DISTANCE LEARNING GUIDEBOOK

MCKINLEY ELEMENTARY SCHOOL
2020-2021 SCHOOL YEAR

McKinley Elementary

Letter from the Principal: Distance learning

To ensure the health and safety of students, staff, and families during COVID-19, SMMUSD is beginning the school year with Distance Learning.

We the staff at McKinley feel the immense responsibility and importance of our roles as educators during this time, and are deeply dedicated to giving students the best possible learning opportunity that we can. We have learned much since the spring, and are confident that we can provide a more robust learning experience, with increased live instruction and lessons that focus on both social-emotional and academic growth. Students will have continuity of valuable learning 5 days a week, in large, small, and individual groupings, in a safe and positive setting.

This McKinley Distance Learning Guidebook provides detailed information about how teaching and learning will look when students return virtually.

Our PRIDE Philosophy will be our strong foundation as our school family looks out for one another and guards the most vulnerable. We will face the challenges together with a growth mindset, flexibility, patience, and compassion.

With strength and unity, Go Lions!

Dr. Ashley Benjamin

DISTANCE LEARNING CHARACTERISTICS AND INFORMATION

SHIFT IN DISTANCE LEARNING MODEL

In the spring schools provided predominantly recorded lessons and assignments that could be done at flexible times. This fall we are shifting to predominantly scheduled live remote instruction with the teacher to allow for more direct teacher facilitation of learning and to address equity and access to learning.

Live "synchronous" instruction is defined as a student or a group of students engaged in learning at the same time using technology that allows the teacher and student to connect in real-time to deliver:
a. Timely actionable feedback to students.
b. Direct instruction to students through video conferencing.
c. Teacher guided peer-to-peer learning.
d. Whole or small-group instruction.

Independent "asynchronous" Instruction is defined as:
a. Learning done on students' own time or schedule.
b. Students work independently.
c. Self-guided instructional modules.
d. Pre-recorded lessons.
e. One way communication including voicemails, emails, or print materials.

Per Senate Bill 98 and the California Department of Education (CDE) daily live interaction is required. All students are required to receive daily live interaction with both a certificated employee and their peers for the purpose of instruction, progress monitoring and school connectedness.

Teachers will be providing live instruction from approximately 8:30-2:00pm (1:35 for TK/K) daily Monday through Friday (recess and lunch during that time). Each student will receive daily live instruction in Social-Emotional Learning, ELA, Math, and Social Studies/ Science /Deep Learning. Instructional blocks will consist of whole, small, and individual groupings.

Senate Bill 98 provides expectations on the number of required instructional minutes during Distance Learning to mimic in-person learning. With both synchronous and asynchronous learning combined, students will receive the following minimum total daily instructional minutes: TK/K 180 minutes, 1st-3rd 230 minutes, and 4th-5th 240 minutes.

ADDRESSING CONCERNS OF SCREEN TIME

While typically having such "screen time" is not ideal, in this situation computers are the only way we are able to provide students with live instruction with the teacher. It is crucial that we provide students with the opportunity to learn.

We will ensure that the school screen time is meaningful and healthy.

Movement breaks will also be built in.

MCKINLEY ELEMENTARY SAMPLE GENERAL DISTANCE LEARNING TEACHER SCHEDULE

*Length, time, order of lessons, and structure of the lesson as whole or small group, may vary based on the lesson, grade level, and concept.

