



Innovations Academy

Powerfully creating our lives through self-expression
compassionate connection and
purposeful learning

Family Handbook 2009/10 School Year

123 Camino de la Reina, Suite 100 East
San Diego, CA 92108
619-501-6327
619-795-2850 (fax)
InnovationsAcademy.org

Dear Families,

At Innovations Academy we powerfully create our lives through self-expression, compassionate connection, and purposeful learning.

We welcome you to the Innovations Academy 2009/10 school year. We are very excited to work together to create the optimal learning environment for our students.

As such a community, we invite you to share with us what is working for you during the year and where you would like to see improvements. Through practicing our mission we can cultivate a community filled with participation, communication, and contribution.

We look forward to building this community together.

Please take the time to read through this handbook with your child and return the signature page at the end by September 15th.

Joyfully yours,

IA Staff



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- **Mission Statement and Guiding Principles**

At Innovations Academy we powerfully create our lives through self-expression, compassionate connection, and purposeful learning.

Our charter school, serving K - 8 students, is made up of difference makers who are inspired to contribute to our world. We involve students to create their own opportunities through enriching experiences and through making active choices throughout their day.

The accomplishments of Innovations Academy include providing an environment that respects the intellectual, emotional, and social intelligence of all children while supporting their innate human desire to learn through a multidimensional curriculum.

For a deeper understanding of our school's philosophy we recommend reading our school's charter online as well as reading information about constructivist teaching philosophy.

- **School Calendar and Class Schedule**

School Holidays

Event	Date
School Starts	Tuesday, September 8
Veteran's Day	Wednesday, November 11
Thanksgiving Holiday	November 23 - 27
Staff Day - No School	Monday, November 30
Winter Break	Dec 21 - January 1
Martin Luther King Jr	Monday, January 18
President's Day Weekend	February 12 & 15
Staff Day - No School	Monday, March 8
Spring Break	March 29 - April 2
Memorial Day Weekend	May 28th & 31
Last Day of School	Friday, June 18

Class Schedule

Each class designs its own schedule as individual classes have different activities occurring through the school day. You will receive a class schedule from your teacher. If major changes occur in the schedule you will be notified.

All classes on Monday and Friday cover Skills Based Instruction in Math & Language Arts, M.A.P.S (Media, the Arts, PE, and Science) Exploration, Character & Community Development, breaks, and lunch.

All classes on Tuesday, Wednesday, and Thursday cover Skills Based Instruction in Math & Language Arts, Project Based Learning (incorporating Science, Social Studies, Math, and Language Arts), Character & Community Development, break times, and lunch*.

*lunch is optional on Wednesday, students may eat after early dismissal in the after school program or at home.

• **School Hours**

Starting & Dismissal	Grades K-3	Grades 4-8
Start Time	8:30 AM	9:00 AM
Dismissal (M, T, Th, Fri)	3:00 PM	3:30 PM
Early Dismissal (Wed)	12:30 PM	1:00 PM

Office Hours

8:00am - 4:30pm Monday through Friday

You may contact the office by calling **619-501-6327**

• **Drop Off & Pick Up**

Drop off begins 15 minutes before start time. When entering the drive way, turn right to access the drop off area. Children may only to be dropped off in front of the stairs at the East end of the building. If you arrive to school late, families must park in a designated IA parking spot and accompany their children to the main office to check in.

(Continued on next page)

Pick up begins at dismissal time for a 15 minute duration. Students who walk home or take public transit must have a signed waiver to leave the premises. Upon leaving Innovations Academy grounds, students must exit the 123 Camino de la Reina office premises immediately - no loitering before or after school hours.

Note: Siblings who have different start and dismissal times are invited to use the before and after care program, during the overlapped time only, at no cost.

- **Attendance**

If your child is absent, it is necessary for a parent/guardian to call the office attendance line at **619-546-8435** to report the absence.

When calling, please leave the following information:

- Student's name and grade
- Homeroom teacher's name
- Day(s) and date(s) of absence
- Reason for absence
- Expected date of return

A note about frequent absences

Each day that a student is absent negatively impacts our budget by about \$50. After your child has 5 absences, we meet with you to create a plan. Should your child reach 10 absences we review the plan. If your child has more than 15 absences in a school year, a meeting is scheduled to discuss school participation and involvement. While the most important factor of regular attendance is your child's education, the simplest form of fundraising that you can do for our community is to ensure that your child is here each day possible. When students are absent from their program, we miss out on their contribution to our community. Delinquent families may be reported to the School Attendance Review Board (SARB) for assistance from the San Diego Unified School District.

