1954

Teachers Handbook and Administrative Regulations

Marks (Miss.) Schools

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TEACHERS HANDBOOK AND ADMINISTRATIVE REGULATIONS

MARKS SCHOOLS

MARKS, MISSISSIPPI    SESSION 1954-55

STAFF

L. P. MCDOWELL, SUPERINTENDENT

J. D. THOMAS, HIGH SCHOOL PRINCIPAL

SARA FURR, ELEMENTARY PRINCIPAL
FOREWORD

With this handbook you will have some idea of what to expect and what is expected of you for the coming school term.

These regulations are issued to help teachers and provide them with information that they need in order to do their work better. The suggestions briefly outline the duties of teachers and give definite directions in the proper performance of their duties.

Other benefits are:

1. To not only acquaint teachers with school regulations but give them a better grasp of the policies of the school system.

2. Facilitate getting the schools started, reducing confusion to the minimum.

3. Systematize the work of teachers.

By carefully studying this bulletin and referring to it often, teachers will understand what is expected of them and will be more efficient in the performance of their duties.

I urge you to do your work well, to seek active co-operation among yourselves, and between teachers, and pupils, and assume personal responsibility for improvement of the school program. May I ask that you read and study often our code of professional ETHICS, stand by your principal and be absolutely loyal to your superintendent and other school officials.

God and the devil both cannot live in your mind and heart. Keep the devil out and God will rule supreme. If you do this you will be happy and do the best year's work of your life.

Yours for sympathetic understanding, co-operation, and service.

L. P. McDowell, Superintendent
Marks Public Schools
Marks, Mississippi
We—the faculty, representatives from the student body, and community leaders believe that every student should be accepted where he is and should be given the opportunity to develop intellectually, physically, culturally, morally, emotionally, and spiritually to the fullest extent of his capacities, so that he will become a well-adjusted citizen who can make a positive contribution to the democratic society of which he is a part.

Since the aim of the school is to prepare the student for responsible citizenship, for a career, for happy family living, and for the worthy use of his leisure time, we believe that the curriculum should be basically sound in its general requirements for all students. It should be, however, sufficiently varied and flexible to meet the needs and to develop the abilities of individual students.

Through counseling and instruction, the school should impress upon the student the worth and integrity of the individual, lead him to respect the rights of others, and help him to realize the unlimited opportunities to develop to the extent that his abilities will permit.

The school should exert every effort to help the student to develop the highest qualities of citizenship and character. Every student should be led to feel that respect for justice, authority, the individual, and for public and private property is important and that tolerance and co-operation are essential to our way of life.

The general atmosphere of the school should reflect before the student a decided necessity of maintaining the highest moral standards at all times. He needs to be taught that honesty and dependability are fundamental attributes in practicing healthy and happy living.

There needs to be responsible leadership to prompt the student into a sound development of logical reasoning, to assist positively in his social adjustment, and to extend his cultural knowledge and appreciation of the finer things in life.

It is a belief of the school that the pupil should be given the opportunity to learn about the world in which he lives and to use its resources wisely. Life-like experiences should be provided, as well as emotional situations conducive to learning. The courses offered in the curriculum should supply the principles with which the student can render useful and effective service. These studies should fulfill needs of students who pursue careers after graduation; likewise it should supply students with the necessary background for further education.

There must be mutual co-operation between the staff and administration. The necessary tools and equipment to carry out aims and objectives of the total school program must be provided. There is a need for the exchange of school facilities with the community.

The school represents an investment of the time and money of the citizens of the community. The community should not only give the school adequate financial support but should manifest active interest by participating in its program. The school should, in turn, serve as a center for the educational, recreational and cultural interests of the community. It should strive to know the needs of the community and attempt to meet those needs.

