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HEMET, CA 92543

- ***Alessandro High School***
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(Alessandro)
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- ***Accelerated Core Education***
www.hhjfltc.hemetusd.org
(ACE)
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- ***Hemet Adult School***
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Hemet Adult School
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S.A.I.L.S. Program
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Hemet Unified School District

951-765-5100
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WELCOME TO THE SANTA FE EDUCATION CENTER

The Santa Fe Education Center offers four distinctly different educational options to provide students with a new learning opportunity that focuses on educational excellence. Here you will find acceptance, consideration, and support as you play your part in reaching your goals. Give of yourself, take some positive risks, achieve, and your time on this site will be marked by great experiences as you surround yourself with positive friends and a caring faculty and staff.

SCHOOL/PROGRAM DESCRIPTION

Alessandro High School is the District's only continuation high school serving students ages 16 - 18 who are in the eleventh or twelfth grade, deficient in credits toward graduation and/or do not have the required GPA to graduate from a comprehensive school and are still subject to attend compulsory education.

Enrollment is open entry, open exit. New students start every other week. Exiting students may leave to move to a more appropriate program or upon completion of graduation requirements.

Alessandro is fully accredited by the Western Association of Schools and Colleges (WASC), and the State Department of Education. Alessandro High School received a six-year accreditation, until June 30, 2021, with a three-year review.

Two distinct curriculum delivery programs are available for students earning their Alessandro High School diploma:

1. **Teacher-directed** classes where students follow a six period day in small classrooms (maximum 25 students) and complete the required credits using primarily district approved textbooks and other hands-on resources.
2. **Technology Based** classes where students are assigned to a computer and cubicle and use the district approved "APEX" and "A+" computer programs for one period of their six period day.

ACE Academy is a Helen Hunt Jackson program serving students in grades 9-12. Students are assigned to attend a four-hour session each day where they complete all required courses through technology based classes.

Hemet Adult School provides "credit recovery" for students 16 or older concurrently attending any other high school in Hemet

Unified School District. Students must meet with their counselor to complete a contract specifying the class that will be taken. If the student is a minor, the contract must be signed by a parent/guardian prior to starting the class.

Concurrent students attending Hemet Adult School are to report at the end of their regular school day. Alessandro and ACE AM students report at 1:45 PM. Afternoon ACE students report by 4:00 PM.

Classes are available from 1:45 PM – 7:00 PM Monday through Thursday. Each student and parent/guardian will determine how many days and hours per week the student will attend. Students have only one triad to complete a five credit contract. If the work is not completed at the end of 6 weeks, the student will be dropped from Adult Ed. The more hours completed, the faster the student will earn credits. Students can earn a maximum of 15 concurrent credits in Adult Education per semester.

S.A.I.L.S. School is a program for 18-22 year old students that are referred based on their Individualized Education Plan (IEP). Students participate in a variety of real-life experiences designed to provide independent and transitional living experiences. Classes are held from 9:00 am—3:00 pm Monday through Friday.

Students will be eligible to participate in Alessandro's intramural sports, clubs, and enrichment classes.

ADMINISTRATION AND STAFF

ADMINISTRATION

Tara O'Malley	Principal—Alessandro & Adult Ed.
Jayne George	AP—Alessandro & Adult Ed.
Mike Munnell	Assistant Principal—ACE
LuRece Springer	Office Manager

COUNSELOR

Brian Strawter	Counselor— Alessandro
Derrick Zimmerman	Counselor—Hemet Adult School

SUPPORT STAFF

Olga Astorga	Adult School Registrar/Clerk
Karen Brodeur	Instructional Aide—SAILS
Lynn Brookshirer	Instructional Aide—SAILS
Jim Busic	Campus Supervisor—PM
Luke Cawthon	Technology/Aide—ACE
Sewa Contreras	Community Liason—ACE
Nick Schroeder	School Resource Officer

Wendy Ehrlich	Food Services—Manager
Miguel Enriquez	Campus Supervisor—Day
Henry Estavillo	Custodian—PM
Vickie Ysacoff	School Psychologist
Ruth Schwab	Library Technician
Renee Gardner	Alessandro Registrar/Clerk
Melanie Graves	Adult School Instructional Aide
John Heibner	Campus Supervisor—Day
Areli Hernandez	Instructional Aide—SAILS
Audrey Jimenez	Alessandro Attendance Clerk
Janine Joines	Campus Supervisor—Day
Barbara Lavender	Adult School Clerk
Tamela Osborne	Instructional Aide—SAILS
Sonia Perez	ACE Secretary
Ann Raish	Health Technician
Frances Ruiz	Adult School Instructional Aide
Davina Silves	Instructional Aide—Alessandro
Glen Zastrow	Head Custodian—Day

Santa Fe Education Center Faculty

Alessandro

Benjamin Adams	Michael Muller
Corey Borden	Shirley Nelson
Greg Carl	James Nuce
Lee Clark	Lisa Soto
Kevin Cole	Ted Tielens
Mark Ensminger	Andrea Walker
Frances Garrison	
Lisa Hypes	
Kristina Killien	
Merribeth Messer	

Accelerated Core Education

Patrice Ballinger	Virginia Mangold
Felice Hill, Lead Teacher	

Hemet Adult School: Con-Current Teachers

James Alvarado	Paul Bopp
Terri Fitzsimmons	

SAILS

Suzanne Duamarell	Sharyl Williams
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Dates To Remember

First Day of School	August 7, 2017
Labor Day	September 4, 2017

Hemet Unified School District
2017-2018 Traditional School Year Calendar

District Superintendent: Christi Barnett Approved 5/17/16 District Phone Number: 951-765-5100

JULY					AUGUST					SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER														
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F										
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	
18	19	20	21	22	23	24	25	26	27	28	29	30	31																										
School Days					School Days 19					School Days 20					School Days 20					School Days 16					School Days 10														
CE Days					CE Days 22					CE Days 20					CE Days 20 + 2 PD					CE Days 16					CE Days 11														

