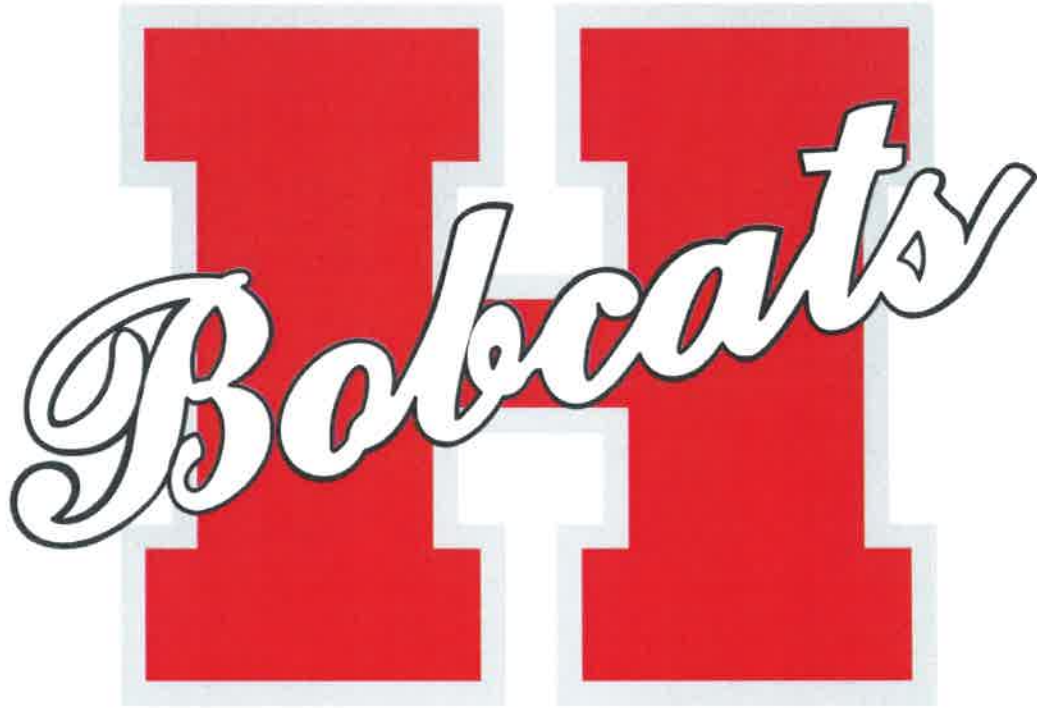


YERGER MIDDLE SCHOOL

PARENT - STUDENT
HANDBOOK

2021-2022



Be **the Difference**

Hope Public Schools
Hope, Arkansas

Yerger Middle School Administration

Mike Radebaugh, Principal
Joyce Smith, Counselor
Jonathan Turner, Dean of Students

INTRODUCTION

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the following listed faculty, parents, students, and administration.

Staff Handbook Committee

Mike Radebaugh - Principal
Jonathan Turner - Dean of Students
Deadra Caesar-Simington - Teacher
Melinda Strike - Teacher
Hosea Born - Teacher
Karen Townsend - Teacher
Tequila Marshall - Secretary
Krystal Wyatt - Paraprofessional
Alexis Allen - Receptionist

Every student at YMS will be given needed supplies to complete all assignments every day.

FOREWORD

This handbook is intended for use by the students, parents, principals, and teachers of Yerger Middle School. Its main purpose is to set forth clearly the standards of behavior and the limits on behavior established by law and by board of education policies. Please do not hesitate to call or come by my office for any questions or concerns. I look forward to serving this community and helping your child grow in their academic endeavors.

MISSION STATEMENT

Yerger Middle School is committed to providing each student a diverse education in a safe and supportive environment that promotes self discipline, motivation and excellence in learning. The Yerger Middle School team joins the parents and community to assist the students in developing skills to become independent and self sufficient adults who will succeed and contribute responsibly in a global community.

YERGER MIDDLE SCHOOL MOTTO

Be the Difference

VISION

World Class Students, World Class Learning, World Class Citizens

GENERAL INFORMATION

School Mascot - Bobcats

School Colors - Red and White

Office Hours: 7:30am - 3:30pm

Office Phone Lines: (870)722-2770 or (870)777-5134

Fax Number: (870)722-2707

Address: 400 East 9th Street

ENTERING THE SCHOOL

Doors are open to students at 7:15am. Breakfast will be served from 7:30am until the first morning bell. Students are expected to enter the building using Hall A to get to the cafeteria in proper dress with hats and hoods off.

