

Drug Abuse and Alcohol Prevention Program (DAAPP)

Kent State University
SPRING 2024

Drug-Free Schools and Communities Act

The university is committed to maintaining a drug-free campus. Given this objective, the university prohibits the unlawful manufacture, distribution, dispensation, possession or use of illegal drugs on its property or as part of any of its activities. This prohibition is reflected in Policy 6-22.1 and 6-01 for employees, and 4-02 for students. Any student, faculty or staff member found to be in violation of these policies will be subject to disciplinary action, up to and including suspension/expulsion (students) or immediate termination (faculty / staff) by the university. Furthermore, certain legal sanctions may be imposed (i.e., imprisonment, fines, and assigned community service) by federal, state and local authorities.

Additionally, Kent State University is committed to the reduction of alcohol and other drug abuse by students and employees. Policy 4-02, the Code of Student Conduct and the Hallways Handbook delineate expectations for students pertaining to alcohol and other drugs.

Employees are prohibited by policy 6-01 from performing work responsibilities while under the influence of alcohol. Alcohol consumption may also be regulated by any applicable collective bargaining agreement, work rules, or external regulations specific to an employee's position. The illegal use, possession, or distribution of alcohol is prohibited by law. Title 43 of the Ohio Revised Code pertains to liquor and imposes penalties ranging from fines to imprisonment. Kent State also provides a summary of criminal and university sanctions regarding the illegal use of alcohol and other drugs.

Students should be aware that the university will notify parents of students who are under 21 years of age who have been found responsible for an alcohol or controlled substance violation.

Please note that current links and information related to this document appear at the following website:

https://www.kent.edu/studentlife/drug-free-schools-and-communities-act

ANNUAL NOTIFICATION

An annual notification will be sent to all students and employees. The notification will include:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees;
- A description of appropriate legal sanctions for violation of local, state, or federal laws for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the abuse of illicit drugs or alcohol use.
- A list of drug and alcohol programs (counseling, treatment, rehabilitation, and reentry) that are available to employees or students;
- A clear statement that Kent State University will impose disciplinary sanctions on students and employees for violations of the standards of conduct and a description of

those sanctions, up to and including expulsion or termination of employment and referral for prosecution.

STANDARDS OF CONDUCT

Students

Kent State University is a student-centered institution offering a broad array of academic programs to engage students in diverse learning environments that educate them to think critically and to expand their intellectual horizons while attaining the knowledge and skills necessary for responsible citizenship and productive careers. To maintain high standards, the University must furnish an atmosphere conducive to study and educational growth, as well as one that enables and assists students in developing in a positive manner. University rules and regulations form parameters for individual behavior on and off campus, and follow the normative standards of behavior adhered to by the City of Kent and Kent State University communities. By virtue of enrollment at Kent State University, each student consents to follow the policies and procedures of the University, including those outlined in this Code of Student Conduct. It is the individual student's responsibility to be familiar with all applicable conduct-related policies.

A student may access the full University Policy Register, which contains the complete text of all the University's current policies online at: www.kent.edu/policyreg. Other rules and regulations may be found in the Residence Hall Contract and the Hallways Handbook, as well as in publications such as the University Catalog.

The Office of Student Conduct is responsible for the adjudication of cases involving students and student organizations accused of violating campus rules, regulations, or policies; federal or state laws; and/or municipality ordinances. The University's student conduct-related goals are: to provide students with due process; to make students aware of and able to reasonably navigate through the conduct process; to have students accept responsibility for their actions when it is warranted; to be intentionally educational; to assist students in making responsible decisions; and to apply sanctions designed to assist students in their pursuit of excellence in both the classroom and the community.

The Student Conduct process is not a legal process and is separate from federal, state, and local court proceedings. Instead, the standard of responsibility is based on a preponderance of the evidence. The student conduct process is expected to:

- Determine responsibility for behaviors that violate university rules, policies, and federal, state, and local laws or ordinances
- Offer outcomes to assist students in learning about the impact of their actions on themselves and others within their respective communities
- Protect the integrity of students, faculty, staff, the institution, and the University community

Prohibited Conduct specifically related to alcohol and other drugs: ALCOHOL

- A. Use or possession of alcoholic beverages except as expressly permitted by law, university rules, regulations, or policies.
- B. Distribution of alcoholic beverages except as expressly permitted by law and university rules, regulations, or policies.
- C. Public intoxication.
- D. Violation of residence hall policies pertaining to alcohol.

