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KOOS SADIE PRIMARY SCHOOL

CODE OF CONDUCT (cont.)

1 PREAMBLE

The Code of Conduct has been compiled by the learners, educators and SGB of **KOOS SADIE PRIMARY SCHOOL**. The Code of Conduct, Vision and Mission, read together with the Prospectus, are the governing blue print of the school.

The code of conduct was drawn up in terms of the following legislation:

- The Constitution of the Republic of South Africa 1996, Act. No. 108 and the Bill of Rights included in the constitution.
- South African Schools Act, 1996 (Act No. 84 of 1996) as amended.
- Government Gazette No. 18900.
- Provincial Administration Western Cape –Education Department – Circular 0030/99.

The Vision of our school:

On the foundation of a sound value-based education, the Principal, SGB and Staff of Koos Sadie Primary School's vision is: to ensure that all learners leaving our school at the end of their primary school tuition, will be equipped for a well-balanced adulthood.

The Mission of our school:

Our aim is to:

- maintain high academic and moral standards;
- establish a positive self-image in body and mind;
- encourage love for our fellow-man and nature;
- develop a strong sense of responsibility through positive discipline;
- create healthy Learner – Teacher – Parent relationships
- live by the values of our school: **Pride & Loyalty; Caring, Respect and Responsibility**

It is the statutory duty to implement the code of conduct, together with the abovementioned, to ensure that the school is professionally governed and that discipline is maintained.

2 DEFINITIONS

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| 2.1 | Code: Set of rules to avoid inconsistency. |
| 2.2 | Conduct: The way one behaves; treatment of other people. |
| 2.3 | Code of Conduct: A general code of conduct of learners as stipulated in SA Schools Act 1996, Section 8. |
| 2.4 | Learners: As defined in SA Schools Act 1996 (ix). |
| 2.5 | Educators: As defined in Educators Employment Act 1994. |
| 2.6 | Parents: As defined in SA Schools Act 1996 (xiv). |

3 PURPOSE AND IMPORTANCE OF THE CODE OF CONDUCT

- 3.1 To promote a disciplined, focussed and meaningful school and learning environment.
- 3.2 To promote the civic responsibilities of the school by equipping learners with expertise, knowledge and skills.
- 3.3 To develop leadership in learners.
- 3.4 The code of conduct should guide the behaviour of the learners and those responsible for their proper conduct at school.

4 RIGHTS/OBLIGATIONS OF LEARNERS, EDUCATORS AND PARENTS.

LEARNERS RIGHTS:

- 4.1 Every individual has the right to develop to their full potential.
- 4.2 Every learner shall enjoy equal treatment before the law.
- 4.3 Every learner shall respect the inherent dignity of others.
- 4.4 Every learner will acknowledge and respect the convictions and cultural traditions of others.
- 4.5 To a safe, supportive, and disciplined learning environment.
- 4.6 To be treated with dignity, respect, and fairness.
- 4.7 To be taught by well-prepared educators.
- 4.8 To express themselves respectfully within the limits of school rules.
- 4.9 To participate in academic, cultural, and sporting activities.

LEARNERS ARE EXPECTED:

- 4.10 to maintain a high standard of behaviour and courtesy both inside and outside of the school.
- 4.11 to be loyal to the school and to enhance the reputation of the school.
- 4.12 to display integrity and honesty.
- 4.13 to try their best to fulfil their academic potential.
- 4.14 to respect the rights of educators and fellow learners with regards to their education.
- 4.15 to be involved in the school's cultural and sport programmes, at least one summer and one winter activity.
- 4.16 learners should attend classes fully prepared, homework completed, etc. to support school matches and to display good sportsmanship.

EDUCATORS RESPONSIBILITIES:

- 4.17 Maintain a professional, effective teaching environment.
- 4.18 Treat learners with respect and fairness.
- 4.19 Communicate regularly with parents.
- 4.20 Provide quality teaching and classroom management.
- 4.21 Model respect, professionalism, and positive behaviour.