	Format:	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:30		Teacher Prep/Collaboration Time	Teacher Prep/Collaboration Time	Teacher Prep/Collaboration Time	Teacher Prep/Collaboration Time	Teacher Prep/Collaboration Time
8:30-9:00	Whole Class (Live) →	**Social Emotional Learning** Community Meeting: Olweus Lessons Second Step Lessons Shared Reading Books	**Social Emotional Learning** Community Meeting: Olweus Lessons Second Step Lessons Shared Reading Books	**Social Emotional Learning** Community Meeting: Olweus Lessons Second Step Lessons Shared Reading Books	**Social Emotional Learning** Community Meeting: Olweus Lessons Second Step Lessons Buddy Class	**Social Emotional Learning** Community Meeting Friday Morning Announcements (video) Pillar of Character Pres (video- Monthly)
9:00-10:30	Whole Class or Small Group (Live) →	**ELA** Reading, Writing, and ELD	**ELA** Reading, Writing, and ELD	**ELA** Reading, Writing, and ELD	**ELA** Reading, Writing, and ELD	**ELA** Reading, Writing, and ELD
10:30-10:50		Recess Break	Recess Break	Recess Break	Recess Break	Recess Break
10:50-12:00	Whole Class or Small Group (Live) →	**Math** Warmups, CGI, 3 Act Tasks, Lessons	**Math** Warmups, CGI, 3 Act Tasks, Lessons	**Math** Warmups, CGI, 3 Act Tasks, Lessons	**Math** Warmups, CGI, 3 Act Tasks, Lessons	**Math** Warmups, CGI, 3 Act Tasks, Lessons
12:00-12:45		Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
12:45-1:30	Whole Class (Live) →	**Social Studies Science Deep Learning- Project Based Learning**	**Social Studies Science Deep Learning- Project Based Learning**	**Social Studies Science Deep Learning- Project Based Learning**	**Social Studies Science Deep Learning- Project Based Learning**	**Social Studies Science Deep Learning- Project Based Learning**
1:30-2:00	(Live) (Scheduled Appts with Individual Students) →	**"Office Hours"= Teacher Check-ins Progress Monitoring**	**"Office Hours"= Teacher Check-ins Progress Monitoring**	(1:35pm Early Dismissal Wednesday)	**"Office Hours"= Teacher Check-ins Progress Monitoring**	**"Office Hours"= Teacher Check-ins Progress Monitoring**
2:00-3:00	(Asynchronous Learning- Independent Learning) Recorded Lessons, posted assignments, projects etc. → (These lessons can also be done throughout the day when not in live lessons)	**Art Theater STEM Music PE Enrichment Projects Concept Practice Computer Software Reading** Teacher Prep/Collaboration/ Professional Development Time	**Art Theater STEM Music PE Enrichment Projects Concept Practice Computer Software Reading** Teacher Prep/Collaboration/ Professional Development Time	Teacher Grade Level Meetings, Faculty Meetings, Professional Development, and Professional Time	**Art Theater STEM Music PE Enrichment Projects Concept Practice Computer Software Reading** Teacher Prep/Collaboration/ District Professional Development Time	**Art Theater STEM Music PE Enrichment Projects Concept Practice Computer Software Reading** Teacher Prep/Collaboration/ Professional Development Time
After School		Responding to Parent Emails, Meetings, Planning	Responding to Parent Emails, Meetings, Planning	Responding to Parent Emails, Meetings, Planning	Responding to Parent Emails, Meetings, Planning	Responding to Parent Emails, Meetings, Planning

FORMAT OF DISTANCE LEARNING INSTRUCTION

McKinley will follow a general schedule template (**see sample above**) to allow for unity, consistency, and collaboration.

A note that the TK/K regular school day ends at 1:35pm (1st-5th ends at 3:00pm), and TK/K has less total instructional minutes of Distance Learning. Therefore, the sample schedule detailed above will be condensed for TK/K. This is the case for TK-5 Minimum Days as well, when school ends at 12:30pm for TK/K and 1:35pm for 1st-5th.

You will see in the sample schedule it indicates "whole or small group." In order to maximize student engagement, better facilitate student participation, and support students' areas of need, teachers may teach small groups on Zoom, or use Zoom/Google Meet "Breakout Rooms." Therefore students' daily live instruction may not necessarily be in one continuous time block. Depending on the age group and lesson, teachers may start with a whole class lesson, then allow students to practice independently while still remaining on Zoom to help ensure continued focus on learning while the teacher pulls a small group for a breakout room to continue their instruction. This mimics in-person instruction.

Each teacher and classroom will have some additional adult assistance on Zoom. Classified staff are still employed during Distance Learning, so Instructional Aides, Paraeducators, and Campus Monitors may supervise and facilitate small groups under the supervision and direction of the teacher.