SCHOOL DAY BEGINNING AND DISMISSAL

Students in Classrooms at: 8:00am

Dismissal from School at: 3:20pm

DROP OFF AND PICK UP LOCATION AND TIME

Students should be dropped off in the front of the building each morning. Please do not drop off students before 7:15am. Please do not use the bus lane in the back of the school to drop off or pick up your student. There is no supervision for students after 3:35 pm. The pick-up of students on time is a standard that must be met. Do not block the parking lot while waiting on your child. Also, remember parking in the fire lane is against the law.

BACKPACKS

Backpacks are not permitted to be left in the hallway. Place them under your desk or in a designated area in the classroom.

METAL SCANNER

The school reserves the right to use metal scanners for the protection and safety of its students and staff.

Yerger Middle School

Bell Schedule 2020-2021

1st Period	8:00-8:45
2nd Period	8:50-9:35
3rd Period	9:40-10:25
4th Period	10:30-11:05 Advisory/Intervention
5th Period	1st Lunch 11:05-11:35/ Class 11:40-12:45 2nd Lunch 11:40-12:10 / Class 11:10-11:40//12:15-12:45 3rd Lunch 12:15-12:45 / Class 11:10-12:15
6th Period	12:50-1:35
7th Period	1:40-2:25
8th Period	2:30-3:20 3:17- First Bell (Hallway A) 3:20- Second Bell (Hallway B) <i>Bus riders will be escorted to the cafeteria each day.</i>

STUDENTS RESPONSIBILITIES

Students have the responsibility to pursue their education at Yerger Middle School in a manner that shows respect for other students, faculty members, parents and citizens. Students should be aware that they have a responsibility to cooperate with and assist the school staff in the orderly and efficient conduct of the school. Students should follow the rules and regulations established by the Hope School Board of Education, Yerger Middle School, and guidelines established by teachers and school administrators. Each student is responsible for his/her own conduct at all times.

Student responsibilities for achieving a positive learning environment at school and school sponsored activities include:

1. Attend all classes daily and on time.
2. Be prepared for each class with materials and assignments.
3. Be properly attired.
4. Exhibit an attitude of respect toward others.
5. Conduct oneself in a responsible manner.
6. Obey all school rules.
7. Seek changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.

PARENTS AND GUARDIANS

Yerger Middle School parents will make sure their students arrive at school each day and remain throughout the day for the full educational experience. YMS parents commit to supporting their child socially, emotionally, and academically to ensure their child excels in school. YMS parents will keep staff informed of any changes to phone contacts, addresses or other concerns that may be going on outside of school that could affect their child's learning or behavior. YMS parents will make sure their child follows handbook rules concerning dress code and will be responsible for their child's behavior. Parents will notify staff of any prolonged illness so we may partner with them to ensure their child's academic needs are met.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or principals by contacting the school office. Parents must be escorted if they wish to observe their child in the classroom. Also, instructional time cannot be imposed upon. Conversations with the teacher must be scheduled as a conference.

TEACHERS

All teachers are responsible for the supervision of behavior for all students in the school. This includes not only the students who are regularly assigned to the teacher, but also all other students with whom the teacher comes in contact. Each teacher is expected to maintain the kind of atmosphere and decorum that will promote the learning process and utilize sound techniques that seem appropriate. These techniques include conferences with students and parents, referrals to counselors at the school, and/or referrals to other supportive service personnel of the district (nurse, attendance caseworker, educational examiner, and psychologist).

PRINCIPALS

The principal or designee of YMS will explain school rules to all students at the beginning of the school year, and to each new student upon registration. In developing rules and regulations, the principal is expected to involve representatives of the teaching staff, the student body, and the patrons of the school. The principal or designee at YMS is responsible for conducting continued in-service education for all personnel on a regular basis and to interpret and implement established policies.

The principal or designee is authorized to assign students to detention, probation status, or suspension. The responsibility to recommend the expulsion of students lies solely with the principal. The principal or designee is expected to inform the parents or guardians of any student whose behavior is in conflict with established laws, rules, and procedures.

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy toward teachers, fellow students, and the officials of school athletic/extracurricular activities.
2. Pride in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship--The ability to win and lose gracefully. School spirit means loyalty to all functions of the school. Loyal students support their school and do their utmost to keep their scholastic and activity standards at the highest possible level.

