

# Notre Dame

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## H I G H S C H O O L

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**Student – Athlete Handbook**

# Notre Dame High School

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## **Athletic-Department-Contact Information:**

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**“High School Sports do not seek to prepare students for the next level of competition, but for the next level of life.” (NYSPHSAA)**

### **Athletic Mission Statement**

The Mission of our Athletic Department at Notre Dame High School is founded on our belief that interscholastic athletics provides educational value for our students. Interscholastic athletics promotes character traits of high value which will lead to success later in life. These include the commitment to take one’s talents to the highest level of performance; embracing the discipline needed to reach high standards; learning to work with others in pursuit of a common goal; and adherence to codes of fair play, self- control and respect. Athletics will also play an important role in creating a sense of community in our school while creating a positive environment in which others wish to be a part of.

The Core values that our athletic department strives to attain are: Develop student-athletes through teaching life lessons so that individuals and programs can reach the highest level of success; Maintain our responsibility to the school, our teammates, and ourselves through individual accountability and commitment to effort, fair play and self-control; treat those around us with honor and represent the school in an exemplary manner at all times; and, conduct ourselves and cooperate with others in a way that displays integrity, loyalty, and faith.

Notre Dame High School is a charter member in NYSPHSAA and is in Section IV with other local schools. New York State is divided into 11 Sections plus New York City. The State Association has a set of rules to govern each sport. Section IV holds tournaments for the varsity level and the section winner moves on to the state tournament.

## Notre Dame Sports Teams, By Season and Competition Level

	<u>Varsity</u>	<u>Junior Varsity</u>	<u>Modified</u>
<u>Fall</u>			
Boys Soccer	X	X	X (A)
Girls Soccer	X	X	X (A)
Football	X		X (A)
Boys Cross Country	X		
Girls Cross Country	X		
Girls Tennis	X		
Girls Swimming	X		
 <u>Winter</u>			
Boys Basketball	X	X	X (B)
Girls basketball	X	X	X (B)
Boys Indoor Track	X		
Girls Indoor Track	X		
Boys Bowling	X		
Girls Bowling	X		
 <u>Spring</u>			
Baseball	X	X	X (A)
Softball	X	X	X (A)
Boys Lacrosse	X		X (A)
Boys Tennis	X		
Boys Golf	X		
Girls Golf	X		
Boys Outdoor Track	X		X (B)
Girls Outdoor Track	X		X (B)

## **Principles of the Interscholastic Athletic Program**

Interscholastic athletics act as a microcosm of life, providing opportunities for students with regard to responsibility, fair play, cooperation, concern for others, leadership, respect for authority, good citizenship, loyalty, and tolerance. Winning games has often been considered the measure of success. That is not so at Notre Dame High School. This is not to say that the will to win is not important. It is very much a part of the total development of a student-athlete. However, of considerably greater importance, is the development of the young student-athlete, and the affording of each individual the opportunity to fulfill his/her potential. Consequently, the athletic program, which is centered around the welfare of the student, is a vital part of the total Notre Dame High School Curriculum.

To fully utilize the potential of athletics for educational enrichment, the interscholastic athletic programs are:

1. Regarded as an integral part of the total educational program and are conducted worthy of such regard.
2. A supplement rather than a substitute for basic physical education programs.
3. Subject to the same administrative control as the total educational program.
4. Conducted by persons with adequate training either in physical education or through coaching certification programs.
5. Conducted with the physical welfare and safety of participants a high priority.
6. Conducted in accordance with the letter and spirit of the league, section, state, and national athletic associations' regulations.

## **Sportsmanship**

Notre Dame High School supports Section IV's policy on sportsmanship. Notre Dame is committed to promoting the proper ideals of sportsmanship, ethical conduct and fair play at all inter-school activities. We will avoid situations and activities, which run counter to the best values of athletic competition in order to insure the well-being of all individual players. We will expect high standards of good citizenship and propriety with proper regard for the rights of others.