JANUARY					FEBRUARY					MARCH					APRIL					MAY					JUNE									
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
School Days 21					School Days 15					School Days 22					School Days 16					School Days 21					School Days									
CE Days 21					CE Days 15					CE Days 22					CE Days 16					CE Days 21					CE Days									

GRADING PERIODS							
		1st	2nd	3rd	4th	5th	6th
S E C	Period Ends	8/15/17	10/23/17	12/15/17	2/8/18	4/30/18	6/20/18
	# of Weeks/Days	6/29	6/28/2 PD	6/28	6/28	6/28	6/27
	Second Ends	12/15/17	3/8/18				
EDM	Quarter Ends/Report to Parents	10/16/17	12/15/17	3/9/18	5/30/18		

LEGEND

- New Teacher Orientation
- Teacher Orientation
- Holiday
- Parent Teacher Conferences
- Elementary Minimum Day
- Recess
- First Day of School
- Last Day of School (All Sites) Min. Day
- Shortened Day, Elementary
- Minimum Days, Middle School
- Minimum Days, High School
- Potential Snow Make-Up Days *
- Elementary and 6-8 Non-Student Day
- Secondary (Except 6-8 Non-Student Day)
- Non-Student Day
- (For Professional Development)

HOLIDAYS

- Independence Day—July 4, 2017
- Labor Day—September 4, 2017
- Veterans Day—November 10, 2017
- Thanksgiving Day—November 23, 2017
- Local Holiday—November 24, 2017
- Local (Floating) Holiday - December 22, 2017
- Christmas Holiday—December 25, 2017
- Local Holiday—December 26, 2017
- New Year's Day—January 1, 2018
- MUSC's Birthday—January 16, 2018
- Washington's Birthday—February 19, 2018
- Lincoln's Birthday (also) - February 20, 2018
- Memorial Day—May 28, 2018

These days are for Professional Development and are work days.

SCHOOL RECESSES

Thanksgiving Recess
November 20 – 24, 2017

Winter Recess
December 18, 2017 – January 1, 2018

President's Days Recess
February 19 – 23, 2018

Spring Recess
April 2 – 6, 2018

Calendar Totals:

Total number of student days—188

Total number of certificated work days—184 + 2 PD (Professional Development) Days

Dates subject to change pending Hemet Unified School Board decisions.

End of <u>Triad #1</u>	September 15 2017
Back to School Night	September 21, 2017@ 6:00 PM
End of <u>Triad #2</u>	October 27, 2017
Veteran's Day	November 10, 2017 (Friday)
Thanksgiving Break	November 20-24, 2017
End of First Semester	December 15, 2017
Winter Break	Dec. 18-Jan. 1, 2018
President's Week	February 19-23, 2018
End of <u>Triad #4</u>	February 9, 2018
Open House	February 15 2018 @ 6:00 PM
Spring Break	April 2-6, 2018
Graduation (Ramona Bowl)	May 17, 2018 @ 6:00 PM
Grad Night	TBA
Last Day of School	May 30, 2017

ALESSANDRO HIGH SCHOOL SCHEDULE

MONDAY THROUGH THURSDAY

PERIOD 1:	08:00 AM—08:34 AM
PERIOD 2:	08:38 AM—09:30 AM
PERIOD 3:	09:34 AM—10:26 AM
PERIOD 4:	10:30 AM—11:22 AM
LONG BREAK:	11:22 AM—11:46 AM
PERIOD 5:	11:50 AM—12:42 PM
PERIOD 6:	12:46 PM—01:38 PM

Reasons to attend school on Friday:

- APEX, Typing Pal and other elective credits offered.
- Credit recovery in academic and elective classes.
- Make-up an absence in a specific class or classes. Students arrange for work to be available with their teacher.

Friday: Credit Recovery & Electives

Total Class Time	9:00 AM – 12:42 PM
Short Break	10:10 AM – 10:14 AM
Long Break (lunch)	11:22 AM - 11:46 AM

- Check with Advisor and Contracting Teacher to ensure you have the materials available for your contracts or elective work.

Friday Contracts: Student and Advisor decide which class will be completed during Friday School. Students have one triad, six weeks, to complete each contract.

If you plan to attend Friday School:

- Be here on time. You need twelve (12) hours + completed

work of 70% or better to earn credit.

- Work will be handed in at the end of each Friday session.
- You **may not** take Friday Contract work or materials home.
- Contracting teacher will check your work weekly to verify that progress is being made.
- Students can only work on one contract at a time. Upon teacher issuance of credit, student can begin another contract.

ACCELERATED CORE EDUCATION (ACE)
(A HELEN HUNT JACKSON PROGRAM)

HEMET ADULT SCHOOL CONCURRENT SCHEDULE

<u>Session</u>	<u>Monday – Thursday</u>	<u>Friday</u>
AM	7:40 AM – 11:47 AM	7:40 AM – 11:10 AM
Afternoon	11:57 PM – 4:04 PM	12:40 PM – 4:10 PM
Lunch for both sessions is from 11:47- 11:57		

S.A.I.L. (STUDENT ACCESSING INDEPENDENT LIFE SUCCESS) SCHEDULE

<u>Monday – Thursday</u>	<u>Friday</u>
*1:45 PM – 7:00 PM	No Classes
*See Counselor to sign up for a Con-Current class.	

Alessandro High School

200 CREDIT REQUIREMENT

1. English - Forty (40) credits from:

Monday – Friday: 8:48 AM – 3:00 PM

(10) 9th
Grade
English
(10) 10th

Grade English
(10) 11th Grade English

- (10) 12th Grade English
- 2. Math - Thirty(30) credits from:
 - (10)Algebra
 - (10) Geometry
 - (10) General Math
- 3. Science - Twenty (20) credits from:
 - (10) Physical [Earth]
 - (10) Life [Biology]
- 4. Social Studies - Thirty (30) credits from:
 - (10) World History
 - (10) U.S. History
 - (5) Government
 - (5) Economics
- 5. Fine Arts or Foreign Lang. (10) credits
- 6. Physical Education (20) credits
- 7. Electives - Seventy (50) credits

ACE— 220 CREDIT REQUIREMENT

Hemet Adult School — 175 CREDIT REQUIREMENT

Those students 18 years or older are eligible to earn a high school diploma or equivalency high school diploma or equivalency by becoming a full-time student at Hemet Adult School. This school has a diverse offering of classes and flexible scheduling to meet the needs of most adults. Please contact your counselor, the Hemet Adult School office, or go to www.hemetadulthoodschool.org for more information.



