

2017-2018

TIJERINA ELEMENTARY



Community Comes Unity

Houston Independent School District
Richard Peña, Principal

Mission Statement

Tijerina Elementary School is a learning organization that prepares all of our students for academic success by building positive, supportive, caring learning communities which fosters good self-esteem and encourages excellence through a structured learning environment, high expectations, and a never give up attitude.

TIJERINA SCHOOL CALENDAR 2017 – 2018



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|--------------------------|--|
| August 24 | Meet the Teacher (5-7pm) |
| September 12 | First Day of School |
| September 19 | Grandparents Day Luncheon |
| September 21 | Early Dismissal 12:30 p.m. |
| September 22 | Fall Holiday – No School |
| September 28 | PK-5th Grade Open House 4:00-6:00 PM |
| October 20 | Early Dismissal 12:30 p.m. |
| October 20 | Tijerina Fall Festival (12:30-3:30 pm) |
| October 23-27 | Red Ribbon Week |
| October 28 | Band Concert at Carrillo 1 pm |
| October 31 | Tijerina Book Character Parade 8:30 am |
| November 2 | Reading Night: PK-5th Grade 5:30-7:00 pm |
| November 10 | Early Dismissal 12:30 pm |
| November 10 | PK-5th Parent Conferences 12:30-3:30 pm |
| November 13-16 | No Place Hate |
| November 13-16 | Barbara Bush/Hess Book Celebration |
| November 20-24 | Thanksgiving Holiday – No School |
| Nov. 27 – Dec. 1 | Book Fair |
| December 09 | Breakfast with Santa |
| December 18 | 1st Semester Perfect Attendance Field Trip |
| December 20 | Winter Program- 5:30-7:00 pm |
| December 22 | No School: Teacher Preparation Day |
| Dec. 25 – Jan. 05 | Winter Holiday – No School |
| January 08 | Back to School |
| January 11 | Jump Rope for Heart Kick-off 8:30 am |
| January 15 | Martin Luther King Holiday – No School |
| January 26 | Early Dismissal 12:30 pm |
| January 29-Feb 2 | Bully Free Awareness |
| February 08 | Black History Program 5:30-7:00 pm |
| February 12-16 | Random Acts of Kindness Week |
| February 14 | Valentine’s Day Class Party 2:00 pm |
| February 14 | Choir Concert @ Lovett Elementary |
| February 20 | Math Night/GT Expo: PK-5thGrade 5:30-7:00 pm |
| February 21 | 100th Day of School |
| February 23 | Jump Rope for Heart Celebration 8:30 am |
| February 23 | Early Dismissal 12:30 pm |
| March 12-16 | Spring Break – No School |
| March 24 | Cesar Chavez Parade @ 9:30 am |

| | |
|-------------|--|
| March 30 | Spring Holiday – No School |
| April 10 | 4 th Writing/5 th Math STAAR - No Visitors |
| April 11 | 5 th Reading STAAR - No Visitors |
| April 12 | Science Night: PK-5 th 5:30-7:00 pm |
| April 23-27 | Book Fair |
| May 04 | Cinco de Mayo Program (8:30 am/1:30 pm/5:00 pm) |
| May 14 | 3 rd -4 th Math STAAR, 5 th Math Re-Test-No Visitors |
| May 15 | 3 rd -4 th Reading STAAR, 5 th Reading Re-Test-No Visitors |
| May 16 | 5 th Science STAAR-No Visitors |
| May 24 | Books Between Kids Celebration |
| May 25 | Field Day |
| May 28 | Memorial Day - No School |
| May 29 | Perfect Attendance Field Trip |
| May 31 | Awards Ceremony (PK/K at 8:30 am; 1 st /2 nd at 9:15 am; 3 rd /4 th at 1:30 pm) |
| June 01 | 5 th grade graduation ceremony (8:30 am) |
| June 01 | Last Day of School for students |
| June 04 | Last Day of School for teachers |

OFFICE HOURS

7:15 a.m. to 4:00 p.m.

SCHOOL HOURS

Monday – Friday

7:55 a.m. to 3:15 p.m.



Phone Numbers to Remember:

Tijerina Elementary

(713) 924-1790

(713) 924-1792 Fax

Transportation:

Routing/Scheduling

(713) 613-3040

*Routing/Scheduling Sp. Ed.