CONTENT OF LIVE INSTRUCTION

Live instruction will focus on the core subject areas and social-emotional learning:

- Teachers are working hard to collaboratively plan rigorous lessons that focus on teaching students the state standards in the core curricular concepts to develop literacy and prepare students for the next grade level. ELA and Math will be emphasized, and connections will be made across the curriculum.
- We will continue to use effective instructional strategies such as Thinking Maps, Cognitively Guided Instruction and 3 Act Tasks, conferring, sentence frames for discourse, project-based learning, and more.
- Social-emotional learning is crucial during this time. Strategic and meaningful lessons to develop students' social and emotional growth will be provided for the well-being of students. There will also be a purposeful effort to build classroom communities and relationships. In addition, the Social Justice Standards will be embedded. Research-based programs and strategies will be utilized during Community Morning Meetings such as the Olweus Anti-Bullying Program, Second Step Social Skills Curriculum, Responsive Classroom techniques, Mindfulness, and Restorative Justice. We will also continue to tie into virtual learning our Positive Behavior Intervention Support (PBIS) Plan of PRIDE, Pillars of Character, 5 for Success School Rules, Buddy Classes, and diverse Monthly Schoolwide Shared Reading Literature.
- Please note that the first 2-3 weeks of school will include some time on developing routines and procedures, social-emotional learning, and developing a classroom community. It will take some time for teachers to teach, and students to learn, the behavioral expectations of the virtual

classroom. This will also be a time for teachers to do initial assessments to gather base-line data for students.

- Teachers will also schedule live weekly "office hour" check-ins with each individual student to see how the student is doing and provide individualized support as needed.

ENRICHMENT AND ASYNCHRONOUS LEARNING

When not in live lessons, students may continue their learning independently.

Recorded lessons in enrichment subjects may be provided by our partner organizations P.S. Science, P.S. Arts, Music Rhapsody, our PE Coaches, and SMMUSD VAPA teachers. Specifically, weekly recorded lessons of approximately 20 minutes each in length, may be provided for TK-5 in STEM, TK-2 in Music, 3-5 Music (TBD), TK-5 Visual Art, TK-5 Theater (3-5 in fall, TK-2 in spring), and TK-5 in PE.

Students may also use school purchased learning software (Lexia, Freckle, Typing Club, Benchmark etc.) available on Clever, free online computer programs, work on projects, and do posted assignments in Seesaw or Google Classroom. McKinley has also purchased the Lucy Calkin's Teachers College Readers Workshop Video lessons in Reading and Writing K-5 and in Phonics K-2 which can be utilized by classrooms.

Students will be given assignments to practice the concepts taught that day, as well as daily reading. Students will be encouraged to work on various projects tied into classroom project-based learning.

SPECIAL EDUCATION AND INTERVENTION SUPPORT SERVICES

Students with IEPs will continue to receive services. Special Education case managers will reach out directly to parents with details. IEPs will be held virtually.

Tier III Reading Intervention for students in need will continue to be provided by our Intervention Teacher.

Long-term English Learners in 4th and 5th grade will continue to receive supplemental English Language Development with our Literacy and Language Intervention (LLI) teacher.

The specialists will coordinate with general ed teachers to schedule when to provide their additional live lessons for services.

504 accommodations will continue to be provided during Distance Learning.

Counseling services and groups will continue to be provided by our school counselor. The counselor may offer additional workshops, trainings, and sessions such as a "Mindfulness Meditation Group."

TEACHER PREPARATION AND COLLABORATION

When not providing live instruction, teachers will utilize crucial preparation time to collaboratively prepare and transform in-person lessons to meaningful and effective live remote lessons. Teachers will be using prep time before school, from 2-3pm, and after school daily. Teachers had additional paid time during the summer to prepare as well, and will have continued professional development throughout the year. It takes extensive time to prepare instruction, so thank you for your support and understanding as we plan and prepare.

COMMUNICATION

By the Sunday night of each week teachers will email parents a weekly schedule noting information such as Zoom/Google Meet links, topics, activities, learning outcomes, and any class updates.

Teachers may use online platforms such as Seesaw and Google Classroom for communication and to post assignments. Applications such as Class Dojo may also be used for communication with parents. Teachers will be available via phone and email. Phone messages will relayed to staff emails so that calls may be returned.

The school will eblast general school information weekly on Wednesdays in the traditional Mini-Messenger newsletter. Additional phone and email blasts will be sent to families as needed. The Mini-Messenger, and all schoolwide eblasts will also be posted on the website for reference. Information will also be shared on Twitter @McKinleyLions.