Sick Days

Please take a few minutes at home to carefully check your child's health before s/he leaves for school. The following are suggested times when a child should stay home. If they come to school with any of the following conditions you may be called to pick them up:

(continued on next page)

A report of illness during the night
Fever is present (100 degrees or more)
Complaints of nausea, upset stomach, vomiting, headache, diarrhea
Development of a rash on face and/or body
Severe cold, cough and/or sore throat
Inflamed eye(s) with discharge from them

Please remember: An ill child cannot function properly in school. The spread of illness and disease through school can be more easily monitored if sick children remain at home during the acute stage of an illness.

End of Day Pick Up

Students are to be picked up promptly within 15 minutes of dismissal at the latest (please see note above about siblings on different schedules). Any child remaining after this time will be automatically enrolled in the after care program at a cost to the parent of \$1/minute. If parents call the school 15 minutes before dismissal to notify that they will be late in picking up their child(ren), the child is signed into the after school program and the parent is charged \$5/hr (not prorated).

All students who walk or take public transportation home must sign a waiver.

Short Term Independent Study Contracts

If you know in advance that your child will be absent from one to twenty-one days for any reason, your child's absence may be excused if a Contract of Independent Study is completed and signed before the student leaves.

Please contact the office at least three days prior to the absence in order for teachers to adequately prepare lessons for your child. Students are expected to complete all work assigned and turn it in to the office within two days after s/he returns.

Tardies

William Shakespeare says, "Better three hours too soon than a minute too late." Plan ahead and drop your child off with 5 minutes to spare and they will never be late to class. If students are chronically late (more than 5 tardies a month) to school the family will have a meeting with administration. After 5 tardies in a month, we send a wake up call at 7am to families. After enacting the wake up plan, if families are still tardy (5 or more times per month), parents meet with admin and teacher to set up a plan of action. We believe that when students arrive on time they are more connected to their community throughout the day.

Leaving School Early

Once at school, a student may not leave the gated premises during school hours without permission from the office. If a student needs to leave school during the school day, s/he must be checked out in the office by a parent or guardian.

• **Health and Medication**

Students may not have any medications in class. All medications must be turned into the school office. Medication given at school must be accompanied by two things:

1. A written statement from a physician detailing the method and amount and time schedules by which the medication is to be taken.
2. A written statement from parent/guardian indicating that they desire the school to assist the student.

• **Informed Consent and Acknowledgment for Athletic Activities**

Students at Innovations Academy have the option to participate in a wide range of athletic activities.

By their very nature, athletic activities can put students in situations in which serious, catastrophic, and perhaps fatal injuries may occur. The injuries could include, but are not limited to the following:

Sprains/strains	Disfigurement
Fractures	Head injuries
Cuts/abrasions	Loss of eyesight
Unconsciousness	Death
Paralysis	

Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate all risk of injury. Although the school may suggest or recommend the use of certain equipment to be purchased by the students, the school does not guarantee that such equipment will be free from defects or protect the student from injury. By granting permission for your son/daughter to participate in athletic activities, you, the parent/guardian, acknowledge that such risk exists and assume these risks.

Participation by your child is voluntary and is not required by the school.

Parents have read and agree to hold Innovations Academy, its employees, agents, volunteers and/or sponsors and any other person, firm or corporation charged or

chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of services, action and causes of action resulting from the use of facilities, equipment and participation by my son/daughter in all athletic activities, to the fullest extent of the law.

- **Visitation Policy**

The safety of all children is of utmost importance. Immediately upon entering campus, all visitors, including volunteers, are required to sign in with the school office and obtain a badge. All adults on campus during school hours must have a staff, visitor, or volunteer badge. Visitors may be accompanied by school staff while on campus and may be denied permission to enter classrooms if it is determined that there is a substantial likelihood of interference.

Any adults seen on campus without a badge are asked to return to the main office or escorted off campus.