(713) 676-9368



ATTENDANCE

Students are expected to be in school. It has always been a goal to improve student attendance. Our goal this year is to stay above 98% attendance. The attendance policy requires that students enrolled in an elementary school may have no more than 8 unexcused absences per year to be considered for promotion.

Regular attendance is essential to the student's success in school. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. Attendance is taken daily at 9:30 a.m. each day. The following list of circumstances will be the only recognized excuses for school absence: personal illness, family illness, death in the family, religious holiday, and inclement weather. Parents must send a note to their child's



teacher explaining each absence. Students who are present the entire week will receive a prize. Students who are present the entire grading period are recognized during each nine weeks and the end of year awards ceremony. Students will receive a ribbon, pencil, band, and certificate. Students who are present the entire school year will be invited to go on a free attendance field trip at the end of the school year.

Absences

Whenever a student is absent, a dated written excuse must be sent to the teacher. **This excuse is due within three (3) days after the student returns after an absence. Notices will not be accepted after the third day from the day of the absence(s).** If a child is ill for more than one day, please notify the school of the nature of illness and when the child will return to school. A written excuse from the parent or doctor is required when the student returns to class.

A doctor's note is required after a 3 day absence in order for the absences to be considered excused.



Prolonged Absences

If you know that your child will be absent for an extended period of time, please notify the office immediately. Arrangements will have to be made with the classroom teacher in order to avoid the child missing classroom assignments. Students requiring surgery must have a note before the surgery takes place (unless it is an emergency procedure.)

Early Dismissals

When possible, all medical and dental appointments should be made after classroom hours. Attendance is taken daily at 9:30 a.m. If the student is not present at the time attendance is taken he/she will be counted absent. If the student arrives after attendance is taken and he/she has a doctor's excuse his/her status will be changed to present. If the student is taken out of school during class time and is not present at 9:30 a.m., the student is marked **absent**. The parent or authorized person must come to the receptionist desk to pick up the child. If the student is in the building, but not present in the classroom (in the nurse's office, main office)

and sent home, his/her attendance status will be present. **Accumulated early dismissals will impact a student's perfect attendance status for award purposes.**



Tardies

Students arriving after 7:55 a.m. are considered late. You will need to come in with your student and sign him/her in the front office after 7:55 a.m. so they can receive a tardy slip. Tardy slips are required after 7:55 a.m. to enter the classroom. **Please do not drop off student without signing them in as tardy.** Tardies will be documented in the front office. Consistent tardiness is a disciplinary issue, and will be addressed by the school administrators. **Accumulated tardiness will impact a student's perfect attendance status for award purposes.**

AWARDS

All A's Honor Roll, All A's and 1 B Honor Roll, and All A's and 2 B's Honor Roll, and Perfect Attendance are given to students at the end of each 9-week grading period. Awards for Year-Long Perfect Attendance, Honor Roll, Principal's Award, and teacher created awards are also given to students at the end of the school year.

CAMPUS SECURITY PLAN

Due to limited supervision to monitor students, it is essential for students and adults to adhere to all safety procedures. To ensure the safety of all students and staff members, the following procedures are in effect:

Arrival

- Students may enter the school building at 7:15 a.m. Students should not be left unattended outside of the building before 7:15 a.m.
- Students in grades PK and Kinder will report to the newer building and wait outside the rooms in a quiet and orderly fashion. Students in grades 1st and 2nd will report to the library and wait in the line of their homeroom class. Students in grades 3rd-5th will report to the cafeteria and sit at the assigned table of their homeroom class. All students are expected to read/look at a book as they wait for their teacher or school personnel to walk them to class.
- If you are driving your student to school, the drop off zone is on the side of the building on 66th Street. **Car riders enter through the car drop-off/pick-up circle will walk through the side gate. Please do not drop off students at the front of the building, which is designated for walkers.** Pre-K and Kinder students will enter the newer building through the door facing the front of the campus. Grades 1st-5th will enter the second entry door (near room 25 and 26) and walk to the courtyard to enter the library or cafeteria. Students should only walk down the hallway from the second entry door to the front office in the morning.