The school is a necessary organ in the community, and the program should function for all youth of society. The school should definitely strive to make the world a better place in which youth can grow and develop.
SUMMARY AND OBJECTIVES

We believe that the program for the Marks School should accept the pupil where it finds him; and through patient, sympathetic instruction and guidance try to challenge him to work to his maximum capacity at all times to insure proper moral, social, mental, physical, and spiritual development.

We strive at all times to make the school the embodiment of democracy, so that the children will become well adjusted, self supporting, and actively participating citizens of our democracy.

We are committed to the philosophy whereby teachers, pupils, and community groups work together in planning a curriculum to meet the needs and interest of all the boys and girls in the community.

After studying carefully the above principles, we have formulated the following objectives:

With the above principles in mind, the Marks School should:

1. Emphasize practical health needs through practice and health inspection.

2. Develop social skills and understandings.

3. Embody in its curriculum democratic precepts and practices.

4. Provide activities to meet the social, moral, intellectual, and spiritual needs of the pupil.

5. Provide progressive and continuous citizenship training.

6. Help pupils to develop integrated personalities so that they can attain competence and happiness in the community.

7. Constantly build a foundation for living that is always thorough, well-balanced, and fitted into the needs of the community.

8. Give interesting learning experiences that will help them to achieve satisfaction and success in their efforts.

9. Determine the mental abilities of the children and adapt the school program to meet these abilities.

10. Teach the appreciation of beauty in all aspects of living.
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SUGGESTED TOPICS FOR HOMEROOM PROGRAMS

1. Class Business
2. Student Government
3. Vocational Guidance (Job Information, etc.)
4. Citizenship
5. Conservation
6. Manners
7. Etiquette
8. Seasonal holidays, Halloween, Thanksgiving, Armistice, Christmas Day, etc.
9. Recreation Planning
10. School Problems (Building School Spirit, keeping campus clean, etc.)
11. Know your teachers better
12. Know your classmates better
13. Know your community better
14. Dating
15. Use of School Facilities (Library, etc.)
16. Personality Development
17. Your Conversation as a clue to the individual
18. Safety (Home, School, Community)
19. American Education Week, Fire Prevention Week, etc.
20. College entrance requirements
21. Parliamentary procedure
22. Applying for a job

(See Guidance File in Library for help and suggestions)
The program for the distribution, collection, care and requisition of the state adopted textbooks for the Marks Schools shall be based upon the following policies:

1. All textbooks are to be issued by the classroom teacher. The issuance of textbooks should be the final step in completion of registration.

2. All books should be carefully checked before being issued; that is, see that the books are properly numbered, and in usable condition.

3. The book numbers, and a letter indicating the condition of the books should be properly recorded on the book receipt before any book is issued.

4. Books not having numbers, and those with duplicate numbers, marred, and those otherwise unusable, should be returned to the office. It is important that all books have numbers which can be readily checked. (The book number and card number should correspond.)

5. Students or their parents should be required to sign the book receipts. The teacher should retain both copies of the receipt. The book receipts should be turned into the office with the duplicate registration card. Teachers should record the book numbers issued to the individual students in the daily record book by the student's name.

6. Teachers should check the textbooks periodically to determine if the rightful person has the books for which he is responsible. This check should also determine the care with which the students are handling their books.

7. Students withdrawing from high school shall be required to check their textbooks in at the office. Transcripts will not be issued to any student unless he has cleared all textbooks and library books before withdrawing. Home-room teachers will be notified of such withdrawals.

8. Students entering in the high school department after the registration period will be registered at the office and will be issued textbooks at that time.

9. At the end of the school year each teacher shall be held responsible for all textbooks, the teacher should again check the numbers on the receipts against those in the books of the teacher if all books have been accounted for and signed copy given to the student.

10. Each teacher should devote some time all along toward instruction of the pupils on the care of textbooks. It is the desire of the state of Mississippi for all students to have usable textbooks—free textbooks, but unless the teachers co-operate by helping to see that the books are not maliciously damaged, the cost of replacements will be prohibitive.