- **Parent Volunteers**

We love volunteers at Innovations Academy because they contribute so much time and energy to the students and staff. Here are a few things for volunteers to keep in mind.

TB Testing

Each volunteer must have a current TB test on file with the office. There are various locations that TB tests are given throughout the city. TB test results are good for 4 years.

Megan's Law Background Check

Each volunteer must have a current Megan's Law Background Check on file with the office. If you have never been a volunteer at Innovations Academy, you must fill out this form. If you have filled out this form in the past and filed it with Innovations Academy, you do not need to file another one. Megan's Law Background Checks only needs to be completed once per school.

Sign In

All volunteers are required to sign in at the office and put on a name-tag. This helps us identify people on our campus and helps keep our kids safe. Thank you for your willingness to volunteer and for your continued support of our school!

- **School Lunch & Snacks**

We do not have a free lunch program. However, if you need help finding ways to make affordable lunches at home please feel free to ask. We're happy to help with suggestions.

Lunch Schedule:

Lunch 1: 11:15 with play from 11:30-12:00 (K-2)

Lunch 2: 11:45 with play from 12:00-12:30 (3-5)

Lunch 3: 12:15 with play at 12:30-1:00 (6-8)

Lunch Options:

Bring a bag lunch

Bring a hot lunch (we have microwaves for student use)

Snacks:

Please send your child to school with nutritionally sound snacks. No energy drinks, soda, or junk food. We suggest fruits, vegetables, nuts, whole grain breads, etc.

IA also has a student store where snacks can be bought.

- **Fieldtrips**

Innovations' students participate in many fieldtrips. They are a great way to reach out to the community and experience activities that we can't do at school. Some fieldtrips are as simple as walking around the block and others are more intensive such as going to the Convention Center. Therefore, we provide students with a blanket fieldtrip waiver to cover all such activities. Fieldtrips may come up at the last minute where a class wants to go to the park down the street or visit a neighboring business. **Please make sure to contact our office and/or your teacher if you are picking up early to ensure that the student is on campus at your arrival.**

Public Transit

Students learn a lot about public transit by using our local resources. Buses, trains, trolleys, and subways are great learning experiences. If you would prefer your child to not ride public transit you may chaperone and bring them to the event.

Payments for Fieldtrips

Payments for fieldtrips are due by the specified date. We keep our costs as low as possible by also fundraising for our trips. Thank you for your support.

• **Fundraising**

At Innovations we do a lot of fundraising since we bring many more resources to our program than most (for example our Monday and Friday partners).

Fundraising is a great way for students to learn about budgeting, resources, and planning. Furthermore, it makes our students accountable for the activities that they want to do.

There are many ways to contribute to fundraisers. You can help to organize it, bring supplies or goods for it, donate monetarily, and/or help us find grants or philanthropic organizations to partner with. One resource that many people do not know about is their own place of employment. Many companies do matching grants for fundraising. Find out about yours!

• **Emergency Drill Procedures**

There is a complete Emergency Action Plan(EAP) on file in the office. Please let us know if you would like a copy.

Some emergency numbers to be aware of:

- Office number - **619-501-6327**
- Director Cell Phone Numbers:
 - Christine Kuglen - **619-379-9275**
 - Danielle Strachman - **858-337-1977**

• **Bringing Personal Items to School**

Innovations Academy believes in giving students choices. This includes making the choice to bring personal items to school to be used during breaks and at lunch. Students assume all responsibility for personal items such as cell phones, skateboards (not to be used on campus), gaming devices, wallets, toys, etc. Any personal item that interferes with the learning process must be put away and turned off during instruction. Any device with inappropriate materials (particularly those depicting violent, sexual, and/or derogatory content) is confiscated and returned to parents with the possibility of permanent removal from school. Innovations Academy has the right to confiscate and search any devices suspected of inappropriate use.

- **Dress Code**

Innovations Academy believes that socially responsible behavior is crucial to improving and maintaining a climate of respect. Dress and grooming should not interfere with the educational process. School clothing should be neat, clean, and appropriate for school activities and follow standards of common decency.

Footwear: Please wear or bring to school shoes appropriate for outdoor activities during P.E. which is on Monday and Friday.

- **Academics**

Fun, excitement, curiosity, and engagement. These things make joyful learners.