Adult School Office Hours

Monday – Thursday:	11:00 AM – 7:00 PM
Friday	8:00 AM – 12:00 PM

Full-Time Adult Student Hours

Monday – Thursday:	2:00 pm to 8:00pm
Friday	Closed

Adult School Class Days & Times

High School Diploma:	Mon-Thu 2:00 pm to 8:00pm
Math Lab:	Mon-Thu 4:00pm to 6:30pm
ESL:	Mon-Thu 5:00pm to 7:00pm
GED/Hi Set:	Tue & Thu 3:00pm to 8:00pm
ABE:	Mon-Thu 3:30pm to 4:45pm
GED/Hi Set Computer Lab	Mon & Wed 3:30 pm to 6:00 pm

*all classes subject to change based on enrollment

California State Testing

MAP Testing:

Measures of Academic Progress (MAP) is an assessment tool that indicates a high school student’s academic progress and readiness to take the California Standardized Tests.

Students will take the MAP assessment in English and/or Math three times per school year. The results of the MAP assessment will be used to create an individualized plan to improve skills.

MAP TESTING WINDOW	
<u>Fall:</u>	August 14, 2017 - September 22, 2017
<u>Winter:</u>	November 27, 2017 –January 26, 2018
<u>Spring:</u>	March 19, 2018 - May 11 2018

Smarter Balance Assessment Consortium: *SBAC TESTS*

The Smarter Balanced Tests (SBAC) are administered annually to students in grades 11 and below. The results of each exam will indicate the student’s proficiency level and will provide valuable information regarding college-readiness and/or need for intervention.

ALESSANDRO HIGH SCHOOL MISSION

SBAC TESTING WINDOW <i>April 16, 2018–May 18, 2018</i>
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STATEMENT:

Alessandro High School provides an alternative educational experience, helping at risk students achieve academic and social success while preparing for college and career goals.

ALESSANDRO HIGH SCHOOL VISION

STATEMENT:

Alessandro High School is committed to building personal connections with students while providing the academic means and career pathways to become life long learners and productive citizens.

ALESSANDRO SCHOOL-WIDE LEARNING OBJECTIVES:

SLO (School-wide Learning Objectives) are created to communicate with students, staff, and community members the goals and focus of a school. The Alessandro staff chose "**DREAM**" to represent our school.

D = Do It!

R = Responsible Behavior

E = Esteem

A = Academic Plan

M = Multi-Cultural Awareness

1. D: Do It!

- Students will complete state and local graduation requirements.
- Students will monitor their credits and test scores necessary for graduation.
- Students will understand the value of a high school diploma.
- Students will develop educational, vocational, and personal goals and the decision making skills to achieve them.

2. R: Responsible Behavior

- Students will learn responsible behavior.
- Students will understand the difference between acceptable and unacceptable behavior.
- Students will understand the consequences for acceptable and unacceptable behavior.

3. E: Esteem

- Students will enhance self esteem and self understanding.

- Students will have an awareness of the relationship between academic achievement and personal success.
- Students will identify and explore personal and societal values.

4. A: Academic Plan

- Students will learn standards based academic skills.
- Students will be able to effectively read, write, and speak.
- Students will be able to problem solve using mathematical skills.
- Students will understand how to participate positively in both local and global communities.

5. M: Multicultural Awareness

- Students will develop cultural awareness and understanding.
- Students will accept their personal culture as part of the school, community, and society.
- Students will develop an understanding of various cultures.



STUDENT ACTIVITIES:

All activities are coordinated between students and the Alessandro administration. "Special Days," lunch activities and athletics are made available to those students that have demonstrated their commitment to graduation through improved attendance, classroom and campus behavior. Additional elective credits toward graduation may be earned through participation in these activities before school, lunch time, or after school. Examples of possible activities are:

Barbecues	Basketball	Dances	Flag football
Field Trips	Field Games	Softball	Table Tennis
Track & Field	Volleyball	Soccer	Hand ball

STUDENT SERVICES:

GUIDANCE AND COUNSELING

The purpose of the guidance and counseling program is to help each student grow emotionally and socially. The program in-

cludes:

1. Helping new students feel at home in our school with new teachers and new friends in a different setting.
2. Individual conferences whenever a student, a teacher, or the counselor deems it necessary.
3. Individual assistance with credit evaluation and progress toward graduation.
4. Career and/or College Planning.

SUPPORT SERVICES

Support services at Alessandro are available through the counselor and often through community resources. Groups are formed periodically for such issues as smoking, drug and alcohol awareness, and physical or sexual abuse. Some groups meet during school hours.

SPECIAL EDUCATION

Alessandro High School provides "consult/monitor" services for Special Education students. Specifically, these students meet daily with their assigned Special Education Instructor during Advisory class and are integrated into the regular academic classrooms. Students are provided assessment, monitoring, and assistance as determined by their Individual Education Program (IEP).

ENGLISH LANGUAGE DEVELOPMENT

Students who speak languages other than English may qualify for additional English language services. Based on the results of the Language Survey issued upon enrollment in the Hemet School District, a language assessment (CELDT) will be administered. Students scoring a Level 3 or higher on the CELDT assessment qualify to attend Alessandro and are integrated into regular classrooms and provided appropriate services by specially trained teachers. *Santa Fe Education Center supports re-classification of English Language Learners.*

ADVISOR/ADVISEE

All students are assigned a faculty member as an advisor. Advisors meet with advisees daily (1st Period) to help develop graduation plans, explore career planning, log community service hours, cultivate individualized social and emotional resource lists, and measure progress towards graduation.

