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Beginning the school year

Planning Week

1. Attend meetings.
2. Locate teaching materials.
3. Begin cleaning the classroom.
4. Plan and put-up bulletin boards.
5. Begin reading the Faculty Manual.
6. Set up your lesson plans.
7. Obtain class list from the Principal.
8. Prepare for and conduct Open House and Orientation.
9. Prepare for the first day of school.

Notes to New Teachers

1. Your administrator wants to help you; however, you are responsible for your own class. Your Principal and Vice Principal are ready to give help whenever necessary.
2. The experienced teachers are also here to help you. They expect you to ask questions and want to be of help to you. (They were new once, too!) Go to them for help whenever necessary.
3. It is mandatory to participate and be present during student registration and open house.
4. Check the office bulletin board daily for announcements.
5. Keep this manual and other information given out at opening meetings. We will refer to it during the year.
6. Parents do not need to know that you are new. If they ask, explain: “Yes, but I’ve really appreciated the curriculum, the school meetings, and help given by the “School Administration.” Sound confident.

Open House

An open house is held during the day before school starts. The school building is open from 6:30pm – 8:30pm for the open house. Parents and students are invited to visit the classroom. All faculty members should attend. During the open house, students will meet their teacher, tour the facility, drop off school supplies, and can register for school.

Preparing Your Classroom

1. Inventory
   1. Check to see that you have all items on your Classroom Inventory List. You are responsible for these items.
   2. Have your Principal check your list before putting items away in the supply closet.
2. Bulletin Boards or Walls
   1. Bible
   2. Welcome to School (Include students’ first names neatly.)
   3. Academic (New Teachers, check with experienced teachers for ideas.)
   4. Calendar or Good Work
3. Classroom
   1. Clean your classroom thoroughly for the Open House. Then each day after class 3:15-4:00
   2. Attractively display some books and chart/pictures around the room.
4. Class List
   1. Your class list should be written in your lesson plan book and in the grade book.
   2. Check with the Principal for any additions or deletions.
   3. Print additions neatly on the bottom of your list.
   4. Use correction tape to cover the names of children who have withdrawn.
5. Desk Name Tags
   1. Prepare a desk name tag for each student. Place it on the desk or table so that students are seated alphabetically.
   2. New Teachers, have an experienced teacher check your writing.
6. Visuals on Display
   1. *Gr. 1-2: Large Alphabet Flashcards* across the front of the classroom.
   2. *Gr. 1-2:* Phonics Charts.
   3. Bible flannel board
   4. *Cursive Formation Cards*
   5. *Arithmetic 3-8 Charts*
   6. *Science Teaching Charts*
   7. *Gr. 3-6: Cursive Writing* Wall Cards
7. Write the following on Chalkboard:
8. Welcome to our Class!
9. Orientation: (day and time)

Preparing for open house

1. Check your classroom for cleanliness.
   1. Vacuum the floor again.
   2. Clean tables/desks again.
2. Prepare Orientation Packets.
3. Include the following items:
   * Parent/Student Handbook (it is on our Website)
   * Parent Forms to be returned after review of Parent/Student Handbook
   * Dietary Restriction Forms (students will get a snack in aftercare)
4. Place packets on students’ tables/desks just prior to parents’ arrival.
5. Allow parents to take a packet only during regular open house.
6. Additional Items Needed
7. Temporary Attendance Records
8. Orientation Notes
9. Permanent markers and pens for labeling students’ book and supplies

Preparing for the First Day of School

Desk Name Tags

1. Write student names in a permanent marker on a name tag.
2. Name tags must be changed each time new seat assignments are made.

Seating Charts

1. Make adjustments to the seating chart. Consider children whom parents noted were left-handed, had potential behavior or physical problems, etc.
2. Make a name chart for the front of each table.

Student Supplies

1. Store extra student supplies in your room.
2. Check that students’ names are on their school supplies so they can be returned at the end of the year.
3. Collate workbook pages, quizzes, activity sheets by lessons.
4. Sharpen pencils and label with student’s names.

