



SHAILER PARK STATE HIGH SCHOOL  
— *Lifting Aspirations* —

an Independent Public School

*'Leading Resilient, Reflective, Resourceful, Relational students towards a Bright Future.'*

# Parent Handbook

## 2021

## Principal's Welcome

Shailer Park State High School is a progressive campus whose Big Plans and Bold Ambitions have seen it become one of the most successful independent public high schools in the Logan area. With excellent teaching practices, high expectations and a supportive and nurturing educational community, students are continuously guided through their personal pathway to success. A tradition of excellence has been created and maintained by our teachers and students and can be demonstrated in our outstanding results and exceptional community reputation.



The forging of meaningful educational pathways and the realisation of limitless opportunities has played a part in or has been key to our students' success. We develop learners who are Resilient, Reflective, Resourceful and Relational. Teaching practices which are learner centred, along with an environment characterised as caring yet challenging, has translated into Shailer Park State High School offering a deeply personal approach to the development of young people. Through the setting of relentlessly high expectations, our students develop a sense of belonging, pride and self-belief, with our graduates going on to become innovative, industrious and positive members of the greater community.

Including award winning teachers in our classrooms, our dedicated staff are committed to fostering the talents of each child, using scientific research to implement effective teaching practices. Our students are constantly being challenged to achieve their best, which, coupled with a clear vision of ensuring every graduate continues on into further education, training or employment, has created an aspirational culture throughout the school. In addition, various Academy programs including NEXUS, ALTUM, Dance, Volleyball, Futsal and Instrumental Music further challenge and extend those students with exceptional abilities, while a wide range of sporting and cultural extra-curricular activities fosters a love of learning for all.

The high expectations in place throughout our campus are readily achievable with the support and encouragement of our parents and community members, who are collaborative with staff in their approach to the education of students. Through transparent and open communication, Shailer Park State High School staff, students, parents and community members have continued to develop a sense of belonging and self-belief, whilst encouraging the relentless pursuit of student aspirations.

Welcome to our community, where Big Plans are made together and Bold Ambitions are goals to be realised.

Dorothea Jensen  
Principal

## SHAILER PARK STATE HIGH SCHOOL

### OUR VISION

Lifting Aspirations through Big Plans and Bold Ambitions for a Bright Future



## School Contact Details

Phone Number:	3451 2777
Absence Line:	3451 2766
Website:	<a href="http://www.shailerparkshs.eq.edu.au">www.shailerparkshs.eq.edu.au</a>
Email:	<a href="mailto:office@shailerparkshs.eq.edu.au">office@shailerparkshs.eq.edu.au</a>
Enrolment Email:	<a href="mailto:enrolment@shailerparkshs.eq.edu">enrolment@shailerparkshs.eq.edu</a>
Facebook:	www.facebook.com/shailerparkshs
Address:	3 Leaf Street Shailer Park QLD 4128
Postage Address:	PO Box 3277 Logan Hyperdome, Loganholme QLD 4129
Office hours:	8.00am to 3.30pm

## The School Day

Our school day begins at 8.50am. A warning bell rings at 8.45am to signal to students that they need to move to class. The day ends at 2.55pm. Daily structure in 2021 is:

<b>Monday</b>	
Assembly	8:50 – 9:20am
Period 1	9:20 – 10:30am
Break	10:30-11:00am
Period 2	11:00 – 12:10pm
Period 3	12:10 – 1:20pm
Break	1:20 – 1:50pm
UPLIFT (refer to table) 1:50 – 2: 55pm	
<b>Tuesday - Friday</b>	
House Care Group	8:50 – 9:00am
Period 1	9:00 – 10:10am
Period 2	10:10 – 11:20am
Break	11:20- 12:05pm
Period 3	12:05 – 1:15pm
Break	1:15 – 1:45pm
Period 4	1:45 – 2:55pm

<b>UPLIFT Personalised Learning Opportunities</b> <i>1:50 – 2: 55pm Monday afternoons</i>	7	8	9	10	11	12
AMAYDA Empowered Engagement Program	x					
Social and Emotional Learning Program		x	x	x	x	x
Literacy and Numeracy Development Program		x	x	x	x	x
<b>UPLIFT Personalised Learning Options</b> <i>For students not required in Programs</i>	7	8	9	10	11	12
Supervised study (available in the library)		x	x	x	x	x
Independent study (at home)		x	x	x	x	x
Career experience			x	x	x	x
Career Education			x	x	x	x

