









P 3735

MANUAL

OF THE

BOARD OF EDUCATION

AND

RULES AND REGULATIONS

For the Government of the

PUBLIC SCHOOLS

OF

MORGANTOWN, W. VA.

Adopted April 18, 1911.

Superintendent's Office and Board Rooms,

IN

CENTRAL SCHOOL BUILDING

Corner Spruce and Walnut Streets.

Morgantown Post Company
Printers and Publishers
Morgantown, W. Va.

RULES AND REGULATIONS

Relative to the Organization, Officers and Business of the Board of Education.

1. This Board shall hold its regular meetings on the second and fourth Tuesday of each month, at 7:30 P. M., at the board rooms, in Central School Building; provided, that when either day shall be a legal holiday, the meeting shall be on the following day, at the same time and place. Special meetings may be called by the President or three members of the Board, by giving all the members of the Board at least twenty-four hours notice of such meeting, unless such notice be waived in writing or by all members being present.

2. The President shall preside at all meetings of the Board and proceed with business in the order hereinafter set forth; he shall appoint all committees not otherwise provided for; and he shall perform such other duties as are prescribed and required by the laws of West Virginia. In case of his absence, a president pro tem shall be elected from the members of the Board, who shall preside in the absence of the President.

3. The Secretary of the Board shall have the custody of all records, books and papers of the Board, and transfer them to his successor; he shall attend all meetings of the Board, and keep full minutes of the proceedings in a book prepared for that purpose; he shall notify the chairman of any committee of all matters referred to his committee, as soon after such reference as possible; and he shall

perform all other duties required of him by the laws of West Virginia, and by the orders of the Board of Education.

4. The order of business shall be as follows:—

- a. Reading and approving the minutes of preceding meetings.
- b. Report of standing committees.
- c. Report of special committees.
- d. Unfinished business.
- e. Presentation of bills.
- f. Report of City Superintendent.
- g. New business.

5. The Board shall appoint the following standing committees, which committees shall serve until the close of the school year for which they are appointed:—

- a. Committee on teachers and salaries.
- b. Committee on buildings and repairs.
- c. Committee on school library.
- d. Committee on High School.

6. All questions of parliamentary procedure that may arise in the proceedings of the Board, shall be governed by Robert's Rules of Order.

COMMITTEE ON TEACHERS AND SALARIES.

1. This committee shall consist of at least two members of the Board and the Superintendent. It shall be the duty of this committee to inquire carefully into the character and qualifications of each applicant for a position as teacher; to report to the Board, at its first regular meeting in July of each year, a full list of teachers, qualified for re-election; and

also the number of new teachers required and recommend applicants for election.

2. It shall prepare and recommend a schedule of salaries for teachers, including teachers of the High School; it shall locate the teachers and have power to make such changes at any time as are deemed best for the schools, subject to the approval of the Board; and it shall recommend the boundaries of the sub-districts.

3. The members of the Board, on this committee, shall visit all schools of the City, at least, twice during each school year, and note carefully the general deportment at each building and the discipline of each room, as well as all other matters that come under their observation.

COMMITTEE ON BUILDINGS AND REPAIRS.

1. This committee shall consist of at least two members of the School Board. It shall have general supervision of the construction and repairing and improving of all school buildings, and plans and estimates involving an expenditure on buildings and appurtenances, subject to the approval of the Board.

2. It shall have power to order such repairs as are immediately necessary, not exceeding Twenty-five Dollars, and shall report the same at the next regular meeting of the Board.

3. For necessary repairs and supplies, involving an expenditure exceeding Twenty-five Dollars, the committee shall first submit a statement to the Board of the probable cost of such repairs, etc., and proceed with the same under instructions of the Board.

4. It shall have charge of improving, fencing and ornamentation of all school houses and grounds, under the direction of the Board.

5. It shall have charge of the purchase and sale of such school furniture as may be authorized by the Board, subject to the approval of the Board; it shall examine into the qualifications of all applicants for the position of janitor, recommend their salaries and have general supervision of their work.

LIBRARY COMMITTEE.

1. The Library committee shall consist of seven members, two of which shall be the President of the Board of Education and the Superintendent of schools. The remaining five members shall be appointed by the Board of Education from persons not of its own body. They shall hold their positions for one year, or until their successors are appointed.

