



From the Office of:

Rich Lane, Dean of Students

June 2019

Please review the following policies, further detailed in the Student Handbook available at www.stmcougars.net.

Cell Phones and Wearable Technology

Cell phones, Apple watches, Fitbits, etc. are prohibited during the school day. A detention will result if any of these are confiscated during the school day. The school day is defined from when the first bell sounds to begin the school day and will conclude when the dismissal bell sounds to end the instruction day. In the case of an emergency and a call is needed, students should see an administrator for assistance.

Student Parking

Parking is by permit only. **Students must present their driver license when purchasing a parking permit.** Permits are to be displayed on the rearview mirror in each vehicle. Security personnel will ticket vehicles that do not have a current STM permit displayed properly. Reckless operation such as speeding, cutting in line, driving on grass areas and horseplay will not be tolerated. Loss of driving privileges on campus will occur if any student demonstrates unsafe driving practices. Student parking is limited. Each parking space is numbered to correspond with a specific permit number that indicates the individual student's space.

Attendance/Tardies

Please refer to the student handbook regarding attendance. Attendance is counted per class period. Students that miss a class (**excused/unexcused**) beyond ten (10) per semester may not receive credit for that class. A student that is tardy for (3) or more times in any class during a grading period will receive a detention.

Power Monday Start Time

The first bell will sound to begin the school day at 9:30 a.m. on Power Mondays. The tardy bell will sound at 9:34 a.m.

Grooming Revisions for Male Students

- Hair styles may not be considered extreme by the administration and must be clean, neat and well-groomed at all times.
- Students must be clean shaven at all times.
- Extreme/excessive styles of sideburns are prohibited and must not exceed the earlobes.
- Hair styles must be of moderate length in front, back, top and sides.
- Hair must not extend 3" from the scalp and may not extend below the eyebrows.
- Earlobes must be visible and hair should not touch the shirt collar in the back.
- Gel substances in moderation are allowed but may not be used to disguise the hair length.
- Mohawk hairstyles are considered extreme and are not allowed.
- Shaving or carving into the natural hairline, dyed, bleached or tinted hair is not acceptable.
- All male hair color must be natural. Natural is defined as hair that hasn't been altered by any chemical additives.

Grooming Revisions for Female Students

- Hair and styles may not be considered extreme by the administration and must be clean, neat and well-groomed at all times.
- Layered hairstyles and highlights with appropriate colors are allowed.
- Weaves/extensions of appropriate length and color are allowed.
- Dreadlocks, feathers, shaving or carving into the natural hairline, excessive dyed or bleached hair are considered extreme and not permitted.
- Make up in moderation is allowed.



2019-2020 Policies Permission Form

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Student Name (Please Print) _____ **Grade** _____

Parent(s) or Guardian name (Please Print) _____

Academic Integrity Code

As parent(s)/guardian(s), we have read the Academic Integrity Code and understand we are to cooperate with the school's policies and regulations contained therein.

As a student of STM, I have read the Academic Integrity Code and I agree to act with integrity and avoid academic dishonesty during my education at STM.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Permission to Publish

We hereby grant permission to St. Thomas More Catholic High School and its employees, agents or responsible persons to publish information including, but not limited to names, pictures, biographies, accomplishments, and extracurricular activities concerning activities of STM.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Digital and Online Tool Usage

As a 1:1 school, STM uses a variety of digital and online educational tools. These tools are vetted by the school and serve to enhance lessons and improve learning outcomes.

I hereby grant permission for my child to use digital and online learning tools assigned by the teacher(s). I recognize that every effort will be made to safeguard my child's privacy and personal data.

Child's Name (Please Print) _____ Grade Level _____

Parent/Guardian Signature _____ Date _____

Responsible Use & L.A.R.K. Policies

As parent(s)/guardian(s), we have read the Responsible Use and L.A.R.K. policies and understand we are to cooperate with the school's policies and regulations contained therein. We are aware that if the computer is stolen or is destroyed or lost due to lack of responsibility, the replacement cost is the responsibility of the student and his/her parent/guardian.