## Our House Spirit

Our House Structure serves an important cultural and structural function at SPSHS. Each student belongs to a House and House Care Group – a multi-age class in which students develop their relationships with their peers, explore their sense of self and others, and learn important life skills such as demonstrating resilience, organising their learning, developing learning behaviours and working collaboratively. A student remains in the same House Care Group and House across their secondary schooling, forming bonds akin to those in a family with their peers and teacher. The sense of spirit fostered in these Houses is observable across all facets of the school life – carnivals, community events, daily activities, assemblies, pastoral activities, CAST (Clubs, Academies, Societies and Tutorials) activities and learning.

The Student Services Team, located in F Block, incorporates the Heads of House, the Guidance Officer, School Based Youth Health Nurse, Youth Support Coordinator, Engagement Officer, First Aid Officer and Chaplain. The Student Services Team provides a safety net of care across the school. Together with class teachers and other staff, students' wellbeing is supported and managed, with Care Managers appointed on a case-by-case basis should more focused intervention be required. This approach ensures that support is targeted and timely, and delivered by the appropriate personnel.



Our Heads of House will play a vital role in the life of your child during their secondary school years. In working collaboratively with the School's Leadership teams, the Heads of House are responsible for developing and maintaining a caring, challenging and positive educational environment for each student within their House, including the development and implementation of pastoral care and personal development programs. They will foster a sense of belonging and school spirit and ensure that students are developing academically, socially and emotionally while demonstrating our 4Rs. The Heads of House will also be the key point of contact for parents/guardians, liaising with families regarding students' holistic development and wellbeing. Contact details for Our Heads of House are provided in our school contacts list on our website.

## **Future Ready Learners: The Four Rs**

Our community works together to ensure each student has a big plan and bold ambition for a bright future. At Shailer Park State High School, we are relentless in our focus on developing students who are Resilient, Resourceful, Relational and Reflective.



These four dispositions or attributes, what we have termed "The 4Rs", will serve our young people well at school and beyond school. Our students will hear all about the importance of developing these learning behaviours and the ways these dispositions can support them as learners. Below is a quick snapshot of "The 4Rs" so that you can continue these discussions at home.

<p><b>A RESILIENT Learner is ready, willing and able to lock on to learning.</b></p> <p><i>'Our ability to recover from setbacks, to embrace change and to soften, rather than fight, in the face of challenges'</i></p> <p style="text-align: center;"><b>Learning Behaviours</b></p> <ul style="list-style-type: none"> <li>✓ <b>Absorption:</b> flow; the pleasure of being rapt in learning</li> <li>✓ <b>Managing Distractions:</b> recognising and reducing interruptions</li> <li>✓ <b>Noticing:</b> really sensing what's out there</li> <li>✓ <b>Perseverance:</b> "stickability"; tolerating the feelings of learning</li> </ul>	<p><b>A RELATIONAL Learner is ready, willing and able to learn alone and with others.</b></p> <p><i>'Our ability to work with others including communication'</i></p> <p style="text-align: center;"><b>Learning Behaviours</b></p> <ul style="list-style-type: none"> <li>✓ <b>Interdependence:</b> balancing self-reliance and sociability</li> <li>✓ <b>Collaboration:</b> the skills of learning with others</li> <li>✓ <b>Empathy and Listening:</b> getting inside others' minds</li> <li>✓ <b>Imitation:</b> picking up others' habits and values</li> </ul>
<p><b>A REFLECTIVE Learner is ready, willing and able to become more strategic about learning.</b></p> <p><i>'Our ability to think about what we did, what happened and what we would do differently next time.'</i></p> <p style="text-align: center;"><b>Learning Behaviours</b></p> <ul style="list-style-type: none"> <li>✓ <b>Planning:</b> working learning out in advance</li> <li>✓ <b>Revising:</b> monitoring and adapting along the way</li> <li>✓ <b>Distilling:</b> drawing out the lessons from experience</li> <li>✓ <b>Meta-learning:</b> understanding learning, and yourself as a learner</li> </ul>	<p><b>A RESOURCEFUL Learner is ready, willing and able to learn in different ways.</b></p> <p><i>'Our ability to find agile and effective ways to overcome challenges.'</i></p> <p style="text-align: center;"><b>Learning Behaviours</b></p> <ul style="list-style-type: none"> <li>✓ <b>Questioning:</b> getting below the surface; being curious</li> <li>✓ <b>Making Links:</b> seeking coherence, relevance and meaning</li> <li>✓ <b>Imagining:</b> using the mind's eye as a learning theatre</li> <li>✓ <b>Reasoning:</b> thinking rigorously and methodically</li> </ul>