- Students entering through the front entrance will go directly to their assigned area based on grade level. Pre-K and Kinder students will walk down the hallway from the front office passed rooms 25 and 26 to exit the older section of the building. After exiting, an adult will be waiting for them at the door of the newer building.
- **All visitors, including parents, must report to the front office to sign in before visiting our school. Visitors will be given a badge to wear while visiting and must return it to the receptionist and sign-out before leaving the building.**
- Parents may not walk students to classrooms or visit with teachers without a previously scheduled appointment.

Dismissal

- Bus riders for all grade levels are dismissed at 3:15 p.m. from the exit near room 30.
- If your student is a car rider, please remain in your car during dismissal and allow your student to come out of the building and enter into your vehicle. You must be in a car for your student to be a car rider. If you are not in a car, you will have to wait until 3:30 to enter the building to sign out your student. Car riders will start exiting the building at 3:05. You will also need to have the campus issued car rider tag displayed in your window. These tags can be obtained in the front office. Students will not be released to anyone not in a vehicle or without the car rider tag. You will need to come into the building to sign-out your student.
- **Pre-K and Kinder students** considered walkers will be dismissed from the library at 3:15 p.m. Parents should wait at the front entrance. A line will form in front of the doors on the right. When the bell rings at 3:15, the doors on the right will open for parents/guardians to walk across the courtyard to the library for pick-up. Students will be released one at a time to adults that are listed on the enrollment card. An adult will check off each student before releasing them to an adult authorized for pick-up. If other arrangements for pick-up are made, the front office should be notified immediately.
- **1st through 5th grade students** considered walkers will be released from the cafeteria at 3:15 p.m. Parents should stand in line to the left at the front entrance. The doors will be opened at 3:15 p.m. At that time, parents will walk down the left hallway and enter through the cafeteria door near the faculty parking lot and room 1. Pickup persons will be required to provide a dismissal number (or student name) at the door. Students will be sitting behind tables by grade level. An adult will check off each student before releasing them to an adult authorized for pick-up.
- All students must be picked up promptly!
- For security reasons, no student will be allowed to be checked out to persons not listed on the enrollment card. For emergency situations, an administrator's approval will be necessary and a copy of the pick-up person's identification will be required.
- If other arrangements for pick-up are made, the front office should be notified immediately.
- **Cars should not be driven into faculty parking lot.**

NOTE: ANYONE OTHER THAN TIJERINA STUDENTS AND STAFF ENTERING THE BUILDING IS CONSIDERED A VISITOR AND MUST SIGN IN AT THE OFFICE.

CODE OF STUDENT CONDUCT

Code of Student Conduct is online. You may request a hard copy. Parents are urged to read and discuss the code with their child. When you have done so, you and your child must sign the appropriate page of the document and return this acknowledgment form to the school. This form must be placed in each student's cumulative folder.

DISCIPLINE POLICY

All students are expected to obey the following rules as stated in the Tijerina Discipline Management Plan which states that students will:

Follow directions right away

- by following rules established in all classrooms and areas of the school
- by stopping to listen to all adults speaking
- by immediately doing the task/action requested

Be respectful

- by working cooperatively on class and/or team assignments properly
- by walking in the hallways and outside corridors in an orderly fashion
- by speaking softly in the hallways and outside corridors
- by keeping their hands and feet to themselves
- by using appropriate language and tone with adults and peers
- by keeping the buildings and grounds clean
- by refraining from abuse of school property

Be prepared

- by being present in class by 7:55 a.m.
- by completing all class work and homework assignments
- by having all materials necessary for learning

Students may not bring or use laser pointers, electronics or toys that cause disruption to the classroom.

Refrain from bringing any other device or toy which causes disruption to the educational process.

School-Wide Behavior Management System

To consistently implement consequences across the campus, a common consequence hierarchy will be adopted in each room. PK-5th grade classes will have a behavior system.

Each class also has its own individual set of rules. Please check with your child's teacher for further explanation of class rules, consequences and rewards.

Basic Classroom Rules

1. Listen and show respect.
2. Follow directions from all adults.
3. Keep your hands and feet to yourself.
4. Come prepared to learn.
5. Keep school clean.

Discipline Documentation

- Each students' daily discipline report will be sent home daily on a monthly behavior tracker. Every parent should initial the behavior tracker daily.
- Negative behavior that requires the attention of an administrator will be documented on a Houston Independent School District Discipline Referral Template. A copy of the discipline referral will also be sent home for parent review and signature.