As a student of STM, I have read the Responsible Use and L.A.R.K. policies and agree to be accountable for the policies and regulations contained therein. I will make sure that my tablet is fully charged before coming to school each day and that it remains in its sleeve when not in use. I will notify the Help Desk immediately if it is damaged or is not working properly. I understand that failure to comply with these requirements and/or violation of any aspect of the Responsible Use Policy will result in disciplinary action.

STM reserves the right to amend any item in the technology policy during the school year. Parents and students will be notified in writing via email and through the More on the Way newsletter.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Tablet Damage Policy

A fee will be assessed to the student for any damages incurred with the school issued Fujitsu computer. When not in use, all computers are **REQUIRED** to be in the school provided sleeve. All damages must be reported immediately to the Help Desk. Disciplinary action will be taken for all unreported and/or recurring damages.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Tablet Insurance

Tablet insurance is **not required by the school but is strongly recommended**. Insurance can be purchased directly from a third-party company ([Worth Group](#)) or can potentially be added to the parents' homeowner's policy. All invoices for damages will be emailed to both parent and student and must be paid through the school website ([Tablet Insurance, Orders and Repairs](#)) upon receipt. If the parent chooses to file an insurance claim, reimbursements from the insurance carrier will be paid directly to the parent. Worth Insurance will cover the computer if it is damaged, lost or stolen. Keep in mind that lost or damaged pens, power cords and batteries are not covered by tablet insurance. Please refer to <http://www.studentinsurancepartners.com/> for more information concerning supplemental tablet insurance through Worth Group.

2019-2020 Policies Permission Form

Parent/Student Handbook Acknowledgement Form

We have read the policies and procedures of St. Thomas More Catholic High School as stated in the on-line Handbook, including the Parental Cooperation Statement, Drug Testing, Academic Alert, Dress Code, Attendance, Academic Integrity and Technology Acceptable Use. We fully understand all school policies and agree to uphold them.

PARENT COOPERATION STATEMENT

An integral part of the educational philosophy of St. Thomas More Catholic High School is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between the parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community. While St. Thomas More Catholic High School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, St. Thomas More Catholic High School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. St. Thomas More Catholic High School reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled. Furthermore, failure on the part of any student and/or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

Student's Name (PLEASE PRINT): _____ Grade: _____

Student's Signature: _____ Date: _____

Parent's Name (PLEASE PRINT): _____

Parent's Signature: _____ Date: _____

Parent or Guardian Permission for Direct Contact with Minors

According to the Diocesan Social Media policy, teachers/club moderators/coaches/administrators may not contact students via **personal** email/SMS text message/Twitter/etc. without parental permission. Digital communication is the primary means of communications at STM. Please note that teachers and school officials regularly communicate with students via the school email system and Moodle. On occasion, teachers/coaches may communicate with students via phone, SMS/text message or through social networking sites sponsored by school groups/clubs/teams (i.e. Twitter, Instagram, Facebook, etc.). By signing the form below, you are granting permission for your child's teachers/club moderators/coaches/administrators to communicate with your child through a personal account.

Minor Child Name (please print): _____

Parent/Guardian Name Signature _____

Date _____

**A copy of all the policies below should be retained by
parents and students for their record and future reference.**

Responsible Use Policy

St. Thomas More Catholic High School (STM) provides computing and network resources for students, employees, and others affiliated with STM for school communication and educational use. All equipment, software, and network capacities provided through STM are the property of the school; any replacement or repair costs for damages are the responsibility of the student and his/her parent/guardian. Tablet insurance is not required by the school but is strongly recommended. Insurance can be purchased directly from a third-party company or can potentially be added to the parents' homeowner's policy. STM provides state of the art Content Filtering Service (CFS) and Layer 7 application filtering for any device connected to the network. STM also provides classroom management software to aid teachers in regulating students' internet/application usage in the classroom.

