

Student's name \_\_\_\_\_

Grade \_\_\_\_\_



## Hybrid Academy Policy and Procedures Manual 2018-19

- OUR MISSION:** The goal of CHLG's Hybrid Academy is to provide a primary and secondary schooling experience that is grounded in a Biblical worldview and which pairs classroom based learning with home based education, allowing for a rigorous academic program that can be tailored to each student's individual strengths and needs. Our desire is first and foremost to promote an understanding of Biblical truth, the pinnacle of which is the gospel of Jesus Christ. We seek to bring the Christian worldview to bear in every subject we teach, and our prayer is that we will effectively engage students' minds, encourage their creativity, guide their choices, nurture their strengths and graciously address their unique challenges, all while delivering an academically rich program that instills in each student a love for God and for the learning process.
- ADMINISTRATIVE STAFF:**  
Head of School:  
Martha Herndon [marthaherndon.chlg@gmail.com](mailto:marthaherndon.chlg@gmail.com) 202-999-5590  
Director of Admissions & Membership, Treasurer:  
Sara Beth Arcara [sarabetharcara.chlg@gmail.com](mailto:sarabetharcara.chlg@gmail.com) 202-309-0990  
Director of Curriculum and Instruction:  
Angela Henson [angelahenson.chlg@gmail.com](mailto:angelahenson.chlg@gmail.com) 678-473-0101
- DAYS/HOURS OF OPERATION:** Hybrid Academy classes begin on 9/4/2018 and are held on Tuesday, Thursday and Friday mornings. Students may be dropped off with teachers at 9:00am and are to be picked up between 12:45-1:00pm. The final day of CHLG classes is 6/11/2019.
- HOLIDAYS/VACATIONS/CLOSURES:** Hybrid Academy classes will not meet on the following dates (*if you also have a preschool student at CHLG please note that some of the Hybrid conferencing or teacher meeting dates are different than those for preschool students*): 10/23/2018 (parent/teacher conferences- Hybrid only), 11/21 -11/23/2018 (Thanksgiving Break), 12/4/2018 (teacher's meetings), 12/20/2018-1/2/2019 (Christmas Break), 2/26/2018 (parent/teacher conferences- Hybrid only), 4/15-4/19/2019 (Spring Break), 4/23/2019 (teacher meetings). **CHLG will follow DCPS for decisions regarding inclement weather (\*NOTE: if DCPS calls for a closure OR a delayed opening CHLG will NOT meet for the day).**

5. **DEPOSITS:** One fifth of the total tuition payment is required as a deposit to hold a placement for your. If at any time during the year a parent/guardian should choose to remove his/her child from The Hybrid Academy, this deposit will be forfeited. No portion of the deposit will be refunded and there are NO EXCEPTIONS.

6. **TUITION:** Annual tuition for the 2018-19 school year is as follows: \$5550 Kindergarten, \$5950 First–Fourth Grade, and \$6100 for 5<sup>th</sup>-7<sup>th</sup>. Tuition refunds are not given for scheduled holidays/days off, days a student misses for illness or vacation, or for closures due to inclement weather.

Tuition Payments: The remaining 4/5<sup>ths</sup> of the annual tuition (after the deposit) is divided into 8 equal payments and paid out over eight months, June through January, on the first of each month (or, if preferred, tuition can be paid out in one installment, on June 1<sup>st</sup>, or in two equal installments, one on June 1<sup>st</sup> and one on October 1<sup>st</sup>). **Checks can be dropped in Sara Beth Arcara’s inbox (next to the elevator on the third floor) or mailed/dropped to Sara Beth at 645 A ST SE WDC 20003.** Tuition is late after the 8<sup>th</sup> of the month and a \$25 fee will be assessed for each late payment (no exceptions). Parents/guardians who do not pay the monthly tuition by the 15<sup>th</sup> of the month (and who make no effort to contact Sara Beth Arcara, CHLG’s Membership Director and Treasurer) will forfeit their child’s placement at CHLG as well as forfeit their deposit and any subsequent tuition payments that have been made.

7. **ENROLLMENT FORMS FOR STUDENTS:** Parents/guardians must provide CHLG with all required enrollment forms as listed on the “Enrollment Packet” tab of the CHLG website. Parents must also provide all relevant registration information for each student using the Guidestar Forms web portal. Students who have incomplete or expired enrollment forms will not be permitted to attend classes until the enrollment forms are submitted and/or updated. Enrollment forms are due by August 1<sup>st</sup>.