## **Empowered Engagement**

Shailer Park State High School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences, acquire values supportive of their lifelong wellbeing and develop the 4Rs.

Our **Code of Conduct for Students** is designed to facilitate high standards of behaviour so that learning and teaching in our school can be effective and students can participate positively within our school community. The Code of Conduct for Students also outlines our process for acknowledging positive behaviours and responding to inappropriate and unacceptable behaviours in alignment with Departmental policies and guidelines. The Code of Conduct for Students will be available on the school's website [www.shailerparkshs.eq.edu.au](http://www.shailerparkshs.eq.edu.au) in 2021.



## **Our Partnership Approach**

We welcome and value the opportunity to partner and collaborate with you and your family as we support students across their learning journey. Should you have any concerns about your child, the first point of contact is your child's Head of House. A full list of staff contact details is available on the school's website – [www.shailerparkshs.eq.edu.au](http://www.shailerparkshs.eq.edu.au) . These details are updated each term.

## **Partnering with Our School - Communication with Parents/Guardians**

Shailer Park State High School values partnering with our community to 'Lift Aspiration through Big Plans and Bold Ambitions for a Bright Future'. Working with parents and families of students is essential in strengthening educational outcomes. We respect that parents and families have different needs and therefore engagement with families is based on individual circumstances. The relationship with each family will be unique in many ways, and all partnerships will share some features:

- Mutual trust and empathy;
- Open, respectful communication and shared decision making;
- Openness to others' views, values and perspectives;
- Clarity about roles and responsibilities;
- Appreciation of each other's knowledge and experience;
- Willingness to negotiate and compromise;
- Commitment to resolve tensions and conflicts;
- Shared aims or goals—what is best for the child.

At times, families may require more information, want to engage with teachers to better understand our processes or have a concern relating to our school. Our school needs to know so that we can genuinely partner with you and work through the circumstance. Through this partnership approach, we will have the opportunity to gain a better understanding of each other and do what is best for students. Your contribution is valued.

## The Major Phases of the Partnership Approach

There are generally several major phases in the partnership approach. In many instances, these can all be worked through in a single interaction.

### PHASE 1 – INITIAL CONTACT WITH US

Please express your inquiry, request information or concerns objectively, calmly and respectfully. Staff members (teacher/administrator) will listen to your concern and make every attempt to understand it. The staff member will seek to clarify the outcome you are looking for. Staff will explain any related school policy or procedure or connect you with someone who can explain it to you.

Staff will work out an action plan with you. For example, what they will do, what you should do, what your child should do and expected timelines and communication channels. The initial staff member may deal directly with the matter or refer it to the appropriate person.

If your enquiry **relates to the classroom**, your first point of call should always be the **classroom teacher**. You can contact them via email or by calling the school (07) 3451 2777.

If your enquiry relates to the **playground** or is in relation to a **pattern perhaps across several classes** or it is an inquiry relating to **behaviour, attendance, uniform or your child's well-being**, your first point of call should be the **Head of House or Case Manager**. You can contact them via email or by phone (07) 3451 2777.

If the staff member is unavailable, they will contact you within a reasonable and appropriate time frame (2 business days).

### PHASE 2 – DECIDING ON HOW TO RESPOND TO THE MATTER

Sometimes matters will need further investigation. Investigations take time and an outcome may not be immediate. In this phase, a decision will be made about how to respond to the matter. Most matters are handled at the school level. We encourage parents, in the first instance, to work directly with the people closest to the issue to resolve the matter.

