

POLASÁÍ CÓD IOMPAIR



Cód Iompair

Ráiteas Misin

I gColáiste Naomh Feichín déantar gach dícheall timpeallacht shlán shábháilte a chruthú ina ndéantar oideachas a sholáthar ag díriú ar fhorbairt acadúil, sóisialta agus cultúrtha na scoláirí. Tabharfar aitheantas do thréithiúlacht ar leith na scoláirí agus déanfar iad a oiliúint le bheith ina saoránaigh measúla, réasúnachta, fiúntacha.

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Tá an Cód Iompair seo i bhfeidhm chun go gcuirfear Coláiste slán sábháilte ar fáil a dhéanfaidh freastal ar fhorbairt oideachasúil mhóralta shóisialta na scoláirí. Cuirfear an bhéim ar iompar maith a chothú in ionad a bheith ag gearradh pionóis ar dhroch-iompar. Ar an dtuiscint go gcuireann gaol maith idir scoil agus tuismitheoir go mór le h-éifeacht scoile, is é an polasaí atá againn ná teagmháil rialta a bheith ag an gColáiste le baile maidir le h-iompar agus dul chun cinn an scoláire. Tá deá-chaidreamh idir mhúinteoirí agus scoláirí fíorthábhachtach agus tionchar mhór aige ar iompar scoláirí. Do chuid mhór scoláirí, is ábhar ollmhór tacaíochta dóibh a gcuid múinteoirí.

Réamhrá: Tá an Cód Iompair seo ullmhaithe i gcomhairle le tuismitheoirí, scoláirí, foireann na scoile, Bord Bainistíochta na Scoile agus Bord Oideachais agus Oiliúna Gaillimhe agus Ros Comáin. Tá an polasaí seo ullmhaithe de réir Treoirlínte an Bord Náisiúnta Leasa Oideachais mar atá leagtha síos san Acht Oideachais 2000 Roinn 23.

Le clárú scoláire ag Coláiste Naomh Feichín, tugtar le fios go bhfuil tuismitheoirí/caomhnóirí agus scoláirí ag glacadh le Cód Iompar na scoile seo. Caithfear an Cód a shíniú ag léiriú go bhfuil an Cód léite agat agus go bhfuil ábhar an Cód a ghlacadh, comhaontach agus ceangailteach.