EDUCATORS RIGHTS:

- 4.22 to be able to teach in a safe, orderly, clean and quiet environment in which the necessary materials and equipment are provided.
- 4.23 to expect learners to be prepared for lessons, having completed all homework assignments.
- 4.24 to be treated with respect and courtesy by learners and parents.
- 4.25 to be treated fairly and be respected as professional persons.
- 4.26 to be supported by parents and colleagues.

- 4.27 to be able to teach without interruption.
- 4.28 to enjoy privacy in their private lives and to be assured that their private property is respected at school.

PARENTS RESPONSIBILITIES:

- 4.29 to support the school and encourage learners to obey school and class rules, to accept responsibility for any misbehaviour attributed to their child.
- 4.30 to take an active interest in their child's homework and to make it possible for their child to complete homework assignments.
- 4.31 to pay school fees and levies, as determined by the school and/or the governing body.

PARENTS EXPECTATIONS FROM SCHOOL:

- 4.32 educators who are well-qualified and competent.
- 4.33 a school which is non-discriminatory.
- 4.34 educators who are professional and who maintain high standards.
- 4.35 a school that strives toward high moral standards.
- 4.36 that parents are treated fairly and as individuals.
- 4.37 approachable educators who communicate with parents and keep them informed.

5	RULES OF INTERPERSONAL RELATIONSHIPS AT SCHOOL
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- 5.1 Learners must behave with courtesy, tolerance and consideration toward others.
- 5.2 Learners must refrain from aggressive and abusive behaviour.
- 5.3 Learners must display mutual respect to others.
- 5.4 Learners must respect authority, honesty and truth.
- 5.5 Learners must not absent themselves from school without valid reasons.
- 5.6 Learners must adhere to the school rules, dress code and school times.
- 5.7 Learners who need to leave school earlier than the stipulated school hours, must request permission in writing from the principal, or duly appointed representative should the principal not be available.

6	RULES TO GUARANTEE PROTECTION OF LEARNERS AND FACILITIES
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- 6.1 Learners should strive to become pro-active, independent, critical, disciplined and creative thinkers.
- 6.2 Learners must strive to make the school function effectively.
- 6.3 Learners must actively support the learning process.
- 6.4 Learners must respect and look after school property and books.
- 6.5 Learners must strive to uphold and live by to the school's core values as stipulated in the Vision and Mission of the school (Pride and Loyalty; Caring and Respect; Responsibility).
- 6.6 Learners must keep the school environment clean and tidy.
- 6.7 Learners must refrain from using any addictive substances.
- 6.8 Learners must never endanger the lives and safety of others.
- 6.9 Learners must comply with all safety and security measures which have been put in place at school to protect life and property.

7 DISCIPLINARY MEASURES

- 7.1 Disciplinary steps will be taken against any learner who contravenes this Code of Conduct.
- 7.2 The disciplinary steps comply with:
 - 7.2.1 Section 8, 9 and 10 of the SA Schools Act 1996;
 - 7.2.2 Regulations relating to the Code of Conduct and Suspension and Expulsion of Learners at the Public School, as determined by the member of the Executive Council of the Western Cape Parliament;
 - 7.2.3 Definition of what constitutes serious misconduct by learners, as determined by the member of the Executive Council of the Western Cape Parliament.

8 DISCIPLINARY ACTION

- 8.1 Grade R –2: Any actions that does not go according to our code of conduct, the educator will reach out to the parents / guardians. Intervention will be put in place.
- 8.2 Unacceptable conduct is defined and classified in this code of conduct as either Level 1: Minor infringements, Level 2: serious infringements, and level 3: Repeated/Very serious infringements.

8.3 Level 1: Minor infringement(s):

Fast and effective disciplinary action will be taken to correct offensive behaviour. The parents/guardian will be notified telephonically/text or per email regarding the nature of the offense. The learner will be expected to explain themselves to the parent/guardian and be held accountable for their actions. **Thereafter, it is the parents'/guardians' responsibility to take action against the learner.** The learner reports back to school a day later after parental intervention.

Minor infringements include low-level behaviour concerns that disrupt learning but do not endanger others.

