

Student Handbook



2023-2024

Welcome to the Marysville Charter Academy for the Arts! This handbook is designed to give you general information about the Academy and should be kept in a convenient place so that you may refer to it when necessary. Congratulations to you for being a part of this great school; we are counting on you to be an asset to the Academy.

Eric Preston,
Principal

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Attendance

Good attendance is extremely important for all of our students. If students do not have good attendance, they will miss important components of their course of study and not be able to perform to the best of their ability. **A minimum of 90% attendance is required for all students, but our goal is 96% or higher.**

Any student absent for all or part of a day, for any reason, must bring a note upon their return or have a parent or guardian call Mrs. Violet Vigil at 749-6148 the day the student returns. Any uncleared absences will be treated as truancy. **Students are required to attend all classes on the day of a performance, rehearsal or event. Failure to do so will result in the student not being able to participate in the performance or event that day.**

NOTES MUST INCLUDE:

1. The date the note was written
2. Date and time of the total absence
3. Reason for absence
4. Signature of legal parent or guardian.
NO OTHER SIGNATURE IS VALID!
5. Notes must be typed or in ink, not pencil. Note should also have a home phone number or the statement "no phone".

Anytime a student misses a class, it is the student's responsibility to request the missed assignments from their teacher.

Tardy Policy

It is the belief of MCAA that each student should be entitled to the maximum instructional time. It is important for students to attend school every day and to be on time in order for them to be academically successful and a responsible young adult; therefore, a tardy policy has been implemented which supports and reinforces this philosophy. All students who are tardy must report to the school office **BEFORE** going to class. The student must have a note from the parent explaining why they are late, or a parent/guardian may accompany the student to explain. Students are expected to plan their time effectively so that they will arrive to school and class on time.

A tardy is defined as any student not in their assigned seat in their assigned classroom when the tardy bell rings. Consequences of violations of this policy are as follows:

- 5 or more tardies = TARDY LETTER #1 = Detention or campus beautification.
- 10 or more tardies (after the first letter is given) = TARDY LETTER #2 = Detention x 2 and/or campus beautification.
- 15 or more tardies (after the student has earned letter #1 and #2) = TARDY LETTER #3 = In-House or Saturday School.
- 20 or more tardies (after the student has earned letter #1, #2 and #3) = TARDY LETTER #4 = In-house or Saturday School.
- 25 or more tardies (after the student has earned letter #1, #2, #3 and #4) = TARDY LETTER #5 = District Saturday School/citation into SARB.

Dress Code

The following rules are applied to avoid interference with the educational process and to maintain a safe and orderly educational environment. These rules apply to school and to all school related activities:

1. Shoes must be worn at all times
2. Clothing and jewelry will be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which depict or advocate racial, ethnic or religious prejudice or the use of drugs or alcohol.
3. Hats, caps, scarves, or any other type of head coverings shall not be worn in any structure being used as a classroom or for a school function or for school offices unless: (1) prescribed by a physician licensed by the State of California; (2) for a bona fide cultural/religious reason; or (3) approved by the school's administration for a special activity.
4. Clothing shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics without an undershirt, halter tops, off the shoulder or low cut tops, bare midriffs or shorts with an inseam shorter than 3 inches are prohibited. Skirts and shorts must not be above mid thigh. Sunglasses are not to be worn in classrooms or offices.
5. **No gang paraphernalia**, colors, scarves, "rags" or gang hats are allowed on campus or at school functions, as determined by the Marysville Police Dept. gang task force. **"Sagging" is not permitted.** Wallet chains or their equivalent are not permitted at school.

When students are found in violation of the dress code, parents will be contacted to bring proper attire. The student will wear a school provided shirt or pants until proper clothing is obtained. A second or continued violation will result in alternatives to removal from classroom up to suspension for defiance of school rules.

Academic Contract

Upon entrance into the school students and parents accept the condition that students must maintain a "2.0" GPA and have no "F" grades. Students who do not adhere to the conditions will be put on an Academic Contract. Once a student is on a contract, they **MUST** attend all mandatory tutoring sessions and are **NOT** allowed to participate in certain school activities, such as dances or performances as a spectator, until their grades are back to at least a 2.00.