Classroom Clock

Make sure the classroom clock is working properly. Inform the Principal if there is a problem. Be sure to wear a watch each day. (Let the office know if you need a clock)

Teaching Preparation

1. Follow the preparation directions in the curriculum lesson plans. Put up board work on the chalkboard.
2. Study the first day’s lesson plans. Be thoroughly prepared.
3. Have Bible time well-planned. Study and practice telling the Bible story.
4. Arrange all materials to be used for the first day’s lesson plans in proper order.
5. Have art paper prepared or reading books ready for each student. For class work, tear out three sheets of tablet paper from each tablet; place the sheets in a folder. This folder can be used to keep seatwork pages ready for that day. Put a tablet and two pencils on each student’s desk. Also place any additional needed supplies in the students’ desk.
6. Study the Daily Classroom schedule. Have it available during the day to help you stay on time.
7. Walk through the restroom, lunch, recess, and dismissal routines. Inform your Principal of any schedule conflicts.

Things to Have Available

1. Temporary Attendance Record
2. Daily schedule
3. Menu
4. Lunch slip
5. Lesson plans and plan book
6. Dismissal list
7. Green teacher information cards
8. Transportation Tags

Student Helpers

Choose dependable helpers in the following areas:

1. Line leaders – two boys and two girls
2. Door holders
3. Restroom helpers
4. Lunchroom helpers

Through the day

**Arrival of Students**

All students are to go to fellowship hall for drop off and pick up. They will go over pledges and morning prayer at that time. Teachers will need to be in the fellowship hall at 7:30am. Class starts at 8:00am.

**Before Class Begins**

**Attendance**

For the first two weeks of school, record attendance on the Temporary Attendance Records. Later, transfer it to the official Attendance Book. Call a student’s home after two days’ absence to see if the student is ill. Any student returning from an absence should bring a written excuse for the school. Attendance must be put in before 9AM or it will count the student Absent.

**Tardies**

Teachers should notify the Principal when a student receives three unexcused tardies in any grading period. If a student is tardy, they will receive a tardy slip from the office. Do not allow a student in class without a tardy slip. Please keep all tardy slips.

Daily Routines

Begin teaching good classroom habits the first day of the school year. It is better to establish good habits the first week of school than to have to ‘crack down’ later in the year.

Classroom Behavior

1. Students should not speak out unless they raise their hands, and you give them permission.
2. Students should learn to put away materials and get ready for the next activity both quickly and quietly.
3. When reciting, students should stand without leaning on the desks/table.
4. During learning periods, the students should:

a. Have still hands and feet.

b. Sit up straight.

c. Keep their eyes on you.

1. Have discipline and rules displayed. Be sure to discuss thoroughly with class the reward side of good behavior is to be reinforced strongly.

Lunch

1. Prayer should be said before leaving the classroom.
2. Some children may eat very little. If this situation is handled properly, they will gradually begin to eat a little more each day.
3. If a student forgets or loses his lunch box, the student will get a hot lunch and will be charged.
4. To avoid spills, have the children sit up close to the table.
5. Have students stand before picking up trash. Throw trash away while leaving lunchroom.
6. Assign a helper to pick up trash under the table as the class is leaving. Train them to know what to look for and how to pick things up with a napkin.

Hallway/Line Procedures/Changing Classes

The following procedure should be followed each time the class goes into the hallways or corridors:

1. Call for the line leaders.
2. Call other students to line up one row or table at a time.
3. There should be no talking or whispering.
4. Stand where you can see the students inside the room and the line outside the room at the same time. They should wait by the doorway for you to supervise their entering the classroom.
5. To keep the building clean, students should walk away from the walls.
6. Train students to wait at specific stopping points (always corners and other specific places, such as a fire extinguisher, door, etc.) as the line proceeds down the hall. The class should remain in a compact group. After leaders stop at the designated point, they should turn and watch you for further instructions.