Examples: minor disrespect, incomplete work, forgot stationery/books, minor class disruptions, uniform issues/infringements, continuous late coming, failure to follow instructions, disrupting others, constant talking in the lines or the classroom.

Response: - Parents/guardian will be contacted. - A parental intervention will be required. Learners may complete a written reflection or take part in a restorative conversation. - A behaviour support plan and report may be developed if needed. Educator will write an intervention report; this report/final warning letter must be signed by parent as proof of intervention. (Final warning letter)

8.4 Level 2 – Serious Infringements

Serious infringements include any behaviour that affects the safety, rights, or learning environment of others or repeated violations of level 1 infringements.

Response: Parent/guardian will be contacted and learner will receive a final warning letter. - A **precautionary suspension** will apply if this serious infringement is repeated. Parents will be informed immediately. Parent must sign the final warning letter.

Examples: bunking class, leaving the school premises without permission during school hours, challenging authority, possession of stolen items, purposefully damaging school

property/others property (Vandalized property will be replaced or professionally repaired by the parent) Disruptive / repeated unacceptable behaviour in the classroom- taking away other's rights to education,

Response: Parent/guardian will be contacted to fetch learner- A **precautionary suspension** will apply. - Parents will be informed immediately. Parent must sign the precautionary suspension form upon arrival after learner was given the right to defend himself/herself.

Examples: fighting, bullying, intimidation, racial or discriminatory remarks, vandalism, harmful graffiti, smoking/vaping, possession of vape/cigarettes, possession of harmful items, defiance, aggressive games, theft, cheating during a test/formal assessment, verbal abuse towards teachers/students/learners/employees.

Correct Legal Response:

- **Parent contacted to fetch learner.**
- **A precautionary suspension may be considered for up to 7 calendar days, *only after parents are given an opportunity to make representations*, and **only if safety or investigation may be compromised** (SASA 9(1)).**
- **A formal disciplinary hearing MUST follow within 7 calendar days by the SGB.**
- **A 7-day disciplinary suspension as punishment may ONLY occur after a formal disciplinary hearing and guilty finding.**

8.5 Level 3 – Repeated/Serious or Very Serious Infringements

Level 3 applies to: A **single very serious infringement**, including severe assault, murder, drug possession/use, sexual misconduct, or behaviour that places others in danger or damaging school property.

Response: - Parent/guardian will be contacted to fetch learner- A **precautionary suspension** will apply. - Parents will be informed immediately. Parent must sign the precautionary suspension form upon arrival after learner was given the right to defend himself/herself.

The matter will be referred to a **formal disciplinary hearing** conducted by the **the SGB**. - Outcomes may include extended suspension or recommendations for expulsion according to legislation.

8.6 When correctional actions are considered the following aspects will be taken into account:

- record on intervention report (attached intervention form from educator);
- focus on positive change in conduct;
- limit interruption of the normal school programme;
- take into account the age and independence of learner;
- strive to maintain a high standard of conduct.

8.6.1 Suspension

Suspension Procedures (Aligned to SASA)

A. Precautionary Suspension (Not a punishment)

- **Up to 7 school days.**
- After precautionary suspension, Formal Disciplinary hearing will follow.

Used ONLY when:

- The learner poses a danger, OR their presence risks the investigation.
- Parent must be given opportunity to make representations.
- **A disciplinary hearing must be held within 7 calendar days** or a written extension request must be made to the HOD.

B. Disciplinary Suspension (Punishment)

- May be imposed **only after a formal hearing by the SGB and disciplinary committee.**
- Maximum **7 school days** as per SASA.

8.6.2 Expulsion

This is the permanent removal of a learner from the school. It will be implemented only after a period of suspension. It will be enforced only when the further attendance of such a learner is detrimental to the school and other learners.

Particular procedures and directions for expulsion as well as matters concerning the learner's right to appeal are available from the school on request.

8.7 Types of Infringements

Level 1: Parental responsibilities

Level 1 offenses are identified as offenses where firstly parents and secondly learners take full responsibility for their actions.