Behavior Contract

Students who attend MCAA do so by choice and we believe that every student who attends will want to support the school and its mission by setting and achieving high goals both academically and socially. Any student who commits an offense that results in suspension will be placed on a behavior contract that stipulates that the student will not violate any behavior codes in a significant or habitual way. If the contract is broken within the remainder of the school year in which it was issued, the student will be released from the Academy to return to their school of residence. Also, students below 90% attendance will be placed on an attendance contract.

Production Contract

All MCAA Students who participate in extra-curricular or non-class based school productions **MUST** sign a contract for each production of which they are a part. The contract holds the student responsible for maintaining their academics, attendance and behavior, as well as attending all rehearsals and performances as required. Performance based classes may have their own individual productions and requirements that

students will be held to as part of their grade; these will be laid out in class syllabi.

Bullying Policy

No student or group of students shall, through physical, written, verbal or other means harass, sexually harass, threaten, intimidate, cyber bully, cause bodily injury to or commit hate violence against any other student or school personnel.

Suspension Appeal Guide

Students in the Marysville Joint Unified School District who violate school rules, district policies and/or educational codes are subject to suspension from school. All suspensions must be based on violation of the above-mentioned rules, policies and codes and each student is entitled to due process under the law. If your child has been suspended from school and you wish to appeal this suspension, the following procedures must be followed:

Step 1: Conference with the site principal. If the Principal finds that there has been an error in enforcing the rules, policies, education codes or due process was not followed, the site principal has the authority to overturn or amend a suspension at the site. If the Principal upholds the suspension and you are not satisfied with the decisions, you may appeal to the District Suspension Appeal Officer/Director of Student Welfare and Attendance, Zach Pless, at (530) 749-6901.

Step 2: Your appeal must be based on fact and stated in writing. Your written appeal must be presented to the site principal within 24 hours after your conference with the site principal. The reason for the appeal can only be that there

was no violation of rules or the administration has made an error in due process.

Step 3: The district suspension hearing officer will read and review the written requests for suspension appeal. The hearing officer will decide whether or not to hold the suspension appeal. If a hearing is in order, the hearing officer will contact the parent and set up a meeting with the parent and the school site administrator. If after review of the request for appeal it is determined that insufficient grounds exist for the hearing, the hearing officer will notify the parent that the hearing will not be held and the student will begin to serve the suspension.

The suspended student has the right to attend school after the conference with the principal, provided that the written request for suspension appeal has been delivered to the site principal. If the parent fails to submit in writing the request for appeal within the required 24 hours, the hearing will not be held and the student will begin to serve the suspension immediately. If procedural requirements are found not to have been met, the Director (mentioned above) must reverse the suspension and remand the matter to the Principal for correction of the procedural error. If the Director finds that all procedural requirements were met, and that the offense for which the student may be suspended was committed, the suspension cannot be reversed or altered. The Director shall render his/her decision within two (2) school days. The decision of the Director regarding any appealed suspension shall be final and binding.

Use of Drug-Detection Dogs

In an effort to keep the schools free of drugs, the district may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board

policy. The dogs may sniff the air around lockers, desks, or vehicles on district property or at district sponsored events.

School ID

All Academy students will be issued a photo ID card specific to the Academy. Students should have the card with them at all times during the school day and at school functions. The cards are often used to check out equipment such as cameras.

Out of Class Passes

Any student outside their assigned class must have a hall pass or a TA pass signed by school personnel. Passes will only be issued in the first 10 minutes or the last 10 minutes of a class block in an emergency situation. The Campus Supervisor is authorized to detain any student found outside of class without a hall pass. Students in violation of this policy will be subject to disciplinary action.

Any student who arrives after 7:50 am must get a pass from the office.