### PHASE 3 – INVESTIGATING THE MATTER

In this phase, the person responding to the matter will try to find out all the relevant information. You can best help by providing all the relevant information you can. Staff may need to talk to other people to get a complete picture. As staff do this, they will explore options to resolve the matter. Information will be treated sensitively. You need to be aware that if the matter is a complaint, the person who is involved in your complaint usually has the right to be made aware of the complaint and will have the right to respond.

### PHASE 4 - RESOLUTION

The person who is responding to the matter will use the facts that have been gathered to make a decision that is in alignment with our school policies and procedures. They will work through a partnership approach to achieve the desired outcome. In exceptional circumstances, where the outcome you have sought is not achieved, or you are not satisfied with the response to the matter, please contact the appropriate **Case Manager, Head of Department or Deputy Principal** (details for personnel can be found on our website).

## **Enrolments**

Enrolment Packs can be downloaded via

[https://shailerparkshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/enrolment\\_pack.pdf](https://shailerparkshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/enrolment_pack.pdf) or collected from the Administration Office during office hours. To submit your application, please return your completed application including all supporting documentation to our Enrolment Officer via [enrolment@shailerparkshs.eq.edu.au](mailto:enrolment@shailerparkshs.eq.edu.au), or in person at our Administration Building.

## **Parent Information Nights**

Each year, information nights allow the school as well as external providers and experts to share with parents/guardians important information, research and recent developments relevant to their child's education and wellbeing. Please keep up to date with all school communication regarding parent nights. We encourage all families to attend these sessions.

## **Keeping in Contact**

School communication to parents/guardians is generally sent via email or SMS. There will be times when letters are sent via post or registered post.

The school also has a Facebook page [www.facebook.com/shailerparkshs](http://www.facebook.com/shailerparkshs), which is updated regularly and provides the latest news from around the school. Please subscribe to our school's newsletter via <https://shailerparkshs.schoolzineplus.com/subscribe>

## **The Parents and Citizens Association**

Our first General Meeting will be held in February 2021, with the Annual General Meeting to be held in March 2021. There will generally be 6 meetings each school year. Our executive team can be contacted via email [pandc@shailerparkshs.eq.edu.au](mailto:pandc@shailerparkshs.eq.edu.au).

## **Updating Student Records**

It is important that the school can contact parents/guardians at all times, and especially in the case of emergency. Parents/Guardians should advise the school of any change of student or parent personal details including email, mailing address, telephone etc., who can be contacted by email: [office@shailerparkshs.eq.edu.au](mailto:office@shailerparkshs.eq.edu.au). Please include your child's name and year level.

## **Student Absences**

To inform the school of your child's absence, please make contact by 9.00am on the day of absence by calling our Student Absence Line: **07 3451 2766**.

**Please provide:**

Your name	Student's name	Roll Class
Date of absence	Date of expected return	Reason for absence

## **Extended Leave**

Any leave for more than ten (10) consecutive school days (including across end-of-term or year breaks), must be approved by the Principal. Please contact the office for more information.

## **Student Late Arrivals and Leave Passes**

We value the safety and engagement of students so it is important that our processes allow us to accurately track students entering or exiting the school at different times during the day. Students who arrive late to school are required to attend the Student Counter in F Block to report their arrival. They will be provided with a printed Late Pass to be handed to their teacher. A parent or guardian must notify the Student Counter staff or Absence Line of the reason for their child's late arrival to avoid a penalty against attendance.

Similarly, students who need to leave the school during the school day are required to obtain a leave pass from the Student Counter in F Block before they leave the school grounds. A note or phone call **(07 3451 2777) must be presented/received from their parent/guardian** which includes a reason, time of departure and time of return (if applicable). If returning to school, students must report to the Student Counter in F Block to record their presence before returning to class. **Leave Passes can be obtained before school or during breaks only.**

## **Planning for Success—Using a Planning Tool (Resilience Planner/Calendar)**

Taking ownership of their learning by being organised and resourceful is helpful to students in planning for success. It is also known that by planning learning, students will also develop their resilience: persisting when faced with challenges; working through stressful situations by implementing their plan; being reflective and having time to review, refine and rework; and having the opportunity (time and space) to learn from mistakes. The tools which are helpful in developing this resilience include a student's personalised Assessment Planner (issued each term), a Resilience planner, a diary or other tool for recording information, and effective organising/storing of school resources e.g. worksheets, notebooks, planners. In their planners, students should record as a minimum all due dates for assignments and tests, monitoring/draft dates and CAST activities. Students will be guided to develop the best process and tool for their own use.