Discipline Board Policy

Principals shall have full authority to maintain adequate discipline in the school and teachers shall have the responsibility for the discipline for the students. Students shall be dealt with reasonably, fairly, and with patience, but persistent misconduct shall not be tolerated.

Student Code of Conduct

According to district policy, all students must follow the Student Code of Conduct. Acts of misconduct are categorized into the following five levels of offenses:

Level I: Violation of Classroom Rules:

Offenses that generally occur in the classroom and can be corrected by the teacher.

Level II: Administrative Intervention:

Offenses that are more serious in nature or a continuance of Level I misconduct.

Level III: Suspension and/or Optional Removal to a Disciplinary Alternative Education Program:

Offenses that seriously disrupt the educational process in the classroom, in the school, and/or at school-related activities, or a continuance of repeated Level I, II, or III misconduct. A finding that a student has engaged in a Level III offense may constitute a serious offense.

Level IV: Required Placement in a Disciplinary Alternative Education Program

Level V: Expulsion of Serious Offenses

Bullying, Discrimination, Harassment and Retaliation

The District prohibits bullying, any type of discrimination, harassment and retaliation.

- Bullying occurs when a student or group of students engage in verbal or written expression, through electronic means or through physical contact that occurs on school property, at a school related activity or in a vehicle operated by the District. When a student or group of students feel intimidated, threatened or in an abusive environment, bullying is occurring and actions will be taken immediately by a school administrator.
- Discrimination based on age, race, color, ancestry, religion, gender, national origin, handicap, disability, or background will not be tolerated.
- Persistent, pervasive and/or severe conduct that can be interpreted as harassment will not be tolerated.
- Retaliation of or by a student against any person who in good faith makes a report of bullying, discrimination and/or harassment or who participates in an investigation or serves as a witness will not be tolerated.

DRESS CODE FOR STUDENTS

We require parents to dress their children in school uniforms. This decision was made by the Shared Decision-Making Committee based upon Texas Senate Bill. We feel that having uniform dress will minimize peer pressure, inappropriate dress, and teasing among our students. Students will be expected to wear the following uniform:

Girls and Boys

Khaki or Navy Blue Uniform Bottom

- Warm-ups and stirrup pants, cargo pants, skin-tight/skinny-jean material, oversized, ripped or baggie pants **are not acceptable.**
- Pants must be of the correct size.
- No blue jean type material (except for Fridays.)
- Capri-style pants can be worn **IF** they are the correct size. No tight, spandex type material or skinny jean styles are allowed.

Navy Blue Polo Shirt

- Shirts may not have any type of decoration.
- Shirts must be worn tucked inside the pants/shorts (grades 1st-5th only).
- Students may wear a Tijerina polo shirt with the school mascot. Shirts can be purchased in the front office.

Friday's Uniform Policy

- Students will be able to wear jeans **with** a navy blue polo shirt, Tijerina spirit shirt, or college t-shirt on Fridays only.
- Students may wear the regular uniform.

Sweatshirts/Jackets

- Sweatshirts and jackets must be navy blue in color (may have the school logo if purchased from school). If the student is going to take the sweatshirt or jacket off anytime during the school day, he/she must have a navy blue polo shirt underneath. Teachers are allowed to check for correct uniform compliance.
- During cold weather, hats worn to school will be placed inside the students' backpack upon arrival to school.
- **No pull-over hoodies allowed.**



Appropriate shoes and socks

- Close-toe shoes must be worn.
- No sandals or back-less shoes.
- No heelies (shoes with wheels).
- No high heels.

Uniform Skirts, Skorts, Shorts and Jumpers

- Uniform Khaki or Navy Blue Skirt or Skorts of an appropriate length (no shorter than 2 inches above the knee).
- Uniform Khaki or Navy Blue shorts of an appropriate length (no shorter than 2 inches above the knee or longer than 2 inches below the knee).

Jewelry and Accessories should be left at home. Any large pieces of jewelry that may cause distractions are not allowed. Students may wear inexpensive and durable watches. No body piercing should be visible. No earrings for male students. Any jewelry with inappropriate language is not allowed.