CONTROLLED SUBSTANCES - Use, possession, sale or distribution of narcotics, controlled substances, and/or related paraphernalia except as expressly permitted by law, university rules or regulations.

Employees

University and administrative polices <u>6-01</u>, <u>6-22</u>, and <u>6-22.1</u> address expectations for employment, occupational safety and health, and a drug-free workplace.

6-01: University policy regarding employment

- A. Policy statement. The vice president for human resources is responsible for the development, implementation, and enforcement of the employment policies and practices at Kent state university, as delegated by the president. The vice president may delegate to the appropriate staff the authority to assist in the execution of these responsibilities.
- B. Employee code of conduct. Every employee of Kent state university is required to comply with the policies and guidelines established for employees, as well as applicable local, state, and federal laws. Therefore, the following are expected of each individual employee:
 - 1. To maintain a professional demeanor. Each Kent state university employee will exhibit a high degree of maturity and self-respect and foster an appreciation for other cultures, one's own cultural background, as well as the cultural matrix from which Kent state university exists. Also, each will adhere to the lawful instructions and orders of their supervisors and other university officials who are performing duties within their official capacities.
 - 2. To respect the dignity and wellbeing of others. Each employee of Kent state university will demonstrate respect for all campus and external community members. Therefore, to purposely threaten, accost, demean, or to engage in gender, sexual or religious harassment, use vile, obscene or abusive language or exhibit lewd behavior, to be under the influence of alcohol or a drug of abuse while performing employment responsibilities is prohibited. Also, to be involved in the possession, use, distribution of and sale of illegal drugs is strictly prohibited. Deadly weapons, unless authorized by law, are also strictly prohibited.
 - 3. To respect and safeguard the rights and property of others, and to better provide for the safety and security of each person, each employee of Kent state university will be subject to all applicable local, state and federal laws and to all applicable provisions listed as part of university policy register. Therefore, individuals found in violation of local, state,

- federal laws or university policies are subject to disciplinary action which could include dismissal from the university.
- 4. To prohibit discrimination, while respecting the differences in people, ideas, and opinions. Each employee of Kent state university will support equal rights and opportunities for all.
- 5. To practice personal and professional integrity, and to discourage all forms of dishonesty, deceit, and noncompliance to the code of conduct.

6-22: University policy regarding occupational safety and health

- A. Kent state university is committed to achieving excellence in providing a safe and healthy working environment, and to supporting environmentally sound practices in the conduct of university activities. The implementation of this policy will ensure systematic integration of safety and environmental considerations into all university activities. This policy on safety management applies to all members of the university community. This policy also applies to contractors whose work is directed on a day-to-day basis by university employees.
- B. To meet this standard of excellence, the university will implement management initiatives and best practices to include safety and environmental considerations in university activities.
 - 1. Kent state will comply with applicable safety and environmental protection laws, regulations and requirements. University activities are to be conducted in a manner that ensures the protection of students, faculty, staff, visitors, the public, property and the environment.
 - 2. The university will maintain a safety and health program to prevent injuries and illnesses, environmental incidents, property losses and damages. The program will incorporate training, hazard assessments, inspections, corrective actions, record keeping, committee establishment and communication, and enforcement of work practices and rules. Achieving this goal is the responsibility of every member of the university community. Supervisors have particular responsibility for the activities of those employees who report to them.
- C. This policy must be clearly communicated to members of the university community and university contractors. University expectations and commitments are expressed through this and other policies, procedures, guidelines, and notices, and in contract specifications. The format for communicating specific expectations may vary from activity to activity, based on the nature and severity of the hazards of the operations being performed. Safety management relies on establishing objectives and on tracking performance with respect to achieving and maintaining compliance with health, safety, and environmental requirements. The following safety principles are intended to provide directions to ensure safe activities from the inception of planning an activity through the actual performance.