EXTRACURRICULAR ACTIVITIES/CLUBS

Girls/Boys Basketball	Student Council	Cheerleading
Robotics Team	Band	Football
Girls/Boys Track	EAST	

MORNING ANNOUNCEMENTS

Your complete attention is needed during announcement time. Announcements on the intercom will be made for emergencies and/or items of urgent nature. With the exception of emergency announcements, the intercom announcements will be made at the beginning of 1st period.

Each school day will begin with the pledge of allegiance, a moment of silence and any school business. Those not wishing to participate for religious or personal reasons have the right to do so. We ask that you are respectful to others and remain quiet while you are standing or sitting still in your seat.

TARDIES

Promptness is an important character trait that district staff are encouraged to model and help develop in our students. At the same time, promptness is the responsibility of each student. Students who are late to class show a disregard for both the teacher and their classmates which compromises student achievement. Students are considered tardy if they are not in their seats and prepared to learn (pencil, paper, book...). Tardies are run in the

office weekly. After 3 or more tardies consequences are given; minimum lunch detention and maximum out of school suspension with parent conference.

If you arrive late to school in the morning (more than 10 minutes), the student is considered absent for the class period and should report to the office to obtain an admission slip. Parents are encouraged to check the student in. If you arrive tardy to school in the morning by less than 10 minutes, report directly to your first period class to be admitted with a tardy.

ABSENT FROM SCHOOL

Students are encouraged to obtain an absentee admission slip in the front office between 7:30 and 8:00 in the morning. Students should have them signed by their teachers each period they were absent the previous day and then give them to their 7th period teacher. YMS will provide incentives for students missing 2 or fewer days each 9 week. Attendance at school and getting the education provided by HPS is important.

EXCUSED ABSENCES

Excused make-up work is permitted when:

1. The student's illness
2. When attendance could jeopardize the health of other students.
3. Death or serious illness in their immediate family (parents/guardians, children, siblings, and grandparents).
4. Observance of recognized holidays observed by their faith.
5. Documented medical appointment.
6. Exceptional circumstances with prior approval of the principal.
7. Participation in a school sanctioned activity.
8. Additional excused absences shall be granted to allow a student to visit his/her parents or legal guardian who is a member of the military and been called to active duty, is on leave from active duty or has returned from deployment to a combat zone or combat support posting.
9. To obey a subpoena

Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

Absences not defined or not having an accompanying note from the parent or legal guardian shall be considered as unexcused absences.

When attendance could jeopardize the health of other students, the district reserves the right to require confirmation of the medical documentation through district communication with the medical personnel responsible for the documentation. If the district is unable to confirm or verify the absences an appointment with a governmental agency may be required.

MAKE UP WORK

Students who miss school due to an absence shall be allowed to make up the work they missed during their absence under the following rules.

1. Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
2. Teachers are responsible for providing the missed assignments when asked by a returning student.
3. Students are required to ask for their assignments on their first day back at school or their first class day after their return.
4. Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
5. Students shall have one class day to make up their work for each class day they are absent.
6. Make-up work which is not turned in within the make-up schedule for that assignment shall receive a zero.
7. Students are responsible for turning in their make-up work without the teacher having to ask for it.
8. Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets the day of their return.
9. As required/permitted by the student's Individual Education Program or 504 Plan.

Work may not be made up for credit for absences in excess of the number of allowable absences in a semester **unless** the absences are part of a signed agreement as permitted by policy 4.7—ABSENCES.

FUNDRAISING ACTIVITIES

All fundraising activities shall have the prior approval of the principal. Buying and selling of any items or services is prohibited unless authorized by Administration.

BULLETIN BOARDS

The bulletin boards are reserved for school use. Commercial advertising is not permitted. Neither are announcements for churches, social groups, or any other organizations unless announcements pertain to the whole school. Office approval must be secured before posting announcements on bulletin boards and/or anywhere on the campus.

ASSEMBLIES AND PEP RALLIES

A planned program of assemblies is provided to supplement and enrich the overall educational offerings at Yerger Middle School. The assemblies are planned to promote student talent and participation; develop worthy interest, to present important school and civic matters to the students, to bring outstanding personalities and cultural information to the students, and to enrich school spirit.

The presence of parents at assemblies is encouraged. Pep rallies and assemblies of this nature will meet in the gymnasium. More formal type assemblies will be held in the cafeteria. Willfully skipping an assembly, skipping without prior approval of principals or otherwise missing an assembly is a form of truancy or improper

attendance and will result in disciplinary action being taken. A planned procedure will be used in taking classes to the gymnasium or cafeteria. Seating will be assigned by teachers/principals. Teachers shall sit with their students.