2. It shall be the duty of this committee to advise ways and means of enlarging the Library from time to time by securing funds by donation, etc., to advise the Board of Education on general matters concerning the Library and its maintenance. This committee shall also have charge of the procuring of suitable pictures, wall decorations and statuary for the schools of the district. This committee shall recommend in what manner all moneys received from levies, and otherwise, for Library purposes, shall be expended.

3. The Library committee shall appoint a sub-committee of five teachers, two members of which shall be the Superintendent of schools and the head of the department of English of the High School.

4. This sub-committee shall have charge of the internal affairs of the Library, such as the recommending of books for purchase or cataloging, the care and distribution of the books, and any other detailed work connected therewith.

5. The Superintendent of schools shall be chairman of this sub-committee, and he shall be held responsible for the faithful discharge of the duties devolving upon the committee. He shall recommend to the Board of Education a suitable person as librarian and such assistants as may be necessary, these to be compensated as the Board directs.

6. The Library sub-committee shall report to the Board of Education, during the month of June of each year, the conditions of the Library, such as the number of volumes on hand, number of books purchased during the year, amount of money expended for different purposes from all sources, and any other matters connected with the Library, of importance to the Board of Education.

HIGH SCHOOL COMMITTEE.

1. This committee shall consist of the Superintendent, the High School Principal, the Secretary of the Board, and at least two members of the Board.

2. This committee shall have general charge of Commencement Exercises and all other general public entertainments, and shall be responsible for the general character of the same.

3. This committee shall make such recommendations to the School Board from time to time, as, in its judgment, will increase the efficiency of the High School.

RULES REGULATING PAYMENT OF ACCOUNTS.

The President and Secretary of the Board shall draw orders, in payment of debts of the district, upon the Sheriff of Monongalia County, as Treasurer of the district, and payable out of the proper funds, as follows:-

1. For all salaries of the superintendent, principals, teachers and substitute teachers of the district, according to the pay-roll certified by the superintendent to the secretary. The orders for salaries shall be delivered to the persons entitled thereto by the secretary at his office between 3:30 and 5:00 o'clock P. M. on the fourth day after the close of each school month, and if such day is a Sunday or legal holiday, then on the following business day. The person to whom orders are payable shall sign a receipt therefor, upon the pay-roll.

2. For all salaries of janitors and other employees, monthly, according to the pay-roll certified by the Superintendent to the Secretary.

3. For all obligations for rents or other debts falling due periodically by contracts of the Board, at the times of their maturity or upon special order of the Board.

4. For all other debts or obligations of the district, upon special orders of the Board for the payment thereof.

SUPERINTENDENT.

1. The Superintendent shall act under the direction and advice of the Board of Education. He shall exercise a general supervision over all the schools; see that the rules and regulations for the general

government of the schools are uniformly and faithfully observed and executed in all departments of the schools; and shall cause a copy of the rules to be placed in each school room.

2. He shall have charge of the organization, classification and methods employed in instruction and management of the schools; he shall see that the course of study adopted by the Board of Education is properly carried out; he shall call meetings of the teachers of each grade, up to and including the eighth grade, at least twice each year, at the beginning and at the middle of the school year, and at any other time when he deems it necessary to do so; and shall fully explain to the teachers the work required in their grade and the general methods required to be followed in presenting and teaching the same.

3. He shall have the authority to call general meetings of all principals and teachers for the purpose of considering matters pertaining to the general education and progress of our school; he shall keep a record of the attendance and punctuality of teachers at such meetings, and also the attendance at the various grade meetings and of the interest they manifest in such meeting. This report shall, at all times, be open to the inspection of the Board.

4. He shall frequently visit each room, note the character, discipline and spirit of the work of the teacher and pupils and make such suggestions as will promote the interest and efficiency of the schools. He shall report to the Board each month the number of such visits made.