Appropriate and responsible usage of technology resources includes:

- the use of St. Thomas More Catholic High School owned software, hardware, and Intranet for scholastic endeavor.
- accessing the Internet to retrieve information from libraries, LMS, databases, and websites to enrich and expand curriculum.
- the use of school regulated email accounts to facilitate communication and distance-learning projects.
- conducting online activities in an ethical and legal fashion. The use of technology resources is a privilege, not a right. Misuse will result in the suspension or loss of privileges, as well as possible disciplinary, legal, and/or monetary consequences.
- the use of school administered devices. Any use of outside electronic devices (cell phones, e-readers, personal computers, etc.) are subject to administrative approval and must conform to all STM technology policies.

Inappropriate usage of technology resources includes (but or not limited) to:

- usage that violates of the law or the rules of network etiquette.
- usage that disrupts the work or educational environment.
- usage that hamper the integrity or security of any network connected to the Internet. No third-party software, which is designed to bypass content or application filtering services, testing software or classroom management software, may be installed on school-owned device. These programs may interfere with the student's ability to fully participate in class activities and may break functionality with school technology resources.
- the transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret.
- the transmission of copyrighted materials without the written permission of the author or creator through St. Thomas More Catholic High School email or other network resources in violation of U.S. copyright law.
- photographing and/or recording (audio or video) a teacher or staff member without permission.
- posting and/or sharing of photographs or recordings (using email, SMS text, Twitter, Instagram, computer backgrounds, etc.) of a school employee without permission.
- displaying or transmitting messages, images, cartoons that are sexually explicit or constitute harassment.
- usage for personal financial or commercial gain, product advertisement, or the sending of unsolicited junk mail or chain letters.
- forgery, reading, deleting, copying, or modifying of email messages of others.
- creation, propagation, and/or use of any malicious software.
- deleting, examining, copying, or modifying files and/or data belonging to the school.
- unauthorized copying/installation of software programs belonging to the school.
- intentional destruction, deletion, or disablement of STM installed software on any computer.
- vandalism including (but not limited to) any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet.
- attempts to breach security codes and/or passwords of another user.

- destruction of hardware or software or attempts to exceed or modify the parameters of the system.

Electronic Communication

Access to St. Thomas More Catholic High School email and similar electronic communication systems is a privilege, and certain responsibilities accompany that privilege. Any information contained on any STM computer drive, network infrastructure, internet domains, or computer disks are considered the property of St. Thomas More Catholic High School. STM technology users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Communication can easily be misinterpreted by the reader; it is required that all STM students follow the basic rules of etiquette to construct an appropriate tone.

STM Email Etiquette Policy

- Email between students and faculty/staff should occur through the STM email system only.
- Check email daily and respond in a timely manner.
- Pay attention to your audience; use the same respect and formality in an email that you would use in person.
- Always include a brief subject line that includes the topic to be discussed.
- Keep messages brief and to the point.
- Use proper salutation or greeting and complimentary closing.
- Using ALL CAPS should be avoided because it suggests you are shouting.
- Pay attention to grammar and spelling.
- Do not overuse REPLY TO ALL.
- Never forward chain letters or junk mail.
- Never open email attachments from people you do not know.

Additional expectations for electronic communication include:

- Unauthorized attempts to access another person's email or similar electronic communications or to use another student's name, email, or computer address or workstation to send email or similar electronic communications are prohibited and may subject the individual to disciplinary action. Anonymous or forged messages will be treated as violations of this policy.
- All users must understand that St. Thomas More Catholic High School cannot guarantee the privacy or confidentiality of electronic documents, and any messages that are confidential as a matter of law should not be communicated over email.
- St. Thomas More Catholic High School reserves the right to access email to retrieve STM information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, to check Internet access history, or to disclose messages, data or files to law enforcement authorities.
- Nothing in this policy shall prohibit a St. Thomas More Catholic High School operator from intercepting and stopping email messages that have the capacity to overload the computer resources.
- All users are required to maintain and safeguard password-protected access to both personal and confidential STM files and folders.