TELEPHONES

Telephones in the office are for school business. Students will not be called to the telephone during class periods except in case of emergency. Students must get permission from the principal, assistant principal, or secretaries in order to use the phone to call home for sickness or emergency. Telephone messages will not be delivered to students. If it is necessary for a parent to talk with their child, the students will be notified to call their parent.

THREATS

All threats (communicated intent to inflict physical or other harm on another student, public in general, or property) will be taken seriously by the administration. Students must be aware that uttering threats will lead to disciplinary action and can lead to serious criminal penalties. Based on the nature of the threat, the student could be suspended, with final action from the Threat Assessment Team's recommendation and law enforcement may be contacted. Penalties may include suspension, recommendation to alternative learning environment or recommendation for expulsion.

STUDENTS EXPECTATIONS IN THE HALLWAY

Students should stay to the right and passageways in the halls must not be blocked at any time. Any blocking or disruption of easy passage will be considered a violation of school rules. Conduct in the halls should be reserved in that there should be no loud talking, shouting, or screaming; no running, pushing, or shoving, and no public display of affection. Students should keep to the right when passing at all times. Loitering (hanging out, visiting, talking ...) is prohibited in the halls and restrooms. Staff members will be at his/her door during class change to supervise student conduct in the halls.

STUDENTS GOING TO THE RESTROOM

Students are encouraged to use the restroom during passing periods, breakfast, and lunch. Leaving the classroom to use the restroom during instructional time will be addressed on a case by case basis. Students should remain respectful at all times. Students who leave the classroom should take the hall pass, use the restroom, and return immediately back to class.

CAFETERIA EXPECTATIONS

Breakfast and lunch are provided free of charge to all students in the Hope Public School system. In order to help and to show consideration for others, students are to follow these rules:

1. Tables, floors, and chairs are to be kept free from books
2. Enter one of the lines and keep your place without passing in front of others or crowding
3. Clear the table of your own dishes, paper, etc...
4. Walk! Do not run to the cafeteria
5. Keep talk and noise to a minimum
6. Always be polite to those who are serving you

7. Students must bring their own food or eat in the cafeteria. (NO COMERCIAL DELIVERIES)
8. ALL FOOD AND DRINK ARE TO BE CONSUMED IN THE CAFETERIA

VISITORS ON CAMPUS

Visitors are welcome in our school. For the safety and protection of our students and staff:

- All visitors must sign in at the front office and wear a visitor badge.
- Please use the front entrance.
- Visitors must return the badge to the front office upon leaving the campus.

CHECK IN/CHECK OUT PROCEDURES

All students must check in and check out through the front office. Students are only allowed to leave with those adults listed in the student's file.

DANCE/FIELD TRIP

Students attending any school sponsored dance or activity, either on or off campus, shall be governed by the rules and regulations of the school and subject to disciplinary actions. All YMS dances are for 7th and 8th grade students that attend YMS only. All dances will be from 6:00pm to 8:30pm unless otherwise specified.

FLOWERS AND GIFT DELIVERIES

Students will not be allowed to receive deliveries of flowers or balloons during the school year.

LUNCH/FOOD DROP OFF

Parents may bring food to school for their child and eat with only their child in the parent center. Students are not allowed to call out and have food delivered to the school from delivery services. Students may not receive food deliveries at the back of the school / through the bus line. Lunch times are: 1st Lunch: 11:15-11:45; and 2nd Lunch: 12:15-12:45.

FOOD/DRINKS

No food or drinks (except water) may be consumed during or in between classes. Food and drinks should be consumed in the cafeteria during breakfast and lunch. All drinks must be in a clear container.

ELECTRONIC DEVICES

Once students are on the YMS campus they are **NOT to have any visible electronic device** (including but not limited to cell phones, smart watches, earbuds, headphones, mini speakers, chargers etc...) until they board the bus or are off the campus in the afternoon. **YMS does not assume responsibility for the loss or damage of these items if students choose to bring them to school.**

AFTERNOON BUS/DISMISSAL PROCEDURES

Students who walk home or are picked up by a parent will exit through the front of the building. Students riding a bus will report to the cafeteria and sit at the designated bus table(s) until the bus arrives.

RULES

1. Keep the talking to a minimum
2. Take a seat and remain seated till your bus comes
3. No cell phones or other electronic devices (including headphones and earbuds) are allowed at this time.
5. If you need to call a parent please notify a teacher on duty.