Cothú Dea-Iompair

Táthar ag súil leis an iompar seo

- Ba chóir go n-iompródh daltaí iad féin go ciúin sibhialta i gcónaí agus iad ar scoil. Ba cheart do gach dalta a bheith cúirtéiseach agus dea-bhéasach lena chéile, le gach múinteoir, gach oibreoir, agus le cuairteoirí san scoil. Ba chóir go mbeadh atmaisféar dearfach, measúil agus taitneamhach a chur chun cinn sa scoil. Spreagaimid go nglacadh gach duine le hindibhidiúlacht agus go dtabharfar gach deis do gach duine a bheith páirteach i ngach gné de shaol na scoile.
- Tá sé riachtanach bheith in am i gcónaí le haghaidh scoil gach maidin, gach rang, gach coinne agus cluichí. Chun na críche sin, tá sé tábhachtach a bheith poncúil agus gach trealamh is gá ullmhú roimh thús na ranga. Ba cheart do dhaltáí dul go dtí na taisceadáin 3 uair sa lá, ag tús an lae, ag am sosa agus ag am lóin. **Beidh freastal ar mic léinn a bhfuil riachtanais speisialta acu maidir le heagrú na taisceadáin.** Má tá dalta ag teacht déanach don scoil, ní mór dóibh dul chuig an Oifig, an clár a shíniú agus a thaispeáint nóta ag míniú a moille. **Má leanann fadhb poncúlacht, beidh cruinniú a shocrú le tuismitheoirí chun an cheist a phlé.**
- Ba chóir éide scoile iomlán néata, glan (geansaí, t-léine, bríste agus bróga oiriúnacha) a chaitheamh i gcónaí. Cothaíonn caitheamh ár n-éide scoile comhionannas, féiniúlacht agus comhtháthú i measc na mac léinn. Ba chóir an éide scoile a chaitheamh le bród agus meas. Ba chóir go n-iompródh daltaí iad féin i gceart i gcónaí. **Mic léinn a sháraíonn an riail seo beidh smachtbhannaí a mheasann an bainistíocht a bheith oiriúnach á chur i bhfeidhm orthu.**
- Tá sé de dhualgas ar scoláirí agus tuismitheoirí cloí leis an gComhaontú i leith na Netbooks
- Is í an **Ghaeilge**, teanga cumarsáide na scoile agus ba cheart do gach dalta bheith dílis i gcónaí don riail seo. Beidh daltaí ag úsáid an leagan Gaeilge dá n-ainm agus sloinne ach amháin go bhfuil socrú eile déanta.
- As meas agus cúirtéis, agus ar mhaithe le timpeallacht foghlama a chothú, caithfear gutháin phóca a **mhúchadh**, seachas bheith ar mhód ciúnais, le linn am scoile. Tá cosc iomlán ar ghléasanna taifeada/éisteachta/fótagrafacha agus gléasanna leictreonacha eile. Má fheictear dalta le ceann ar bith de na gléasanna seo, glactar leis go bhfuil sé in úsáid acu agus caithfear seilbh a ghabháil air láithreach. Tabharfar gutháin phóca/nithe ar ais do thuismitheoirí/chaomhnóirí amháin. Mic léinn a sháraíonn an riail seo beidh smachtbhannaí a mheasann an bainistíocht a bheith oiriúnach á chur i bhfeidhm orthu. **N.B. Tabharfar aird air mar shárú tromchúiseach den Chód Iompair má bhíonn griangrafanna tógtha nó taifeadtaí déanta agus iad scaipthe gan cead roimh ré. I gcásanna eisceachtúla, le cead múinteora, is féidir le scoláire(i) úsáid a bhaint as an bhfón póca le pictiúir a thógáil do thionscnaimh agus/nó do thrialacha.**
- Tá caitheamh seodra teoranta. Caithfear meas a thaispeáint do Rialacha Slándála agus Sábháilteachta. Tá seodra polltach ceadaithe sna cluasa agus is péire beag discréideach amháin atá ceadaithe, i gcás seodra sa srón, níl cead ach stoda srón discréideach amháin agus níl cead seodra nó fáinne ar aon chuid eile den aghaidh.
- Tá smideadh teoranta do dhaltáí sinsearach amháin agus caithfear bheith discréideach i gcónaí.

- Tá sé tábhachtach meas a bheith ag daltaí ar threalamh na scoile agus aire a thabhairt do gach rud san scoil. Má dhéantar dochar tá an dalta freagrach as an gcostas.
- Tá sláinte agus sábháilteacht pobal na scoile seo le cinntiú mar sin níl na nithe seo a leanas ceadaithe: Tá cosc iomlán ar ghuma coganta, ar thobac, gléasanna leictreonacha caitheamh tobac, ar dheochanna meisciúla agus ar dhrugaí a thógáil nó a bheith ag daltaí (Féach ar pholasaí i leith Úsáid Substantí).
- Níl cead ag daltaí bheith ag ithe nó ag ól le linn ranganna nó sna seomraí ranga. Tá cead ag daltaí uisce a ól nuair is gá leis sa seomra ranga ach amháin sa saotharlann agus sa seomra ríomheolaíochta, níl deochanna nó bia ceadaithe. I gcás daltaí le cóir leighis speisialta, beidh ár scoil smaointeach i gcónaí ar a gcuid riachtanaisí. Tá ceantair áirithe ainmnithe lena haghaidh ag am sosa agus ag am lóin.
- Déanfar glaochanna gutháin chuig tuismitheoirí ó oifig na scoile amháin. Níl cead ag daltaí gutháin phóca a úsáid do ghnó mar seo.
- Ba chóir do dhaltaí iad féin a lompair i mbealach slán sábháilte ag tús agus deireadh an lae – gan a bheith ag rothaíocht i gclós na scoile agus gan a bheith mar chuid de slua mór ag an ngeata. Ba cheart do dhaltaí a bheith aireach leis an trácht agus sábháilte dá réir.
- Nuair atá dalta as láthair, ba cheart litir ó thuismitheoirí a thabhairt isteach agus é/í ag teacht ar ais ar scoil. Má theastaíonn ó dhaltaí dul abhaile nó go dtí an siopa ag am lóin, caithfidh siad litir a thabhairt don Phríomhoide ag tús na bliana, ag cur an méid sin in iúl.
- Tá sé de dhualgas ar scoláirí a thiomáineann ar scoil gan an feithicil a úsáid ach amháin le teacht chuig an scoil agus le dul abhaile arís. Níl cead feithicil a thabhairt chuig aon ócáid atá eagraithe ag an gColáiste. Níl cead scoláirí eile a iompar sa feithicil muna bhfuil cead scríofa faighte ó thuismitheoirí.
- Níl cead ag scoláirí Aerosols a thabhairt chuig an scoil nó a úsáid sa scoil.