11. Requisition for additional books should be made through the principal's office.
CARE AND USE OF TEXTBOOKS

These textbooks are provided for your use by the state of Mississippi without cost to you. You should consider this as a loan. The following rules have been established by the State Department of Education and by the School Laws of Mississippi.

1. Each student is responsible for the care of the books issued to him. Books that are carelessly used, lost, or damaged, must be paid for by the student or his parents.

2. All books must be returned at the time a student withdraws or finishes a term of school. Students withdrawing before the end of school must check all books in at the office or their transcripts will not be issued, nor will their report cards be given them.

3. A book receipt for the previous year must be presented before a new set of books can be issued. Be sure to take care of the receipt given you at the end of the year.

4. All textbooks found on the grounds or in the halls shall be turned into the office.

5. In using our textbooks we should make a special effort to take the very best care of them that is possible because at some future date another student will be given the same books. If we mar the book or otherwise damage it, we might be depriving another individual of an opportunity to learn. These books do not belong to any one individual but are rather the property of all the boys and girls in the grades who may need the same book at a future date.

YOUR PLACE IN THE COMMUNITY

Your first obligation is to your school. You will be expected to devote the major portion of your time, energy, and work to the welfare of the school and community. We feel that every teacher should attend the majority of ball games, school programs, exercises, and plays of all kinds and assume a definite responsibility when attending these programs. All teachers will be expected to attend all P. T. A. Programs and contribute to the success of these programs.

Your life outside the school is largely your own, but your life should be an exemplary one. In your school relations with the community always maintain a position which is consistent with your place in the community.

You should be a professional teacher, seeking constantly to improve your skill in understanding and teaching children. Let your relationship with them be friendly but firm. Be sympathetic and understanding and cause the child to know that you are his friend and ever ready to guide and help him.

Be his confident.

We need the good will and material support of the community. We should manifest the proper interest in our work and in the children we teach, use good methods, cooperate, be a school booster, and show the public that we have achievable educational goals. If we do this we will merit and have the support, respect, and confidence of all worthy citizens.
1. Fill in pages 71 and 72, and turn in to your principal by Tuesday, September 1st. Please do this carefully.

2. Due to last entries and possible shifts necessary to balance homeroom, keep records of absentees on sheet of paper for the first three weeks.

3. After the first three weeks fill in pages 6 and 7, carefully, following instructions on those pages.

4. From this time, keep homeroom attendance records in your register.

5. At the end of each month fill out the monthly report found in the back of your register, and turn in to your principal.


7. Count all students present on Thursday and Friday, August 26-27 and Thursday and Friday; November 25 and 26, and Thursday and Friday during Spring Holidays. (N.E.A.)

THIS RECORD IS OF NO VALUE IF NOT ACCURATE

Tuition reports should be made the day before the month ends and handed to your principal. Please count all students present on the last day of the month in making this report. Please assign all students to some school district, using numbers and fractions in twentieths.

THE GRADING SYSTEM TO BE USED:

The purpose of this is to develop a uniform system of grading pupils. We are keeping in mind that the all-important work of the teacher is to teach. We do not believe that the teacher should be burdened with a load of complicated reports and secretarial work, however, we do believe that careful thought should be given to the grade placed on the pupil's report card. To aid the teacher in this, we cite the following procedures:

1. The school session is divided into two semesters; each semester is divided into three periods of six weeks. See school calendar for days on which the periods of six weeks end.

2. Grades are placed on the report cards every six weeks. The grades during the six-weeks period are valued as follows:

   Daily and weekly grades count two-thirds and the test counts one-third.
   The grades at the end of the semester are valued as follows:
   Daily grades count three-fourths and the mid-term examination counts one-fourth. The average of the semester grades determines whether a student makes a passing grade at the end of the year for full year subjects. D or slow progress is accepted as a passing grade.