At Innovations we create this through four core components: Skills Based Instruction in Math & Language Arts, Project Based Learning, Character & Community Development, and our M.A.P.S (Media, the Arts, PE, and Science) Exploration.

We provide standards based Instruction in Math & Language Arts skills. Students learn through direct instruction and learning centers. Teachers aide academic growth by providing students with opportunities to work at or above their level through differentiated instruction.

Our Project Based Learning curriculum integrates students' interests into meaningful standards based projects incorporating Math, Language Arts, Science, and Social Studies. We believe that fulfilling projects engage both the hands and the mind. Examples include Kindergartners learning about our neighbors in Tijuana while painting stools for the Tijuana Children's Village, first graders taking their love of bugs to insect projects, and upper graders discovering the roots of our monetary system while creating a student run store.

Character & Community Development underlines the importance of effective and productive social interaction and communication for success in life. Morning Meetings, self evaluations, and peer counsel are some ways that we teach communication skills and create a structure to develop relationships conducive to social and intellectual well being. Over the year, teachers and staff model effective communication skills and techniques.

Eager voyagers are found in our M.A.P.S. (Media, the Arts, PE, and Science) Exploration. We partner with community members, organizations, and staff of IA to develop well-rounded students. Our partnerships of last year included learning about physics through legos with LegoPlaywell Technologies, dancing to world beat rhythms in our Creative Movement class, and making some Non-Newtonian goop in MadScience.

- **Keys to Achieve Program**

“A small key opens big doors.” - Turkish Proverb. At Innovations Academy we believe that to achieve our dreams it helps to have certain keys or tools to open doors to us. The following are our keys that we use at school school. Reinforcing these keys at home only makes our community stronger.

Character is doing what is right even when no one is looking - Dr. Martin Luther King

- 1) Make eye contact and greet others. When someone is speaking, face them with body and eyes at all times.
- 2) Actively listen and wait silently while others are speaking, instructing, sharing.
- 3) Enter all rooms, conversations and situations quietly and blend in with what is going on.
- 4) Leave all spaces organized and cleaner than when you entered.
- 5) When we are in transition from one subject to the other the change is swift, quiet and orderly. We are consistently be able to turn from one book to another, from one activity to another and enter and clean up with speed and efficiency.
- 6) Spread happiness! Speak with positive purpose. No hurtful words, gestures, or expressions.
- 7) Perform acts of kindness such as holding the door and giving compliments to others.
- 8) Treat all school guests (substitutes, partners, speakers, parents, visitors) the same as your teacher. All agreements continue to apply.
- 9) No matter what the circumstances, always be honest.
- 10) Show appreciation by saying the magic words, “Please,” “Thank you,” “You’re welcome,” and “Excuse me.”
- 11) Be a good sport! Congratulate each other for doing well and encourage others when they don’t do so well.
- 12) The staff is here to support you. If you are feeling overwhelmed or unsafe, go straight to an adult for assistance.

• **Positive Discipline Plan**

Opportunities to learn come from making mistakes. By addressing mistakes we can move towards the path of resolution. We use positive discipline to help children become competent problem solvers.

Early in the year, each class creates its own expectations to establish a successful community. These classroom expectations encompass our four school-wide policies below. Each policy is guided by a premise with resulting actions.

As relationships with students are important to us, we work hard to make consequences for misbehavior respectful and constructive rather than punitive. This supports us in being decisive and action oriented in discipline measures.

1. Making amends -- “You break it – you fix it”
 - Premise ~ with guidance, children can meet their needs and take responsibility.
 - Children are assisted in making amends.
 - If the child(ren) is unable to find a solution, the staff member sets parameters for the timeliness of the solution and is responsible for follow up on the resolution.
2. Mishandling responsibility leads to more limits.
 - Premise ~ children thrive in an environment that fosters freedom and responsibility.
 - Classes create expectations/limits that provide the structure for how much freedom a group can responsibly uphold.
 - When a freedom is mishandled, new limits are set until the student(s) can demonstrate their readiness to regain the original freedom.
3. Jeopardizing the functioning of a group/activity results in time away from the group or activity
 - Premise ~ staff provides children with the time and space to reflect and settle themselves when individual attention detracts from the group dynamic.
 - When misbehavior affects the group, the child is guided to a space previously agreed upon by all students for reflection and restoration.
 - A staff member follows up on a resolution.