5. The Superintendent shall hold two

written examinations each year, in all grades from the fifth grade to the eighth grade inclusive, and shall direct the examinations in the High School; one examination to be held at the middle of the school year and one at the close. The questions for examination shall be prepared by the Superintendent and delivered in sealed envelopes to the principals on the day of examination, with instructions to open and deliver to the teachers as needed. Ample time shall be given in each examination for the pupils to answer each question. The Superintendent shall require the teachers to grade all manuscripts of the pupils of their room upon the basis of 100 per cent, by marking plainly upon the face of each answer the per cent which it merits; and by marking the total per cent at the top of the first page, opposite the name of the pupil; and have all manuscripts filed in the office of the principal, together with the lists of questions, where they may be examined by the Superintendent, any member of the School Board or patron of the schools.

6. He shall assign to proper grades, all pupils, not regularly promoted, after such pupils have been properly examined by him or by his direction. New pupils shall not be received into the rooms except upon such examination. He may, in special cases, advance pupils to a higher grade by examination.

7. The Superintendent may suspend a pupil from school when, in his judgment, the best interests of the school demand it; but he shall report to the Board of Education, at its next meeting, all suspensions of pupils, with attendant circumstances, in order that the Board may

properly act in the matter.

8. He shall attend the meetings of the Board, and at the close of each month, submit a report of his official acts, involving such statistics and information as may be necessary and proper; and at the close of each year he shall prepare and submit a report for the year, including such statistics and other matters as will be of value.

9. The office hours of the Superintendent, for consultation with teachers, pupils, parents and others, shall be from 3:30 to 4:30 P. M. on school days, and on Saturdays from 11:00 to 12:00 A. M.

10. The Superintendent shall perform all duties pertaining to his office and such school duties as the Board may direct or require by the laws of West Virginia.

PRINCIPALS.

1. The Principals of all buildings shall, under the direction of the Superintendent, see that the rules and regulations of the Board of Education are properly observed and enforced, and report to the Superintendent any violations or disregard of the same, on the part of any teacher or teachers.

2. They shall be at their respective buildings at least thirty minutes before the opening of each session and shall not absent themselves from their duties during the session of school, unless excused by the Superintendent, and then such absence shall be at a proportionate loss of salary.

3. They shall see that good order is maintained in the building in which they are placed and shall be responsible for the conduct of the pupils on the school

premises, within the halls and upon the stairways; they may assign teachers to places of supervision in order to secure the proper deportment of pupils on entering and leaving the building; they shall give all necessary assistance in matters of discipline to subordinate teachers when asked to do so by them; they shall exercise such caution in the infliction of corporal punishment of pupils as to reduce this mode of punishment to a minimum.

4. They shall report to the Superintendent all cases of incorrigible conduct among the pupils that may demand suspension, and all other questions in the management of their schools which they cannot properly adjust.

5. They shall visit each room in their respective building as often as their duties will permit, observing the work of the teachers and giving them such help and suggestions as may seem best.

6. They shall advise and direct their teachers in relation to the course of instruction and discipline in their respective schools, suggest any improvements in methods of management, and see that the course of study is carried out, in accordance with the direction of the Superintendent.

7. The Principal may call teachers' meetings outside of school hours and require the attendance of the teachers of his building for the discussion and direction in matters pertaining to the best interests of the school and not inconsistent with the rules of the Board or direction of the Superintendent.

8. They shall make such reports to the Superintendent as he may need and

render him any assistance which he may require in carrying out the rules and regulations adopted by the Board.

9. They shall remain at least twenty minutes in their offices, after school hours in the afternoon, for the purpose of advising and acting on such matters as teachers, pupils or patrons may bring before them.

SPECIAL SUPERVISORS.

1. Supervisors of special departments shall be subject to the direction and supervision of the Superintendent, but each Supervisor shall have the greatest possible freedom, in the development of his work, consistent with the general progress of the schools.

2. They shall prepare plans and outlines of the work to be done in their respective departments and submit copies of the same to the teachers.

3. Each Supervisor shall give instruction upon the special work in hand to such teachers as for the time being need their help. This instruction must be given after school hours. The Supervisors may, by consent of Superintendent, call teachers meetings outside of school hours to discuss, explain and outline their work.

4. Each Supervisor shall have a regular program which shall designate the day and the hour for the periodic visit to each school, and this order shall not be varied or set aside without good reason. They shall file a copy of their program in the Superintendent's office.

5. The length of the school day shall be the same for Supervisors as for other teachers.

TEACHERS.