3. Grades are written in letters: A-very rapid progress; B-rapid progress; C-normal progress; D-slow progress and F is no visible progress.
4. Conduct grades will be based on: a. attention; b. persistence; c. willingness; d. courtesy; e. cooperation. These grades will be recorded by homeroom teachers. This will be a composite grade based on the various reports of the teachers who teach these students.

5. Pupils should have a complete understanding as to the method used in determining his or her grade.

6. All grades for the six-weeks period should be on the grade sheets by 3:00 p.m. the Tuesday following the end of the period. Grades should be placed on the report cards by the homeroom teacher. Report cards are to be given out during the sixth period on the Thursday following the end of the six-weeks period.

7. I should like for you to keep your grades in your grade book in such a manner that in case other records fail to show a pupil's work, it may be found there. The grade books are to be filed at the end of the year.

SCHOOL SUPPLIES

School supplies are an important part of the school program. They should never be wasted, but used sparingly and judiciously. They should be issued by the principal or superintendent by requisition only. The record of accounting should be at least complete and accurate enough to show where every item goes. Supplies such as desks, chairs, etc., will not be issued as a usual thing but will be charged to the room or department using same.

LIBRARY

The library will be open before and after school for teachers and students. To relieve the confusion and to help the crowded situation in the library, please do not make reference assignments to an entire class, but to small groups at a time. Any book will be placed on reserve at the request of any teacher.

The librarian will be glad to furnish bibliographies for teachers from which they may select additional books needed in their field of work. If the teachers desire she will also help them select those books.

For the first two weeks of school, teachers will please not make assignments that will require library books to be removed from shelves or checked out.

ENROLLMENT AND CLASSIFICATION OF PUPILS

1. All pupils will be enrolled in their respective buildings and rooms.

2. High school students will be enrolled and classified in their home-rooms under the direction of the high school principal.

3. No pupils will be permitted to take more than four major subjects without the high school principal's permission.

4. Teachers in all grades will have enrollment cards to be filled in on the day of registration.
These cards should be filled out legibly with a pencil. No changes in registration will be permitted after the first week and only then with the consent of the high school principal.

5. All activities must be recorded on registration cards.

---------------------------------------------------------------------

TEACHER'S PLANS

Successful teaching requires careful planning. Goals or objectives must be set up for proper achievement. A good plan book or plan sheet should be used, one that provides a good outline of work planned for a week. Short conferences may be held from time to time to assist teachers with plans, making suggestions for improvement. I am not requiring an elaborate plan book or any set form, but I do want you to plan your work daily. Be sure class roll, plans, and/or assignments are left in desk or cabinet at the end of each school day. In this way, your substitute may carry on the work better.

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ATTENDANCE

1. Each homeroom teacher will keep a record of attendance.

2. Absentees should be reported to the principal daily at the end of homeroom period. Please use the following procedure in checking attendance.

   a. Check the roll between 8:15 and 8:20 daily.
   b. Report all absentees before the beginning of the first period. (If no one is absent, send in a report to that effect.)
   c. The class roll should be checked at the beginning of each period.
   d. All students arriving after period begins must have an admission permit from the office.
   e. Students absent from school must secure an absence excuse from the office before being admitted to class or homeroom. Absence excuse should be secured before school begins in the morning. This excuse is to be presented to each teacher for his signature. If the absence is excused, the student is required to make up the work missed and be given full credits. If the absence is unexcused, the student is required to make up the work, but not be allowed full credit.
   f. Students wishing to leave school during the day must get permission from the office.
   g. When a whole class under the direction of the teacher is to be out on a field trip, or any other activity involving a large group of students, it will not be necessary for individual students to get excused from the office. The teacher should make the arrangements for the group at least one day in advance. (Turn in list of students to be absent.)
   h. Students absent from school during the testing periods must produce satisfactory evidence upon returning to school that their absence was unavoidable. Otherwise they will not be permitted to make up the test missed. All tests should be made up the first week upon the re-entry in school.
Teachers shall take care of all fixtures, furniture, furnishings, library books, science apparatus, and other equipment. They are especially requested to see that buildings and furniture are not defaced or injured by "stickers", tacks, staples, chalk and pencil marks, chewing gum, cuts and carvings. Any defacement of school property should be reported at once to the school principal who will take immediate steps toward the replacement repairs, cleaning, etc., and shall make assessment of punishment and cost of replacement or repairs against the person who committed the offense.