We are further committed to the belief that schools participating in inter-school activities should be held responsible for the conduct of their players, coaches, faculty members and spectators. Conduct, which is detrimental to the educational value of athletic activities, may be deemed just cause for the school's reprimand, probation, suspension from a particular sport, or suspension from sectional activities.

## **NYS Education Department-Character Definition**

The following definition of character is from the New York State Education Department's Educational Framework for Athletes (EFA). Character, one of the educational goals of a quality interscholastic athletic program, is defined as a student athlete who demonstrates:

1. Responsibility
2. Accountability
3. Dedication
4. Trustworthiness/fair play
5. Self-control

## **Notre Dame's Interscholastic Athletic Program**

### **Code of Ethics**

It is the duty of all concerned with school athletics:

- \*To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
- \*To eliminate all possibilities tending to destroy the best values of the game.
- \*To stress the values derived from playing the game fairly.
- \*To show courtesy to visiting teams and officials.
- \*To establish a happy relationship between visitors and hosts.
- \*To respect the integrity and judgment of sports officials.
- \*To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- \*To encourage leadership, use of initiative, and good judgment by the players on the team.
- \*To recognize that the purpose of athletics is to promote the physical, mental, social, and emotional well-being of the individual players.
- \*To remember that an athletic contest is only a game, not a matter of life and death for player, coach, school, official, fan, or community.

### **General Eligibility**

1. No student will be permitted to participate in the sports program at either practice sessions or events without first registering with the school. Coaches are asked to provide the Athletic Director with a team roster after sign-ups and physicals have been completed.
2. No student will be permitted to participate in the sports program without first passing an authorized physical and submitting a signed parent permission card and presenting proof of insurance. Parents may purchase insurance through Pupil Benefits Insurance, if there is no coverage in their personal insurance plan.
3. No student will be permitted to attend a practice session or participate in an event if he/she has been suspended from school or declared academically ineligible.
4. Students who have been selected for a Notre Dame Athletic Team are required to pay a non-refundable sports fee.

## **ACADEMIC ELIGIBILITY POLICY**

After each marking period, any student who fails one or more subjects and is involved in any extracurricular activity shall be:

1. Assigned to proctored study periods during their unstructured time for the quarter.
2. Obligated to seek extra help during study periods or after school.
3. Evaluated by the Faculty Review Board within three days after grades are published and every two weeks for the remainder of the marking period. The Committee will review academic progress and shall handle each case individually. The Committee will direct:
  - continued school study and remediation, and/or
  - non-participation in extracurricular activity; the committee has the option to allow the student to practice but not play.

## **Transportation to/from Athletic Events**

1. Student athletes are prohibited from traveling to or from events in private vehicles unless prior arrangements have been made with the coach and approved by the parents and the Athletic Director.
2. Students traveling on team buses are required to show courtesy and respect to the bus driver, other passengers, passing motorists, and pedestrians.
3. Any student riding a team bus who shouts abusive language or throws objects at a passing vehicle or a pedestrian will be immediately suspended from athletic participation for the remainder of that season and placed on sports probation for the following season.

## **Hazing**

Hazing is against the law in New York State. Hazing resulting in an injury to a person is a Class A Misdemeanor and hazing which creates a substantial risk of injury to a person is a law violation.

## **Philosophy, by level, of Our Lady of Mercy Athletics**

### **Modified Sports**

Seventh and eighth graders have the opportunity to participate in modified “B” level sports. Seventh through ninth graders have the opportunity to participate in modified “A” level sports. At these levels, coaches emphasize the fundamentals of team play, learning the sport's basic skills and rules, and creating a positive experience for all involved. It is not program policy to cut at the modified level. However, if the number of students trying out for a team creates a situation that would be difficult to manage, would pose a safety issue, or is problematic because of facility considerations, reducing team size may be necessary. Ultimately, the number of teams and size of rosters will be determined by the availability of financial resources, qualified coaches, suitable facilities, and a safe environment. At the modified level, only occasionally will practices or contests be scheduled on weekends.