## **Homework**

Homework that is varied, challenging and directly related to class work and appropriate to the students' learning needs is worthwhile and an essential tool for learning. Homework should be recorded in a systemised manner, and if homework is not issued for a class, students should consider seeking feedback, extra revision, pre-reading and consolidation, such as making visual summaries, reading ahead and practising problem-solving skills, as meaningful work at home. These strategies all support students in their long- and short-term goal setting and planning for success.

## **School Policies**

Students who are organised for learning and conduct themselves appropriately will have a positive school experience. Shailer Park State High School policy documents are available on the School's website - <https://shailerparkshs.eq.edu.au/our-school/rules-and-policies>

These policy documents are occasionally updated and additional policies added as required. Please note particularly the policies pertaining to Attendance, Testing and Assessment and Responsible Behaviour.

## **School Resource Hire Scheme, Excursions and Levies**

The SRS payments made by families contribute to paying the costs incurred in delivering education programs for students and covers items such as textbooks, printing, internet access, materials used in lessons (e.g. workshop materials, items for conducting experiments, art supplies and ingredients), applications/subscriptions, compulsory excursions and guest speakers.

Levies for Academy Programs cover the costs incurred in delivering the program and must be paid in full by the end of Week 9, Term 1. Where excursions or camps or trips are offered and are optional, families will be asked to make a payment to cover the cost, which usually can not be refunded. For more information, please contact [office@shailerparkshs.eq.edu.au](mailto:office@shailerparkshs.eq.edu.au).

## **Payments by Students and/or Parents/Guardians**

Payments must be up-to-date for students to access all resources. Please refer to information provided with Student Resource Scheme forms for more information about what is included under the scheme. Non-payment of fees may affect a student's eligibility to engage in activities (e.g. optional excursions) and access to resources (e.g. printing) as well as access to programs, including Academy Programs. The non-payment of fees affects the school's ability to allocate funds to projects such as air conditioning and upgrades to infrastructure.

We accept payments via BPoint only, unless otherwise stipulated. Please check all letters and invoices for information regarding payment options and timelines.

## **Communication Devices**

Information communication technology can be useful tools to facilitate teaching and learning and, when used responsibly, assists in daily life. Students and parents should refer to the School's Responsible Behaviour Plan for responses to the improper use of these devices.

Each student is responsible for their mobile phone or electronic device, if it is brought to School. No responsibility is taken for lost or stolen items and students are encouraged to keep valuable items at home. If a teacher reasonably believes that a student is misusing a device while in class, the student will be required to relinquish the device at the office. A receipt for their device and a detention will then be issued. This is also the case if the device is either audible or visible in class.

The item

- is registered with office staff
- placed in a secure location
- may be collected at the end of the school day.

**Any student who has been dealt with on the third occasion will have item(s) returned only to a parent/carer personally.**

## **Misuse of Information and Communication Technologies**

At applying for Enrolment at the school, families signed the Information and Communication Technologies Acceptable use Agreement Policy. Any breach will be managed according to the Responsible Behaviour Plan for Students.

## **ID Cards**

All students are issued with an ID card. The card is necessary to borrow books from the Resource Centre, to access other school resources and to support our management of student security. If lost, this card must be replaced at the student's expense of \$7 via QKR. Photographs are taken at the beginning of each year and then as required.

## **Bus Travel**

Please refer to the Fact Sheet located [here](#) regarding student bus travel and the relevant Code of Conduct for Student Traveling on Buses. Please note that students who breach the Code may be refused travel.

## **Dress Code**

Shailer Park State High School is a uniform school and all students enrolling here are expected to accept and support these standards of dress as determined by the Principal and supported by the P&C. The full school uniform is compulsory and must be worn on all occasions, unless stipulated, as well as to and from school. Students are required to be neatly presented, clean and well-groomed which promotes a positive image of the school and of themselves. All garments are to be worn without modification, in the manner designed.

### ***Sun Safe Guidelines***

Students are strongly encouraged to wear the SPSHS hat and absorbent sunscreen whenever in direct sun exposure.