1. All teachers in the Public Schools are expected to make themselves familiar with the provisions of these regulations and to co-operate with the Board, Principal and Superintendent at all times, in taking such measures as may be necessary to secure their observance. It shall be the duty of the teacher to have a copy of these regulations at all times in the school at the beginning of the term, and such other times as may be necessary, and read to the pupils such portions as apply to them.

2. The teachers are required to be in their respective rooms twenty minutes before the opening of each session, and shall remain in their respective rooms and preserve order therein, unless required by the principal to assist in hall discipline, during the assembly and dismissal periods.

3. Any teacher who is not in her room twenty minutes before the opening of each session shall be marked tardy, and at the end of each month she shall include in her monthly report to the Superintendent, the number of times she was tardy during the month, and the Superintendent shall include the same in his monthly report to the Board.

4. They shall preserve neatness and cleanliness in the school room and give vigilant attention to the ventilation and temperature of the same, and report all neglect or carelessness on the part of the janitor to the Principal.

5. They shall maintain strict order and discipline in their rooms at all times; strive to govern their pupils with firmness and kindness, but, when necessary,

they will be supported by the Board in the use of reasonable punishment.

6. Within one month after the opening of school, each teacher shall prepare a written program of the work in her room, and post a copy in her room for reference and file a copy with the Principal.

7. Teachers shall at all times be subject to the orders of the Superintendent, Supervisors, and Principals of their buildings in reasonable requirements.

8. They shall carefully follow the course of study prescribed by the Board in accordance with the direction of the Superintendent; conform strictly to the program of daily exercise; they shall see that the books and apparatus of the school, entrusted to their charge and supervision, be not defaced or otherwise injured by the pupils.

9. They shall attend regularly the teachers meetings. Any teacher who shall be absent, without a good cause, shall be reported by the Superintendent to the Board.

10. No teacher shall read or distribute any advertisement, nor allow any advertisement to be read or distributed, nor permit any portion of her time to be occupied by book, map or any other agent, nor allow a subscription or contribution to be solicited or taken for any purpose, unless by the permission of the Superintendent.

11. They shall not require the pupils to purchase of or through them, any book, pencils or supplies of any kind.

12. Teachers shall make such reports to the Principal and Superintendent as may be required.

13. During the sixth week of school, teachers, from the fifth grade to the eighth grade inclusive, shall give their pupils written tests and from the grade they make in the written tests and from their average class standing, in such proportion as the Superintendent may direct, the teacher shall grade each pupil in the various subjects on a basis of 100 per cent; and in like manner shall grade each pupil during the tenth and fourteenth weeks of school, making three tests before the Superintendent's mid-year examination. The average of the three tests, averaged with the Superintendent's examination, shall constitute the standing, or grade, of the pupil in each subject at the middle of the term. Each teacher shall, in a similar manner, during the fourth, eighth and twelfth week after the Superintendent's mid-year examination, grade each pupil. The average of these last three tests, averaged with the Superintendent's final examination, shall constitute the standing of the pupil in each subject, during the last half of the year, and the average of the standing of the pupil at the mid-year and final examinations in each subject shall constitute the final grade and basis of promotion. The manuscripts and questions to be filed with the Principal.

14. Teachers must devote themselves exclusively to the duties of their positions and shall not be allowed to establish or maintain any separate rules or regulations contrary to the rules of the Board and requirements of the Superintendent or Principal.

15. In case of the absence of a teacher from school on account of sickness or

other necessary cause, she shall notify the Superintendent in time for him to secure a substitute. No substitute shall be employed except by the Superintendent. A substitute teacher shall receive such wages as she is entitled to, under the schedule of salaries, but the regular teacher shall receive no pay for the time which she is absent.

16. A teacher may be dismissed at any time for improper conduct, incompetency to teach or govern the school, or unfaithfulness in the performance of her duties, or the disregard of the rules of the Board and regulations of the Superintendent.

PUPILS.

1. No pupil shall be admitted into any school without satisfactory proof that such pupil is six years of age.

2. Pupils shall attend the schools of their respective districts, provided there are classes of their grade taught in their district, and movings, on or after April 1st, shall not effect school residents for that year, unless by permission of the Superintendent.