****N.B.****

Ba cheart do dhaltaí gan dearmad a dhéanamh gur ionadaithe na scoile iad gach uair go bhfuil siad in éide scoile ag teacht ar scoil, ag imeacht abhaile, ag am lóin, ar thurasanna scoile nó ar ghnó scoile.

Ról na dTuismitheoirí / Caomhnóirí, agus conas gur féidir le Tuismitheoirí / Caomhnóirí cuidiú i gcás fadhb:

Tá freagracht ar na tuismitheoirí / caomhnóirí tacaíocht a thabhairt do scoil a bpáistí, ba cheart do thuismitheoirí / caomhnóirí a bpáistí a spreagadh chun aitheantas a thabhairt don tábhacht a bhaineann le hoideachas agus foghlaim, leis an nGaeilge agus an chultúir.

Ag tacú le cur i bhfeidhm an Cód Iompair, na straitéisí chun iompar dearfach a spreagadh agus na smachtbhannaí.

Ba cheart a bpáistí a spreagadh chun meas a léiriú dóibh féin, le gach múinteoir, foireann iomlán na scoile agus timpeallacht na scoile.

Ag ullmhú a gcuid páistí don scoil, agus cinntiú go ndéanfaidh na páistí gach beart atá leagtha amach dóibh.

An dialann scoile agus nótaí gach seachtain a sheiceáil agus nótaí a shíniú ó mhúinteoirí más gá.

Teagmháil a dhéanamh leis an múinteoir ábhair nó an oide ranga má tá tú buartha faoi dhul chun cinn do pháiste.

Tá fáilte roimh tuismitheoirí sa scoil i gcónaí. Is cuid thábhachtach dár bpobal na scoile iad agus tá fáilte rompu coinne a dhéanamh tríd an oifig i gcónaí. Coinneofar tuismitheoirí / caomhnóirí ar an eolas gach uair a sháraíonn a bpáistí an Cód Iompair trí na modhanna seo a leanas: nótaí sa dialann scoile, glaoch abhaile, litir abhaile, teachtaireacht téacs, cruinnithe tuismitheoirí / múinteoirí agus cruinnithe aonair. Más mian le tuismitheoir bualadh le múinteoir ar chúis ar bith ní mór dóibh coinne a dhéanamh tríd an oifig.

Straitéisí chun iompair dearfach, dul chun cinn agus iarracht a spreagadh.

Ba cheart luachanna oibre dearfacha a choimeád i gcuimhne agus an Cód Iompair i bhfeidhm. Déantar seo sna bealaí seo a leanas:

Moladh ó bhéal, focal spreagúil nó aoibh gháire, scríobh trácht spreagiúil sa chóipleabhair nó i ndialann an scoláire, moladh na scoláirí i rith tionól na scoile, searmanas na ngradaim, agus scríobh ráiteas dearfach ar na tuairiscí scoile.

Déanfaidh múinteoirí agus Bainistíocht gach iarracht chun cur chuige comhsheasmhach agus cothrom a choimeád ar bun le tacú le hiompar dearfach.

Ag cothú caidrimh comheasa idir dhaltaí, tuismitheoirí / caomhnóirí agus an fhoireann ar fad in ár scoil.

Ag moladh iompair mhaith, dul chun cinn ginearálta agus iarracht an dalta.

Ag leanúint nósanna imeachta / smachtbhannaí ar bhealach éifeachtach, cothrom agus cuiditheach.

Ag cur straitéisí teagaisc iomchuí agus modhanna measctha i bhfeidhm ar mhaithe le cumas gach scoláire ionas go mbeidh siad in ann a p(h)oitéinsiúil a bhaint amach.