ASSOCIATED STUDENT BODY (ASB)

Alessandro operates under an "unorganized" Associated Student Body charter, meaning that it has no formal officers, but does operate through student representatives in collaboration with the administration. Student Representatives are elected yearly with replacements being appointed as necessary.

CAFETERIA

Since Alessandro operates on a minimum day, no formal lunch period is scheduled. However, a "long break" is taken from 11:22 to 11:46 AM and during this time the Cafeteria is open.

FREE AND REDUCED MEALS

The district's Nutritional Services Department supplies free and reduced price hot lunches and breakfasts to those students who qualify. Applications for free or reduced lunches are available in the Cafeteria.

HEALTH SERVICES

A health tech is available in the Alessandro office to handle any minor problems students may have. Any emergency that potentially endangers a student's health is referred to a medical emergency team by utilizing the 911 emergency phone number. No Medication (even cough drops) are administered without a doctor's note already on file. **(See "Medication")**

MEAL PRICES

- Secondary Breakfast: **\$1.50**
- Secondary Lunch: **\$2.75**

Payments can be made in the school cafeteria or online at myschoolbucks.com. Parents can get a discount for every 20 pre-paid meals.

If a paid student's account runs out of money, the student will be allowed to charge the equivalent of three lunch meals. Once the student reaches three meals, they will not be allowed to charge a fourth time. Students will be given a "mini meal" consisting of a milk and a fruit.

LIBRARY/MEDIA CENTER

A full-service library is located on the Alessandro campus. Students have access to many books for pleasure or research along with a computer lab with internet access.

LOST AND FOUND

Valuable items should not be brought to school. Since there are no locker facilities available, all personal belongings should be kept with the individual at all times. Lost items turned in to the office will be returned when appropriately identified. Items not claimed within two weeks will be donated to local charity foundations. **Alessandro High School is not responsible for any lost or stolen property.**

MEDICATION

If it becomes necessary for a student to take medication at school,

a signed note from a doctor must be supplied to the office with the medication in its original prescription container. All medication will be kept in the office and dispensed through the Health Tech. Over the counter drugs, such as Tylenol or aspirin, are never allowed at school.

PLUS Team

Peer Leaders Uniting Students is a student leadership program that provides students with opportunities to develop their leadership skills as well as present activities to the student body that are fun and promote inclusion and a positive campus environment. PLUS students are active campus leaders and also work with other District PLUS Teams and community groups.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be available for each student in the office. Purchase of this program is

<u>School</u>	<u>Breakfast</u>	<u>Lunch</u>
Alessandro	7:30-7:50	11:22-11:46
ACE—AM	7:30-7:40	11:40-12:00
ACE—Noon		11:40-12:00

optional.

TELEPHONE USE

Office phones are for business use only. Permission must be given for the use of any office phone. Students may never leave class to use the phone.

WORK PERMITS/WORK EXPERIENCE

State law (E.C. 49160) requires working students under the age of eighteen to have work permits. Permits are issued based on the student's attendance. Irregular attendance will result in revocation of work permits. Full and part time work experience programs for elective credit are available. For further information, contact Greg Carl, Work Experience Coordinator, Alessandro High School, Room 404: (951) 765-5182. During the summer break work permits are issued at the District Office located at 2085 Acacia Ave. Hemet, Ca.

GENERAL POLICIES AND PROCEDURES:

ACCIDENTS/INJURIES

Students injured while at school or engaged in school activities must report the incident immediately to the teacher in charge, no

matter how minor the injury. An administrator or staff member may complete written reports.

BICYCLES/SKATEBOARDS/SKATES

Bicycles are to be walked on campus and stored in the bicycle racks provided on campus. Skateboards and skates are not allowed on the campus and are to be locked in the racks provided.

BUS REGULATIONS

Students who come to school on the bus are to return home on the bus unless they have a note from their parent and signed by the principal. If a student leaves campus without permission he/she may not come back to ride the bus.

Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied. Students must get on and off the bus only at designated stops, and only at their school of residence. A semester bus pass may be purchased from the transportation office at the Hemet Unified School District located at 2085 Acacia Avenue, Hemet, California 92545.

CHANGE OF ADDRESS/PHONE

It is imperative, and the duty of the parent, to update the attendance office with the latest information regarding contact phone numbers and persons authorized to pick up your student. Phone and address records should be kept current in the event of an emergency. Changes to the emergency card need to be made in person after the parent/guardian has provided picture identification. Non-resident students with false information will be referred to Child Welfare and Attendance for the purpose of dropping them from school.

CLEAN CAMPUS

It takes a collective effort to ensure a clean campus. Students who destroy, vandalize by tagging, marking or littering school property will be required to pay for losses, damages or clean the campus. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, report it to a teacher or the office immediately. Let your pride come through by ensuring a clean campus.

CLOSED CAMPUS

Alessandro and Accelerated Core Education (ACE) are "closed campus" schools. This means that students may not go off campus at any time (including lunch) during the regular school day without the permission of their parent or guardian. Adult students will be required to provide evidence necessitating leaving school

early. Students should plan on coming directly to school from home and staying on the campus until the end of the school day. Students arriving early to school are expected to come directly on to the campus and remain on campus. All visitors to the school must report to the school office.

DRUG AND ALCOHOL ABUSE

Self-control and positive decision making are key to personal and professional success. Students suspected of being under the influence will be evaluated by administration or law enforcement officer and dealt with according to the law and school board policies. A student "under the influence" may be subject to suspension according to Education Code 48900 (c). Consuming drugs or alcohol the morning before school will be considered as being under the influence.

If the student is allowed to return to school, counseling on this educationally-sabotaging behavior will take place either on campus or an outside agency.

DRESS CODE

For the safety of all students, gang related apparel is not acceptable. The District will collaborate with law enforcement agencies to update changes in gang-related apparel as necessary.