3. Pupils are required to be constant and punctual in their attendance and to give satisfactory excuse for any failure in this requirement. In case of absence, to the detriment of their class standing, the Principal may remove them to lower grades.

4. Any pupil who is absent during any written test, used as a basis for a grade mark, shall be marked zero in that test, unless the teacher recommends to the Principal that such pupil be given a written test and in that event the Principal may direct the teacher to give the

test at a time most convenient to the teacher; and the Principal may, after giving the matter careful consideration, direct that the test be given without the teacher's recommendation.

5. In case any pupil is absent during the Superintendent's examination such pupil shall be marked zero in such examination, unless otherwise directed by the Superintendent.

6. Pupils are not to appear on or about the school premises sooner than twenty minutes before the opening of each session, at which time the doors of the building shall be opened and pupils may enter the building and go quietly and orderly to their respective rooms, and not leave the same unless by permission of their teacher.

The Principal may, during fair and warm weather, require all pupils to remain out of the building until five minutes before beginning of session and then to form in lines outside of the building and march in, in a body, to their respective rooms.

7. Pupils are required, at all times, while on or about the school premises, to observe personal cleanliness; to be kind and respectful to one another and to their teachers; to refrain from profane or obscene language and, when dismissed from school, to quietly leave the premises and return directly to their homes.

8. Pupils are under the supervision of their teachers and Principal from the time they arrive on the school grounds until they return home.

9. All societies of pupils, formed in connection with any department of the school, shall be by permission of the Su-

perintendent and Principals and shall be under their control.

10. Every pupil must bring satisfactory excuse from his parents or guardian for absence or tardiness, and in case such pupil fails a second time to bring such excuse, he may be sent home after it.

11. Eating fruit or food of any kind during school hours or using tobacco in any form on the school premises, shall be strictly prohibited.

12. Each pupil shall be assigned to a particular desk and shall be required to keep it, and the floor beneath it, in a neat and orderly condition.

13. Any pupil who is, or has been sick of any contagious or infectious disease, or who comes from a dwelling where there is or has been any case of such disease, shall not be permitted to attend school until authorized by the Medical Inspector.

JANITORS.

1. A competent Janitor for each building shall be elected by the Board, on nominations made by the committee on buildings and repairs. It shall be his duty to make and regulate the fires; to sweep and dust; and when directed by the Principal or the committee on buildings and repairs, scrub the floor; wash the windows and clean the walls. He shall keep the pavements as free from snow and ice as possible and guard the buildings, furniture, fences and grounds, and do such other work about the premises as the committee on buildings and repairs and the Principal of the building may require of him.

2. He shall keep the outer doors of

the building closed in the absence of teachers, and in no case shall children be permitted to remain in the building after their teacher has left. All rooms not occupied are to be kept locked.

3. He shall not assume or exercise any control or authority over the pupils, except by the special order of the Principal, but all violations of the school regulations on the part of the pupils, observed by him, shall be forthwith reported to the Principal.

4. He shall unfurl the American flag on the school building, if the building is provided with flag pole and flag, weather permitting, on all school days.

GENERAL.

1. The School Board shall, not later than August first, of each year, determine the length of the school year, and the date of beginning. They shall also determine the length of the Christmas and other Holidays.

2. Beginning with the fall term of 1911-12, the morning session of school shall be from 9:00 to 12:00; the afternoon session from 1:30 to 4:00. Grades from one to three inclusive shall be dismissed thirty minutes earlier, each session. A recess period of not less than fifteen minutes during each half day session, is recommended in the primary grades, and any primary pupil who is delicate, may, upon request of parent, or in the discretion of the Superintendent and Teacher, be permitted to go home earlier, and the Superintendent may, at his discretion, for a short time at the beginning of the term, dismiss all pupils of the primary grades fifteen minutes earlier, each session.

3. The School Board recommends that each Teacher open her school in the morning by reading from the Bible, and any other short exercise which is approved by the Superintendent.

4. In all cases of absence of any of the employees of the Board a proportionate reduction of salary shall be made, unless otherwise directed by the Board.

5. No employee of this Board shall make, offer or accept any gift or present of value at any time while on the school premises, to or from any other employee of this Board, nor shall any teacher accept any gift or present of value from any pupil or pupils of her room or from any other pupil or pupils of the school, nor shall any collection or contribution be made on the school premises by the pupils for such purpose. A violation of this rule shall be sufficient cause for dismissal from the services of the Board.