8. **FORMS REQUIRED FOR PARENTS/GUARDIANS:** Parents/guardians/grandparents or others who will be completing volunteer hours must provide CHLG with the appropriate forms as explained under the “enrollment packet” tab of the CHLG website. All required forms must be complete and up to date in order to serve the required volunteer hours.

9. **EDUCATIONAL PHILOSOPHY:** Our educational philosophy first and foremost stems from our understanding of God’s overall authority. We view the Bible as God’s infallible word and believe that learning should be informed by scripture. We also hold to the importance of a strong connection between home and school, and maintain that parents are a child’s first and most influential teacher, and as such retain the primary responsibility for their child’s education.

We are convinced that our students have an innate, God given ability and desire to acquire new information, and we seek to instill a love for the learning process. Alongside this we hold that self-discipline is a vital aspect of knowledge acquisition and that careful study habits should be modeled, encouraged and rewarded. We also understand that a high degree of learning will take place in an environment where students are held accountable not only for what they produce academically but for its quality. Our teaching practices can best be described as eclectic, as we are driven much more by what works with our Hybrid model and with any given class of students than by a particular methodology (although it would be fair to say that we lean most heavily toward the Classical and Charlotte Mason methods).

10. **THE HYBRID MODEL AND YOUR FAMILY:** Our model assumes both the parents’ ultimate responsibility for overseeing their child’s education and the necessity that both parents and students respect the classroom teacher’s authority to plan and assign coursework and projects. Engagement in our Hybrid community requires that you work with your child at home to complete coursework and projects as assigned. The number of hours a parent can expect to invest in home instruction will vary depending on the number of children involved in the program and each child’s work ethic, though a basic guideline is five hours a week for Kindergarten students and seven to eight hours a week for 1<sup>st</sup> grade and up.

11. **SPECIAL LEARNING NEEDS:** The Hybrid Academy staff members work hard to meet the individualized learning needs of each student involved in our program. While we are not equipped to provide individualized therapies (Speech/Language, OT, etc.) or specialty teachers who are able to meet with students one on one for remedial learning we are proud of the fact that we have had many successes working with students who are receiving these services elsewhere. That being said, it is important to note that a student's eligibility to participate in CHLG's Hybrid Academy will be determined by the Head of School based on CHLG's ability to provide a quality education for all students.
12. **TRAINING/DISCIPLINE:** Our training and discipline philosophy revolves around problem solving and clear definitions of appropriate and inappropriate behavior. By using problem solving and clearly laid out classroom rules (and consequences for misbehavior) we teach our students how to resolve conflicts, learn self-discipline, develop positive relationships and show proper respect both to those in authority as well as to their peers. Teachers facilitate problem solving and an understanding of classroom rules and consequences through the following steps:

<u>Praise</u>	Providing encouragement when good behavior choices are observed.
<u>Consistency</u>	Providing clear limits and consistent consequences so students know exactly what is expected.
<u>Active Listening</u>	Interpreting and reflecting a student's feelings in order to understand the issue and find a solution.
<u>Instruction</u>	Helping the student to understand the issue in an appropriate way.
<u>Guidance</u>	Helping students talk through and resolve conflicts helpfully.
<u>Appropriate Consequences</u>	Utilizing consequences, including the removal of privileges, to help a student understand the importance of obedience.
<u>Follow-up with parents</u>	Bringing parents/guardians into the process by discussing behavioral issues and building connections between home and school to provide greater consistency in addressing the student's behavioral challenges.

**In addition to the above, the following discipline guidelines are in place:**

- \* No student shall be ridiculed or verbally abused or subject to cruel discipline.
- \* Physical restraint is prohibited, unless necessary to protect the health and safety of the student or others.
- \* No student shall be hit, spanked, or subject to any corporal punishment.
- \* No student shall be denied food as a consequence of poor behavior, nor will food be given as a reward for good behavior (with the exception of a class party to reward positive behavior).