Consequences

STM has the right to restrict or terminate information network access at any time for any reason. STM also has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network. This agreement applies to all stand-alone computers as well as computers connected to the network or Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The school cannot be held responsible for any damages, injuries, or claims resulting from student violations of responsible use of technology as outlined herein. The decision of St. Thomas More Catholic High School regarding inappropriate use of the technology, digital assistants, or telecommunication resources is final. Monetary compensation may be sought for damage necessitating repair or replacement of equipment. Anyone accused of any of the violations has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

L.A.R.K. SUMMARY

Legal | Appropriate | Responsible | Kind

The L.A.R.K. section is merely a summary and clarification of the school's technology policies. Students need to know and adhere to the policies and procedures in the entire Responsible Use Policy. Students should remember that the school owns the tablet and its primary purpose is for educational use. Any violation of the LARK policy may be subject to disciplinary action.

LEGAL

Illegally copied or downloaded software, music, or games may not be used on any computer leased to STM students. Ignorance of the law is not immunity.

Students are restricted from:

- using file-sharing or peer-to-peer software on the school network and on school-owned laptops or desktops (Torrents, LimeWire, etc);
- placing, creating or accessing sexually explicit, violent, obscene or unlawful material on the network, Internet or school-issued laptops;
- installing or distributing unlicensed or illegal software;
- transferring school software school to another computer;
- illegally copying or downloading software, music, documents, or games to any school-owned computer or tablet;
- violating copyright laws; sharing or using others' log-ons or passwords or other confidential information;
- trespassing in others' folders, work or files.

APPROPRIATE

Only appropriate words and images are used and viewed.

Students are restricted from:

- using and viewing inappropriate words and images--if inappropriate materials are viewed or received, it is the responsibility of the recipient to see that an adult is informed;
- sending, storing or displaying language/material/pictures that may be considered profane, obscene, abusive, inappropriate, racially-charged or offensive to others;
- playing games rated Mature or higher by ESRD or equivalent rating.
- displaying inappropriate screensavers or backgrounds;
- revealing private information such as home addresses, personal phone numbers, or personally identifiable information;
- photographing and/or recording (audio or video) a teacher or staff member without permission;
- Posting and/or sharing of photographs or recordings (using email, SMS text, Twitter, Instagram, computer backgrounds, etc.) of a school employee;
- using course or subject-specific software deemed inappropriate by the classroom teacher (e.g. - translation service);
- Instant-messaging, chatting, sending emails, playing games, surfing the Internet and other tasks that may be considered inappropriate during class time;
- using technology to relay (give or receive) questions or answers from a test, quiz or assignment.

RESPONSIBLE

Diligent care is taken with all hardware and software to prevent damage, or misuse whether intentional or not.

All damages must be reported immediately to the Help Desk. Disciplinary action will be taken for all unreported and/or recurring damages. Any damage of the student's tablet, another student's tablet or a loaner will require payment for repairs and may result in disciplinary action. All invoices for damages will be emailed to both parent and student and must

be paid through the school website upon receipt. If the parent chooses to file an insurance claim, reimbursements from the insurance carrier will be paid directly to the parent. (Keep in mind that lost or damaged pens, power cords and batteries are not covered by tablet insurance). The student and/or parent will be responsible for reimbursing for the current value of the tablet if lost, stolen or damaged beyond repair.

Students are responsible for:

- transporting the computer in the school issued sleeve;
- having a working school-issued power cord and stylus;
- coming to school with a fully-charged laptop in good working condition;
- restarting their tablet every day on campus;
- checking school email, announcements and Moodle daily;
- connecting to only the STM Student network; secondary Wi-Fi devices are prohibited in class (i.e. students may not use the Wi-Fi from their cellphones and/or external devices to bypass the school network and blocking schemes).
- appropriately storing and backing up data;
- notifying the Help Desk within 24 hours of incurring damage to the tablet;
- monitoring all activity that occurs on the computer/device under their log-in.