Rooms must be kept clean and neat. Teachers and pupils are expected to contribute to this end. Remember that a room and furnishings do not have to be fine to be kept clean and neat. The physical arrangement and appearance of your room has much to do with pupil morale. See that your room has the best possible light and ventilation at all times.

Artificial lighting should be avoided if adjustment of shades will give proper illumination. In using electricity, please have the same regard for the cost as if it were your own. (Please don't pull shades and have lights on during a bright day, and please do not leave the building unless the lights in your room are turned out.)

In your homeroom and in all classes teach good citizenship and special care of the buildings, books, and equipment.

In regard to discipline, use your own method in your class; if you need any help I will back you up. No loafing should be tolerated in corridors nor rest rooms. When the bell rings at end of period, if each teacher will stand outside classroom door we can have better conduct in corridors without assigning special corridor duty to teachers.

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HEALTH AND SAFETY
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In order to protect and develop the health of the students and to promote safety during the school day, we recommend the following procedures:

HEALTH
1. The county doctor, nurse, or member of health department will lecture on health and cleanliness once each semester in chapel.
2. The school will provide a first aid room for care of minor injuries and ailments.
3. The rest-rooms will be kept up to standard.
4. There will be a board of health composed of teachers and students to inspect the rest-rooms and school at stated periods.
5. Health films will be shown at intervals throughout the year. Hygiene, health, first-aid, and physical education will be taught.
6. Teachers will encourage health habits at all times.

SAFETY
1. There will be a lecture in chapel by the State Patrolman and City Patrolman on safety.
2. There will be complete instructions for fire drills carried out according to state regulations. Instructions in case of disaster or emergency will also be furnished.

3. A safety patrol, composed of students should be formed to serve at corner crossings on the playground, and where otherwise needed. This patrol will be supervised by the State Patrolman and the local Chief of Police. The patrol members will have full authority over care of cars and pedestrians as well as students where they are on duty.

b. Students will be encouraged to consider others while passing through the halls. They will keep to the right and move at a reasonable rate of speed.

SPECIAL DUTY ASSIGNMENTS

All teachers are subject to duty assignments for recess periods, noon hours, and afternoon activities. Every teacher should cheerfully assume his part of this responsibility. These assignments will be given by the principals of the respective schools. Teachers are admonished to keep up with all special assignments. Please be prompt at your post and alert to your responsibility.

The responsibility of looking after the students during the lunch period will be divided among the entire faculty. Duty in the building and on the campus can be worked out in faculty meetings to fit teachers needs and desires as near as possible. Any time you need help, don't hesitate to call on me.

When assigned to bus service it shall be the duty of each teacher to remain at the bus long enough to see that each child is safely aboard. There is no excuse for a small child being left by a bus if teachers and bus drivers will exercise due precaution.

When assigned to groups on the playground or elsewhere, accompany the students to their designated places and remain there during the entire play period.

The special duties of teachers may be listed as follows:

1. To keep order in buildings, on grounds, and in the corridors.

2. To supervise students in corridors and rooms in bad weather. Students are to go to homeroom, library, or stay outside.

3. To inspect toilet rooms and report any disorder.

4. To supervise students in the lunchroom and during the lunch hours. There is no excuse for unnecessary noise and teachers will be held responsible.