13. **VOLUNTEER HOURS:** Parents/guardians of Hybrid Academy students are responsible to complete 25 volunteer hours (annually) for their first child involved, and 5 additional hours for each subsequent child attending the Hybrid Academy. Families will earn their volunteer hours either by assisting CHLG in ways unique to their skill set (ie: photography, technical assistance, instructional assistance, etc.) and/or by completing the following tasks:
- a. **After school cleaning days** Vacuuming classrooms and main areas, taking out the trash, and cleaning bathrooms. This earns one volunteer hour per cleaning day.
  - b. **Photocopy/teacher support days** (from 9:00-10:00am on scheduled school days). You may bring any of your children not involved at CHLG with you as you complete this task as long as your children stay with you and are not a distraction to others. This earns one volunteer hour per support day.
  - c. **Volunteer positions** We will provide a list of volunteer positions from which to choose (a link to a spreadsheet document where you can sign up to serve can be found

in the Hybrid Academy google drive). The number of hours earned will be stated under each position's listing. Volunteer positions include things such as assisting admin staff with particular tasks, interior painting, babysitting teacher's children during teacher work days, organizing a social event for the CHLG community, etc. The volunteer hours earned from these volunteer positions will also count toward the preschool Volunteer Position requirement for any family who also has a preschooler at CHLG, and vice versa.

d. One **Saturday morning cleaning day** per school year (only one cleaning day is required regardless of the number of students in your family, or whether they are Hybrid students or Preschool students). This earns 3 volunteer hours.

e. Plan/Facilitate a **field trip** on a Monday or Wednesday (or a teacher meeting day) to offer to Hybrid families (families must be given at least three week's notice of the trip). Completion of the field trip facilitation will earn 5 volunteer hours.

Parents may trade volunteer hours if they so choose (ie: one parent may take another parent's field trip requirement in trade for 5 of their cleaning days, etc.) CHLG's Membership Director, Sara Beth Arcara, should be informed via email of any such trades. At the conclusion of the school year parents who have a deficit of volunteer hours will be charged \$30 for each volunteer hour they lack.

If a parent/guardian cannot complete their volunteer hours on a scheduled day he/she must make arrangements for an approved replacement (parents may arrange to trade with another parent, guardian, grandparent, etc. or arrange for and pay a CHLG approved substitute- the sub rate is \$30/day for either a teacher support day or a cleaning day). If a parent/guardian does not make arrangements for an approved replacement he/she will be charged \$50 per incident for the expense and time involved in finding a replacement.

While our desire is that a parent/guardian (or a grandparent) complete the volunteer hours, we do understand that some families may have a need to hire someone to complete their volunteer hours. We do allow for this, as long as 1) the person hired has submitted all appropriate paperwork, and 2) the parent/guardian takes on the responsibility of giving the person hired a tour of the facility (including where cleaning items, paper supplies, etc. are located) and fully explains the requirements of the various tasks.

14. **COMMUNICATION:** Parents/guardians have a responsibility to join both the main CHLG Google Group as well as the Hybrid Academy Google Group and all appropriate individual class Google Group(s) and Calendars. Administrators and teachers use these Google Groups to communicate important information, and the Google Calendars are used to schedule volunteer hours. Parents/guardians are responsible to read and respond (as necessary) to the various e-mails sent out via the Google Groups. If a parent/guardian is found to be consistently negligent in keeping up with the information sent out (or requested) via the Google Groups it may affect his/her child's placement (ie: the family may be asked to leave CHLG). In such a case the deposit and any tuition paid to cover months during which the student was attending CHLG will be forfeited.
15. **LUNCH:** Parents/guardians are responsible for sending their child with a healthy lunch each day. CHLG is nut and sesame free (this means no nuts or items containing nuts (ie: granola bars) and no nut butters or sesame butters- sunflower seed butter or soybean butter are good alternatives). We also request that you not send candy or other high sugar items in your child's lunch. Additionally, in order to assist in keeping our carpet clean, we ask that you send water to drink (rather than juice, etc.) and that if you send yogurt for lunch, that you send a thicker form that can be eaten with a spoon (rather than drinkable yogurts which tend to spill).
16. **ADDITIONAL PARENTAL RESPONSIBILITIES:**
  - a. **Registering as a Homeschooler:** Families involved in CHLG's Hybrid Academy are required by state law (DC, MD or VA, depending on state of residence) to enroll with their state as homeschoolers. Families have the responsibility to educate themselves regarding their state's homeschooling regulations, as well as manage any requirements placed on them by the state.