 The department of environmental health and safety will publish and maintain information, guidelines, and implementing instructions online, linked through
 - guidelines, and implementing instructions online, linked through https://www.kent.edu/compliance/environmental-health-and-safety, for each set of the specific safety principles outlined in this policy.
 - 1. Safety management is based on individual responsibility for safety and environmental stewardship. Managers at all levels must demonstrate commitment to the implementation and sustained execution of all elements of safety. Faculty, staff, students, and visitors support safety by understanding and using these principles in their activities at the

university. Each individual is directly responsible for ensuring his or her own safety and for promoting a safe, healthy, and environmentally sound workplace and community.

- 2. University employees who direct the activities of other individuals are responsible for protecting faculty, staff, students, visitors, the public, and the environment, and for adhering to this policy. Accountability should be addressed in job descriptions, performance evaluations, and contracts.
- 3. The university will establish clear and unambiguous lines of authority and responsibility for ensuring safety and environmental protection at all organizational levels within the university, and with university contractors.
- 4. Managers will ensure that employees possess the experience, knowledge, skills, and abilities necessary to perform their safety and environmental responsibilities.
- 5. The university will allocate resources to address safety and environmental protection in all university activities. Protecting faculty, staff, students, visitors, the public, and the environment is a priority whenever activities are planned and performed.
- 6. Before a member of the university community conducts an activity that has potential adverse implications for safety or the environment, a responsible party must evaluate the associated hazards and environmental impacts and identify the appropriate protective safety and environmental requirements to assure that faculty, staff, students, visitors, the public, and the environment are protected from adverse effects. The principal responsibility for such an evaluation resides with employees, supervisors and managers. The Kent state university environmental health and safety ("EHS") office is available for consultation and will assist with the identification of appropriate requirements, controls, and standards, and with their implementation.
- 7. The university will implement a program of external communications, public participation, and stakeholder involvement to obtain safety-related input from interested parties, including regulatory agencies, funding organizations, local community groups, students, alumni, and emergency response agencies. The program will institute a safety communications network to address compliance and emergency situations.
- 8. The university will adopt engineering and administrative controls for activities being performed to prevent and mitigate hazards and environmental impacts. The strategy employed will be to prevent damage by designing the activities and controls to reduce or eliminate accidents, injuries, exposure, and unplanned releases of harmful substances to the environment.

6-22.1: Administrative policy regarding a drug-free workplace

- A. Policy statement. The university is committed to maintaining a workplace free of illegal drugs. Recognizing that illegal drug use poses health and safety hazards to employees and to the community at large, the university prohibits the possession or use of illegal drugs on all university property and at other locations where employees are conducting university business.
- B. Employees manufacturing, distributing, dispensing, possessing or using illegal drugs on university property and at other locations during the conduct of university business are subject to dismissal.

- C. The university will establish and maintain a drug-free awareness program including the following topics of concern:
 - 1. Health and safety concerns from drug abuse.
 - 2. University policy regarding illegal drug use.
 - 3. Availability of approved drug counseling and rehabilitation services.
 - 4. Penalties that may be imposed upon employees for drug-free violations.
- D. In compliance with the Drug-Free Workplace Act of 1988, employees engaged in work under a federal grant or contract may be subject to additional requirements to ensure a drug-free workplace.
- E. In accordance with federal regulations, the violation of this policy could result in the suspension, termination or debarment of the individual or the institution from federal grants and/or contracts.

OHIO ADULT USE CANNABIS CONTROL

On November 7, 2023, Ohio voters approved <u>Issue 2</u> which legalized the possession and use of limited amounts of marijuana in non-public places for individuals 21 years and older. With changes in the state law, students, faculty and staff may be wondering how the new legislation will impact the Kent State University community.

The effective date for the statute was December 7, 2023. Kent State University communicated with students and staff in University Housing, Kent State University Police Services, the Center for Student Involvement, the Office of Student Conduct, the Division of Athletics, Fraternity & Sorority Life, the Division of People, Culture, and Belonging (inclusive of Human Resources), the Undergraduate Student Government, and the Graduate Student Senate with a link to frequently asked questions.