## **Athletic Placement Process for seventh and eighth graders (formally Selection Classification)**

The intent of Selection/Classification is to provide for students in grades 7-12 a mechanism allowing them to participate safely at an appropriate level of competition based upon readiness rather than age and grade. Students do not mature at the same rate and there can be a tremendous range of developmental difference between students of the same age. The program is not used to fill positions on teams, provide additional experience, provide a place for junior high students when no modified program is offered, or reward a student. Instead, it is aimed at the few select students who can benefit from such placement because of their level of readiness. It will also be fairer to the other students on the modified teams. (The Link for the APP handbook can be found on the Notre Dame Athletic Webpage)

### **Junior Varsity Philosophy**

The Junior Varsity (JV) level is intended for those who display the skill potential for continued development towards the varsity level. Consequently, some athletes may be cut during tryouts. Although all JV teams vary, freshmen and sophomores occupy most of the roster.

At this level, as compared to the modified level, athletes are expected to make a more visible commitment to the sport, team and their continued self-development outside the school season. At the JV level, increased emphasis is placed on physical conditioning, including strength and endurance training, and refinement of fundamental skills, elements, and strategies of team play. JV programs strive for balance among player development, team development, and achieving victory. Consequently no amount of playing-time is guaranteed to any player.

Practice sessions are vital to a successful JV program. Participants should expect to practice and compete six days a week as will be expected at the varsity level. While contests and practices are rarely scheduled for holidays, practice sessions are usually scheduled during school vacation periods. With the goal of becoming a varsity athlete clearly in sight, a high level of dedication and commitment is expected at the JV level.

### **Varsity Philosophy**

Varsity competition is the culmination of each sport's development program. Usually composed of juniors and seniors, the team size is limited at the varsity level. While contest participation is desirable, a specified amount of playing time at the varsity level is never guaranteed. Some athletes may see no time at all.

A positive attitude, strong work ethic, and advanced level of game skills are prerequisites for a position and playing time on the varsity squad. Varsity sports require a six-days/nights-a-week commitment. This commitment is extended into vacation periods for all sport seasons. The dedication and commitment needed to participate in a successful varsity program should be taken seriously. Various commitments outside of the sport season may also be necessary for the optimum development of player abilities.

The varsity coach is the leader of that sport's program and determines the system of instruction and strategy for that program. Preparing and striving to win each contest while trying to develop the team's and each individual's maximum potential are worthy goals of a varsity coach.

## **Equipment and Uniforms**

Equipment and uniforms are issued by the coach and are the property of the school, and are due one week after the conclusion of the season. Failure to comply will result in fines. If the equipment or uniform is lost or damaged the student is responsible for the replacement cost. Students will not be able to try out for the next sport until all expenses have been paid. Uniforms are not an extension of the athlete's personal wardrobe. Uniforms and warm-ups are to be worn during games/matches only, not during school or P.E. classes. Special permission will be given by the Assistant Principal for teams to wear uniforms in special circumstances such as days of sectional competition.

## **Family Vacations**

When parents and student athletes choose to take their family vacations during the sport season, it must be understood that the time the athlete misses can affect team chemistry and personal conditioning. Student athletes who miss practices or competition for any reason may have their position or playing time adjusted. Athletes should inform their coaches as soon as they know they will be missing any time from the team schedule.

## **Varsity Letters**

Varsity letters continue to be the benchmark standard for individual student athlete success for the high school athlete. Notre Dame HS is committed to creating a high standard for achievement for earning a varsity letter. It is at the discretion of the Athletic Department and varsity coach as to which members are to receive letters after each season. Student athletes who fail to complete a season for any reason other than injury may not letter. In addition, violations of school and individual sport rules may cause an athlete to be disqualified from earning a letter. Practicing with the varsity, sitting the bench for tournament games, or being "called up" for a few games does not guarantee a varsity letter for an athlete. A student will receive a large ND varsity letter for the first sport in which a letter is earned. Thereafter an athlete will receive sport pins for each sport, and each year, in which he/she earns a subsequent letter.