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4. Physical aggression/threat/harassment is not tolerated at IA
 - Premise ~ a strong foundation of physical safety and security must be present for children to maximize their learning potential and opportunities in any environment.
 - All physical aggression/threat observed by a staff member is investigated immediately and evaluated.
 - If the evaluation determines that a child hurt, attempted to hurt, or threatened to hurt another child or adult, that child is sent home immediately.
 - All physical aggression reported by students, but unseen by staff, is assessed. A remedy is chosen based on the timeline of the report and the nature of the infraction.

Incidences Compromising Safety and a Productive Learning Environment

Parents are contacted when a child is acting in any of the following ways below, or for repeated minor infractions. Any incidence compromising safety or a productive learning environment is evaluated for suspension with a possible recommendation for expulsion. The governing board reviews all suspensions and handles the expulsion process. For more on this process, see our charter petition.

Property damage	Theft	Use of profanity/vulgarity
Truancy in any form	Hazing	Sexual harassment
Use of force on anyone	Excessively rude behavior	Use of intimidation techniques

Recommended Reading: Positive Discipline in the Classroom, The First Six Weeks of School, Solving Thorny Behavior Problems

• **Parent Responsibility & Pledge**

Responsibility for our children's education must begin at home - President Obama

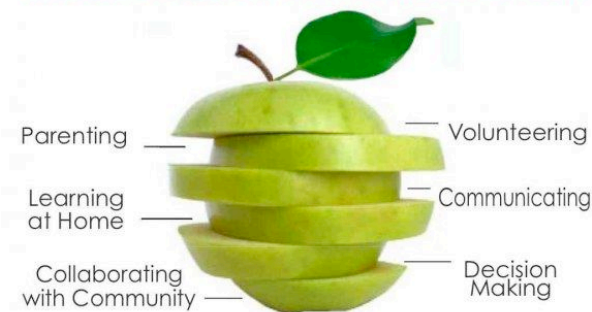
As a parent of a student attending Innovations Academy, I support the school's Mission Statement. I choose to be an active participant of Innovations' academic community. I do my best to support the school's learning philosophies, values and goals. As part of this, I actively pursue an understanding of the school's curriculum, and support, to the best of my ability, its implementation at home.

I also understand that as a member of Innovations academic community I have a vital role that I can play by showing support and participating monthly in one of the following ways: volunteering in the classroom once a week, and/or driving to and chaperoning a field trip, and/or working at a monthly fundraising event held in the evening or on a weekend. I also agree that my attendance at monthly Parent Meetings (the second Thursday of each month) is vital to creating a cohesive team to grow our school.

I understand that my monthly contribution strengthens our academic community and gives our school the solid foundation it needs to grow, and I am committed to being an active member of our community.

Furthermore, I understand that meeting my child's needs at home is vital to their success at school. When a child's basic needs are met they are more capable of being active contributing members of our community.

The Six Slices of Parental Involvement



¹ <http://www.projectappleseed.org/npid.html>

Parent Feedback

“What is the shortest word in the English language that contains the letters: abcdef? Answer: feedback. Don't forget that feedback is one of the essential elements of good communication.” - Author Unknown

Feedback is an essential part of communication which is very valuable to us as a community. If there is something you like, let us know! If there is something you do not understand, are confused by, or do not like, also let us know. Going directly to the source generally gives clarity and understanding.

There are many ways to give feedback: talk in person, write an email, send a note, or make a phone call. Maybe you can think of something more creative like writing a song or drawing a picture. Feedback is all about being expressive and getting heard.