Students are prohibited from:

- installing additional operating systems or virtualization software;
- attempting to bypass restrictions set by the classroom teacher or school;
- attempting to impair or bypass network security, including but not limited to the storage, transfer or use of software for hacking, eavesdropping, or network administration/monitoring;
- accessing websites on campus specifically blocked by the school.
- misusing tablets, including but not limited to:
 - breaking the screen
 - removing and/or relocate keys
 - transporting the tablet without the school provided sleeve
 - placing/removing stickers on computer
 - causing overall excessive damage.

KIND

Computer use does not in any way tread on the rights or feelings of others. Students model the values found in the STM mission statement in all technology usage.

Students are prohibited from:

- submitting, publishing, displaying or retrieving any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially-offensive or illegal materials using the tablet;
 - participating in cyberbullying (the use of technology to embarrass, harass, humiliate, threaten or intimidate to gain power or control);
 - deleting, trespassing, examining, copying or modifying files and/or data belonging to others;
 - publishing or transmitting photos or information about others that could harm them, their reputations, or future opportunities;
 - intentionally destroying, damaging, disabling the computer of others;
 - deleting information from the computer of others.
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Academic Integrity Code

As a student of St. Thomas More Catholic High School, I understand that I should strive to be a “seeker of truth, individual of character, and God’s servant first.” I recognize that the proper formation of my character is dependent on my virtuous activities every day. By my signature on this Academic Integrity Code, I agree to maintain academic integrity in every aspect of my work. Violations of this academic integrity code include, but are not limited to, the following:

- Checking out of/into school to avoid taking a test or turning in an assignment.
- Relaying, by any means, (giving or receiving) questions or answers from a test or quiz.
- Copying, faxing, duplicating, or transmitting by any means, any assignments that will be turned in as original work, including homework, unless it was given as a collaborative assignment.
- Using programmed materials in watches, calculators, cell phones, other electronic devices, or computers when prohibited.
 - Unauthorized possession or attempted possession of materials designated for teacher use.
 - Writing formulas, codes, or keywords on one’s person or on objects/in cell phones for use on a test.
 - Not following additional specific guidelines on cheating as established by a department, class or teacher.
 - Plagiarism which includes, but is not limited to, submitting material without citing the author/artist and/or source.

I understand that violation of the STM Academic Integrity Code will result in disciplinary action including, but not limited to, academic penalties, suspension, and removal from the honors program, removal from co-curricular and athletic activities, and possible withdrawal or expulsion. This code covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class.

Students found to be in violation of the St. Thomas More Integrity Code will be subject to the consequences listed below. Each instance of academic dishonesty will receive:

- a written referral to both the Dean of Students and the Assistant Principal;
- Wednesday detention;
- a zero on the assignment;
- ineligibility for honor roll for the grading period concerned and ineligibility for end-of-year honor roll;
- parent notification by the teacher by phone call and/or written form.

In addition to the above penalties, the second offense will result in a review by the administration and one or more of the following:

- Saturday detention;
- an in-school suspension or out-of-school suspension;
- dismissal from student offices, athletics, honor societies, and extra-curricular activities.

Social Media Policy

INTRODUCTION: The Diocese of Lafayette and its affiliates recognize that with the increased use of the internet, clergy, employees, and volunteers will use the Internet to conduct ministry, educate, and communicate with the faithful, associates and friends. Social media provides various ways for individuals to interact and has changed the way we communicate and share information. The Diocese encourages pastors, principals, and administrators to support the use of social media and give clergy, employees, and volunteers the necessary training and tools to interact safely and responsibly online. Those using social media must be aware that certain comments and information can misrepresent the positions and activities of the Church, Diocese of Lafayette, and its affiliates. Clergy, employees, and volunteers are required to adhere to the following policy regarding social media for evangelization, education, and personal use, including but not limited to: social networks, text/instant messaging, websites and blogs.