5. Pupils residing out of the City may be admitted to any of the schools for which they may be qualified if they can be accommodated without discommoding resident pupils, by paying the following rates of tuition per month in advance:—

Graded Schools, \$2.00,

High School, \$3.00.

Such pupils must first make application to the Superintendent who shall, under the direction of the Board, have the authority to receive all such pupils and assign them to such schools as can best accommodate them.

6. Any Principal or Teacher desiring to resign his or her position is requested to file due notice with the Secretary at least thirty days prior to the date such

resignation is to take effect.

7. The Superintendent may require systematic physical exercises in each room, during each session.

8. No traveling teacher, singer, lecturer, pedler or agent of school books or apparatus shall be permitted to visit any of the schools in order to seek pupils or patronage without the express authority of the Board.

9. The Principal of all the larger buildings shall conduct a fire drill at least once each month.

10. No supplementary text book, apparatus, chart or device shall be used by any teacher in the school room, except upon the approval of the Superintendent.

PROMOTION OF PUPILS.

1. Each pupil must make an average of at least 70 per cent, in the subjects outlined in the grade of which he or she is a member.

2. A pupil shall not be promoted if his or her average grade in any subject is less than 50 per cent.

3. Any pupil who fails to make the grade above required, shall not be promoted, but may, at the discretion of the Superintendent, be re-examined at the opening of the following school term; provided his teacher, at the close of the preceding term, recommends him for re-examination, or if he has been making special preparation during the summer vacation for a re-examination.

4. In making up grades for promotion, the failure of a student in the subjects of music, drawing and physical culture shall not constitute a barrier, pro-

vided he has a passing grade in all other subjects.

But satisfactory work in either of these three subjects may be accepted in case of a failure in either United States History, Physiology and Hygiene or Geography; provided the pupil has not fallen below an average grade of 60 per cent, by such failure. This rule shall not be interpreted so as to allow a pupil to omit any subject named.

5. Pupils of the fifth, sixth, seventh and eighth grades, whose standing at the end of the first half-year, averaged with the average of the three monthly grades of the last half of the year makes an average grade of 85 per cent, or over, and not under 75 per cent in any subject, shall be exempt from the final examination at the end of the year, and may be excused by the Superintendent the last week of the school year while the others are taking their examinations.

6. All pupils in the first, second, third and fourth grades of the schools shall be given a grade mark at the end of the term, on a basis of 100 per cent, by the teacher, under the advice and direction of the Superintendent, which grade mark shall be determined upon a basis as the Superintendent may direct, and if the final grade mark is 70 per cent or above, such pupil shall be promoted to the next grade.

7. The name of each pupil promoted in all the grades of the schools, from one to eight inclusive, shall be stamped with the Superintendent's mark of approval.

8. Each teacher shall be furnished a book, by the Board, for the purpose of keeping a record of all tests and exam-

inations of each pupil during the year.

The teacher shall rule this book neatly, so as to keep a record of the name of each pupil in her room, and the grade made in each of the first, second and third tests in the first half-year, the average of these tests and the grade made by the pupil in each subject in the Superintendent's examination, and the average of the Superintendent's examination and the average of the tests; also the grades made in the first, second and third tests of the second half-year, and the average of these three tests and the grade made in the Superintendent's final examination and the average of the final examination with the average of the three tests of the second half of the year; and also the average of the standing of the pupil at the first half and last half of the school year, and the average of the percent in each subject, in the last column.

This book shall be filed by the teacher with the Principal of the building, at the close of the term.

HIGH SCHOOL.

1. The general rules, heretofore prescribed, shall be enforced in the High School, so far as they are applicable.

2. The Principal shall have direct management of the High School under the general direction of the Superintendent. He shall be responsible for the general order and government of the High School, and shall exact a full share of work from each teacher, in carrying out the requirements of the curriculum and in maintaining discipline, both in and out of the class room.

3. With the approval of the Superintendent, he shall appoint from the corps

of teachers, officers who shall have special charge of the various classes and organizations of the school.