Information and updates will also be provided as usual at parent meetings such as PTA, Room Parent, ELAC, Site Governance, AASG, and Special Ed Resource Group meetings. The PTA and Room Parents will blast information, and post information on the PTA website.

The school will also provide a Distance Learning Parent Academy to provide training for parents in digital tools and how to support students in virtual learning.

It is crucial parents check their email regularly and thoroughly read emailed information in order to be informed of school communication. Please inform the office if your email has changed.

STUDENT AND FAMILY ENGAGEMENT

McKinley will continue to promote a school family feel and strive to maintain as much normalcy as possible. For example, much of our typical Positive Behavior Intervention Support (PBIS) system will be maintained remotely. We will hand out virtual "Mac Slips" and students will be entered into a weekly raffle and grade level winners will be announced at recorded Friday Morning Announcements with Mac the Lion and the Principal. We will have recorded grade level performances on the pillars of character for our monthly schoolwide assemblies, continue to read and discuss our monthly shared reading books of diverse literature, and "buddy classes" will meet via Zoom. Classes will also be able to go on "virtual field trips." More ideas are in process.

McKinley School and the PTA will collaborate to provide schoolwide family engagement and community building events virtually. In the early fall some events include a Back-to-School Zoom Movie Night, Talent Show (compilation of video performances), and Zoom Literacy Night with special guest authors. Information and details to come.

All school, PTA, and committee meetings will continue via Zoom including SSC, PTA, ELAC, AASG, Spanish Book Club, Room Parent, and Special Ed Resource Group. Information for meeting dates and links to come.

ATTENDANCE

Despite the pandemic, laws have not changed regarding compulsory education and reasons for an excused absence remain the same. Students are still expected to be participating in school every day and LEAs are still required to track chronic absenteeism. Per SB98 students must still be in school for 180 days and meet certain requirements for instructional minutes which is dependent upon the student class grade.

One of the factors in school success is regular attendance, even during distance learning. Students who are not engaging in distance learning miss critical learning experiences that could help them master academic material. Consistent participation also allows students to develop strong relationships with their peers and school staff. Students cannot benefit from their education if they are not participating. Students are expected to participate in all their virtual learning, arrive on time, actively participate, stay for the entire session, and complete assignments.

Absences, tardies, and early-outs will be recorded. Attendance will be noted on report cards, and parents will receive notification letters regarding truancy.

If you or your child is having challenges with attendance and participation please reach out to your child's teacher so we can help. The school is available to provide training for technology use, and we can provide information, resources, and support is other areas of need. By working together, we can help your child access learning and thrive academically, socially, and emotionally during this difficult time.

PROGRESS MONITORING AND GRADING

As with in-person learning, students will have regular assessments and progress monitoring. Progress monitoring tools may include Fastbridge, Fountas and Pinnell, Interim Assessments, quizzes, tests, and other formal and informal assessments. We recognize that assessment data may be impacted due to the current testing environment, and therefore will take multiple assessments and data points into consideration when monitoring a student's progress to get an overall comprehensive picture of a student's learning. Assessment data will guide instruction, and help teachers to differentiate teaching to meet students' needs.

In order for assessments to be valid and accurate, please do not assist your child during assessments. Also, so that teachers can get a sense of students' understanding and progress, please also avoid providing unauthorized assistance with assignments and projects and seek clarification from teachers of permissible and non-permissible academic assistance.

Assessments may be given in a whole group Zoom session so that teachers may monitor students and ensure assistance is not provided. Teachers may provide assessments digitally, or use technology like overhead projectors (ELMOs) to display assessment text.

At the start of the school year, and at times throughout the year, teachers may need to conduct assessments one-on-one with students. Such assessments, like Fountas and Pinnell, may take up to 30 minutes per child. It is important we collect baseline data at the start of the year, and at specific check-points, in order to determine interventions and monitor student progress. Therefore, teachers may take 2 days in September to assess all their students one at a time. Asynchronous learning will be provided during these days. Teachers will notify parents of the days they will use for assessments.

Students will receive typical grades, progress reports, and report cards. There may be portions of the report card (behavior, work habits, etc) that may require a mark of Distance Learning "DL" as this will be difficult to measure/grade. Information will be provided at the time of progress reports.