HEALTH RISKS

Extensive medical research has identified various health risks associated with the use, misuse or abuse of alcohol and other drugs. Alcohol or any other drug used in excess over time can produce illness, disability, or death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long-term, such as liver deterioration associated with the prolonged use of alcohol. In addition to health-related problems, other substance abuse concerns include the following:

- Individuals who abuse alcohol and other drugs often have erratic lifestyles which interfere with work and family responsibilities, sleep, nutrition, nutrition, exercise, and academic success.
- Alcohol and substance abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries and reduced job performance.
- Repeated use, misuse or abuse of alcohol and other drugs can lead to various forms of dependence.

SUBSTANCE	SELECTED EFFECTS OF OCCASIONAL & EXTENDED USE
Alcohol	Impaired motor abilities; reduced judgement; sleepiness; increased sexual desire but reduced ability to perform; nausea; vomiting; liver disorders
Cannabis / Marijuana / Synthetic Marijuana / Hash oil / Spice / THC	Diminished short-term memory, motivation & cognition, coordination & concentration reaction time; anxiety and panic reactions; damaged lungs and respiratory system; carcinogenic elements in smoke
Cocaine (including Crack Cocaine) / Bath Salts	Increased likelihood of risk-taking, seizures, sleeplessness, paranoia, irregular heartbeats, cocaine psychosis (paranoia & hallucinations), ulceration of mucus membranes in the nose, can cause sudden death by stroke, sexual dysfunction. During pregnancy: severe physical & emotional problems in babies
DEPRESSANTS: Tranquilizers / Barbiturates / Methaqualone	Dangerous effects when mixed with alcohol, calmness and relaxed slurred speech, staggering, loss of moor coordination, altered perceptions, respiratory depression which can result in coma or death. Disruption of normal sleep cycle during pregnancy: birth defects, brain tumors in children, tolerance results in withdrawal symptoms, physical and psychological dependence
Other Stimulants: (excluding cocaine) / Amphetamine / Methamphetamines	Increased heart & respiratory rates, elevated blood pressure, decreased appetite, headache, ulcers, blurred vision, sleeplessness, anxiety, amphetamine psychosis, violent behavior, hallucinations, delusions, paranoia, drug tolerance and dependency, mood swings & mental confusion
PSYCHEDELICS: LSD / Mescaline / Psilocybin (magic mushrooms) / PCP / MDMA (Ecstasy) / MDA	Distorted sense of distance, space, and time; blockage of pain sensations; raised temperature & blood pressure; nausea; vomiting; diarrhea; "bad trips" – severe mood disorders, panic, depression, anxiety, greater suggestibility & feelings of invulnerability. Unpredictable reaction of drugs that may be "cut" with impurities; tolerance after 3-4 daily doses (higher doses are required to produce the same effects)
NARCOTICS: Opium / Morphine / Codeine / Thebaine / Heroin / Methadone / Darvon / Demerol	Feeling of euphoria followed by drowsiness, nausea, vomiting, respiratory depression, center nervous system. Use of unsterile nervous system promotes: AIDS, hepatitis B, endocarditis (infection in the heart). Pregnancy complications: spontaneous abortions, still births, anemia, diabetes

For more detailed descriptions of commonly-abused drugs, including specific health effects and treatment options, refer to the **National Institute on Drug Abuse**.

CRIMINAL AND UNIVERSITY SANCTIONS

SUBSTANCE	CRIMINAL SANCTIONS	UNIVERSITY SANCTIONS
Alcohol	Underage consumption: 1st degree misdemeanor – maximum \$1,000 fine, 6 months jail Open container or public intoxication: minor misdemeanor - \$150 fine (no jail time) Consumption of beer or intoxicating liquor in a motor vehicle: 4th degree misdemeanor – maximum \$250 fine, 30 days in jail	Students Possession or use 1st offense: warning up to dismissal 2nd offense: probation up to dismissal Faculty and Staff (while performing University business) Up to dismissal
* Cannabis / Marijuana / Synthetic Marijuana / Hash oil / Spice / THC	^ Marijuana possession: 100 grams or less - \$150 fine; 100-200 grams - \$250 fine and/or 30 days in jail Over 200 grams of marijuana, 10 grams of hash or 2 grams of hash oil are felonies. Amount possessed will determine the penalty. 6 months (minimum) to 10 years (maximum) in jail, \$2,500 to \$15,000 fine range 6 months to 5 years driver's license suspension	Students Possession or use 1st offense: warning up to dismissal 2nd offense: probation up to dismissal Faculty and Staff (while performing University business) Up to dismissal
Cocaine (including Crack Cocaine) / Bath Salts	Felony (5 th to 1 st degree) Penalty determined by amount possessed. 6 months (minimum) to 10 years (maximum) in jail; \$2,500 to \$20,000 fine range 6 months to 5 years driver's license suspension	Students Possession or use 1st offense: warning up to dismissal 2nd offense: probation up to dismissal Faculty and Staff (while performing University business) Up to dismissal
Depressants, Other Stimulants, Psychedelics, Narcotics	Felony Penalty determined by amount possessed. 6 months (minimum) to 10 years (maximum) in jail; \$2,500 to \$20,000 fine range 6 months to 5 years driver's license suspension	Students Possession or use 1st offense: warning up to dismissal 2nd offense: probation up to dismissal Faculty and Staff (while performing University business) Up to dismissal