Guest Passes

Prospective students for MCAA are encouraged to visit as guests. MCAA guest passes may be issued to visiting student guests provided that:

1. Visitor has written permission from their current school to visit MCAA

2. All teachers of classes to be visited have given their permission the day before.
3. A school administrator has issued a visitor's pass.
4. Visitor must have prior, written permission to visit MCAA.
5. Visitor passes may be revoked or refused at administrator's discretion.

Off Campus Passes

MCAA is a closed campus. Students may not leave school during class time without a pass obtained from the Attendance Secretary. Students must bring a note from their parent or guardian in order that a leave of grounds pass may be issued. Students must obtain a Leave of Grounds Pass from the Attendance Secretary. Leaving campus without a pass will result in the student being marked truant with appropriate discipline assigned.

Buses

Bus Service is provided by our school district for those students living beyond the city limits and within the Marysville Joint Unified School District boundaries. Students must ride the same bus every day. If a student needs to ride another bus on a particular day, they are required to bring a note from home and have it approved by the office before leaving school. Bus transportation is a privilege, not a right. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. (BP 5131.1) Call the District Transportation office at (530) 749-6198 for routes and schedules.

Students from outside MJUSD are responsible for their own transportation to and from school. Local bus service is available. Call the Yuba/Sutter Transit at (530) 742-2877 for schedules and information.

Lunches

Under the Community Eligibility Provision all MCAA students are provided breakfast and lunch at no charge. Students may purchase additional snack items from the cafeteria at designated windows. Students are allowed to eat their lunch in the MHS cafeteria, but are not required to do so. Students not eating in the cafeteria are allowed to eat in designated areas on campus. Students may bring their lunches if they wish, **but ordering delivery services, such as Door Dash or Uber Eats, is not allowed.** MCAA and MHS are **CLOSED CAMPUSES**; no one may leave campus at lunch unless prior permission is acquired from the office. Permission will generally not be given to leave campus for lunch unless parent or guardian requests and escorts student to and from lunch date. Food and drinks are not allowed in classrooms unless a teacher or administrator has given prior permission.

Field Trips

All MCAA students participating in a school sponsored field trip (including non-school days) must maintain their academics. Students who have an "F" grade in any class or below a 2.0 GPA at the time the permission slip is distributed, will be ineligible to participate. Students who have a "D" grade in any class will only be eligible to participate at each individual teacher's discretion. Students denied participation in a school sponsored field trip will be given an alternate assignment.

Lost & Found

Students finding items not belonging to them, including text books, should turn them in to the Principal's Office. Items not claimed within thirty days will be contributed to charity. Textbooks will be returned to the proper department. Students are encouraged to put names or initials on jackets and other garments to facilitate identification if they are lost or misplaced. Students are not to leave books, instruments, garments, backpacks, etc. in hallways or classrooms. All students' items should be in their possession or stored in appropriate areas.

Smoking/Tobacco

Students shall not smoke or use tobacco, or any product containing tobacco or nicotine, while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Students' possession or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited.

MHS Classes

High school students at MCAA may attend MHS classes when such classes are not offered at MCAA. Students wishing to attend MHS classes must work closely with the MCAA office and MHS counselors to insure that a proper schedule can be worked out. MHS is usually on a regular, 55 minute class schedule and MCAA is on an 80+ minute block schedule. MHS students are also allowed to take MCAA classes if their schedules permit them to do so.

Career Technical Education (C.T.E.) and Regional Occupational Program (R.O.P.)

High School students have access to a wide variety of vocational courses that offer hands on experience in real career settings. MCAA offers multiple CTE classes and is developing more. MHS and LHS offer ROP classes, which are two-hour courses that offer certificates verifying job skills learned—Dental at MHS and Auto at LHS. Students interested in this program will be referred to MHS/LHS for additional information and counseling, but if they choose those courses, will have to prepare for an altered schedule here. MCAA also offers various opportunities for internships and work/study arrangements and will continue to expand the availability of such programs as the need arises.