## **Health Forms**

Before the start of each season, each athlete must be approved by the school health official. To be eligible for tryouts at the beginning of the season, each athlete must:

- Have a physical dated within one year from the start of the season, and turn the physical form into the school health office.
- Have an updated immunization record on file with the school health office.
- Sign and fill out the athletic re-certification form. This is to be filled out by a parent and signed by both a parent and the athlete. This form must be filled out for each sport prior to each season and is only valid 30 days prior to tryouts.
- Health forms and parent permission slips are available on the Athletics page of the school website.

If the school health official does not give your child full approval, your child is ineligible to try-out for any team. NO EXCEPTIONS!!!

For questions about health forms, please contact the Health Office at 734-2267 ext. 315.

## **Concussion Policy**

Athletes in contact sports will follow the NYS "Return to Play" Protocol in order to be re-instated to participation following the diagnosis of a concussion. Athletes in contact sports will be required each school year to provide "Baseline" results from IMPACT testing. Parents and athletes will sign the "NYS

Scholastic Athlete Fact Sheet on Concussions" before interscholastic competition will be permitted. Further information on the Concussion policy can be found on the Notre Dame Athletics webpage, as well as at [www.NYSPHSAA.org](http://www.NYSPHSAA.org).

## **In-Season Injuries**

### **Procedure for Return-to-Participation in Sports After an Injury/Illness**

Unfortunately, some athletes may sustain injuries during their sport season, or experience illness severe enough that they need to see their healthcare provider for evaluation and/or treatment. After such an occurrence, the athlete must be recertified to participate in their sport.

Only the school nurse or district nurse practitioner can give the student approval to return to participation. This process of being "cleared" for participation is also called recertification. The coach cannot do this, the athletic director cannot do this, your private healthcare provider cannot do it (although they must provide a return-to-sports note).

- During the school year, the school nurse is in his or her office every school day.
- During the month of August, Kim Holden, FNP, the district nurse practitioner, is available two days each week for recertification – this means you may have to wait a day or two for your recertification. Contact Kim Holden, FNP, in her office at (607) 735-3590 or on her cell at (607) 426-2854 to make arrangements.

### **Recertification Procedure**

- Get a note from your healthcare provider and bring it to your school nurse. It must be signed by a doctor, nurse practitioner or physician assistant – or, in some cases, a dentist, chiropractor or podiatrist may sign the note, but only if the injury/illness falls within their scope of practice
- It must specify that you can return to phys. ed. and sports (NYS regulations do not permit students to play a sport if they are not medically fit to participate in phys. ed.). If you can participate only on a limited basis, specific directions must be given. For example, "may do only upper-body activities"; "may return to PE and football, but no contact – conditioning and noncontact drills only"; "may return to full participation, must wear left knee brace for all practices/games"; etc.
- Give the note to your school nurse or the district nurse practitioner. Do not give your doctor's note to your coach or phys. ed. teacher! They cannot allow you to participate with only this note. They MUST see the district recertification form, and only the school nurse or district nurse practitioner can issue this.
- The school nurse or district nurse practitioner will give you a district recertification form. Give it directly to your coach (during the school year, we will also give you one for your Phys. Ed. teacher). This is the ONLY form that will clear you to participate.

It is the responsibility of you and your coach to make sure you participate only within the limits ordered by your healthcare provider.

Coaches are not allowed to give injured athletes permission to return to sports until the student has been cleared through the district nurse practitioner. Coaches must not accept a doctor's note from an athlete, as this result in confusion, lost paperwork and angry parents later on. Failure to follow recertification procedures may render the athlete ineligible for competition.

Please remember: DO NOT GIVE YOUR DOCTOR'S NOTE TO YOUR COACH OR PHYS. ED. TEACHER! They cannot allow you to participate without the district recertification form, and only the school nurse or district nurse practitioner can issue this form.