^{*} Kent State University must comply with federal laws regarding the possession, distribution and consumption of marijuana, which is still a Schedule I drug under the federal Controlled Substance Act of 1970.

[^] Subject to change due to Ohio Adult Use Cannabis Control updates and clarification

RESOURCES FOR STUDENTS & EMPLOYEES

Kent State University's **Mental Health Resource and Support** website is where students and employees can find all mental health and well-being services that support the Kent State University community across our campus system and abroad. This site will help you identify resources for yourself or others and provides information on educational resources to enhance learning around mental health and well-being.

DeWeese Health Center addresses a variety of needs related to alcohol and drug issues involving the Kent Campus. **Counseling and Psychological Services (CAPS)** provides assessments, individual counseling, group counseling and prevention education. Students experiencing problems associated with the use of alcohol or other drugs may obtain more information or schedule an appointment by contacting:

Counseling and Psychological Services	Office Hours:
(CAPS)	Monday – Friday 8 a.m5 p.m.
Van Campen Hall	
Kent, Ohio 44242	After Hours Line
330-672-2487	330-672-2487 (dial 3)
DeWeese Health Center	Office Hours:
1500 Eastway Drive	Monday – Thursday 8 a.m4:30 p.m.
Kent, Ohio 44242	Friday 9:30 a.m4:30 p.m.
330-672-2322	_

Students enrolled in the College of Podiatric Medicine who are experiencing similar concerns as noted above may contact Case Western Reserve University's **Counseling Services**.

Students may access additional resources through the **Kent State of Well-being** the Office of the Dean of Students, and Employees may utilize the IMPACT Work/Life Program, Kent State University's employee assistance program, directly at 1-800-227-6007, 24 hours per day, 365 days per year. In addition, employees may access the **IMPACT website** to explore web-based work/life resources. Employees may also contact the Human Resources Employee Wellness Office with any questions pertaining to the University-provided Employee Assistance and Work/Life Program.

COMMUNITY RESOURCES

- Family and Community Services, helping individuals of all ages from providing life's basic needs food, clothing, shelter to counseling and mentoring
- Townhall II, advancing the health, wellness and recovery of our community
- Coleman Health Services, providing mental health and rehabilitation services
- Alcoholics Anonymous
- Narcotics Anonymous
- Al-Anon/Alateen Family Groups of Ohio

- IBH Addiction Recovery
- Healthy References: Campus and Community Resources

ADDITIONAL RESOURCES

- Ohio Department of Mental Health and Addiction Services
- Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention
- Mothers Against Drunk Driving-Ohio
- The Partnership at Drugfree.org
- Substance Abuse and Mental Health Services Administration
- National Institute on Alcohol Abuse and Alcoholism
- National Institute on Drug Abuse
- Centers for Disease Control and Prevention

ADDITIONAL INFORMATION

Kent State University's Alcohol and Other Drugs Task Force, is a group that fosters campus and community collaboration aimed at reducing the negative impact of alcohol and other drug use in our community. This group makes recommendations for policy and program changes, serves as the lead campus group to collaborate with community resources to reduce alcohol and other drug-related problems, coordinates the institutional alcohol and other drugs biennial review, and supports efforts of the community to reduce high risk alcohol and other drugs related negative behavior on and off campus.