Restroom Procedures

1. It is important to be on time to the restroom. The schedules of several classrooms can be affected by one late class.
2. When more than one class uses the restroom at the same time, one teacher should monitor the girls and the other the boys. Women teachers should not enter the boys’ restroom but should step to the door and listen, and Men vice versa.
3. There should be no talking or playing in the restroom.
4. Students should use the restroom at scheduled times when the entire class goes. No student should be denied restroom privileges. If you think extra requests are unwarranted, call and discuss it with the parents. When students must use the restroom at an unscheduled time, such as in an emergency and you do not see their hand, he may just get up and go.
5. Teach your students how to properly wash their hands.
6. **Check the restroom for cleanliness after your class leaves. Make sure that the toilets have been flushed, and that all paper towels have been picked up. Be sure all students are out of the restroom and in line before you leave.**
7. Encourage each student to get a drink after restroom time.

Recess

1. Each class has a scheduled recess: K- 2nd Grade (8:30 am-9:00am), K-4th (11:30am- 12:00pm), and 5th-11th grade (12:50pm-1:20pm).
2. Student safety is a priority. Be alert and observant. Don’t get engaged in conversation with one student or staff member for an extended period of time. Know and uphold all playground safety rules.
3. In the case of rain, conduct quiet group games in the classroom, they can play in the gym (if not already in use).
4. Injuries at recess:
   * 1. Keep a few First Aid Slips with you in case of minor injuries. If a student is bleeding or hits his head, make sure he is taken to the office before returning to class. Send a First Aid Slip explaining what happened.
     2. For major injuries, notify your Principal or the office immediately.
     3. Ask another teacher to watch your class if you must care for an injured student.
     4. For major injuries, fill out an Accident/Injury Report and give it to the Principal that day.

Student Safety

**Be sure to take time during the first week of school to discuss with your students what to do in the following situations:**

1. If a student is out of the room during a fire drill, they should go out the nearest door and get with the closest teacher.
2. If they are late in the morning, they should go directly to the school office first.
3. Students are never to leave the building during the day without going through the lobby. Do not assume they know where the lobby is located.
4. Stress with your students that if there is any time that they do not know what to do or where to go, they are to go to the office. They can feel free to stop any teacher and ask for help.
5. Let the students know that they cannot open the lobby doors for anyone they don’t know.

Dismissal Procedures

1. Plan ahead so that your class has ample time to get ready for afternoon dismissal. All classes dismiss at 2:35pm to go to the fellowship hall.
2. Students should quietly collect their items by rows/tables.
3. Students should line up at the classroom door when their row/table is called. Quietly proceed to the Fellowship Hall.
4. A student must always go home by his regular means unless you have a note from a parent or the office. Never take a child’s word for a transportation change.
5. Changes in procedure for early dismissal will be given as needed.
6. All students will be dismissed from the Fellowship Hall. Each class needs to be seated at their assigned table by 2:45pm. Dismissal will start at 3:00pm. All students not picked up by 3:15pm will go to Training Station.
7. Students are not allowed to use cell phones, gaming devices, or any technology during dismissal time.

Procedures & responsibilities

General Procedures

Changes in Transportation

Parents must send a note or call the office by 2:20pm to change their child’s transportation home. If a change is made, a note is pinned on or given to the child to help him remember the change. If there is a question about a child’s transportation home, talk to the Principal and call parents early in the day.

Cumulative Folders

Cumulative folders containing students’ records are not to be taken out of the office. In May, cumulative folders are checked by teachers for the purpose of updating information.

Fire Drills

Because the safety of our students is very important to us, teachers should teach fire prevention and safety techniques. Fire drills are held periodically. The first fire drill will be announced in advance to both faculty and students. After the first fire drill, all others will be unannounced.

1. Note the evacuation diagram posted by each classroom door.
2. During pre-school meetings you will be shown the way your class should exit and where to call roll.
3. During a fire frill, students should leave the classroom in a double line and proceed to the outside designated areas without talking, running, or pushing.
4. The student at the beginning of the line holds the door and the last student turns off the lights and closes the door.
5. Students should not stop until they reach their designated area. It is important that students follow the exact pattern on the diagram for exiting through the corridors and out the doors.
6. Follow this procedure for evacuation:
   1. Take your grade book. Begin walking toward the door while saying, “Double line. No talking.”
   2. Check to see that all students are out of the classroom.
   3. Walk with class (about midline); lead them away from the building to designated area. Students stop, turn around, and face the building.
   4. Take roll by calling each child’s name. they should answer by saying “here” or their room number if there are many students in the same area.
   5. When an administrator announces the all-clear, direct students to enter the building in a double line, no talking.
7. If class is unduly slow in exiting or follows the wrong procedures, that class should practice fire drill procedures that same day to avoid repeating the same error.