If you have a concern that has not been addressed after initial feedback here are the appropriate steps to take:

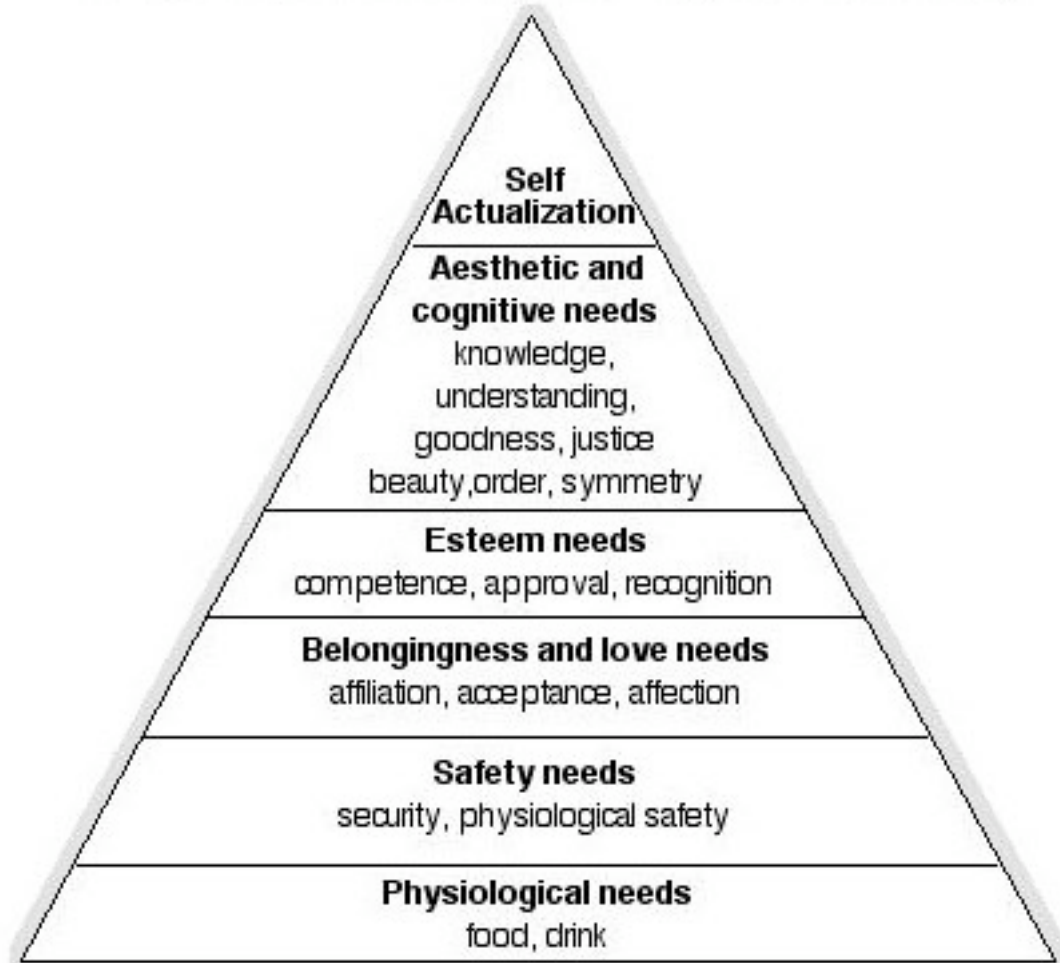
1. Start at the source! (For example, you may be confused by something in the classroom, so start with your teacher. Your teacher probably has a clear explanation for how and why they are doing something. A conversation is a great starter.)
2. If you have a concern about the educational program or your teacher please speak with Christine or Danielle.
3. If you have a concern around student friendships we recommend that you speak with the other parent directly, if you need more support please speak with Danielle.
4. If you have communicated with Christine and/or Danielle and do not feel that the concern has been fully addressed please get in touch with our board in one of the following ways.
 - a. Write a letter addressed to our board and send to the school address.
 - b. Email our board at Board@InnovationsAcademy.org
 - c. Attend a board meeting and present at the beginning of the session.
5. Only if you have a major health or safety concern that you feel has not been met after speaking with our Board, contact the district charter office.

Remember Key to Achieve #6 - Spread Happiness

If you have high praise of someone or something, sing it to all you see.

Joy is contagious

Maslow's Hierarchy of Needs



Explanation of the Pyramid

Maslow's Hierarchy of Needs shows a clear explanation of the needs of young children, in order to be comfortable in their environment, and even within themselves.

It begins at the bottom, with physical requirements. These requirements are rather simplistic, which allow the child to be comfortable, without being hungry, sleepy, thirsty, etc. It progresses to a feeling of safety. This in itself could fall under emotion, but the feeling arises from a safe physical situation.