Dances/Social Functions

MCAA will host dances and social functions and MCAA students and their guests will be allowed to attend. Guests must be cleared with the administration prior to the dance and guests must abide by the rules and regulations of the academy in dress and behavior. There are no guests allowed at the Back to School Dance or at the last dance of the school year. Once students have checked into the dance/social function, they are **not** allowed to leave without being released to a parent or with parent permission. **Any student on behavior or academic contract is not allowed to attend dances or other school social functions**

MCAA high school students may attend MHS dances but must receive permission as a guest of a MHS student prior to the dance. Students must adhere to all MHS rules and regulations as well as those specified by MCAA. 7th and 8th grade students will not be permitted to attend MHS dances or social functions. MCAA prom is for high school students only.

Electronic Devices

MJUSD recently adopted Board Policy 5131.8:

Pursuant to Board Policy and California Educational Code, cell phones and smart watches are to remain in the off position during school hours. Unless given explicit directions for instructional purposes by full-time staff, cell phone usage is completely restricted on campus. Cell phones, smart watches, and headphones/earbuds must not be in use and/or visible during class or during restroom breaks unless given explicit directions for instructional purposes by full time staff.

At the middle and high school level, cell phone use will be tolerated during the lunch period so long as they are not being used to create video or to play music without headphones. Use of cell phones during passing periods is discouraged. At no time are cell phones or smart watches permitted to be in use during class periods with guest teachers. Class syllabi govern the norms inside each particular classroom. In the event the norms are not being followed in the classroom environment, the following actions are in place to curb cell phones becoming distractions in the classroom:

1st Offense: Teacher refers student and cell phone/equipment to administrator or administrator's designee. Administrator/designee confiscates until the end of the day and documents on student record. Office calls parent/guardian.

2nd Offense: Teacher refers student and cell phone/equipment to administrator or administrator's designee. Administrator/designee holds phone until parent is able to retrieve the phone and documents on student record.

Administrative Conference with student and parent to discuss and review cell policy. This meeting may also include a short video. Student may be required to complete a reflection assignment.

3rd Offense: Teacher refers student and cell phone/equipment to administrator or administrator's designee. Student is required to turn the phone into the office at the beginning of the day for five days. Student can pick it up at the end of the day. Student will be required to complete a reflection assignment.

4th Offense: Teacher refers student and cell phone/equipment to administrator or administrator's designee. Student is required to turn the phone into the office at the beginning of the day for the remainder of the school year. Student can pick it up at the end of the day. Student will be required to complete a reflection assignment. Failure to comply will result in additional disciplinary actions up to and including suspension.

If a student refuses to relinquish the cell phone/smart watch/electronic device and/or headphones to a staff member when asked, that student will meet with an administrator and face possible In School or Home Suspension or Saturday School. Students who are not properly following cell phone policy put their property at risk. School officials are not responsible for condition of cell phone.

Pursuant to California Education Code Section 51512, the use of any electronic listening or recording device in an educational setting without prior consent of the teacher and/or the principal is prohibited. Any pupil violating this section will be subject to appropriate disciplinary action. California Education Code 48901.5: (a) The governing board of each school district, or its designee, may regulate the possess or use of any electronic signaling device that operates through the transmission or

receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. (b) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil. Electronic devices such as IPODs, MP3 players, video cameras, radios, electronic toys, laser pointers or any other electronic devices or games are not permitted at school at any time.

Use of Cameras, Videophone, or other Visual Recording Devices

There has been a variety of incidents at schools across the country involving inappropriate use of video recording devices. In an effort to be proactive, MJUSD is prohibiting the use of cameras, videophones, or other visual recording devices on campus or at school related activities. This section, unlike the rest Cell Phone and Electronic Device Policy, extends to the time before school, after school, at school related events (such as athletic events, dances, etc.) or at moments when the school and district's jurisdiction is enforced. This may include when a student is on another campus or to and from school. The only exceptions to this policy include when a student has permission from a staff member to appropriately utilize such devices. Examples include recording a sporting event for an athletic team or a prior approved classroom assignment. Violations of this policy could result in disciplinary actions. The school will not be responsible for lost or stolen prohibited items.