Any clothing, apparel, or "colors" of any kind that a student or group of students wear to identify themselves for the purpose of harassing, threatening, or intimidating others will not be allowed. This includes but is not limited to red shoelaces, Skin Industries, any numbers that signify an area code, 187, or other police codes. HUSD has adopted a ban on any professional team logos, insignias, names, nicknames, mascots or anything that would represent such teams. College athletic team items are allowed.

The term "colors" is defined as a display by the wearing or placement of apparel by a group of students, or an individual student, which would signify the membership or intent of membership in a student group known to advocate or participate in disruptive or illegal behavior .

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever pertinent information is received.

Possible dress code violations include:

- Examples of current symbols identified as gang-related are professional sports teams logos, as well as SD or LA.
- Examples of symbols advocating prejudice: Confederate flag

or red shoelaces.

- Examples of colors: red or blue. FBI/Police identified gangs: MS-13, ICP, etc.

These symbols are not allowed on the school campus.

UNSAFE: Inadequate footwear, spiked projections from rings, bracelets, belts, belt buckles, hats, pants, facial piercing, or other attire are not permitted.

IMMODEST: Revealing clothing is not permitted, such as:

- Perforated clothing without undergarments
- Revealing shorts
- Ripped tops and pants without appropriate undergarments
- Strapless, Tube, or low cut tops.
- Tank tops (undershirts).
- Midriffs (tummies) should be visible.

Any reference to drugs, alcohol, or weapons on clothing is not allowed.

VULGAR/OBSCENE: Pictures, silhouettes, images, words, or sayings that are offensive by traditional standards shall not be visible on clothing.

VIOLENCE: Pictures of weapons, i.e. gun, grenade, or any words advocating violence, are not permitted.

HATS: Hats shall not be altered. Hats with professional sports team logos or insignias including team letters or mascots are not allowed. Hats need to be removed inside the classroom and when entering the office. College logos are permitted.

BANDANAS: Bandanas on the head or visible from pockets for the purpose of group identification will not be permitted. "Doo rags" and hair nets are not allowed.

ALTERATIONS: Customizing of apparel to designate affiliation with a gang or similar outside organization is not allowed.

ELECTRONIC DEVICES

Students may possess personal electronic devices such as cell phones while on school campus; however, they must be turned off, kept out of sight, and not used during school hours.

The security of cell phones/electronic devices is the responsibility

of the student. The school/district is not liable for lost or stolen cell phones/electronic devices. Electronic devices, such as iPods, cameras, laptop computers, etc., are not to be used in classrooms unless a teacher has approved the limited presence of the device for a specific school assignment or activity.

Students are prohibited from using such devices in the school environment where such use would infringe on the rights of another student or staff member, foster illegal or unethical activities (such as cheating on assignments or tests), or would otherwise disrupt the educational program or school activity. Students who violate this policy are subject to disciplinary action and loss of their cell phone/electronic device.

If a disruption occurs, or a student uses any mobile communication device or other electronic device for improper activities, a school employee shall direct the student to turn off the device and/or confiscate it. **Refusal to hand over phone will result in a suspension from school.** School administration will establish and communicate to parents/students procedures to return the confiscated devices.

Possession or use of laser pointers on school premises are prohibited (Penal Code 417.27), unless used for a valid instructional or other school-related purpose. The principal or principal designee will determine prior to bringing a laser on campus if it is for instructional or a school-related purpose.

EMERGENCY DRILLS

Fire, earthquake, and shelter-in-place drills are held at regular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in the case of fire.
2. Walk— Do Not Run moving quickly and quietly to the designated area.
3. Attendance will be taken by the classroom teacher. Stay in the area assigned with your teacher or assigned staff member.

GANG ACTIVITIES

Gang activities are a threat to campus safety and a disruption of the learning environment. Any student engaged in activities that are determined by the administration to be gang related (clothing, hand signs, tagging, graffiti, mad dogging) may result in disciplinary actions.

GRADING POLICY

Alessandro Monday—Thursday (6 Period Day): Letter grades will be issued on semester report cards at Alessandro High School

for work completed at a 70% (C average) or better based on daily work. Generally speaking, students may earn 1 credit in their academic classes every 14 days they attend and complete all the class work at 70% or higher quality. It takes approximately 22 days to earn one credit in Advisory class using the same criteria above.

In the course of a semester, a student with regular attendance could earn 5.5 credits in each academic class. Additionally, students may earn up to 2.0 'extra' credits as assigned by their teacher. Students may earn 4.0 elective credits in Advisory per semester and up to 1.0 'extra' credit.

Credit earned from completed classes or transferred classes prior to the end of the semester will be submitted to the office by means of a "credit memo."

Progress reports will be issued twice each semester. Students will bring the progress reports home or parents may pick them up in the office. These reports will indicate if the student is making progress towards graduation. Students with outstanding debts on their record will not receive a progress report until all charges have been cleared.

Additional credit can be earned by participating in other Credit Recovery opportunities. These include Friday School, Hemet Adult School (as a con-current student), and other opportunities announced throughout the school year.

ACE Academy: Letter grades are issued at Accelerated Core Education Academy, computer based instruction, for work completed at 80% or better. Grades and progress reports are sent to parents as the student completes each course.

LAW ENFORCEMENT

Law enforcement will be notified whenever laws pertaining to the state of California have been violated, or when requested to assist the administration in the carrying out of their duties. Law enforcement may also be allowed to come on to the campus and interview students as a result of an investigation. Parents will be informed, when appropriate, if a student is interviewed or removed from the school by the investigating officer or the school.

LEAVING SCHOOL

If it is necessary for a student to leave school, he/she must supply the office staff with written or verbal permission from a parent before leaving campus. In case of unavoidable medical appointments, the student may bring a written note from the parent to the office before school starts the next school day.