The 2020 and 2022 Biennial Review has been made available for you to view.

NOTIFICATION OF THE DRUG ABUSE & ALCOHOL PREVENTION PROGRAM

Kent State University will provide information through lecture-style presentations, printed materials, and website updates to all students and employees.

Students

• Email blast. University administrative policy <u>9-01.2</u> states that a university-assigned email account shall be an official university means of communications with all students at Kent State University.

- Orientation. All orientations for students will make information regarding the DAAPP available through lecture-style presentations, printed materials, and/or website reference.
- FLASHLINE. All current students have access to an individual web portal called "FlashLine" that contains information regarding wellness including alcohol and other drugs.

Employees

- Job seekers may view the "benefits" link (including part-time and full-time) that contains information pertaining to the Employee Wellness and IMPACT through the Employee Assistance Program..
- Current employees may use their FLASHLINE portal to seek information regarding benefits and employee wellness resources that contains information pertaining to the IMPACT Employee Assistance Program.
- Job seekers and current employees may refer to the Wellness Resource Guide to locate internal and external resources for AOD resources.

BIENNIAL REVIEW

In compliance with the Drug-Free Schools and Communities Act (DFSCA) articulated through Education Department General Administrative Regulations (EDGAR) Part 86, a review of Kent State University's alcohol and other drug programs is assessed every two years.

Kent State University's student body consists of more than 35,000 undergraduates and 6,000 graduates enrolled from all 50 states and 122 different countries. Additionally, Kent State employs more than 6,800 faculty and staff.

Since the DFSCA's 1994 amendments to the Higher Education Act of 1965, institutions of higher education have been responsible for communicating standards and prevention efforts regarding the unlawful possession, use, or distribution of alcohol and other illicit drugs (AOD) on their campuses. Every year, institutions are responsible for notifying students, faculty, and staff of the consequences AOD brings to the campus community. Every other year, in a biennial review, institutions must prepare a report that assesses AOD prevention efforts and allows for growth by examining the strengths and weaknesses of current offerings. Institutions are charged with determining the effectiveness of their efforts and ensuring that disciplinary standards for enforcement are being upheld.

This biennial review is completed by the Alcohol and Other Drug Task Force ("AOD Task Force"). The AOD Task Force is a group that fosters campus and community collaboration aimed at reducing the negative impact of alcohol and other drug use in our community. This group makes recommendations for policy and program changes, serves as the lead campus group to collaborate with community resources to reduce alcohol and other drug-related problems, coordinates the institutional alcohol and other drugs biennial review, and supports efforts of the

community to reduce high risk alcohol and other drugs related negative behavior on and off campus.

The Dean of Students in the Division of Student Life is responsible for oversight of the AOD Task Force.

The Biennial Review contains means of measuring outcomes. Data collected includes AOD violations through the Office of Student Conduct and Residence Services and sanctions imposed. Surveys are sent to all students in violation of AOD policies, and periodically reviewed. The Kent State University chemical dependency counselor provides a summary.

The Biennial Review includes:

- A program inventory
- Statement of AOD program goals and goal achievement
- Summary of AOD program strengths and weaknesses
- Procedures for distribution of annual AOD notification to students and employees
- Recommendations for revising AOD programs
- Appendices
 - o Program and event spreadsheet
 - Annual notification of drug and alcohol prevention program disclosures and the Code of Student Conduct
 - o Office of Student Conduct data
 - o Residence Services disciplinary data
 - o Chemical dependency counselor service summary
 - o Academic survey and results

Through the Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, the U.S. Department of Education funded Complying with the Drug-Free Schools and Campuses Regulations [EDGAR Part 86]: A Guide for University and College Administrators, Washington D.C., 2006, revised by Beth DeRicco, Ph.D., CPP-R ("Guide"). According to the Guide, "this publication is in the public domain. Authorization to reproduce it in whole or in part is granted." Kent State University acknowledges that intellectual information and direction from the Guide have been utilized in the creation of this biennial review.

CONTACT INFORMATION

Should you have any questions regarding this act or the policies included, you may contact the chairs for the Alcohol and Other Drugs Task Force, **Todd Kamenash**, associate dean of students for conduct and community engagement, 330-672-4054.