Ag tacú le daltaí trí chóras tréadchúraim éifeachtach agus tríd an gclár "Sóisialta, Pearsanta agus Sláinte".

N.B: Ní hé seo an liosta thuas liosta uileghabhálach.

Smachtbhannaí:

Nuair a sháraíonn daltaí Cód Iompair na scoile, labhrófar leo, tabharfar breis oibre scríofa dóibh, coigistiú sealadach na maoine, athshannadh an phlean suíocháin ranga, cúnadh i gcothabháil timpeallachta scoile, a bheith curtha ar thuairisc, coinneofar siar iad, labhrófar le tuismitheoirí, caillfear pribhléidí, déanfar cuntas scríofa, agus cuirfear daltaí ar fionraí inmheánach, ar fionraí nó ar eisiámh scoile.

Beidh coinneáil siar ar siúl tar éis na scoile nó ag am a mheasann lucht bainistíochta na scoile a bheith oiriúnach. Dalta nach bhfreastalaíonn ar an gcoinneáil siar, breathnófar ar seo mar shárú tromchúiseach smachta.

A bheith curtha ar thuairisc: Ní mór don dalta an fhoirm thuairisce a thabhairt don mhúinteoir ag tús gach ranga agus líonadh an múinteoir ábhair an fhoirm ag deireadh na ranga. Ní mór an fhoirm a thabhairt don oide ranga / bainistíocht roimh dul abhaile gach lá. Caithfidh tuismitheoirí / caomhnóirí an tuairisc a shíniú gach oíche.

Fionraí Inmheánach: Déanfar teagmháil le tuismitheoirí / caomhnóirí ó bhainistíocht agus beidh orthu bualadh leis na húdaráis scoile. Beidh ar an dalta fanacht in éineacht le ball den fhoireann ar feadh an lae agus beidh obair ranga le cur i gcrích.

Fionraí: Déanfar teagmháil le tuismitheoirí / caomhnóirí ó bhainistíocht agus beidh orthu bualadh leis na húdaráis scoile. I gcúinsí áirithe d'iompar do-ghlactha is gá chun an dalta a chur ar fionraí nó a eisiámh go sealadach ó Choláiste Naomh Feichín. (Féach Polasaí Fionraíochta agus Díbeartha).

Eisiámh: I gcúinsí áirithe iompair do-ghlactha is gá ar mhaithe le leas an phobail uile na scoile an scoláire a chur ar fionraí nó a eisiáit. I gcás smachtbhannaí fionraí nó eisiámh a chur i bhfeidhm, beidh Choláiste Naomh Feichín ag tabhairt aird chúí ar chearta agus ar fhreagrachtaí taca san Acht Oideachais, 1998, an tAcht Leasa 2000 agus faoi Acht 31 den Acht Gairmoideachais (Leasú) 2001, agus na Prionsabail le cothroime agus ceartas aiceanta. Is cothroime nós imeachta ceart bunúsach de gach duine aonair ag déileáil le húdaráis. Tá sé de cheart ag gach pobal ionchas dlísteanaigh a bheith acu go mbeidh scoileanna ag leanúint na prionsabail seo i ngach cás, go háirithe agus iad ag déileáil le fionraí agus eisiámh. (Féach Polasaí Fionraíochta agus Díbeartha).

Achomharc a dhéanamh

Tá cead ag tuismitheoirí, nó scoláire atá ós cionn ocht mbliana déag d'aois, achomharc a dhéanamh chuig Bord Oideachais agus Oiliúna na Gaillimhe agus Ros Comáin sa chás go mbíonn scoláire curtha ar fionraí le haghaidh fiche lá sa scoilbhliain de réir Mír 29 den Acht Oideachais 1998.

Déanfar athbhreithniú ar an gCód Iompair san Earrach 2025.



Code of Behaviour

Mission Statement

Coláiste Naomh Feichín endeavours to create a safe, secure environment for staff and students in which education in a holistic sense will be provided, focusing on the students' academic, social and cultural development. The students' uniqueness and individuality will be recognised and nurtured so that they become respectful, balanced and valuable members of society.

This Code of Behaviour is designed to create a safe secure environment in our Coláiste which will facilitate the educational, moral and social development of our pupils - to promote and encourage good behaviour rather than simply to punish bad behaviour. In the belief that the most effective schools tend to be those with the best relationships with parents, our policy is to promote continuous contact between parents and Coláiste in relation to each student's behaviour and progress. The quality of relationships between teachers and students is one of the most powerful influences on student behaviour. For many students, their teachers are a major source of support.