TECHNOLOGY USE AND HONOR CODE

As with in-person learning, during Distance Learning students will be expected to uphold the SMMUSD Technology policy (Board Policy 6163.4). The Board of Education intends that technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. Please review and uphold the Technology Use Agreement which can be found at https://www.smmusd.org/Page/3921

Violation of the Technology Use Agreement, school policies, or behavior expectations may result in possible consequences ranging from a discussion with the student, parent/teacher conference, redoing of an assignment, lower grade on an assignment, referral to an administrator, revocation of technology privileges, and/or suspension.

While at school, all district computers with internet access utilize network security measures and filtering that meet the Children's Internet Protection Act (CIPA) requirements to block inappropriate content. While the district provided Chromebooks do go through our filtering even from home, at home families are using their own internet, so additional protection measures may not be in place. Please monitor your child's internet usage to ensure that students do not engage in unauthorized or unlawful online activities. McKinley staff will monitor usage of district student emails and postings and chats on instructional platforms.

Student use of district computers to access social networking sites is prohibited. School emails are also only to be used for school purposes (not for chats or personal communication).

McKinley is Digital Common Sense School Certified. Teachers will provide age-appropriate instruction regarding safe and appropriate behavior on technology devices. Such instruction shall include, but not be limited to, the dangers of posting personal information online, how to report inappropriate or offensive content or threats, and behaviors that constitute cyberbullying.

LIVE VIRTUAL REMOTE LEARNING EXPECTATIONS

In order for live remote learning to be successful we need parents' help. As much as possible, please create a learning area in your home where your child can set up their materials and focus on instruction with minimal distractions. Students should be seated upright on a chair or sofa (not laying on a bed), and have a flat workspace for their curriculum materials, paper, and pencils. Please communicate to students the message that Distance Learning is school, and that it is to be taken seriously.

We also would appreciate if parents not interrupt live lessons, and allow students to work independently with their teacher. Teachers will reach out directly to parents if they would like assistance.

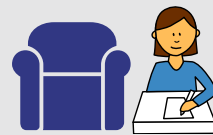# ZOOM LEARNING EXPECTATIONS

McKinley Elementary School

1 DRESS FOR SUCCESS

Dress in school appropriate clothes.

2 FIND A QUIET PLACE TO SIT

Go to a quiet area and sit on a couch or chair. Sit away from siblings, pets, and other family members. Put away any distracting items.

3 PREPARE TECHNOLOGY AND MATERIALS

Have all your materials and your computer ready. Make sure your computer is fully charged or plugged in. Plug in headphones or earbuds if you have them.

4 FIND THE LINK

Login to the Zoom link Waiting Room a few minutes before the scheduled meeting so everyone is ready to start the class on time.

5 FOLLOW REGULAR CLASSROOM BEHAVIOR EXPECTATIONS

Distance Learning is school. Treat the Zoom classroom just like in-person classroom lessons. Follow our "5 for Success" School Rules. Be respectful to others. Wait your turn to speak, and use the icon to raise your hand. Keep your video on and have your actual name displayed. Look at and listen to the speaker. Mute your microphone when not speaking. Stay on topic. Focus and try your best.

6 RESPECT PRIVACY

Do not take photos or videos during the meeting. Only students in the class invited by the teacher are permitted in the meeting.

RESOURCES AND MATERIALS

A "Distance Learning Classroom" packet of supplies will be provided to support student learning at home. This packet will include instructional materials like paper, pencils, pens, glue, scissors, mini-white boards, notebooks, post-its etc. These materials will be crucial for your child to have when participating in live Zoom lessons. Also with the packet will be hardcopy grade-level curriculum materials such as math practice books, social students practice books, and close reading texts. Important documents for parents to complete will also be with the packet. Information about Stuff Pick-Up Days is detailed below.

Please plan on having 1 Chromebook per child. Do not plan on sharing devices with family members as instruction across grades will occur simultaneously. Students should not be using a phone for schoolwork, and should utilize a computer. TK-1st may use a tablet. If you need a Chromebook or Internet hotspot please email mrussell@smmusd.org at least two days prior to the pick-up day, and we will have that ready for pick-up as well.

Please create a quiet workspace at home for your child's "Distance Learning Classroom" and reserve all materials for school lessons.