First Aid

1. Student Illness
   1. When a child indicates he does not feel well:
      1. Pray for them.
      2. Ask where the student “doesn’t feel well.”
      3. Send the student to the office to take temperature.
   2. If the student does not really seem ill, have him put his head on the desk and rest awhile, get a drink, etc. Keep an eye on the students to see if they are actually ill.
   3. If you have determined that the student is ill, send him to the office with a First Aid slip. If they have an upset stomach, send the child with a trash can.
   4. If the child vomits, be aware of the other children and remove them from the area. Cover the area and notify the office that a “clean up” is needed.
2. Other reasons to send a child to the office are as follows:
   1. If he is stung by an insect.
   2. If he seems allergic to some food.
   3. If he bumps his head.

Health Forms

Health forms or immunization records will usually be collected during the entrance process; however, if you receive these forms, send them to the office immediately.

Invitations

There will be a monthly birthday party on the first Friday of the month. There will be no birthday party in the classroom. A parent can bring cupcakes for your student’s class only during lunch on that Friday. If a student is having a party and they try to invite one student, but not the others, make sure to let the parents know that all classmates must be invited if they send invitations.

Lost and Found/ Phones

1. There will be a lost and found drawer in the school office.
2. If a parent asks about an item, take the child to the lost and found to look for it.
3. If a teacher takes a student’s phone the child must pay a $3 fine to reclaim.

Money

1. Teachers should not keep money in their classrooms.
2. Any time money is collected, teachers should turn it into the office on a daily basis by 8:30am with attendance and lunch count.

Notes to the Office

1. Notes from teachers should be sent to the office with a student and given to the secretary or to the Principal. The student should go directly to the office and promptly return to this class.
2. All permanent record notes are to be turned into the office daily.
3. Students bringing tuition checks should be sent to the office immediately.
4. Each teacher will have a courier envelope for delivery of checks, notes, forms, etc. to the school office.

Safety

Faculty should be aware of the potential of blood-borne pathogens and take necessary precautions in protecting themselves and other students when a student vomits or is bleeding. All possibly infected materials, spills, or accidents must be immediately contained and reported to the office for clean-up.

Each classroom is equipped with protective items for handling these situations. Teachers should always use these items when it is anticipated that they may have contact with contaminated items or surfaces, unless they feel that it would increase the risk. Disposable gloves must be replaced when contaminated; they should not be reused. Do not use gloves that show any signs of deterioration. Safety equipment must be repaired or replaced as needed in order to maintain effectiveness. Make sure to disinfect your rooms daily and vacuum every Friday.

Student Accident/Injury Reports

An accident/injury report must be completed the day of the accident by the attending teacher. Turn in the report to your Principal.

Student Withdrawals

1. When the parent informs you of a pending withdrawal, instruct him to contact the office for an official withdrawal. Notify your Principal.
2. If a parent mentions to you that their child is withdrawing, check to see if there is a problem that can be worked out in the classroom. If so, encourage the parents to give it a little more time and assure them that you will be working on it.
3. When official withdrawal notification has been received, collect all the student’s materials from their desk and send the materials either home with the student or to the office to be picked up by a parent.
4. Record the appropriate withdrawal code in your attendance book.

Professional Responsibilities

Bible Training

7th -11th Bible classes will be taught by the Youth Pastor. You will be teaching bible in your classroom every day, first thing in the morning.

Dress Code

To maintain our Christian testimony at school as well as in the community, we expect our faculty to always dress modestly and in a respectable manner at all times. You set the tone of professionalism in the workplace by your dress; therefore, your dress should distinguish you as a professional faculty member. It is important to remember that you are an example to your students and need to maintain a high standard of dress.