The middle of the pyramid deals with the emotional fulfillment of a child. A child must feel loved, and feel like they can belong to a social group in order to feel comfortable within their surroundings. Linked to this is the need to achieve recognition within a group. It is one thing to join a group of other children, but the child must feel accepted and recognized to be truly welcome and comfortable.

Once children become accustomed to their surroundings and their acquaintances, they must accustom themselves to knowledge, by learning, knowing, and understanding. This is the aesthetic part of a child's needs.

The last part of a child's needs is self-fulfilling, but realizing who exactly they are. Children achieve this by knowing about themselves, and learning about who they are, which is achieved in the aesthetic portion of the needs pyramid.

The Main Point of the Pyramid

Maslow's Hierarchy of Needs shows exactly what a child of any age, whether it be toddler or teenager, needs. A strong foundation must be built in order for the other levels to build upon one another. Each foundation level must be strong to get to the next level, and so on. If one level is weak within a child, then the needs above that level will be very difficult to develop, because all of the needs interrelate.²

At Innovations Academy we work to accommodate every level of the pyramid possible. As a parent, your contribution here is invaluable. Providing a safe and nurturing environment for any human being is vital to their well-being.

² <http://www.montgomeryschoolsmd.org/schools/senecavalleyhs/childdev/maslow.htm>

• **Community Directory**

Name	Role	Phone	Email
Christine Kuglen	Director of Staff	619-795-0584 619-379-9275*	Christine@InnovationsAcademy.org
Danielle Strachman	Director of Student Growth	619-501-7125 858-337-1977*	Danielle@InnovationsAcademy.org
Tina Clarke	Accountability Manager and Before/After Care	619-795-1737	Tina@InnovationsAcademy.org
Michelle Anderson	Program & Volunteer Coordinator	619-795-1737	Michelle@InnovationsAcademy.org
Donna Napier	Administrative Coordinator	619-501-6327	Donna@InnovationsAcademy.org
DeeDee Remington	Kindergarten Teacher	Leave a message with Donna	DeeDee@InnovationsAcademy.org
Karrlie O'Connor	1st Grade Teacher	Leave a message with Donna	Karrlie@InnovationsAcademy.org
Erica Thompson	2nd Grade Teacher	Leave a message with Donna	Erica@InnovationsAcademy.org
Patrick Garland	3rd Grade Teacher	Leave a message with Donna	Patrick@InnovationsAcademy.org
Kim Brunetto	4th Grade Teacher	Leave a message with Donna	Kim@InnovationsAcademy.org
Bill Thomas	5th Grade Teacher	Leave a message with Donna	Bill@InnovationsAcademy.org
Justin Brown	6th Grade Teacher	Leave a message with Donna	Justin@InnovationsAcademy.org
Tony Spitzberg	7th Grade Teacher	Leave a message with Donna	Tony@InnovationsAcademy.org
Lisa Moncrief	8th Grade Teacher	Leave a message with Donna	Lisa@InnovationsAcademy.org
Amy Mulert	Independent Study Teacher	Leave a message with Donna	Amy@InnovationsAcademy.org

* Use for emergencies only. Call or text message.

• **Signature Page**

I, (parent name) _____ have read and reviewed the handbook with my child.

I understand that by taking part in the Innovations community, I agree to uphold and abide by Innovations Academy's policy and procedure. I understand that doing otherwise results in the aforementioned actions set forth in the handbook. I will do what it takes to bring the Parent Pledge (p. 15) to life.

I, (student name) _____ have gone over the handbook with my parent(s)/guardian(s). I understand what is expected of me at Innovations Academy. At Innovations Academy I am seen as a capable young person and am treated as such. I will do what it takes to bring the Community Student Pledge (below) to life.

Community Mission Statement:

Innovations Academy is a place where we powerfully create our lives through self-expression, compassionate connection, and purposeful learning.

Community Student Pledge:

I believe in myself and in my ability to do my best at all times. I act in such a way that I am proud of myself and others are proud of me too. I will not waste this day because it will never come again.

Parent/Guardian _____ Date _____

Child _____ Date _____

For each sibling, fill out a separate signature page.

Please return this page to your teacher no later than September 15th, 2009.

Thank you!