Schedule Changes/Transfers

After two weeks into the semester, schedule changes will be made only if absolutely necessary, as credit loss might result. A parent conference will be required before any change is considered after the first two weeks of a semester.

Students at MCAA commit to at least one semester of study at the Academy. This means that students should complete the semester before they transfer to another school. Any student who needs to transfer before the completion of a semester may, of course, do so and a student may be released for discipline or academic deficiencies. Transfers for students who move out of the area will be expedited so that the new school will have their records as quickly as possible.

Lockers

Lockers are the property of the school and are provided for your convenience. Students must provide their own locks for the lockers and are responsible for the proper care of their assigned locker and its contents. The school is at no time to be considered responsible for items stored in lockers. Students are advised to take items home each night and on weekends. Students are not allowed to write on lockers. All stickers and decals must be appropriate for school and must be cleaned off at the end of the school year. Students changing lockers without specific permission from the office are subject to losing the privilege of having an MCAA locker.

Notification of Camera Surveillance System

For safety purposes, digital video equipment will be used to monitor student behavior on campus and in common areas on the MHS and MCAA campuses. Cameras are installed to protect controlled access areas whenever possible. Students will not be told when the equipment is being used. Video recordings will be treated as other student records.

The principal will review the tapes as needed to document student misconduct. A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access to the portion relating to their child by writing to the superintendent or her designee, within twenty-four hours. All other access is limited to designated school personnel.

Student Health Services

Nursing services are not available at MCAA; however, we do have a Health Aide. If a student is ill or is injured during the school day, they must report to class and then be dismissed to the School Office with a pass, where the Health Aide can assess symptoms and call home. Basic first aid can be given only to students who are injured on the way to school or on the school grounds.

Student Parking

Students are required to register their vehicles with the Campus Security Officer and obtain a student parking pass that will be placed in a visible location. Also, all student drivers must submit a student driving/parking lot Safety Policy statement which both student and student's parents have signed. In addition, all students must park in the **student parking lot**. Failure to do so may result in the suspension of parking privileges. Loitering in the parking lot is not allowed. Once the vehicle is parked, students may not return to it until leaving for the day or because of an authorized departure. Once in the parking lot, cars are under the jurisdiction of the school and, with probable cause, are subject to search by the staff. Safe driving is mandatory at all times. Speeding, driving above five miles an hour, peeling out, exhibitions of speed, students in the back of trucks or other open vehicles are all prohibited. Violations may result in school sanctions or arrest. The student parking lot is only for students and all students must park there. Students are not allowed to drive or give rides during school hours.

Telephone Messages

Personal messages from home are discouraged except in absolute emergencies. Students **WILL NOT** be called out of class to take telephone calls. In an emergency please contact the attendance secretary at (530) 749-6148.

Textbooks

Students will be issued textbooks by the classroom teacher. Texts must be covered at all times to protect them. If a class is dropped, the textbooks must be returned to the teacher issuing them. Students will not be enrolled in a new class until the teacher of the class to be dropped has signed the

drop slip. Charges for lost or damaged textbooks are paid in the Office. Be sure to get and keep a receipt in case you find a lost book later. Lost textbooks will be charged at replacement cost.

Visitors

All visitors, regardless of purpose, must obtain a Visitor's Pass from the Office. The pass must be worn at all times for visible identification.

Computer Use

Computers are for schoolwork and may be used for games or other entertainment applications only with instructor's permission.

1. Students must not access or attempt to access any inappropriate or illegal sites while working with the Internet.
2. Students must not change or attempt to change any of the settings or sub programming on any school computer.
3. NO FOOD OR DRINKS AROUND COMPUTERS AT ANY TIME.
4. Students will not create or attempt to create any inappropriate materials with school computers.
5. Students will not use school computers to hack or attempt to hack into any system.

Failure to observe any of these rules may result in loss of computer privileges or more serious sanctions.

