REPORT OF THE VISITING COMMITTEE TO

**(Insert name of school)**

of the

(Insert name of conference) Conference of Seventh-day Adventists

EVALUATIVE CRITERIA FOR

SEVENTH-DAY ADVENTIST ELEMENTARY SCHOOLS, GRADES K-8

2004 Edition



Prepared For The:

NORTH AMERICAN DIVISION COMMISSION ON ACCREDITATION

OF THE ADVENTIST ACCREDITING ASSOCIATION, INC.

DATES OF VISIT

**March xx, 20xx**

**EVALUATION VISITING COMMITTEE REPORT**

for

**(Insert name of school)**

(Insert address)

(Insert date of visit)

**Members of the Visiting Committee:**

Chair  *Employer*

*Employer*

*Employer*

Employer

*Employer*

*Employer*

Submitted to

North American Division of Seventh-day Adventists

Commission on Accreditation

of the

Adventist Accrediting Association, Inc.

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Commission on Accreditation



NORTH AMERICAN DIVISION

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**SCHOOL PROFILE SUMMARY REPORT**

*To be completed by the Principal, confirmed by the Evaluation Chairperson and submitted with the Visiting Committee Report.*

SCHOOL IDENTIFICATION:

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Union Conference: COLUMBIA

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Constituent Churches:\_\_\_\_ Membership:\_\_\_\_\_\_\_\_

ENROLLMENT DATA: *(Current School Year)*

Percentage of Current Students from Adventist Homes: \_\_\_\_\_\_\_\_%

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Opening Enrollment History and Projected Enrollment Total for ALL Grades | | | | | |
| 3 Years Ago | 2 Years Ago | 1 Year Ago | Current Year | Next Year | In 2 Years |
|  |  |  |  |  |  |

PERSONNEL DATA: *(Current School Year)*

Number of Total Staff (FTE): Administrative: \_\_\_\_\_\_\_\_\_\_\_ Certificated Instructional: \_\_\_\_\_\_\_\_\_\_\_\_

*K-12 School Only*: Number of Certificated Instructional (FTE): K-8: \_\_\_\_\_\_\_\_\_\_\_ 9-12: \_\_\_\_\_\_\_\_\_\_\_\_

Number of Staff (Head Count) Part-time: \_\_\_\_\_\_\_\_\_\_\_\_ Classified/Support Staff: \_\_\_\_\_\_\_\_\_\_\_\_

FINANCIAL DATA: *(Last Fiscal Year)*

Total Operating Expense (Last Fiscal Year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Increase (Decrease):\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Tuition/Fees Income (as % all income): \_\_\_\_\_\_\_\_\_\_\_ Operating Expense Per Student: \_\_\_\_\_\_\_\_\_\_\_\_

ACCREDITATION DATA:

Date of Prior Full Evaluation Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term Granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Any Additional Visits: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Type of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE:

Completed By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HISTORY and DESCRIPTION of**

**(Insert name of school)**

.

**JUSTIFICATION STATEMENT**

**RECOMMENDATION FOR TERM OF ACCREDITATION**

Name of School Visited: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Conference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Union: **Columbia**

The visiting committee’s recommendation to the NAD Commission on Accreditation is *(Check one)*:

|  |  |
| --- | --- |
| **6CL** | **Six-Year Clear Term (6CL)-**A full six-year term of accreditation with a written progress report on school improvement action plans and major recommendations submitted annually to the union office of education. |
| **6IR** | ***Six-Year Term With an Interim Review (6IR):****-* A full six-year term of accreditation with annual submission of a written progress report on school improvement action plans and the major recommendations AND an on-campus Interim Review visit. IR visits should occur at the mid-term, the third year of accreditation (6IR-3). In special cases, IR visits may be recommended to occur in the second and fourth years of accreditation (6IR-2/4) |
| **3RV** | **Three-Year Term With a Revisit (3RV)**: A term of three years with annual submission of a written progress report on school improvement action plans and major recommendations AND an on-campus Revisit. Revisits will occur in the third and last year of the term of accreditation. |
| **2RV** | **Two-Year Term With a Revisit (2RV):** A term of two years with annual submission of a written progress report on school improvement action plans and major recommendations AND an on-campus Revisit. Revisits will occur in the second and last year of the term of accreditation. |
| **1PR** | **Probation (1PR):** A school may be placed on probation for one year to provide the school an opportunity to achieve compliance with the Criteria for Accreditation and demonstrate progress in specific areas of needed improvement as delineated in major recommendations. Action plans to sustain acceptable practice shall be developed and implemented initiated. A Revisit at the end of the year of probation could result in a maximum term of three years or denial of accreditation. |
| **OAD** | **Accreditation Denied**: Denial of accreditation would be based on evidence that the school does not or could not reasonably meet the Criteria for Accreditation. This action would initiate a review of the school’s official standing as a denominational institution. |

**NOTE:** *The NAD Commission on Accreditation will take official action on a school’s term of accreditation and reserves the right to grant terms other than the one recommended including a full self-study at any time.*

VISITING COMMITTEE MEMBER SIGNATURES:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Chair Employer*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Committee Member Employer*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Committee Member Employer*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Committee Member Employer*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Committee Member Employer*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Committee Member Employer*