5. To administer first aid in case of injury and report same to principal.

6. Eat with your grade groups in the lunchroom.

7. Each teacher is to be on duty from 8:00 a.m. until 3:30 p.m.
FIRE DRILLS

Fire drills will be held and without announcement. The following suggestions are made to the teachers regarding the organization of their rooms for fire drills.

1. The signal for a fire drill will be 12 gongs of the manual bell.

2. Students must not leave their rooms until directed to do so by their teacher.

3. The teacher should lead the children in single file from the room. The teacher should see that all windows and doors are closed. The teacher should designate a student to hold the door open and to see that all windows and doors are closed.

4. Students must not run or talk in the building during a fire drill unless they have been assigned specific fire drill duties.

5. Students shall use the following exits during fire drills.
   Students in rooms 1-2-11-12 shall leave building by way of front entrance.
   Students in rooms 3-4-5-6 shall leave by way of the east rear exit.
   Students in rooms 7-8-9-10 shall leave by way of the west rear exit.
   Students in library shall leave building by fire escape at back of building.

6. Teachers are to direct students to assemble in the following areas outside the building.

7. Students that used front entrance as exit move out to side walk in front of building.

8. East rear exit on side walk in front of gym.

9. West rear exit to play ground area behind gym.

10. The signal for returning to the building will be three rings of the manual bell.

11. Teacher leads back to building.

12. Students must not run or talk upon re-entering the building.

13. In case fire cuts any exit, the warden on duty will direct students to another exit.
It is hoped that every teacher will make a special effort to use the visual education materials which have been provided to implement their classroom instructional program. The use of maps, globes, pictures, charts, films, and film strips should become an important part in planning our daily program. It is important that we understand that visual aids without careful planning on the part of the teacher will not be as effective as they should be. We as teachers should never expect the instruments of visual education to replace us in the classroom but we should rather think of them as aids toward the accomplishment of the objectives in our instructional programs.

The school now has on hand maps, globes, projector, and other equipment for the use of classroom teachers. Teachers are requested to requisition the use of this equipment through the principal's office if it has not been made available otherwise.

The plans for use of the sound projector for this year are as follows:

1. Individual classes will be taken to the room designated for the showing of the date on which they expect to show their class a film.

2. Teachers are requested to notify the office in advance of the date and class period on which they expect to show their class a film.

3. All films will be kept in the office and checked in and out through the office by the teacher using film.

4. There will not be any films shown to the entire student body except special films which will be announced several days prior to their showing.

5. Health films will be shown during physical education periods.

6. A list of available films will be furnished each teacher upon request.

7. The following policies should be accepted by the faculty of the Marks High School to carry out the visual education program.

   1. A functional program of audio-visual education will be planned by each teacher to enrich children's experience.

   2. Each teacher shall learn to operate the equipment or have a boy who is free that period to do it for him. (This will be provided)

   3. Each teacher shall become acquainted with materials in the school and other materials which may be available for classroom use.

   4. Emphasis will be placed on 'learning by doing' that all understanding and skills may be used to develop the personality.

   5. Materials which are to be used will be previewed by the teacher before it is presented to the class.

   6. Bulletins which are sent out at regular intervals listing available materials will be carefully checked and a request submitted promptly.
7. All teachers will have an opportunity to help select materials.

8. All films to be used must be requisitioned through the high school principal, listing name of film, date to be shown, and date film is to be returned. Each teacher is responsible for returning film ready for mailing.

TEACHERS LICENSE

A copy of teacher's license, signed statement of years experience, and transcript must be on file before a pay certificate can be issued. Pay certificates will be issued at the end of each calendar month.
TEACHER RESPONSIBILITY

1. Teach thoroughly. Be fair but insist upon good work and accept none that is slovenly. Acquaint yourself with the past record and background of each pupil as far as possible. Then require the best he can do.

2. Make lessen assignments for the succeeding day well in advance of the end of the period. Assignments should be made so clearly and definitely that all pupils will understand exactly what is to be done. The assignments should be related to what has gone before. Particularly in the development of new concepts the teacher should begin with that already understood and unfold the new ideas.