Social Media- Diocese of Lafayette and Affiliates

The Diocese supports the use of social media tools to conduct ministry and education. Social media is a powerful tool; therefore, sites affiliated with diocesan institutions (parishes, schools, offices, etc.) may not be used for: 1) conducting outside business; 2) defaming the character of any individual or institution; 3) misrepresenting the positions or activities of the Diocese of Lafayette or its affiliates; 4) divulging any personal information, particularly about minors that would jeopardize their safety or well-being in any way. Supervisors who approve individuals to create a website are responsible for monitoring the website.

Social Media-Personal Use

The Diocese of Lafayette and its affiliates recognize that clergy, employees, and volunteers may create personal websites, blogs and social media identities (pseudonym, alias or handle i.e. thegospeltruth) as a medium of self-expression, i.e. not a direct extension of church ministry or work. However, clergy, employees, and volunteers must recognize that anything published on a personal website is effectively available to the public. Any information that misrepresents the positions and activities of the Church, the Diocese of Lafayette and its affiliates is prohibited. Personal sites used for diocesan work, ministry, or education are subject to monitoring by their supervisor or designees. Reference should be made to pertinent canon law (see especially canons 220, 666, 747, 761, 779, 804, 822, 1063, and 1369), state and federal law, the professional code of conduct, employee policies, and contracts. Clergy, employees, and volunteers who are identifiable as affiliated with the Diocese of Lafayette are required to put the following notice in a reasonably prominent place on their personal website: "The opinions expressed here are those of [name of person] alone. This site operates independently and is not associated with the Diocese of Lafayette or [name of parish/school]."

Protection of Minors

Clergy, employees, and volunteers are prohibited from posting or distributing personal, identifiable information, including photos and/or videos, of any minor without verifiable consent of parent or guardian. Personal identifiable information includes full name, photos, home address, email address, telephone number or any information that would allow someone to identify or contact a minor. Verifiable consent will take the form of a signed release/permission form from a parent/guardian. Ministry, educational, and personal websites may involve the use of a username and password to access all or portions of the site. If clergy, employees, or volunteers, subject to approval by the Diocese of Lafayette or its affiliates, gives a minor access to a website that is not otherwise openly accessible to the public, that same access must also be provided to the minor's parent/legal guardian. Social media at times involves the interaction between adults and minors, therefore, two (2) Safe Environment certified adults must have unrestricted access to monitor these types of communication, and at least one (1) of the two (2) adults must be employed by the institution (Diocesan office, parish, school etc.).

Confidential and Proprietary Information

Clergy, employees, and volunteers are prohibited from disclosing information that is understood to be private property or privileged according to the norms of canon law, state and federal law, diocesan policy, the professional code of conduct and contractual obligations.

Trademarks and Logos

Personal use of trademarks and logos that are protected intellectual property of the Diocese of Lafayette and its affiliates is prohibited.

Inappropriate Material

It is prohibited to post immoral and otherwise inappropriate material via social media.

Inappropriate material includes, but is not limited to: obscene, harassing, offensive, derogatory, defamatory, or sexually explicit comments, links, or images/video. Reference should be made to pertinent canon law (see especially canons 220,

666, 747, 761, 779, 804, 822, 1063, and 1369), state and federal law, the professional code of conduct, employee policies, and contracts.

Enforcement

Failure to comply with any of the provisions of the Social Media Policy will be grounds for discipline, up to and including termination or removal from position. The Diocese of Lafayette and its affiliates reserve the right to make changes to this policy at any time, at its sole discretion, and interpret and administer the policy considering changing circumstances and events. The Diocese of Lafayette gratefully acknowledges the generosity of the United States Conference of Catholic Bishops, the Archdiocese of Cincinnati and the Diocese of Dallas, in granting the use of its social media policies and guidelines as a resource in the development of this policy.

Revised May 2016