**SCHOOL IMPROVEMENT ACTION PLANS**

(Insert name of school)

(Insert date)

An integral part of the self-study process is the development of plans for school improvement. In meeting

this responsibility (Insert name of school) has developed (Insert number of action plans) improvement Action Plans and included these in its Self-Study Report– (20XX.) The action plans have been reviewed by the members of the Visiting Committee. The following is a list of those plans which are also attached at the end of this report. The inclusion of these reports is to be recognized as general endorsement of the action plans as a guide to school improvement during the coming term of accreditation. It is understood that these must remain as dynamic plans that will likely be adjusting to new realities. These plans seek ways for (Insert name of school) to enhance and extend its service in ways that will ensure the school remains viable and effective in its core business of providing Adventist Christian education to its constituents and community.

The action plans submitted with the Self-Study Report for \_\_\_\_ Seventh-day Adventist School to guide the school’s “*Journey to Excellence*” are:

*State the standard name and objective for each action plan here*

**MAJOR RECOMMENDATIONS**

While the school’s primary focus during the next term of accreditation will be on the school improvement action plans listed above and attached at the end of this report, the evaluation visiting committee has also identified major recommendations for school improvement listed on page 7 that must receive priority attention as well.

**MAJOR COMMENDATIONS**

The visiting committee commends the:



**MAJOR RECOMMENDATIONS**

The visiting committee recommends that the:



**STANDARDS**

**STANDARD: Philosophical Foundations**

**Commendations:** *The Visiting Committee commends the*

1. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
2. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
3. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**Recommendations:** *The Visiting Committee recommends that the*

1. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

2. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

3. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**STANDARD: Community and Constituency**

**Commendations:** *The Visiting Committee commends the*

1. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
2. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
3. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**Recommendations:** *The Visiting Committee recommends that the*

1. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

2. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

3. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**STANDARD: Administration**

**Commendations:** *The Visiting Committee commends the*

1. board, administration, and faculty for \_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
2. board, administration, and faculty for \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
3. board, administration, and faculty for \_\_\_\_\_\_\_\_\_\_\_\_\_ (*Self-study, p. \_\_; Interview, Observation)*

**Recommendations:** *The Visiting Committee recommends that the*

* + - * 1. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
        2. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

3. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**STANDARD: Staff Development**

**Commendations:** *The Visiting Committee commends the*

1. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
2. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
3. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**Recommendations:** *The Visiting Committee recommends that the*

1. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

2. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

3. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**STANDARD: Curriculum and Instruction**

**NOTE:** *The following commendations and recommendations are drawn from the curriculum and instruction standard Self-study, teacher instructional profiles, and all subject-area sections.*

**Commendations:** *The Visiting Committee commends the*

1. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
2. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
3. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**Recommendations:** *The Visiting Committee recommends that the*

1. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

2. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

3. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**STANDARD: Media Center**

**Commendations:** *The Visiting Committee commends the*

1. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
2. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
3. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**Recommendations:** *The Visiting Committee recommends that the*

1. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_ (Self-study, p. \_\_\_\_; Interview; Observation)

2. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

3. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**STANDARD: Student Activities**

**Commendations:** *The Visiting Committee commends the*

1. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
2. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
3. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**Recommendations:** *The Visiting Committee recommends that the*

1. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

2. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

3. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**STANDARD: Student Services**

**Commendations:** *The Visiting Committee commends the*

1. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
2. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
3. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**Recommendations:** *The Visiting Committee recommends that the*

1. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

2. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

3. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**STANDARD: School Facilities**

**Commendations:** *The Visiting Committee commends the*

1. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
2. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
3. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**Recommendations:** *The Visiting Committee recommends that the*

1. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

2. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

3. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**STANDARD: Information Technology**

**Commendations:** *The Visiting Committee commends the*

1. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
2. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
3. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**Recommendations:** *The Visiting Committee recommends that the*

1. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

2. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

3. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**STANDARD: Marketing**

**Commendations:** *The Visiting Committee commends the*

1. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
2. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*
3. board, administration, and faculty for \_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**Recommendations:** *The Visiting Committee recommends that the*

1. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

2. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

3. board, administration, and faculty \_\_\_\_\_\_\_\_\_\_\_\_\_ *(Self-study, p. \_\_; Interview, Observation)*

**Student Surveys**

**Parent Surveys**

**ACTION PLANS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SCHOOL-WIDE IMPROVEMENT ACTION PLAN #\_\_\_**  **STANDARD: \_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Objective:** | | | | |
| **Action**  **Step #1** | **Person(s) Responsible** | **Action Steps** | **Date/Time Line** | **Estimated Resources** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SCHOOL-WIDE IMPROVEMENT ACTION PLAN # \_\_\_**  **STANDARD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Objective:** | | | | |
| **Action**  **Step # 2** | **Person(s) Responsible** | **Action Steps** | **Date/Time Line** | **Estimated Resources** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SCHOOL-WIDE IMPROVEMENT ACTION PLAN #\_\_\_**  **STANDARD: \_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Objective:** | | | | |
| **Action**  **Step #1** | **Person(s) Responsible** | **Action Steps** | **Date/Time Line** | **Estimated Resources** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
|  |  |  |  |  |