Fast and effective disciplinary action will be taken to correct offensive behaviour. The parents/guardian will be notified telephonically/text or per email regarding the nature of the offense. The learner will be expected to explain themselves to the parent/guardian and be held accountable for their actions. **Thereafter, it is the parents'/guardians' responsibility to take action against the learner.** The learner reports back to school a day later after parental intervention.

1. **The principal or delegates decide on the length of the parental intervention.**
2. Level 1 – Minor Infringements

Minor infringements include low-level behaviour concerns that disrupt learning but do not endanger others.

Examples: minor disrespect, incomplete work, class disruptions, uniform issues/infringements, late coming, failure to follow instructions, disrupting others, constant talking in the lines or the classroom.

Response: - Parents/guardian will be contacted. - A parental intervention will be required. - Learners may complete a written reflection or take part in a restorative conversation. - A behaviour support plan and report may be developed if needed. Educator will write an intervention report; this report/final warning letter must be signed by parent as proof of intervention. (Final warning letter)

Minor infringements include low-level behaviour concerns that disrupts learning slightly, but do not endanger others and/or taking away others right to education.

The following level 2 offenses have an **immediate precautionary suspension**:

Level 2 – Serious Infringements

Serious infringements include any behaviour that affects the safety, rights, or learning environment of others or repeated violations of level 1 infringements.

Response: Parent/guardian will be contacted and learner will receive a final warning letter. - A **precautionary suspension** will apply if this serious infringement is repeated. Parents will be informed immediately. Parent must sign the final warning letter.

Examples: bunking class, leaving the school premises without permission during school hours, challenging authority, possession of stolen items, purposefully damaging school property/others property (Vandalized property will be replaced or professionally repaired by the parent) Disruptive / repeated unacceptable behaviour in the classroom-taking away other's rights to education,

Response: Parent/guardian will be contacted to fetch learner- A **precautionary suspension** will apply. - Parents will be informed immediately. Parent must sign the precautionary suspension form upon arrival after learner was given the right to defend himself/herself.

Examples: fighting, bullying, intimidation, racial or discriminatory remarks, vandalism, harmful graffiti, smoking/vaping, possession of vape/cigarettes, possession of harmful items, defiance, aggressive games, theft, cheating during a test/formal assessment, verbal abuse towards teachers/students/learners/employees.

Correct Legal Response:

- **Parent contacted to fetch learner.**
- **A precautionary suspension may be considered for up to 7 school days, *only after parents are given an opportunity to make representations*, and **only if safety or investigation may be compromised** (SASA 9(1)).**
- **A formal disciplinary hearing WILL follow within 7 school days by the SGB and the disciplinary committee.**
- **A maximum 7-day disciplinary suspension as punishment may ONLY occur after a formal disciplinary hearing and guilty finding.**

Level 3 (Repeating Level 2 offences – SGB-SAPS- Disciplinary hearing.)

Level 3 applies to: - Any **Repeated Level 2 infringement(s)**, or - A **single very serious infringement**, including severe assault, drug possession/use, sexual misconduct, or behaviour that places others in danger.

Response: - The matter will be referred to a **formal disciplinary hearing** conducted by the **SGB and disciplinary committee**. - Outcomes may include extended **suspension** or recommendations for **expulsion according to legislation**.

9 RULES FOR KOOS SADIE PRIMARY SCHOOL

9.1 Appearance of learners

SUMMER SCHOOL UNIFORM	
BOYS	GIRLS
grey shorts or grey trousers white short sleeved shirt long grey socks black school shoes grey V-neck or grey pull-over jersey (if necessary)	red school dress white short sleeved shirt short white socks black school shoes grey V-neck or grey pull-over jersey (if necessary)
WINTER SCHOOL UNIFORM	
BOYS	GIRLS
grey long trousers white long sleeve, collared school shirt red school tie grey V-neck jersey or grey pull-over long grey socks black school shoes red rain jacket (optional) red beanie (optional) red scarf (optional)	red school dress white long sleeve, collared school shirt red school tie grey V-neck jersey or grey pull-over long grey socks or light grey or black stockings black school shoes red rain jacket (optional) red beanie (optional) red scarf (optional)
PT AND SPORTSWEAR	
PLEASE NOTE: PT clothes and tracksuits may ONLY be worn on PT days and for sporting activities after school	
BOYS	GIRLS
school tracksuit KS golf shirt navy PT shorts long grey socks predominantly white or black sport shoes red rain jacket (optional) red beanie (optional) red scarf (optional)	school tracksuit KS golf shirt navy KS skort short white socks predominantly white or black sport shoes red rain jacket (optional) red beanie (optional) red scarf (optional)