3. Give conditions in your room special attention. Adjust shades (have pupils assist) to give the best possible light. Enlist support of your pupils in securing an attractive room. Keep your own desk clean and in order. See that the room has proper ventilation at all times.

4. Study seating arrangements to give each pupil best possible advantages.

5. Check for defective hearing and sight and adjust accordingly. Burn lights only when necessary and turn out lights when leaving your room. Be sure to lower windows before leaving at noon or for the day.

6. Do not leave money in your classroom. Turn funds over to the principal or office. Neglect of this admonition has caused personal loss. It may happen again.

7. Excuse no pupil from the classroom except in case of an emergency.

8. Excuse no pupil to leave the school grounds without permission of the principal or superintendent.

9. Accept and assume responsibility to control all pupils who are disorderly. Do not tolerate disrespect. If needed, accompany pupils to the principal’s office for disciplinary action.

10. Make no plans to use school buildings after school hours, (5 p.m.) or at night without permission of the principal or superintendent. Buildings may be used at night by groups only when accompanied by a teacher.

11. Each teacher is held responsible for leaving his post of duty. Do not leave your group-classroom, homeroom, or any activity, without having first made provisions for proper supervision during your absence.

12. Release all individuals or groups under your charge on schedule.

13. Get reports in on time.

14. High school pupils must get water between classes. No pupil will leave the library or a classroom without permission. None will be excused to get water during a class period except in rare instances.

15. Ours is a co-operative enterprise. It requires diligence, faith, calmness, kindness, patience, and hope. Do your part to make this a successful enterprise.
Regular substitute teachers, as far as possible, will be designated and ready to serve when called upon. When the regular substitute teacher is not available it shall be the responsibility of the superintendent or principal to advance as possible, when they are to be absent. It is manifestly unfair to wait until the last minute to notify the principal or superintendent of a proposed absence. When absent for any reason other than school duty, you will be expected to pay your substitute $8.00 per day if absent for more than five days. Sick leave with full pay and a substitute teacher furnished, not to exceed five days, during the 1954-55 school term will be granted teacher for personal illness, death in immediate family, or extreme emergencies, provided class roll, plans for next day's assignments are left in your desk or cabinet.

FACULTY MEETINGS

We will have most of our faculty meetings on Tuesday afternoons. Meetings will be largely sectional with periodic meetings of the entire group.

FREE LUNCHES

Before a child shall be entitled to a free lunch the family must be approved for a specified time by the county welfare worker. The principal and teachers concerned will approve these pupils and submit their names to the lunchroom manager. The free lunch list should be known only to teachers, principal and lunchroom manager. If a child on the free lunch list spends an unusual amount of money for drinks, candy, etc., his name will be stricken from the list.

INTERRUPTIONS

Teachers should be free from interruptions during the progress of all special duties—classroom, library, homeroom, club work, etc.

VISITORS

Parents, school officials, and other adults interested in our school are welcome at all times.

No visiting of pupils will be allowed when classes are in progress. Promiscuous visiting of pupils by outsiders at the noon hour will not be tolerated.

SECTARIAN AND PARTISAN VIEWS

No teacher shall be permitted to introduce into the school sectarian views in religion or sectional or partisan views in politics. You should also avoid highly controversial subjects unless a discussion of same is a part of the educational program, and even then the teacher will keep the situation well under control.

Each teacher is a guidance teacher, consciously or not. What kind of guidance are you giving?
Don't hesitate to bring your problems and worries to me. Talk between a teacher and myself never goes outside the office. LET US, OF ALL THINGS, BE ETHICAL AND KEEP ALL OUR PROBLEMS INSIDE THE SCHOOL. All teachers' opinions will be respected, and the administrator will listen to your complaints. I am anxious to help you and to make this the best school year in the history of Marks.

Your friend,

L. P. McDowell
Superintendent