Faculty Responsibilities

It is your responsibility to be spiritually and academically prepared. Your church attendance is vital to this preparation.

Your attitude and activities should be a reflection of your loyalty to God’s calling in your life in this ministry. If you have a concern, address the issue with your immediate administrator, not with fellow faculty members.

Teacher Responsibilities

As a teacher, you are responsible for the following:

1. Duty schedules (morning duty, lunch duty, afternoon duty)
2. School Schedule
3. Classroom management and discipline
4. Gradelink (attendance, lunch count, grades)
5. Grade requirements for each nine weeks
6. Sick days
7. Signing up for keys to building and rooms
8. Lunchtime
9. Work Attendance
10. Field Trips

Teacher Information

If a student is tardy, the office will give them an admit slip to tell you if it is excused or unexcused. Please keep these in a file to be returned at a later date. Do not allow a late student in class without a slip.

Field Trips

Each grade will be responsible for 1 to 2 field trips for the school year. That grade will need to schedule a bus driver or check with the office to see if a van is available for the dates you are wanting to choose. You will need to get permission slips sent home with students, contact the place, and schedule the field trip, etc. Teachers are responsible for planning and coordinating field trips. The field trips need to be educational as much as possible.

Teachers are responsible for planning and coordinating field trips. All field trips must be approved by the school office. You must schedule a bus with the church office. Do not schedule multiple field trips on the same date.

Faculty/Staff Children

At no time should you go to a faculty/staff parent who is working and discuss school related problems. If it is a problem that needs to be dealt with immediately, contact the Vice Principal.

Children may be in their parent’s classrooms before and after school hours. They are not to be roaming through the building.

Lunch

The hot lunch is $2 for Teachers, if you would like hot lunches, you will be able to fill out a form for which days you want to eat. Every 1st Tuesday of each month there will be a Senior Luncheon, the teachers are able to eat as well.

Keys

You are responsible for any keys which have been issued to you. Do not mark keys or let others use them. If you lose a school key, inform your Principal immediately.

You will need to sign for a key to the outside door, room key, and the supply closet. It’s your responsibility to maintain possession of those keys. Don’t lend your key(s) to anyone. The Vice Principal will do a key check at mid-year just to be updated.

Mailroom

There will be teacher mailboxes located in the office. Please check your box at least twice a day. No students in the office.

Parking

All faculty will park to the left of the awning in front of the fellowship hall.

Sick Leave, Late Arrival, Conference Time

You are allowed 5 sick days before any penalties will be applied. We realize there are always circumstances that will need to be prayed about, and we do not want you here sick. You will need to use wisdom as to whether you need to attend or stay home. Please call Mrs. Cranford (**903.826.5948**) by 6:00am so we can schedule a substitute teacher for your classroom. After the fifth day, there will be a penalty of $80 deducted from your paycheck for each day missed.

If you arrive later than 7:30am consistently, there will be a penalty of $10 deducted from your check. It is important that you get here and be prepared to meet the day and your students. If you are going to be late, please contact the school office. Again, we realize there are unforeseen circumstances that we will need to address.

3:15pm- 4:00PM is your conference time for planning, meeting parents, or tutoring students. Do not make it a habit of leaving campus before 4:00PM. If it becomes a problem, there will be a penalty of $10 deducted from your check.

Work Hours

Your day as a faculty member can be productive and rewarding if you follow a regular schedule. Arrive at school before the children begin to arrive so that you can begin your responsibilities. There will be some weeks you will have morning duty and you are required to be here at 7:15am.

Morning Duty Schedule

Students can be dropped off at 7:00am in the morning. If you are scheduled for morning duty, you must be on campus at 7:15am.

Aftercare Program

The Training Station is over aftercare this year, at 3:00pm a teacher will walk the students to them through the gym.

Fundraisers

The school administrator will oversee all fundraisers. She will give responsibilities to each teacher.

Academics

Be sure to have everything out and arranged that you plan to work with during the day. The whiteboard should be neat, and all numbers and letters should be formed accurately. Each day, plan to promote something the class will be doing the next day. Make the children want to return to school the next day.