Coats/Jackets

Coats and jackets must be the appropriate size for the student. No oversized baggy coats and jackets are allowed.

College/University T-Shirts

In order to increase our students' awareness about the importance of pursuing a college education and degree, we have designated each Friday as the opportunity for students to wear a college or university t-shirt with blue jeans.

Backpacks

Please choose a backpack that is the appropriate size for your child. Students should be able to walk comfortably with their backpack on. Help your child keep his/her backpack as clean as possible. Clean out every week to make sure they are not carrying unnecessary items in their backpacks. **No backpacks with wheels.**

EDUCATIONAL GOALS

The basic goal of our school is to provide a quality education to each and every student. This means developing the academic and social skills of each student to the highest possible degree. To accomplish these goals, we need 100% Parental Involvement and support. Specific school goals and objectives are outlined in our School Improvement Plan. Copies of the Tijerina School Improvement Plan are available upon request.

Each student has an academic goal for the subject of reading and math. Students should be able to speak to their goal, understand how they can show progress, and know how their progress will be assessed. These goals are shared with students during the instructional day. Parents are encouraged to be a part of goal setting by communicating with the teacher throughout the year.

21ST CENTURY AFTER-SCHOOL PROGRAM

Tijerina has an after-school program called 21st Century through a grant. Parents must fill out an application before a student can be considered to participate. Some of the many activities that students can participate in through the grant include: Gardening, Robotics, Cooking, Science, Soccer, Cheerleading, etc.

Students are encouraged to apply to participate in our after-school program which provides many additional enrichment activities.

The after-school program is considered a privilege to attend. Students who misbehave during the school day will not be allowed to stay after-school for 21st Century.

HOMEWORK

Students will be assigned homework. Your responsibility as a parent is to show interest and guidance if necessary, and provide an environment conducive to study. The following pointers may help you to help your child:



- Be a willing listener when your child talks about school activities.
- Provide a place to study that is well lighted.
- See that your child is distracted as little as possible while studying.
- Turn off the radio or television if it is in the room where the child is studying.
- Spend time listening to your child read. Ask the teacher to suggest reading materials for use at home.
- Go over homework with your child to see that it is carefully done and make encouraging comments.
- If your child is having difficulty with his school work, ask the teacher how you can help.
- Most important of all, enjoy helping your child learn.

Times

Breakfast Served in the classroom for students in grades PK – 5th.

Lunch According to schedule set by school

Prices

Breakfast Student FREE

Lunch Student FREE



P.T.A.

Our Parent-Teacher Association exists to promote the education and welfare of Tijerina students. You are encouraged to join our partnership. The PTA supports many of the incentives which your children receive throughout the year. Please make an effort to attend the monthly meetings. More information about our PTA can be found by visiting their web page found on the Tijerina web page.

The Tijerina PTA sponsors many events during the school year. Parents are encouraged to become members in good standing of the PTA, which involves paying yearly dues of \$5.00 per family. Parents in good standing have voting privileges and are eligible to serve on the executive board.



PARENT INVOLVEMENT/VIPS

There are many opportunities for parent participation at Tijerina Elementary. Parents are encouraged to join the PTA (Parent-Teacher Association), serve on our SDMC (Shared Decision-Making Committee), and become a registered volunteer via VIPS (Volunteers in Public Schools). **Parents must be registered and cleared through VIPS in order to attend any field trips, etc. It is highly recommended that parents sign-up at the beginning of the school year.**

Please note the new procedures for the VIPS Registration and Criminal Background Check for the 2017 – 2018 school year is as follows:

Effective Monday, August 28, 2017, all volunteers with a **CLEARED** status for the 2016 – 2017 school year will be put in **INACTIVE** status again until re-verified for the criminal background check for the 2017 – 2018 school year. These volunteers do not need to register again, just bring in to the office your official current identification such as a Texas Driver's License, Texas I.D. or other official identification that contains a photo to the **VIPS coordinator at Tijerina** in order to be submitted for background check for the new school year.

All new volunteers must register online and provide to the **VIPS coordinator at Tijerina** an acceptable identification to be verified and submitted for the criminal background check.