### ***Formal Uniform***

The formal uniform is to be worn each Monday and when representing the school in public e.g. excursions, community development activities, unless stipulated. Students who have sports training, Health and Physical Education or Dance classes scheduled on Monday, are required to change into their sports uniform prior to the lesson and change back into their formal uniform at the conclusion of the activity. Senior School Leaders must wear the school blazer each Monday for assembly and when representing the school.

### ***Sports***

The Sports uniform should be worn for sports days, sports training, Health and Physical Education and Dance classes.

### Specialist Activities

In line with workplace health and safety requirements, students will need to follow further dress standards such as hair tied back in food studies, science and technology classes. Academy attire is permitted to be worn when travelling to and from academy events and during academy events only.

Please note: All specialty uniform items are worn only during approved activities, at all other times the Shailer Park SHS uniform must be worn.

### Dress Code Infringements

The Responsible Behaviour Plan will be applied for all infringements. We ask that parents/carers reinforce this important message to students and work with us in supporting students to be proud of their appearance and standard of presentation.

SPSHS Formal Uniform		
Formal Uniform Top	<ul style="list-style-type: none"> <li>• Blue / white shirt / blouse with SPSHS logo</li> <li>• Compulsory navy neck tie for years 10-12</li> </ul> Optional for years 7-9: <ul style="list-style-type: none"> <li>○ Navy neck tie</li> </ul>	 <p>Year 7-9                      Year 10-12</p>
Formal Uniform Bottom	<ul style="list-style-type: none"> <li>• Knee-length Tailored Navy Shorts / Skirt / Skort or</li> <li>• Ankle-Length Tailored Navy Trousers or</li> <li>• Microfiber Trousers with SPSHS logo</li> </ul> Optional: <ul style="list-style-type: none"> <li>○ Black opaque stockings</li> <li>○ 25mm smooth leather belt with small buckle – Black only.</li> </ul>	
Footwear	<ul style="list-style-type: none"> <li>• White Ankle Length Socks</li> <li>• Full Black Leather Lace-up Shoes (as per workplace health and safety requirements).</li> </ul>	
Formal Uniform – Senior Leaders (compulsory) and Year 12 students only (optional)	<ul style="list-style-type: none"> <li>• Tailored Navy Blazer with SPSHS logo</li> </ul>	

### SPSHS Sports Uniform

Sports Top	<ul style="list-style-type: none"> <li>• Sports Polo with SPSHS logo</li> </ul>	
Sports Bottom	<ul style="list-style-type: none"> <li>• Navy Active Shorts (&lt;=10cm above the kneecap)</li> <li>or</li> <li>• Microfiber Trousers with SPSHS logo</li> </ul>	
Footwear	<ul style="list-style-type: none"> <li>• White Ankle Length Socks</li> <li>• Full Black Leather Lace-up Shoes (as per workplace health and safety requirements).</li> <li>• Sports training shoes/joggers can be worn during physical activity but must be changed into at the start of the class and changed out of at the end of the class.</li> </ul>	

### Other Items

Seasonal Items	<ul style="list-style-type: none"> <li>• Microfiber Jacket with SPSHS logo or</li> <li>• Fleece Jumper with SPSHS logo</li> <li>• Knit jumper with SPSHS logo</li> <li>• Knit cardigan with SPSHS logo</li> </ul>	
Hat	<ul style="list-style-type: none"> <li>• The SPSHS cap is recommended to be worn with brim forward facing. Any appropriate sun safe hat is allowed.</li> </ul>	
Hair, Nails, Face and Other	<ul style="list-style-type: none"> <li>• Hair (including facial) and nails must reflect a 'natural colour', be neat and well groomed. Hair ties / accessories must be non-obtrusive and reflect a professional appearance.</li> <li>• Make-up must reflect a 'natural colour.'</li> <li>• All tattoos must be covered where appropriate.</li> </ul>	
Jewellery	<ul style="list-style-type: none"> <li>• Up to two pairs of earrings either small studs or plain small sleepers in ears only. No other piercings permitted.</li> <li>• A single watch</li> <li>• A single fine necklace with only a small pendant/symbol worn underneath the uniform</li> </ul>	

- ✓ All items requiring the SPSHS logo are available from The School Locker.
- ✓ Items not listed as requiring the SPSHS logo may be purchased from The School Locker or other retailer and must meet standards specified.