LIBRARY

The library is open daily from 8:00am - 3:20pm. The library has books, magazines and pamphlets for assigned study and recreational reading. Established fines are charged for overdue materials. Because library books cannot be replaced for the original purchase price, any student who loses a library book will be charged the current replacement price of the book.

EMERGENCY PROCEDURES

Emergency evacuation plans are posted in each room. Students should study the plan and become familiar with it. During the evacuation/drill process there should be NO talking. The building level principal will give the signal when all students and staff can return to their classrooms.

Fire Drill - A series of three short rings

Tornado Drill - ONE long ring

Fire drills are done monthly by all buildings in the Hope Public School District. Tornado drills shall also be conducted not fewer than four (4) times per a year with at least one each in the months of September, October, January and February. Students who ride school buses shall also participate in emergency evacuation drills at least twice each year. Other types of drills may also be conducted. These may include, but are not limited to: earthquake, act of terrorism, chemical spill, bomb threat, or lockdown/dangerous shooter.

GUIDANCE

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, home, school and social concerns and/or any questions the student would like to discuss with the counselor.

LOST AND FOUND

Students who find lost articles are asked to take them to the lost and found department in the office. Students should mark personal items and clothing with complete identification (backpacks, shoes, coats, etc).

DROPPING AND ADDING COURSES

Every effort is made to schedule our students in those classes requested each spring. If changes are necessary, the drop/add forms will be completed by the counselor and placed in the teacher's mailbox. All changes must be approved by the building principal or school counselor. **NO CHANGES WILL BE ALLOWED AFTER FIVE DAYS OF EACH SEMESTER.**

STANDARDS OF CONDUCT

All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. School staff has the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order. A student who is well informed concerning his/her rights and responsibilities, and the standards of behavior expected should not require disciplinary action.

LUNCH DETENTION AND DETENTION RULES

Lunch detention will be served in the cafeteria or library. The cafeteria will be notified of how many lunches will be needed for the day. Students will report to the library or cafeteria, be quiet when entering, **NO** talking to fellow students, take a tray and eat. Once students have finished eating, the lunch detention teacher will instruct them on how to access Achieve 3000 for the remainder of the lunch period. Any student not following lunch detention rules will be referred to the dean of students and more serious consequences will result.

YERGER MIDDLE SCHOOL DRESS CODE

- **Head Covering of any kind cannot be worn inside the building**
 - No bandanas, dew rags, hair wraps, toboggans
 - No hoodies inside the building
- **Combs/Picks cannot be worn in the hair**
 - No metal or plastic picks allowed at school
- **Shirts**
 - Cannot be see-through
 - Cannot be sleeveless
 - Cannot be cold-shoulder shirts
 - Cannot expose breast
 - No crop tops
- **Shorts/Dresses/Skirts**
 - Must reach the knee
 - Dresses worn with leggings or jeggings must reach the knee
- **Pants**
 - Cannot show skin above the knee
 - No sagging
 - Jeggings or leggings may be worn with a dress or shirt that meets the knee
 - No pajamas
- **Shoes**
 - No shower shoes
 - No light-up shoes
 - No house shoes

Students are prohibited from wearing, while on the school grounds, during the school day, and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast. The final decision regarding apparel will be at the discretion of the principal or designee. If, in the judgment of the administration, a student's attire is a health hazard or a distraction to the educational atmosphere of the school, the student will be sent home to change before returning to school or may be assigned to ISS if the student does not have appropriate replacement apparel.

STUDENT MANAGEMENT PLAN YERGER MIDDLE SCHOOL

The following Student Management Plan will be used by Yerger Middle School for students in all grade levels who violate classroom, campus, or district rules of behavior.

Level One - Classroom

Step One: **Individual Classroom Management Plan**

Level Two - Team (Minor Classroom Violations Only)

Step Two: **Team Intervention and Parent Conference**

Teachers will report student information to the assistant principal through email.

Step Three: **Team Intervention and Referral to Dean of Students**

Teachers will notify the assistant principal and counselor of conference time.

Step Four: **Team Intervention and Referral to Dean of Students**

Range: Conference to lunch detention hall; parent notification; counselor referral; district social worker referral

Level Three - Office

Step Five: **Referral to Dean of Students**

Range: Minimum- Maximum Penalty

Step Six: **Referral to Dean of Students**

Range: Minimum- Maximum Penalty

Step Seven: **Referral to Dean of Students**

Range: Minimum- Maximum Penalty

Step Eight: **Referral to Dean of Students**

Range: Minimum- Maximum Penalty

Step Nine: **Referral to Dean of Students**

Range: Minimum- Maximum Penalty

Step Ten: **Alternative Placement; Expulsion; Notification of Law Enforcement**

In case of severe disciplinary infractions, the ten-step disciplinary progression may be circumvented by an administrator. For example, students who engage in a fight may be assigned to ISS or OSS.