- b. **Drop Off for Students K-4th:** Hybrid Academy students who are in K-4<sup>th</sup> grade must be dropped off at their classroom door by either a parent, an adult designated by the parent, or a sibling who is 5<sup>th</sup> grade or older. Students should arrive for class at 9:00am to aid teachers in facilitating daily lessons. We ask that you do not drop your child prior to 9:00 (you and your child(ren) may wait in the main room on the first floor if you arrive prior to 9:00). Whoever is accompanying a student 4<sup>th</sup> grade or younger must check in with the teacher at the door of the classroom before leaving the student.
- c. **Drop Off for Students 5<sup>th</sup> Grade and Older:** Students who are 5<sup>th</sup> grade and older may enter the school building unaccompanied, and may also bring younger Hybrid siblings for drop off as outlined above, however they may not enter the building prior to 8:55 and they should be instructed to wait on the first floor until 9:00.
- d. **Pick Up:** A parent, an adult designated by the parent, or a sibling who is 5<sup>th</sup> grade or older is expected to arrive for pick-up of Hybrid students in a timely manner. Pick up for the Hybrid classes is between 12:45-1:00. Students who are 5<sup>th</sup> grade and older can be released, along with younger Hybrid siblings, to walk home independently or to wait for a parent outside in front of the building if a parent wishes and provides CHLG administration with permission in writing. Students who have such permission will be expected to leave the building (along with younger Hybrid siblings) at 1:00 to wait outside. Once students are outside the building we can no longer assume responsibility for them. We ask that you be discerning with this, particularly regarding an expectation that your older child take responsibility for a younger child or children (and please note that this permission does not extend to preschool aged siblings; an adult must pick up from the preschool classes).
- e. **Late Fees:** Each family is allowed three late pick up days without penalty (you are considered late if you arrive at the classroom door after 1:00pm). Beginning with the 4<sup>th</sup> late pick up day the family will be charged \$25 per 15 minute interval, for every late pick-up thereafter.
- f. **Required Parent Meetings:** The primary parent in charge of the student's homeschool days must attend Parent Orientation, to be held on the evening of the first day of school: Tuesday, September 4<sup>th</sup>, at 7:00pm AND the Hybrid Curriculum Workshops to be held during the school day on Friday, September 7<sup>th</sup>, from 9:00-1:00. Parents should arrange for their own sitters for these two events, as we ask that children not accompany parents for these meetings (though infants are always welcome).

17. **EXCLUDING AND READMITTING STUDENTS WHO ARE ILL:** The health and safety of each student is of paramount importance to us. In consideration of other families, we do not permit students who are ill to attend Hybrid Academy classes. We will contact you if your child becomes ill and will keep him/her comfortable in a quiet area until you can arrive.

Students with the following symptoms will not be allowed at school:

- a.) Fever of 101 or higher. Students must be fever free for 24 hours before returning to school.
- b.) Diarrhea (runny, watery or bloody stools). Students must be free of diarrhea for 24 hours before returning to CHLG.
- c.) Vomiting two (2) or more times in a twenty-four (24) hour period. Students may return to school after at least 24 hours without vomiting.
- d.) Sore Throat with Fever (101 or above). Students must be fever free for at least 24 hours before returning to CHLG.
- e.) Eye drainage with thick mucus or pus draining from the eye
- f.) Conjunctivitis (pink eye), i.e. colored drainage, eye pain and/or redness of the eye
- g.) Yellowish skin or eyes
- h.) Rash, when accompanied by a fever of 101 or higher. Students should be fever free at least 24 hours before returning to CHLG.

If your child has recently attended classes at CHLG and becomes ill with a contagious disease, please inform the Head of School as soon as possible so other parents can be notified. Communicable diseases/conditions include, but are not limited to: chicken pox, Coxsackie's virus, German measles,

haemophilus influenza, measles, meningococcus, mumps, strep throat, conjunctivitis (pink eye), impetigo, tuberculosis, whooping cough, giardia lambilia, hepatitis A, hepatitis B, salmonella, shigella, lice, scabies, pinworm, and H1N1. The Head of School will provide information to the entire group regarding the type of communicable disease, symptoms, and precautionary measures that may be taken, in addition to information about when an infected student may return to CHLG. In order to return to school a student must be symptom free or have verification from a health care provider that he or she is no longer contagious. CHLG reserves the right to require verification from a doctor that the student is no longer contagious before allowing him/her to return to school.