## **SUBSTANCE ABUSE POLICY\_ (taken directly from the Notre Dame Code of Conduct handbook)**

Notre Dame High School is committed to the prevention of alcohol, tobacco, and other substance use/abuse among its students. This policy describes the program Notre Dame will use to promote a healthy lifestyle for its students and to inhibit the use/abuse of alcohol, tobacco and other substances. No student or guest may use, possess, sell or distribute alcohol or other substances, nor may use/possess drug paraphernalia on school grounds or at school-sponsored events. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs are prohibited.

Additionally, any student or guest exhibiting behavior, conduct, or personal or physical characteristics judged to be indicative of having used or consumed alcohol or other substances shall be prohibited from entering school grounds or school-sponsored events.

### **Philosophy**

Notre Dame High School is committed to providing an environment for learning and for personal growth that is free of alcohol, tobacco and other drugs. Health problems of youth are primarily the responsibility of the home and the community, but schools share in that responsibility because substance use/abuse and dependency problems often interfere with school behavior, student learning, and the fullest possible development of each student. Parents are responsible to oversee and monitor their student's behavior while off school grounds and are expected to take appropriate action to prevent and curtail the illicit use of these substances. The Notre Dame administration welcomes any parents with concerns and will offer assistance or direction for appropriate referrals.

Notre Dame High School uses the following principles to guide the development of its substance use/abuse policy and prevention efforts and to organize the intervention and disciplinary measures related to alcohol, tobacco, and other substances:

- Alcohol, tobacco, and other substance use/abuse is preventable and treatable.
- Alcohol, tobacco and other substance use/abuse is counterproductive to the learning process and inhibits the school from carrying out its central mission of education.
- The school realizes it must assume a leadership role in alcohol, tobacco and other substance use/abuse prevention and recognizes the need for collaborative efforts with parents, students, staff and the community as a whole.

### **Disciplinary and Intervention Measures**

While Notre Dame's efforts are mainly targeted at prevention programs, students need to understand that

their actions may have both disciplinary and legal consequences. Intervention along with discipline is important.

## **Alcohol and Other Substances**

Disciplinary measures and mandated intervention services for students found to have USED or to BE USING or IN POSSESSION OF alcohol and/or other substances and for students possessing drug paraphernalia are as follows:

### **1. FIRST OFFENSE:**

- The student's parents will be notified and they will be requested to take the student home.
- The student must attend a conference with his/her parents and the administrator.
- The student will be required to undergo a professional drug assessment at the student's expense with an evaluation report released to the school.
- The student must adhere to the recommendations of the assessment in order to continue in school.
- The student will be required to participate in an alcohol/drug awareness program at the student's expense.
- Authorities will be notified when the situation warrants.

**For a period of 3 weeks** (effective on the date of the violation and continuing for three consecutive weeks):

- All unstructured time during the school day (free periods) will be revoked; that time will be restructured according to individual needs. The student may serve in-school suspension, contribute service to others or research a designated topic.
- The student will be required to perform 20 hours of community service during those three weeks, outside the school day. The student must receive prior approval of the site from the administrator.
- The student will be suspended from representing Notre Dame in any capacity, ceremony, performance, extracurricular event or activity. He/She will be suspended from participation in any school-related event, group or club activity. Without privilege of performing, any member of a team or other activity may continue practicing or working for that group at the discretion of the coach/moderator.

## 2. SECOND OFFENSE:

- The student's parents will be notified and they will be requested to take the student home.
- The student must attend a conference with his/her parents and the administrator.
- The student will be required to undergo a professional drug assessment at the student's expense with an evaluation report released to the school.
- The student's continuation at Notre Dame High School will be determined following receipt of the assessment report.
- The student will be required to participate in an alcohol/drug awareness program at the student's expense.
- Authorities will be notified when the situation warrants.

**For a period of 6 weeks** (effective on the date of the violation and continuing for six consecutive weeks):

- All unstructured time during the school day (free periods) will be revoked; that time will be restructured according to individual needs. The student may serve in-school suspension, contribute service to others or research a designated topic.
- The student will be required to perform 50 hours of community service during those six weeks, outside the school day. The student must receive prior approval of the site from the administrator.
- The student will be suspended from representing Notre Dame in any capacity, ceremony, performance, extracurricular event or activity. He/She will be suspended from participation in any school-related event, group or club activity. Without privilege of performing, any member of a team or other activity may continue practicing or working for that group at the discretion of the coach/moderator.