Before a student leaves the school property he/she must sign out in the front office. ***Eighteen year old students may only excuse themselves for sickness, or medical reasons, and may be required to verify illness and/or medical appointments.***

LOITERING

No out-of-school persons are allowed to loiter on, or around the school campus, and will be referred to law enforcement. (Penal Code 653 g) Students should leave the campus immediately following the end of the school day unless they are involved in after school activities, or are waiting for the bus. Students arriving or leaving school are not to congregate or loiter in front of neighborhood residences, commercial parking lots, or in the school parking lot.

SEARCH AND SEIZURE

The administration retains control over lockers, buildings, parking lots, grounds and all property on the school campus and has the right to search them without a warrant (EC 49050). All persons entering this campus may be required to submit to a metal detector scan and a personal search to ensure that weapons, drugs, or other dangerous items are not brought on campus. Violators are subject to suspension, expulsion, and/or arrest.

Hemet Unified School District has contracted with a canine intervention service. Professionally trained dogs and handlers will randomly search any part of the Santa Fe Education Center campus. These dogs are trained to alert on particular odors including residual. Alerts will constitute an investigation.

SEXUAL HARASSMENT

The Hemet Unified School District is committed to a work and educational environment in which all individuals are treated with respect and dignity. Therefore, the district strongly condemns, opposes, and prohibits sexual harassment whether verbal, physical, or environmental. Anyone who violates this policy is subject to discipline, including student expulsion or employee dismissal. The complete Board policy and resolution process is available at schools, the district office and also online by visiting the District website: www.hemetusd.org.

TOBACCO

As of June 9, 2016, the legal age to smoke in California is 21! The Hemet Unified School District is a tobacco-free district. Tobacco is not allowed on or around any campus in the state of California (EC 48901). No one is allowed to smoke, chew, or use any tobacco product, including e-cigarette or vapor, in or around any school campus. Adults 21 or older who use tobacco must do so before

arriving near the school campus. The area surrounding the school is off limits for students to smoke or chew. This includes the boundary known as the "School Zone." Students in violation may be assigned to a Smoking Cessation program. Information on coping skills to stop smoking and/or cessation classes is available from the school counselor.

VISITORS

All visitors to the Santa Fe Education Center must report to the office and complete the check-in process with the Lobby Guard system. An official ID (Driver's License or Military) will be scanned through a legal database. ***Only those with official school business will be allowed.***

SODAS & ENERGY DRINKS

Our district has a strict policy that sodas are not allowed on any HUSD campus. While energy drinks are not banned (such as Monster, Red Bull, Rock star, etc.), we feel drinking these "power drinks" provides a temporary burst of energy followed by a quick "crash" inhibiting concentration and work habits. We respectfully request parents to monitor the intake of this type of drink.

WELLNESS POLICY

Key Components of the Student Wellness Policy (BP 5030)*

Students are not allowed to bring, or to have delivered, any fast food items on campus. Cakes or treats for special occasions also are prohibited.

In March 2006, the Hemet Governing Board adopted the Student Wellness Policy, which complied with federal regulations requiring that all school districts participating in federal child nutrition programs have such a policy in place by July 2006. The District Wellness Committee (comprised of Board members, community members, parents, students, and site and district administrators) has been meeting regularly to implement the policy. The Key Components of the policy are summarized below:

- Schools will use healthy food items or non-food items for fund-raising purposes and as a reward for student academic performance, accomplishments or classroom behavior. For approved food items, ideas for healthy celebrations, and more, check on the district website: www.hemetusd.k12.ca.us (see link to Student Wellness Policy under "Features").
- Class parties and celebrations are limited to no more than one per month and must be held after the lunch period. Items offered must be commercially prepared, and stable at room temperature. (AR 5030 k)
- Parents are encouraged to: ~~(b)~~ support the District's nutrition education efforts by adhering to nutritional integrity when se-

lecting any snacks, food or beverages which they may donate for approved school events, and (2) consider nutrition when selecting snacks, lunch and beverages to be brought from home. (AR 5030 j).

- Parent organizations must plan food sales for ½ hour after the end of the school day to not interfere with the school's breakfast or lunch program. (AR 5030 j)

* BP denotes Board Policy; AR denotes Administrative Regulations, which are developed as the ways in which Board Policy will be implemented and enforced.

ATTENDANCE

It is the belief of the HUSD Governing Board as well as the staff that regular and punctual attendance at school is an absolute requirement for a successful education. The academic and self-

discipline benefits will prepare students for success beyond high school.

Responsibility for Attendance (Ed Code 48200)

Parents are responsible for the punctual and regular attendance of their children. Illness, death in the immediate family, and medical/dental appointments are the only excused reasons for absence. It is recommended that medical and dental appointments be made after school hours when possible. Because of the need to interpret California attendance laws, the school determines whether the absence is excused or not.

Getting to school on time, with materials needed, is a student's responsibility reinforced by parents.

Absence/Tardy Definitions

1. **Excused** absence/tardy: an absence or tardiness due to illness, medical, optical, or dental appointments, death in the immediate family or verified emergencies (no consequence).
2. **Warranted** absence/tardy: an absence or tardiness due to religious holidays, serious illness in the family, court summons and jury duty (no consequence).
3. **Unexcused** absence/tardy: an absence or tardy not authorized by the school. Even though the parent is aware that the student is not in school, absences or tardies due to entertaining visitors, shopping, or other personal reasons not approved by California attendance laws will be marked unexcused.
4. **Truant**: an absences without parent permission will be marked truant (see consequences section).

Consequences of Excessive Absences

Parents of students with excessive absences will be notified by the attendance office. Parents are legally responsible for their stu-

dent's school attendance. Excessive absences will be referred to a "Response to Intervention" meeting which could result in a SARB (State Attendance Review Board) process and referral to the district attorney's office. Students 18 years or older may be referred to Hemet Adult School due to excessive absences.

Consequences for Tardies

Students who arrive late to school must go to the office and sign in before going to class. Parents may call, write a note, or come with their students to excuse a tardy for unforeseen circumstances.