Students will have access to online computer programs such as Lexia, Freckle, Epic Reading, MyMath online, Benchmark Online, and Typing Club. These will all be accessible with your child's smmk12 email via the Clever website at [SMMUSD Clever](#)

STUFF PICK-UP DAYS

Thursday August 20th
9:00am-11:00am Preschool and TK-1st
11:00-1:00pm 2nd-3rd
1:00-3:00pm 4th-5th
Parents may come at their grade level pick up time; if you have children in multiple grades, you may choose the grade level time that works best for you and pick up all the supplies at the same time.

Do not bring students to the pickup. Adults only unless an emergency. Wear appropriate Personal Protective Equipment (PPE) of gloves and a mask. Those without a mask will not be permitted to enter. Maintain social distancing of 6 feet. Do not come if you are experiencing symptoms. At least 10 days must have passed since symptoms first appeared and at least 72 hours without fever without fever-reducing medications, and improvement in respiratory symptoms. Cones will be placed 6 feet apart along the parking lot sidewalk, indicating where to stand and wait in line. Follow the line of cones to enter through the courtyard gate to the cafeteria side entrance. Visitors must follow the specified path; going to other parts of campus is strictly prohibited. Find the table marked with your teacher's name and quickly retrieve your child's materials off the table. Exit out the northeast door of the Cafeteria. Please enter and exit the campus area quickly; no loitering or social gatherings will be permitted.

MEAL PICK-UP

Bagged meals will continue to be available for pick-up weekdays 8-10am at the McKinley courtyard gate.

BACK TO SCHOOL INFO SESSIONS WITH THE PRINCIPAL

At the following days/times the Principal will be hosting information sessions for parents. Information about Distance Learning and the school year will be shared. Zoom links will be eblasted to each grade level by August 10th. If you do not receive an email, please email the front office for the link.

TK/K	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
Wednesday August 12th 9:00-10:30am	Wednesday August 12th 1:00-2:30pm	Thursday August 13th 9:00-10:30am	Thursday August 13th 1:00-2:30pm	Friday August 14th 9:00-10:30am	Friday August 14th 1:00-2:30pm

TEACHER BACK TO SCHOOL NIGHT ZOOM SESSIONS

Please save the date for Back-to-School Night classroom presentations. Your child's teacher will share information about their classroom distance learning plan and more. Zoom links will be emailed by teachers. Please note that all grade levels will be on the same night. This way all parents can have information about their classroom as soon as possible and staff can answer any questions you may have.

Tuesday August 25th- 5:00-6:00pm TK-2nd
Tuesday August 25th- 6:00-7:00pm 3rd-5th

OTHER SCHOOLWIDE EVENTS TO SAVE THE DATES

August 16th- Class Placement Emails (please call or email the office on Monday August 17th if you did not receive an email)
August 22nd 10:00am- TK/K Virtual Welcome Play Date- Music Show Sponsored by SMEF
August 20th- Your Child's Teacher will reach out with welcome information
August 24th 8:30am- First Day of School (Start Date to be Voted Upon by the Board on 8/13)
September 10th- First Session of Distance Learning Parent Academy
September 11th 6:00pm- Back to School Schoolwide Zoom Movie Night
October 2nd 6:00pm- Virtual Talent Show (Videos of Performances Submitted by September 30th)

QUESTIONS AND CONCERNS

If you have questions, concerns, or feedback please immediately reach out to your child's teacher.

If families need any support with food, mental health, technology, or other resources, please contact our Bilingual Community Liaison at e.diaz@smmusd.org or our School Counselor at carlanunez@smmusd.org. Resources are also available at https://www.smmusd.org/familyresources.

Note that the school office will be closed to visitors except for emergencies or by appointment. If you need assistance please contact the office staff by phone or email. Office staff will be on campus and answering the phones during regular school hours.

Updates and Future plans

It is expected that Distance Learning will be temporary until the virus is effectively mitigated and it is safe to return to school. In preparation, SMMUSD is working on plans and details for a phased safe return to in-person learning. There is no specific set return date, as the return is based on CDC and Department of Public Health guidelines and scientific data on the virus. When it is safe to return, the district and McKinley will share details and information with families.

This guidebook is intended to be a guide, and aspects may be adjusted to best meet the needs of our students. Parents will be notified of any updates and new information with Distance Learning.