MCAA Graduation Requirements

	Credits
1.) <i>English</i>	40
2.) <i>Math-IGTA 1-3</i>	30
3.) <i>Social Science</i>	30
10 credits World. Hist.; 10 credits U.S. Hist.; 5 Econ./5 Civics	
4.) <i>Science</i>	30
10 credits Phys. Sci.; 10 Life/Bio. Sci.; 10 credits Other Science	
5.) <i>Physical Education</i>	20
6.) <i>Health</i>	5
7.) <i>Careers</i>	5
8.) <i>Career Technical Ed., Visual & Performing Arts, and/or Foreign Lang.</i>	20
9.) <i>Elective Credits</i>	40

Successful completion of: 220 credits

A cumulative (9-12) G.P.A. of at least 2.00 is required.

Students must have actual attendance of 90% during their graduation year in order to participate in the graduation ceremony.

Intellectual Property

Students retain all right to any intellectual or artistic properties they develop during MCAA school days, activities or sponsored events and/or using MCAA resources. MCAA reserves the right to use, indefinitely, said properties for curriculum, public relations or any other non profit generation use. Students are encouraged to create to the furthest extent possible while attending MCAA.

Significant Dates Calendar

August 9	School Begins
September 4	Labor Day (holiday)
November 10	Veteran's Day (holiday)
November 20-24	Fall Recess
December 18-	Winter Recess
January 1	
January 15	Martin Luther King Day (holiday)
February 12-19	February Recess
March 29-April 5	Spring Recess
May 27	Memorial Day (holiday)
May 31	Last Day of School

**MARYSVILLE CHARTER ACADEMY FOR THE ARTS
BELL SCHEDULES
2023-24**

REGULAR DAY SCHEDULE

Block 1 or 2	7:50 – 9:16 (86)
Nutrition Break	9:16 – 9:26
Passing	9:26 – 9:31 (5)
Block 3 or 4	9:31 – 10:54 (83)
Passing	10:54 – 10:59 (5)
Block 9	10:59– 11:29 (30)
Lunch	11:29 – 12:04
Passing	12:04 – 12:09 (5)
Block 5 or 6	12:09 – 1:32 (83)
Passing	1:32 – 1:37 (5)
Block 7 or 8	1:37 – 3:00 (83)
	(141 days at 385)

MINIMUM DAY SCHEDULE

Block 1 or 2	7:50 – 8:51 (61)
Nutrition Break	8:51 – 9:01
Passing	9:01 – 9:06 (5)
Block 3 or 4	9:06 – 10:04 (58)
Break	10:04 – 10:09
Passing	10:09 – 10:14 (5)
Block 5 or 6	10:14 – 11:12 (58)
Lunch	11:12 – 11:47
Passing	11:47 – 11:52 (5)
Block 7 or 8	11:52 – 12:50 (58)
	(23 days at 250)

NON-9th BLOCK DAY SCHEDULE

Block 1 or 2	7:50 – 9:27 (97)
Nutrition Break	9:27 – 9:37
Passing	9:37 – 9:42 (5)
Block 3 or 4	9:42 – 11:13 (91)
Lunch	11:13 – 11:48
Passing	11:48 – 11:53 (5)
Block 5 or 6	11:53 – 1:24 (91)
Passing	1:24 – 1:29 (5)
Block 7 or 8	1:29 – 3:00 (91)
	(8 days at 385)

FINALS DAY SCHEDULE

Block 1,2,5,6	7:50- 9:55 (125)
Break	9:55 -10:10
Passing	10:10 - 10:15 (5)
Block 3,4,7,8	10:15 - 12:15 (120)
Lunch (optional)	12:15-12:50_____
	(8 days at 250)

NON-9th Block Day Schedule:

August 9, 10, 11, 14, 15, 16, 17, 18

**Collaboration/Student & Teacher
Minimum Days:**

August 23, 30

September 13, 20, 27

October 4, 11, 18

November 1, 15, 29

January 10, 24, 31

February 7

March 6, 13, 20

April 10, 17, 24

May 15, 31

Finals:

December 12, 13, 14, 15

May 24, 28, 29, 30