18. **HEAD LICE:** CHLG has a “no live lice” policy, meaning that a student will be sent home if he/she is observed to have live head lice. Additionally, if a parent discovers that his/her child has head lice he/she should contact the Head of School. There is no need for embarrassment, as head lice is not an indication of a lack of cleanliness. It’s important for the Head of School to know about any incident of lice so that other parents in the school can be informed of the slight chance of transmission. Students who have contracted lice may return to school once CHLG’s protocol for lice has been completed, and the Head of School has completed a head check to ensure the student is clear of lice and nits.
19. **MEDICATION AUTHORIZATION:** Parents/guardians are responsible for administering any medication. CHLG staff does not administer medication with the exception of an emergency situation when Benadryl or use of an Epi Pen (if prescribed by the student’s doctor) becomes necessary.
20. **ANIMALS:** CHLG does not allow animals on the premises unless the animal is a registered service animal or is making a special visit to a classroom. Animal visits to a classroom must be approved in advance by the Head of School.
21. **PROHIBITED ITEMS:** It is the policy of CHLG that a safe environment shall be maintained. To build and maintain this environment, no student shall possess, carry or use items that may cause damage to school property or may cause harm to self or others. Such items include, but are not limited to:
  - i. weapons enumerated in D.C. Official Code §22-4514;
  - ii. firearms as enumerated in 18 U.S.C. § 921;
  - iii. knives (e.g. bowie, dirk, lock-blade, hunting, pen, pocket, switchblade, utility, boxcutter);
  - iv. martial arts devices (e.g. Chinese stars, “nunchucks”);
  - v. air gun, NERF gun, bb gun, paintball gun, laser gun;
  - vi. weapons or instruments designed to be or commonly used as weapons (e.g., chain, club, night stick, pipe, pole);
  - vii. mace, pepper spray, chemical weapon;
  - viii. fireworks, smoke bomb, any incendiary, explosive or propellant object;
  - ix. slingshot, any object that may expel a projectile, bullets;
  - x. sword, dagger, razorblade, razor, pick
  - xi. “look alike” weapons including, but not limited to play swords, water guns, toy guns; and
  - xii. any object which the Head of School and/or CHLG teacher deem could be used to intimidate others or inflict harm to self or others.

When a student possesses, carries or uses a prohibited item on school grounds (either inside the building or outside within the bounds of the WCF property or the sidewalks surrounding the property) whether before, during or after school hours, or off school grounds at a CHLG activity\*, CHLG may use a range of disciplinary responses including, but not limited to: verbal reprimand, confiscation of item, parental contact, parent conference, suspension and/or expulsion from CHLG.

\*A CHLG activity shall be defined as any field trip or formal gathering (e.g.: an end of year party)

that is organized by a CHLG staff member or parent. Informal meetings between CHLG families at local parks, playgrounds, museums, etc. shall not constitute a CHLG activity.

It is important to remind your child of these prohibited items and the importance of maintaining a safe, academic community. We also strongly encourage anyone who has a concern or question about something you have heard from your child, another child, or in the community regarding prohibited items to contact the Head of School.