SCHOOL UNIFORM GRADE R

GRADE R SCHOOL UNIFORM	
BOYS	GIRLS
school tracksuit KS golf shirt navy PT shorts long grey socks predominantly white or black sport shoes red rain jacket (optional) red beanie (optional) red scarf (optional)	school tracksuit KS golf shirt navy KS skort short white socks predominantly white or black sport shoes red rain jacket (optional) red beanie (optional) red scarf (optional)

All other school items, e.g. white shirts, grey trousers, grey jerseys and school socks (white and grey) can be purchased from any leading chain store that supplies school wear.

SCHOOL RULES REGARDING HAIR

BOYS	GIRLS
• The general appearance must leave the impression of tidiness. • When head and shoulders are straight and erect, the ends of hair may not touch the collar. • Hair must be tapered at the back and ends are not allowed to flip up in the nape of the neck • There may be no visible lines in the general grooming of boys' hair and the difference in length may not exceed two comb sizes. • The mat of hair must follow the natural shape/curve of the head. • When combed straight down, the hair must not cover the ears. • Tapered sideburns must not be lower than the middle of the ear. • When worn in a fringe the hair must not be lower than 1 cm above the eyebrows. A tuft of hair above the forehead is not allowed. • The natural colour of hair may not be changed partially or entirely.	• The general appearance of girls' hair must be neat at all times. • When a girl's head and shoulders are straight and erect and the ends of hair touch her shoulders, it is considered to be long and it must be fastened/tied up. • Long hair must be tied into one or two pony-tails or plaits. • When worn in a fringe, the hair must not be lower than 1 cm above the eyebrows. • If a longer fringe is worn, it must be pinned away. • For safety during practices/matches of sports teams, long hair must be plaited or tied up securely and neatly. • Only red, black, navy, white elastic bands may be worn. Red ribbons are permissible. • No ornamental hair slides, clasps or combs may be worn. Only slides/clasps of metal, brown, red and transparent are to be worn. • Only red alic bands/headbands may be worn. • The natural colour of hair may not be changed partially or entirely. • Only natural colour braids.

SCHOOL RULES REGARDING JEWELLERY

No jewellery is allowed except:

- wrist watch
 - round "stud" type earrings or small "sleepers" in gold or silver (girls only)
- NB: No earrings with "gems" are allowed
- Medic Alert chains or bracelets must be worn where prescribed

CIVVIE DAY RULES:

Same school rules apply about no make-up, neat hair, cutex and jewellery.

Skirts, dresses and shorts must not be shorter than 5cm above the knees.

Underwear may not be visible.

No crop tops are allowed. Your shirt must cover your body.

Caps and beanies must be removed when entering the building.

9.2 Behaviour and conduct of learners, parents and visitors

9.2.1 School attendance

- All children of school going age are expected to attend school regularly.
- Learners who are absent must, on their return, present a letter to the relevant educator.
- Parents may phone to state the reason for absence.
- Learners who are late in the morning must first report to the reception.
- Learners may only be excused from a class or leave the school premises with signed permission from the principal or the duly appointed official.

9.2.2 Physical well-being

- All fighting is regarded in a serious light and will promptly be dealt with.
- No dangerous toys or objects which can injure learners are allowed on the school premises or in the building.
- The emergency plan of the school to ensure the learners' safety, is practised regularly and all learners are compelled to take part in these practises and to regard them in deadly earnest.

9.2.3 Spiritual well-being

- Foul language, swearing or profanity does not become a well-mannered learner.
- Religious, political or morally corrupting indoctrination is not allowed.