The direct line for Alessandro Attendance is (951)765-5182 and for Accelerated Core Education Attendance please call (951)925-2324.

Consequences for being tardy without a written or verbal excuse with a parent or guardian may include assignment to Friday or Saturday classes, campus beautification, detention, "Response to Intervention" meeting, or referral to another school. If the student is 18 years old, the student may be referred to Adult School due to excessive absences/tardies.

Consequences for Truancies

Consequences for being truant, which is absent without a written or verbal excuse from a parent or guardian, may include assignment to Friday classes, campus beautification, detention, "Response to Intervention" meeting or even referral to another school. Students also risk the possibility of receiving a day time curfew citation from the Hemet Police or Sheriff departments. Students 18 years or older may be referred to Hemet Adult School due to truancies.

CLEARING AN ABSENCE

Student absences must be cleared by a note written by a parent, medical verification, or parent phone call to the attendance office. The direct line for Alessandro is (951)765-5182 and for ACE is (951) 925-2324. Since attendance is taken every period in all classes, absences will appear on the grade reports. Students eighteen years or older are required to excuse their own absences. Remember a student who is eighteen or older may be referred to Adult School after five consecutive days of absence.

OFF CAMPUS PERMITS

Alessandro and ACE are closed campuses. In order for students to leave campus during school hours for medical/dental appointments or family emergency, parents must pick them up or follow these procedures:

1. Parents write a note stating where the student is going, times

- leaving and returning, and how she/he will get there (walk, ride bike, be picked up, by whom, etc.).
2. The student brings the note to the office before school begins and receives an off campus pass to show the teacher when it is time to leave.
 3. On returning to campus, the student checks into the office for a pass to class.

TEMPORARY EXCUSE FROM PHYSICAL EDUCATION

The Physical Education Department will honor notes from parents which explain why students need to be excused from physical activity for health reasons. However, students who need to be excused for more than **three consecutive days** must have a note from a medical doctor. An adaptive P.E. program is available for students with special needs.

STUDENT RIGHTS

- You have the right to learn.
- You have the right to materials you need and which are appropriate to your learning level.
- You have the right to know how you are doing in your work.
- You have the right to be helped with your work without interference.
- You have the right to ask questions without harassment.

TEACHER RIGHTS

- Teachers have the right to teach.
- Teachers have the right to help a student individually without disruption from others.
- Teachers have the right to assign appropriate materials.
- Teachers have the right to expect achievement from all students.
- Teachers have the right to teach clear-minded students, i.e., not under the influence of illegal substances.

GUIDELINES FOR STUDENT BEHAVIOR

Students attending any school or program at the Santa Fe Education Center are expected to conduct themselves according to the law with respect to their fellow students, the faculty, and staff. All schools/programs located on the Santa Fe Education Center campus will utilize POSITIVE BEHAVIOR INTERVENTION & SUPPORT (PBIS).

Positive Behavioral Interventions and Supports

PBIS is a program promoting a group of positive behaviors and supports that establish campus-wide expectations to achieve social, emotional and academic success. The purpose of PBIS is to establish a campus where appropriate behavior is modeled and expected from Administration, teachers, students, parents and the community, and these positive behaviors are the norm.

Our PBIS primary expectations fit under the acronym: G.R.A.D.:

Goal-Oriented
Respectful
Accountable
Dedicated

There are more detailed behavior expectations posted for different areas of the campus. Your advisory class (and all other classes) will regularly review these behavior expectations with you.

EXPECTATIONS FOR ACADEMIC SUCCESS

Individual student behavior is expected to support a positive learning environment.

- Display respect in your words and actions.
- Receive permission prior to leaving the room. Students are not given permission to leave the room during the first (10) minutes or last ten (10) minutes of the period (10:10 Rule).
- The teacher, **not the clock**, determines when class is over.
- Personal electronic devices are only allowed with teacher permission.
- No eating in class. Clean up after yourself, throw away trash, even if it's not yours.
- **Be on time!** Tardies have a negative effect on the amount of credits you can earn each grading period. Maximize your credit possibilities by being on time and completing all of your work!
- Display responsible behavior by supporting our recycling efforts and maintaining a clean campus.

POSSIBLE CONSEQUENCES

Depending upon the behavior incident of the student, one or more of the following actions will be taken by school officials:

- Informal discussion/warning
- Classroom suspension
- Conference
- Detention (campus beautification)

- Response to Intervention (Rtl) meeting
- Suspension from school (Max: 20 days per school year)
- School Attendance Review Board
- Transfer to an alternative program
- Expulsion

DISCIPLINE POLICIES:

SCHOOL RULES

One of the most important lessons in education is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. With this understanding the school environment becomes an effective place of learning.

STUDENT'S RIGHT TO DUE PROCESS AND ACCESS

All students are entitled to due process. The following is a brief review of the minimum and maximum penalties assigned for offenses occurring before, during, or after school; going to or from school; or while involved in school activities. Minor offenses are handled by teachers, campus supervisors and/or counselors according to classroom and school rules.

ARSON (intentional burning of property):

Minimum: 5 day suspension and restitution/police report

Maximum: Expulsion and restitution/police report

DEFIANCE OF AUTHORITY (refusal to comply with the reasonable request of school personnel):

Minimum: Time out in office

Maximum: Suspension

DESTRUCTION/DEFACEMENT OF PROPERTY (attempting to cause or causing damage to school or private property):

Minimum: Campus Beautification

Maximum: Expulsion and restitution/police report

DRUGS (possession, use, or under the influence of alcohol/marijuana/other drugs/look-alike drugs or paraphernalia):

Minimum: 5 day suspension/police report/guidance meeting

Maximum: Expulsion/police report

DRUGS (sale or furnishing):

Minimum: Expulsion/police report

ELECTRONIC DEVICES (use in class w/o permission):
Minimum: Confiscate/return to student after school first offense/
return to parent thereafter
Maximum: Suspension for Defiance