DISCIPLINE FOR ELIGIBLE STUDENTS WITH DISABILITIES

The Hope School District will base educational needs and discipline of students with disabilities contingent upon existing federal and state laws, rules, and regulations. For the information of all students, however, infractions to avoid and recommended disciplinary actions are presented below.

FIGHTING, DRUG POSSESSION/USE, ALCOHOL POSSESSION/USE

Yerger Middle School has a zero tolerance for fighting; drug (illegal or unauthorized prescription) and alcohol possession or use. Students significantly involved in any of these activities on campus (or at a HPSD sanctioned event) will not be allowed to attend any extracurricular event for one year. Examples include but are not limited to all sporting events, competitions, exhibitions, concerts, and school dances. After the one year period has concluded, reinstatement to these privileges will be based on the following criteria:

- A written letter requesting reinstatement
- Maintain an attendance rate of 90% for the last completed semester
- No more than 5 days of ISS and/or after/before school detention assigned
- Zero days of OSS assigned
- No reported incidents of truancy

F's ARE BENCHED (FAB)

Maintaining a standard of academic success is vital to all future endeavors in extracurricular activities and in the long term life of students. To that end, Yerger Middle School is instituting the FAB (F's Are Benched) policy: any student with a cumulative F grade in any course will not be permitted to participate in any extracurricular event: games, competitions, dances, field trips, etc. Once the student has brought the cumulative F up to a passing grade, he/she will be cleared to participate immediately. This policy DOES NOT extend to practices or rehearsals.

BEHAVIORS NOT COVERED ABOVE

Yerger Middle School reserves the right to pursue disciplinary or legal action for behavior which is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules.

PARENT INVOLVEMENT PLAN YERGER MIDDLE SCHOOL

Purpose

Yerger Middle School has developed this Parent Involvement Plan in compliance with Act 603 of 2003 and according to guidance provided by the Arkansas Department of Education. YMS recognizes the shared responsibility of the school and family during the time the child spends in school. Engaging parents is essential to improving student achievement.

Improving School Communications with Parents

The school will strengthen our communication with parents through notices to parents, the use of available local media and social media, activities at school where parents will be actively encouraged to attend, and through our school and teacher websites. In order to accomplish this goal, the school has created a Parent Center, which includes free materials for parents on a variety of issues, and Family Kits which will be made available to our parents at the beginning of school and throughout the year in our Parent Center. Information in the Family Kit and in the Parent Center is available in both English and Spanish. The Family Kit will include:

- | | |
|------------------------------|--------------------------------------|
| *School Calendar | *School Handbook |
| *School Staff List | *School Master Schedule |
| *Health Services Information | *School District Contact Information |

The school will continue to communicate with parents through notices in the paper, letters to parents, and through twice-a-year school wide-conferences. The school will also survey parents and provide needed services identified from those surveys. At the first of the school year, the school will host an open house for parents and students.

The school will involve parents of the school, alumni and community members in all aspects of the school and will encourage participation in a Parent Involvement Committee to address needs of the school community.

Parents who attend the parent-teacher conferences will be recognized collectively in the local newspaper for attending those conferences.

GRIEVANCE - DUE PROCESS

Students have a right to be informed of alleged violations of standards of behavior as established by board policy and/or school regulations, and to be informed of appeal procedures.

Students have the responsibility to know and obey school rules, to express grievances in a polite and hospitable manner, and to give parents correct information concerning misconduct. Principals and teachers have the responsibility to follow board-established procedures in disciplinary actions against students.

Principals/assistant principals are responsible for notifying and conferring with parents and students in cases involving suspension and expulsion recommendations.

Parents have the responsibility to call principals for a conference when needed, and to arrange with proper school authorities for desired student hearings.

PROMOTION AND RETENTION

Considerations for Promotion and Retention:

- Annual progress in literacy and mathematics
- Special Services (EL, Special Education, 504, Dyslexia)
- Success of RtI Interventions
- Parent Notification and Documentation
- Attendance
- Age and Maturity
- Previous Retentions
- Academic Success (report card)
- Recommendations of Core Subject area Teachers, Special Services, Guidance Counselor, and Administration

Final decision will be made by the principal