Curriculum and Teaching Materials

Curriculum

First-year teachers should follow the lesson plans very closely. Experienced teachers may have additional ideas they know work well. These ideas should be discussed with your Principal and then penciled in the curriculum for future reference. Read and study the introductory materials in the teacher editions and the curriculum. Using the curriculum as a guide, plan how you will present this material to your students. Curriculums and teacher editions are school property and will be inventoried at the end of the school year.

Lesson Plan Book

At the top of each page, fill in the date of that week and the subjects you teach. It is best to do this during pre-school meetings. Your plan book can be used as a “fingertip” reference for all events. Refer to your school calendar and prepare your personal calendar accordingly. Your plan book should be clear and legible to a substitute teacher if you are sick. It should include a current class schedule, reading group list, and list of court orders/health problems. Lesson Plans need to be in Gradelink. Ask your mentor or Principal to help you if needed.

Grade Book

Enter students alphabetically by last name. It is the teacher’s responsibility to record grades. Students and parents may not view the contents of your grade book. Grade books will be checked periodically and must be turned in at the end of the school year.

Grades

You will need at least 12 daily grades, 9 test grades, homework grades are at your discretion. This is the least number of grades required. You can always have more. Don’t forget about project grades. There is always a participation grade that can be considered.

Homework

Students record homework daily in an assignment pad. The average student should spend no more than 30 minutes on homework. Homework should be turned in the next day unless told differently by the teacher. This is homework not classwork unfinished. Occasionally, have students tell you the time they spend on their homework to be sure they are not exceeding the usual work time.

No homework should be assigned on Wednesday, Friday, or before school holidays or breaks.

Assignments must be completed on time and written properly. The only acceptable excuses for incomplete homework are the student’s illness or an emergency, explained in a written note. Students should re-write homework if it is poorly written.

Keep a daily written record of delinquent, incomplete, or incorrect homework assignments, as well as rewrites. Be sure to follow through on checking these the following day. At the end of the week, homework can be discarded. Students should never see their papers thrown into the trash.

Grading Homework (Grades 3-11)

Follow curriculum for giving grades on work completed at home. Always check to see who has not done the work and who just wrote down answers with no study or thought behind them. Students should not sit idly while you check for completed homework assignments. Give them work to do.

Grades 1-3 Testing

Preparing for tests. Follow the test schedule in the curriculum. Count out the tests by rows or tables, and stack them in order for quick, easy distribution.

Give tests. Each student should have his test answers covered with a cover sheet. Circulate around the room lifting cover sheets to see if students are thinking or just writing down something. Be alert to students who are cheating. It may be necessary to move a few students.

Grading tests. Grade the tests by subtracting the number wrong form 100 points. Record the grades in your grade book in pencil using the following grade scale:

A - 100-94

B - 89-80

C - 79-75

D - 74-70

F - 69 and below

(1-6) should have grades for the following subjects: Math, Reading, Language/Grammar, Penmanship, Spelling, History/Geography, Science/Health, Bible, (P.E., Music, Art, Computer (OPTIONAL)).

Progress Reports

Progress Reports are due every 3rd week of the 9 weeks.

A logo for a school

Description automatically generated  
Senior Pastor/ Superintendent, Josh Lee

Administrator/ Principal, Sue Cranford

Email: [mrscranfordlca@gmail.com](mailto:mrscranfordlca@gmail.com)

3401 W 7th Street Texarkana, Texas 75501

Phone: 903.306.2148

Fax: 430.200.4321

Email: [office.lcatxk@gmail.com](mailto:office.lcatxk@gmail.com)

Website: lighthousechristianacademy1.com

**2023-2024 LCA Faculty Manual Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and agree to the Faculty Manual and understand the terms of which I have read. I accept the rights and responsibilities pertaining to my classroom. I agree to support and abide by any rules, guidelines, procedures, and policies that Lighthouse Christian Academy may have in place for the 2023-2024 School Year. I also understand that this handbook supersedes all prior handbooks.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_