifically, the MSYAI funds: 1) visits and programming *at Monhegan School* by artists and performers from whom students would otherwise not have the opportunity to learn due to geographic isolation, 2) virtual lessons taught by professionals in various art forms, and 3) field trip expenses directly related to attending museums,

performances, and hands-on learning opportunities in the arts. Contact the teacher or a member of the School Committee for details on how to assist with this fundraising work.

### Parent Teacher Conferences

At a minimum, there will be one conference scheduled each trimester to discuss student goals and progress. In reality, there is no limit to the opportunities to be in touch with your child's teacher. Parents are encouraged to arrange a conference whenever they feel the need, by calling the teacher and finding a time to meet.

### Parental Concerns Procedure

We believe that concerns and questions can almost always be resolved by talking with each other. When communication between the teacher and parents is open, constructive and respectful, the child is the winner. However, if parents have a concern or complaint that cannot be resolved by meeting with the teacher, there is a procedure to follow which brings the issue to the Superintendent and then, as necessary, to the School Committee. Please see Parental Concerns Procedure ([KBD](#)) in the school policy manual.

### Homeless Liaison

The Maine Department of Education and Maine schools follow the provisions of the federal [McKinney-Vento Homeless Assistance Act](#), which aims to minimize the educational disruptions experienced by homeless students.

Homeless students are guaranteed the right to a free, appropriate, public education. They can remain enrolled in the schools they have been attending even if they are temporarily staying out of district but also have the right to enroll in their new school of residence. To minimize the risk of students missing school during periods of housing instability, enrollment should be immediate, even if families cannot provide typically required documents and immunization records right away.

McKinney-Vento protections apply to all public school students, pre-K through grade 12 who “lack a fixed, regular and adequate nighttime residence”, including children and youth:

- Sharing housing due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate housing
- Living in emergency or transitional housing
- Abandoned in hospitals

- Having a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodations
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- [Migratory students](#) meeting the descriptions above

Every Maine school system has a local McKinney-Vento Liaison to assist families and unaccompanied youth who are experiencing housing instability. Our liaison is the Superintendent.

# Appendix

**This appendix contains the following policies that the Monhegan School is required to distribute to students and parents at the start of each school year:**

[Nondiscrimination/Equal Opportunity & Affirmative Action, AC](#), 6/30/03 revision;

[Hazing, ACAD](#), 7/26/04;

[Drug/Alcohol Use & Possession, ADB](#), 8/31/90;

[Bomb Threats, EBCC](#), 09/23/19;

[Pest Management, ECB](#), 10/20/03;

[Student Computer & Internet Use, IJNDB](#), 7/23/12;

[Student Computer & Internet Use Rules, IJNDB-R](#), 10/26/09;

[Monhegan School Student Code of Conduct, JIC](#), 5/19/08 revision;

[Bullying, JICK](#), 01/29/13;

[Notification of Rights Under FERPA, JRA-E](#), 4/23/03

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