Introduction: This Code of Behaviour has been prepared in consultation with parents, students, staff, the Board of Management and Galway and Roscommon ETB. This policy has been prepared in accordance with the Guidelines produced by the National Education Welfare Board as per the Education Welfare Act 2000 Section 23.

Enrolment as a student at Coláiste Naomh Feichín, shall imply acceptance of this Code of Behaviour by parents/guardians and by students. The code must be signed indicating the Code has been read and that its contents are acceptable, are agreed to and binding.

Promoting Good Behaviour

The following behaviour is expected:

- Students are required to conduct themselves in a respectful, appropriate and orderly manner at all times in the school. Students must always be courteous and mannerly towards each other, all teachers, all school employees and school visitors. A positive, respectful and enjoyable atmosphere should be promoted in the school. We encourage the acceptance of everyone's individuality and extend to everyone the opportunity to take part in all aspects of school life.
- Punctuality is required for school every morning, for all classes, for every appointment and games. To this end, be punctual and have all necessary equipment prepared before the beginning of class. Students should go to their lockers 3 times daily, at the beginning of the school day, at break and at lunch times. **Students with special needs will be accommodated regarding the issue of locker organisation.** If a student is late arriving for school, they must report to the office, sign the register and show a note explaining their lateness. **If tardiness persists, a meeting will be arranged with parents to discuss this issue.**
- All students must be always attired in full neat, clean uniform (school jumper, T-shirt, Trousers and suitable footwear). The wearing of our school uniform promotes equality and a sense of identity and cohesion among the student body. Our uniform should be worn with pride and students must conduct themselves in an appropriate manner at all times when wearing their uniform. **Students in breach of this rule will warrant sanctions deemed appropriate by the management.**
- Students and their parents are obliged to adhere to the Netbook Agreement.
- **"Gaeilge"** is the language of communication in the school and all students must respect this rule. Students will use the Irish version of their name and surname unless alternative arrangements are made.
- Out of respect and courtesy, and in order to maintain an uninterrupted learning environment all mobile phones and other electronic devices must be **switched off**, as opposed to silent mode, during school hours. All recording/listening/photographic devices are strictly banned. If a student is seen with any of these items, they are presumed to be in use and will be confiscated immediately. Confiscated mobile phones/items will only be returned directly to a parent/guardian. **Students in breach of this rule will warrant sanctions deemed appropriate by the management.**
N.B. It will be regarded as a serious breach of the Code of Behaviour if pictures or recordings of staff/students are made or/and disseminated without prior permission. In exceptional circumstances, with their teachers' permission, a student/students may be allowed to use their mobile phones to photograph projects and/or experiments.
- The wearing of jewellery is limited. Health and Safety regulations must be respected. Body pierced jewellery should only be worn in the ears and limited to one small discreet pair, in the case of nose jewellery, one discreet nose stud may be worn and no other facial rings or piercings allowed.

- Makeup is limited to senior students only and must be worn extremely discreetly.
- Students must respect all school property at all times and be prepared to cover the cost of any damage they cause to school property or equipment.
- To ensure the health and safety of all the school community, the following items are not permitted: chewing gum, tobacco, electronic smoking devices, alcohol or abusive substances.(Refer to the Abuse of Substances Policy)
- Consumption of food and drink is strictly forbidden during class time in all classrooms and is confined to assigned areas during break and lunch times. However, water may be consumed when necessary in general classrooms but all foods and liquids are prohibited in the science laboratory and computer rooms. In the case of students with medical or dietary requirements, their needs will be respected by the school.
- Phone calls to parents during school hours must only be made through the school office. Use of mobile phones for such matters is strictly prohibited.
- Students must conduct themselves in a safe manner at all times – no cycling in school grounds and no loitering/obstructing school gate. Students must be conscious of traffic and conduct themselves in a safe manner.
- When students are absent, on returning to school they must furnish a written confirmation by parents of cause of absence. Please ensure student's name is clearly written. Students who wish to go home or to the local shop at lunch-time must, at the beginning of each school-year, submit one parental letter to the Principal.
- Students who drive to school are prohibited from using their vehicle from arrival time to departure time, including travelling to organised Coláiste events. They are not allowed to carry other students unless written parental permission has been given to do so.
- Students are not permitted to bring or use Aerosols in the Coláiste.