EXPLOSIVE DEVICES (poppers/firecrackers/stink bombs, etc.):
Minimum: Suspension/ police report
Maximum: Expulsion/police report

EXTORTION/ROBBERY (the solicitation of money or items of value from another person in return for protection or in connection with a threat; robbing a person):
Minimum: Expulsion/police report

FALSE ALARM (causing a false fire or other alarm, or serving as a look out):
Minimum: Suspension and parent conference
Maximum: Suspension/police report

FIGHTING (engaging in physical contact):
Minimum: Suspension/police report/Response to Intervention
Maximum: Expulsion/police report

FORGERY/COUNTERFEITING (copying the signature or initials of someone else):
Minimum: Campus Beautification
Maximum: Suspension

GAMBLING (games/activities of chance involving the illegal exchange of money or valuables):
Minimum: Suspension
Maximum: Suspension

GANG-TYPE APPAREL/ACTIVITIES (examples: colors, symbols, gang writing, gang signing):
Minimum: Change apparel/warning
Maximum: Suspension/police report

GRAFFITI (writing on school or private property or a student acting as a lookout for someone else doing graffiti.):
Minimum: Clean-up
Maximum: Expulsion/restitution/police report

HAZING (acts which degrade or disgrace others):
Minimum: Suspension
Maximum: Suspension

MATCHES/LIGHTERS (possession or use, without damage):

Minimum: Confiscate
Maximum: Suspension

PHYSICAL ASSAULT (one-sided physical attack):

Minimum: Suspension/possible police report
Maximum: Expulsion/police report

PROFANITY/OBSCENITY/VULGARITY (includes words, gestures, images):

Minimum: Warning / Campus Beautification
Maximum: Suspension

SALES (unauthorized sale of candy, cookies, other items):

Minimum: Confiscate
Maximum: Campus Beautification

SEXUAL HARASSMENT (any verbal, physical, or environmental harassment of a sexual nature):

Minimum: Suspension/possible police report
Maximum: Expulsion/police report

STOLEN PROPERTY (possessing or furnishing):

Minimum: Suspension/possible police report
Maximum: Expulsion/police report

TARDIES (not in class when the bell rings):

Minimum: Warning/Campus Beautification/loss of points towards credits
Maximum: SARB process/transfer to alternative program

THEFT (taking someone else's property):

Minimum: Suspension/possible police report
Maximum: Expulsion/police report

TOBACCO (possession or use of cigarettes, pipe tobacco, chew, or other forms). This applies to all students, even adults:

Minimum: Counseling Intervention (may include referral to Smoking Cessation class)
Maximum: Suspension

TRUANCY (cutting classes or ditching school; unauthorized absences):

Minimum: Campus Beautification/loss of credit opportunity
Maximum: SARB process/transfer to alternative program

VANDALISM (see Destruction/Defacement of Property)

VERBAL ABUSE (statements or actions which intimidate or hurt others):

Minimum: Counseling
Maximum: Suspension

VERBAL THREAT (statements or actions which threaten to cause injury to people or property):

Minimum: Suspension/possible police report
Maximum: Expulsion/police report

WEAPONS/DANGEROUS OBJECTS (possession of guns, knives, or other dangerous objects which have no purpose at school):

Minimum: Suspension/possible police report
Maximum: Expulsion/police report

Response to Instruction and Intervention (Rti²) Meetings

The purpose of the **Rti²** meeting is to bring the student, parent or guardian together with the teachers, administration and counselor to review the progress of the student as a team. We review the attendance, credits earned, and progress in classes. The **Rti²** meeting is usually called if the student has a behavior incident that warrants a five day suspension or in some cases an **Rti²** meeting can be organized because the student is not doing well in his/her classes. The outcome of an **Rti²** meeting could include:

1. A behavior contract with some strategies for intervention and support.
2. Recommendation for Guidance Meeting for possible expulsion.
3. Transfer the student to another program or school within the Hemet Unified School District.

Guidance Council Meeting

If there is a possibility that the student could be recommended for expulsion, the Director of Child Welfare and Attendance will be invited to a Guidance Council meeting to ensure that the student's rights are protected and due process is followed. The outcome of a Guidance Council Meeting and **Rti²** are similar and could include:

1. A behavior contract with some strategies for intervention and support.
2. Recommendation for expulsion.
3. Transfer the student to another program or school within the Hemet Unified School District.

SUSPENSION AND EXPULSIONS

Under the provisions of Education Code Section 48900, a student may be suspended/expelled for the following offenses:

EC 48900:

- (a-1) Caused, attempted or threatened to cause physical injury to another person.*
- (b) Possessed, sold, or furnished any firearm, knife, explosive or other dangerous object.*
- (c) Possessed, used, sold or furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant (includes look-alike substances).*
- (d) Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant, then sold, delivered, or furnished another substance and represented it as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed robbery or extortion.*
- (f) Caused or attempted to cause damage to school or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any product containing tobacco or nicotine products including clove cigarettes, snuff and betel.
- (i) Committed an obscene act, or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of or unlawfully offered, arranged or negotiated to sell drug paraphernalia.
- (k) Disrupted school activities, or willfully defied the authority of school personnel.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit sexual harassment or committed a sexual battery.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing the pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (r) Engaged in an act of bullying, including, but not limited to , bullying committed by means of an electronic act, as defined

in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

- (s) Aiding or abetting the infliction or attempted infliction of physical injury on another person.
- EC 48900.2: Committed sexual harassment.
- EC 48900.3: Caused, attempted to cause, or participated in an act of hate violence.
- EC 48900.4: Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats or intimidation against a pupil or group of pupils.
- EC 48900.7: Terroristic threats against school officials or school property, or both.

*Please note: a, b, d, e, and c, if for sale and/or furnishing, require the school principal to recommend expulsion proceedings unless s/he finds and reports to the School Board in writing that extenuating circumstances exist.

BOARD OF TRUSTEES:

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Mr. Vincent J. Christakos, Assistant Superintendent

Dr. David Horton, Assistant Superintendent



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