22. **FIRE DRILLS:** Fire drills are scheduled several times during the course of the school year. We have a designated meeting point at the SE corner of 9<sup>th</sup> Street and D Streets, NE. In the event of an actual fire emergency we will subsequently evacuate to the Sherwood Recreation Center at 6410 10<sup>th</sup> Street, NE.
23. **EMERGENCY CONTINGENCY PLAN:** If the building is evacuated for some reason other than a fire emergency we will follow the same basic procedure as we would for a fire emergency (see above). If there is a need to shelter in place we are equipped to do that, and will inform parents via email and/or by posting on the homepage of our website (if we have internet capability). In the case of an emergency where we are sheltering in place and there is no internet or cellular capability, parents can reach the school by calling our land line (202)316-8990. This line is reserved for emergencies (specifically when there is no internet or cellular capability). Please note that we do not answer this line on a day to day basis.
24. **DISCLOSURE OF INFORMATION:** CHLG obtains information on its employees, job applicants and families that is protected by our privacy policy, contractual obligations and federal/state laws. It is the responsibility of all employees and school volunteers to handle information (both current and past) in accordance with CHLG's privacy policy and state regulations, whichever is the stricter of the two.
25. **REPORTING OF UNUSUAL INCIDENTS:** All CHLG staff members are mandated reporters who must report to the appropriate local child protective services agency whenever there is reasonable cause to believe or suspect a student is suffering from abuse or neglect from any cause (parent, family member, friend or staff member).
26. **GRIEVANCE PROCEDURE:** CHLG encourages parents/guardians who have concerns or complaints regarding their child's classroom situation to discuss those feelings with their child's teacher. When there is a disagreement between a parent/guardian and the child's teacher, either one may request assistance from the Head of School to resolve the issue.
27. **WITHDRAWAL:** As stated in the Membership Agreement signed upon application, there are monetary penalties for withdrawal, and there are NO EXCEPTIONS to the following withdrawal policy. If a family withdraws their child **for any reason other than:**
  - 1) an out of area move (greater than 20 miles from the school)
  - 2) a medical hardship on the part of the parent or the student (as confirmed by an M.D. and approved by the Head of School)
  - 3) an academic or disciplinary dismissal by CHLG

the family is **responsible for paying the entire annual tuition according to the monthly schedule** until such a time as CHLG is able to enroll a new student into the same classroom and grade that was vacated. Parents who withdraw their child must submit a written notice of intent to withdraw, and must plan to make all tuition payments and complete all scheduled volunteer tasks for 30 days forward from the date of notification of withdrawal. Additionally, if a family withdraws their child before completing an

appropriate number of volunteer hours (prorated for the time the student was involved in The Hybrid Academy) the family will owe CHLG \$30/ per volunteer hour.

**If the withdrawal of the student falls into one of the three scenarios listed above**, the following policies are in place:

**If the withdrawal occurs:**

- a. On or before May 31<sup>st</sup> – The deposit will be forfeited
- b. After the June 1<sup>st</sup> payment- The deposit and the June payment will be forfeited
- c. After the July 1<sup>st</sup> payment- The deposit plus the monthly payments made in June and July will be forfeited.
- d. After the August 1<sup>st</sup> payment- The deposit plus the monthly payments made in June, July, and August will be forfeited.
- e. Anytime after the September 1<sup>st</sup> payment- The deposit and the payments made in June, July, August, September, and any payments made after September will be forfeited.

28. **PLACEMENT REFERENCES:** If a family requires a placement reference from the classroom teacher, the Head of School or the Director of Curriculum and Instruction due to an application or a move to a different school there is a per reference charge ranging from \$20 to \$50, depending on the extent of the reference requested.
29. **TERMINATION FROM CHLG:** Parents/guardians who do not pay the monthly tuition by the 15<sup>th</sup> of the month (and who make no effort to contact Sara Beth Arcara, CHLG’s Membership Director and Treasurer) will forfeit their child’s placement at CHLG as well as forfeit their deposit and any subsequent tuition payments that have been made. Additionally, a student will no longer be permitted to attend CHLG if he/she has shown over time to be a clear danger or distraction to other students due to poor, unregulated behavior (that which requires more attention than can be provided without compromising the academic growth, health or safety of other students). A dismissal of this nature will only be used as a last resort (if all other means to help the student control his or her behavior have failed) and after extensive discussion between the Head of School and the parent/guardian. If a parent is asked to remove his/her child from CHLG for one of the reasons mentioned above the deposit and any prepaid tuition will be refunded.

THIS DOCUMENT ONLY INTENDS TO DEFINE THE AGREEMENT BETWEEN THE SIGNING PARENT AND CAPITOL HILL LEARNING GROUP. CAPITOL HILL LEARNING GROUP AND ITS STAFF AND MEMBERS ARE NOT LIABLE FOR ACCIDENTAL INJURIES OR INCIDENTS OCCURRING AT CHLG OR DURING EXCURSIONS.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Print Name \_\_\_\_\_

*\*Parents/Guardians: In addition to your signature, please initial the preceding pages in the lower right corner.*

Head of School Signature \_\_\_\_\_ Date \_\_\_\_\_

Head of School Print Name \_\_\_\_\_

**PARENTS/GUARDIANS: PLEASE MAKE A COPY FOR YOUR RECORDS**