****N.B.****

Students must remember that they represent their school at all times when in school uniform, on the way to or from school, during lunch time, on school tours or school business.

Role of Parents, and where Parents can get help should a problem arise.

Parents have a responsibility to support their children's school by encouraging their children to recognise the importance of education and learning and of the Irish language and culture.

Supporting the application of behaviour policies and system rewards and sanctions.

Insisting that their children pay proper respect for themselves to teachers, supporting staff and the environment.

Preparing their children for school, taking all responsible steps to ensure that children carry out all steps set out for them.

Checking the school journal and notes each week and signing notes from teachers if necessary.

Contacting the subject teacher or year head if you're worried about your child's progress.

Parents are always welcome in the school. They are an important part of our school community and are always welcome following arrangement of an appointment through the office.

Parents/guardians will be kept informed each time the Code of Behaviour is breached through the following methods: notes in school journal, phone call home, letter home, text message home, parent/teacher meetings, individual meetings. If a parent wishes to meet with a teacher for any reason they must make an appointment through the office.

Strategies for promoting positive behaviour, progress and effort.

In implementing the Code of Behaviour, the promotion of positive work values should be borne in mind. This is encouraged in the following ways:

Verbal praise, an encouraging word or smile, writing an encouraging comment in the student's copy or journal, student affirmation at school assembly, awards evening ceremony, writing a favorable comment on the record of exam results.

Teachers and Management will endeavor to maintain a consistent and fair approach to supporting positive behaviour by:

- Fostering mutually respectful relationships between students, parents/guardians and all staff in our school.
- Rewarding positive behaviour and learning achievements/efforts and general progress.
- Following and adopting clearly defined procedures/sanctions in an effective, fair and helpful manner.
- Implementing appropriate teaching strategies and mixed methodologies to enable students to achieve their potential.
- Supporting students through an effective pastoral care system and through the "Social, Personal and Health Education" programme.

N.B: This above list is not an exhaustive list.

Sanctions: Examples of sanctions that may be used in response to breaches of discipline:

When students are in breach of discipline, sanctions will be imposed which range from verbal reprimand, extra written work, temporary confiscation of property, reassignment of the class seating plan, assistance in the maintenance of the school environment, being placed on report, detention, parental notification, loss of privileges, written record of misbehaviour, in-house suspension to school exclusion.

Detention will be held after school or at a time considered appropriate by school management. Failure to report for detention is regarded as a serious breach of discipline.

Being placed on report: The student must present the report form to the teacher at the start of each class and the subject teacher completes the report form at the end of class. The form must be presented to the class tutor/management before going home each day. Parents/guardians must sign the report each evening.

In-house Suspension: Parents will be contacted by management and will be required to meet with the school authorities. The student will accompany a designated member of staff for the day and will complete assigned class work.

Suspension: parents will be contacted by management and will be required to meet with the school authorities. In certain circumstances of unacceptable behaviour it is necessary for the student to be suspended or temporarily excluded from Coláiste Naomh Feichín. (Please refer to Exclusion/Expulsion Policy).

Exclusion: In certain circumstances of unacceptable behaviour it is necessary in the best interests of the whole school community for the student to be suspended or excluded. In applying sanctions of suspension or exclusion Coláiste Naomh Feichín will give due consideration to the rights and responsibilities underpinned in the Education Act 1998, The Welfare Act 2000, and Section 31 of the Vocational Education (Amendment) Act 2001 and the Principles of fairness and natural justice. Procedural fairness is a basic right of all individuals dealing with authorities. All communities have a legitimate expectation that schools will follow these principles in all circumstances, particularly when dealing with suspensions and exclusions. (Please refer to Exclusion/Expulsion Policy).

Making an Appeal

Parents, or a student aged over eighteen years, as provided in Section 29 of the Education Act 1998, may make an appeal to Galway Roscommon Education & Training Board (GRETB) where a student has been suspended for twenty days in a school year.

The Code of Behaviour will be reviewed in Spring 2025.

Tomás Ó Poisleal Bha 29/5/24.
Cathóirleach - BB.