9.2.4 Harmful substances and reading matter

- Pornographic or other offensive literature and/or objects will be confiscated. Parents will be notified when necessary.
- No habit-forming substances and/or medicines may be brought to school or distributed by learners.

9.2.5 Respect for property

- Departmental, school or private property of educators and learners must be treated with respect.
- Payment will be required in cases of purposeful damaging of books, windows, furniture and equipment.
- All garments must be clearly marked with the learner's first name and surname.
- After one month, all unclaimed garments will be donated to the clothing bank of the school.
- During practices and matches, money and valuable possessions must be handed to the responsible educator/coach.

9.2.6 Vehicles on school premises

- Parents' vehicles are not allowed on the school premises without permission.
- Bicycles must be secured and be locked securely in the quad of the school. Permission for bicycles must first be obtained from the principal or duly appointed official.
- As a safety precaution, no learner(s) are allowed to ride on their bicycles on the school premises.
- For their own safety learner(s) are not allowed to play in the parking area in front of the school.
- As a further safety precaution, no parent(s) will be allowed to enter and drop their child(ren) off at the main entrance of Koos Sadie Primary School. Gates in Dirkie Uys, Merriman and Hamilton Streets (Grades 1 & 2) are unlocked daily for children to enter and leave the school premises. The scholar patrol is on duty (mornings and afternoons) to assist learners to cross the road safely.

9.3 **Participation in school programme**

9.3.1 Educational programmes

- Programmes are administered according to the policy of the Western Cape Education Department.

9.3.2 Extra-mural activities

- Participation in the extra-mural programme of the school is strongly recommended.
- For the sake of total development, participation in at least one summer and one winter sport activity is strongly recommended.
- During matches the prescribed sports wear must be worn. Regular school uniforms are not suitable for practices. Suitable sports wear is recommended.

- Sporting facilities at the school may only be used with the principal's permission and never without supervision.
- Impeccable behaviour which brings honour to the school is essential, especially during outings, sports meetings, bus trips and visits to public places.
- The correct P.E uniform must be worn for sport practices, matches and P.E.

9.3.3 School fees

- Parents of learners must undertake to meet their financial obligations to the school punctually as determined by the School Governing Body. School fee payments can be made electronically or by cash payment. The bank account number of the school is printed on the statement, handed out monthly, or can be obtained from our Financial Officer.

9.3.4 Loyalty

- Every learner must submit him-/herself willingly to the school rules and discipline.
- Respect for the good name of the school, respect for the school uniform and colours and symbols of the school, is essential for good relationship in and outside the school.
- The school community must always regard the national emblems of the Republic of South Africa with respect.

9.4 **General Safety**

9.4.1 Parents and Visitors

- Parents and Visitors are not permitted on the school grounds at any time unless permission has been granted by the principal or the duly appointed official.
- Parents and Visitors may only enter the school premises through the main gate in Dingle Road and must report to Reception immediately.
- Should the Parents and/or Visitors be required to wander the school grounds, a visitors' log must be signed at reception and the necessary identification label will be issued which must be visible at all times

9.4.2 Learners

- Learners may not converse with any person outside the school fence at any time.
- Learners must use the specified gates to enter and exit the school.
- Any suspicious activities/persons must be reported to an educator, principal or duly appointed official immediately.

Koos Sadie Primary School has adopted a policy concerning the conduct and discipline of learners. This policy is contained in the **CODE OF CONDUCT AND PROSPECTUS** and applies to all learners. It can be legally enforced.

The **CODE OF CONDUCT** of **KOOS SADIE PRIMARY SCHOOL** is the result of a combined effort by the Learners, Educators, Parents (Governing Body) and Departmental directions.

On enrolment of a child, an email is sent containing our Code of Conduct and Prospectus. An Indemnification and Obligation agreement, together with the Protection of Personal Information form is signed and is part of the Application for Admission form. By signing these documents, you state that your child always adheres to and respects the Code of Conduct, School Uniform, Mission and Vision of this school.

This document may be amended by the compiling parties as and when deemed necessary.

Approved, confirmed and revised.

WN Simon
Chairperson: SGB

E Rossouw
Principal

Date: _____