INSTRUCTIONAL TIME:

All teachers are expected to begin their instructional day promptly at 7:55 a.m. In order to ensure quality instruction in all classrooms, teachers will not be interrupted during planning or instructional time for unscheduled conferences. If you would like to conference with your child's teacher, please contact the teacher in advance to set up a conference time that is convenient for you both. Unscheduled visits to the classroom or to meet teachers is not allowed.

PARENT-TEACHER CONFERENCES

Parents are urged to contact the school whenever the need arises. Teachers may be contacted by either a note, a phone call, or by email (which can be accessed through our website). If you call during the school day the office staff will leave the teacher a note to return your call.

Conferences are scheduled at periods other than instructional time. Appointments may be made during a teacher's non-instructional/conference time. Contact the teacher or call the office for an appointment. The principal and assistant principal are available for conferences as well. If the principal or assistant principal is not available immediately, call the office and schedule an appointment in the event that you should need to meet with them or complete a Parent Concern Form.



PARTIES

Classroom parties are limited to three (3) events for the school year. **Winter Holiday, Valentine's Day and End of the School Year.** Parties are to be held from 2:00-3:00 p.m.

Birthday parties for individual students are **not allowed** in the classrooms or at school. Parents may wish to send a goodie bag with treats, small age-appropriate toys, and store-bought food items that teachers can send home at dismissal. Balloons are not allowed. At no time may birthday items become a classroom disruption.

STUDENT PROGRESS

Progress Reports

Elementary progress reports are sent to parents four times during the year. Please see your child's teacher if you have any questions about the progress reports or your child's achievements.

Students in first-fifth grade receive a letter and number report card. The grading is as follows:

| REPORT CARD | | | | |
|-----------------------|-----|---|---|---|
| GRADING PERIOD | 1 | 2 | 3 | 4 |
| READING | A | | | |
| WRITING/COMMUNICATION | A | | | |
| MATH/NUMERACY | B | | | |
| SCIENCE/HEALTH | C | | | |
| SOCIAL STUDIES | B | | | |
| ART | A | | | |
| MUSIC | A | | | |
| PHYSICAL EDUCATION | C | | | |
| Grade Average | B | | | |
| Attendance | 95% | | | |
| Behavior | 2 | | | |
| Skills | 1 | | | |

Academic subjects

90-100 A = Excellent
 80-89 B = Good; above average
 75-79 C = Satisfactory; average
 70-74 D = Below average
 below 70 F = Unsatisfactory; failing

Citizenship Traits

E = Excellent
 S = Satisfactory
 P = Poor
 U = Unsatisfactory

To be promoted to the next grade, a student must maintain an overall average of 70 or better in reading, language arts and math. They must also maintain an overall average of 70 or better in science or social studies. Students in grades 1st and 2nd must also pass the High Frequency Word Evaluation. Promotion standards regarding District and State Assessments will be determined by the District and applied accordingly.

If a student is not progressing satisfactorily in any grade level, parents are sent a preliminary progress report at the midpoint of the grading period and at other times as necessary. Parents must sign and return the reports. Conferencing with the teacher is strongly recommended anytime a student's progress is affected.

Report cards

A report card will be issued at the end of each nine weeks for students in K through 5th grade.
November 3rd January 12th March 23rd June 1st

A report card will be issued at the end of each twelve weeks for students in Pre-Kinder.
November 17th February 23rd June 1st

VIOLATIONS OF LAWS

Alcohol, Drugs, Tobacco, and Weapons:

Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school related activity.

Disruptive Activities

State law prohibits a student from participating in disruptive activities. Students should not interfere with the movement of people in an exit, entrance, or hallway. Students should not interfere with an authorized activity. Students should not use force, violence, or threats in an attempt to prevent participation in an authorized assembly. Students should not disrupt classes while on school property. Class disruption includes making loud noises, entering a classroom without authorization, and disrupting the activity in a classroom with profane language or any misconduct.

Gangs and other Prohibited Organizations:

Under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang. Any student displaying suspected behavior of such is subject to disciplinary action.

WITHDRAWALS

A student can be withdrawn only by the person who signed the enrollment card and/or has legal custody of the child. An Elementary/Secondary School Student Check out Sheet must be completed by the appropriate school staff. We ask that you notify the office at least 24 hours before the actual date of withdrawal so that all paperwork can be completed by 3:00 p.m. on the date of your withdrawal.