## 3. THIRD OFFENSE:

Will be looked upon very seriously and may result in expulsion from school. If a student is allowed to continue in school, he/she must undergo assessment/counseling as outlined previously; will be subject to severe disciplinary measures and will be expelled from all extracurricular activities for a minimum of six months. Any return to extracurricular activities must be reviewed and approved by an administrative committee.

## Tobacco

Disciplinary measures and mandated intervention services for students found to have **USING or IN POSSESSION OF** tobacco are as follows:

### 1. FIRST OFFENSE:

- The student's parents will be notified.
- The student must attend a conference with his/her parents and the administrator.
- The student is required to participate in a tobacco awareness program at the student's expense.
- The student will serve five (5) after school detentions.

**For a period of 3 weeks** (effective on the date of the violation and continuing for

three consecutive weeks):

- All unstructured time during the school day (free periods) will be revoked; that time will be restructured according to individual needs. The student may serve in-school suspension, contribute service to others or research a designated topic.
- The student will be suspended from representing Notre Dame in any capacity, ceremony, performance, extracurricular event or activity. He/She will be suspended from participation in any school related event, group or club activity. Without privilege of performing, any member of a team or other activity may continue practicing or working for that group at the discretion of the coach/moderator.

### 2. SECOND OFFENSE:

- The student's parents will be notified.
- The student must attend a conference with his/her parents and the administrator.
- The student will be required to undergo a professional tobacco assessment at the student's expense with an evaluation report released to the school.
- The student must adhere to the recommendations of the assessment in order to stay in school.
- The student will be required to participate in a tobacco awareness program at the student's expense.

**For a period of 6 weeks** (effective on the date of the violation and continuing for

six consecutive weeks):

- All unstructured time during the school day (free periods) will be revoked; that time will be restructured according to individual needs. The student may

serve in-school suspension, contribute service to others or research a designated topic.

- The student will be required to perform 20 hours of community service during those six weeks, outside the school day. The student must receive prior approval of the site from the administrator.
- The student will be suspended from representing Notre Dame in any capacity, ceremony, performance, extracurricular event or activity. He/She will be suspended from participation in any school-related event, group or club activity. Without privilege of performing, any member of a team or other activity may continue practicing or working for that group at the discretion of the coach/moderator.

### **3. THIRD OFFENSE:**

Will be looked upon very seriously and may result in expulsion from school. If a student is allowed to continue in school, he/she must undergo assessment/counseling as outlined previously; will be subject to severe disciplinary measures, and will be suspended from all extracurricular activities for a minimum of six months. Any return of extracurricular activities must be reviewed and approved by an administrative committee.

**ANY VIOLATIONS OF THIS POLICY ARE CUMULATIVE OVER SIX YEARS (CARRIES FROM 7TH THROUGH 12TH GRADE) AND MAY BE EXTENDED OVER THE SUMMER, DEPENDING ON THE DATE OF THE VIOLATION.**

### **Selling and/or Distributing**

Disciplinary measures and mandated intervention services for students found to be **SELLING** or **DISTRIBUTING** tobacco, alcohol, and/or other substances are as follows:

- The student's parents will be notified and they will be requested to take the student home.
- The student must attend a conference with his/her parents and the administrator.
- The school will recommend the student undergo professional drug/alcohol assessment, at the student's expense, and adhere to the recommendations of the evaluation.
- Law enforcement authorities will be notified when the situation warrants.
- The student will face disciplinary action, which may include a recommendation to

### **Self Referral**

When a staff member has the confidence of a student and gains information of substance abuse not directly impacting the school and student body, the staff member can accept student reports in confidence and provide the necessary support and direction in order to motivate the student toward positive action and/or self-help. The staff member should notify the Principal of the situation. There will be no disciplinary measures taken as long as no violations occur on school property or at school-sponsored events.