4. The Principal of the school shall, with the assistance of the teachers, prepare a schedule of studies at the beginning of the school year and at such other times as may be necessary and cause the same to be posted in a conspicuous place; he shall have power to assign teachers to classes, and shall himself teach such classes as his administrative duties will permit; and shall be at his office each day at 4:00 o'clock for consultation with pupils, patrons and others, who may desire to consult with him.

5. The class officers shall keep a record of the attendance, etc., of their classes and divisions on the regular daily register and permanent register, as may be required. They shall make such monthly reports as are required by the Principal and Superintendent. It shall be the special duty of the class officers to assist their students in mapping out their courses of study; to find their classrooms; to give individual instructions whenever possible; to instruct them in conduct; to govern them as far as possible; in their outside work; and to otherwise guard them by private consultation, that their energies may be spent in the right direction.

6. On and after the opening of the fall term 1911-12, there shall be two sessions of High School each day, from 9:00 to 12:00 A. M., and from 1:30 to 4:00 P. M.

7. All pupils requiring admission to the High School shall apply to the Superintendent who will refer them to the fac-

ulty for examination and assignment.

8. All pupils, upon entering the High School shall be required, upon approval of the faculty, to register in one of the courses, as outlined in the High School course of study.

9. The pupils must remain in such course of study as they selected upon entering the High School, unless faculty and parents deem it advisable that changes be made.

10. A year's work in any study shall consist of forty-five minutes each, except that in the sciences, extra laboratory work shall be required.

11. For a year's work in any study in which a grade of at least 70 per cent has been made, pupils shall receive one credit.

12. A half year's work in any study, in order to receive credit, shall mean the completion of that study in eighteen weeks, under the same conditions as a year's work.

13. For a half year's work in any study in which a grade of at least 70 per cent has been made, pupils shall receive one-half credit.

14. All promotions shall be made at the end of each school year. All pupils who make an average of at least 70 per cent, and do not fall below 60 per cent, in any subject, shall be promoted.

15. Any pupil who has failed in any study or studies, and whose failure is due to a low grade on examination, and any pupil, who shall show evidence of having taken sufficient work under a private tutor in any subject or subjects in which he may have failed, shall be entitled to an examination in that subject or sub-

jects at the opening of the next school year.

16. The grade for promotion of all pupils in the High School shall depend partly upon written tests and examinations and partly upon their daily class standing in such proportions as may be determined by the Superintendent and High School Principal.

17. No literary societies, athletic organizations or teams, High School publications, class annuals, school entertainments or organizations of any kind shall be permitted without the consent and approval of the Superintendent and High School Principal; and all such shall be under the general direction of the Superintendent and High School Principal and under the immediate control of a teacher appointed by the Principal.

Certain organizations form cliques and are opposed to the democratic character of the school. They militate against good government of the school and are detrimental to its interests and progress.

Any pupil or pupils of the High School who form, or join, or take part in or with any club, society, fraternity or organization of any kind, out of the school, which, from its name or otherwise, would lead the public to believe that such organization has the approval of the High School authorities, may be excluded from the school.

18. No team, club or organization of any kind, composed of High School pupils shall leave or absent themselves from school for the purpose of engaging in a contest with any team, club, or organization of any kind in or from any other town or city, without express per-

mission of the Board.

19. Pupils who have received at least three credits shall be promoted to the sophomore class, those who have received at least seven credits, to the junior class, and those who have received at least twelve credits to the senior class; but no pupil shall receive more than one credit in music, and one credit in drawing, in any course of the High School.

20. All examinations and tests and the grading of the manuscripts shall be under the direction of the Superintendent and High School Principal, but all manuscripts shall be graded upon a basis of 100 per cent and the per cent which each answer merits shall be marked plainly upon the face of the answer and the total grade marked on the first page of the manuscript, and the manuscript, together with the questions, shall be filed in the Principal's office, where the same may be examined at any time by the Superintendent, any member of the School Board, or patron of the school.

TRUANT OFFICERS.

The School Board shall appoint annually, as required by statute, a truant officer who shall be under the direction of the Superintendent, and shall report at the office of the Superintendent each morning for directions.

The Superintendent shall formulate such rules, and require such co-operation on the part of the truant officer and teachers as will best carry into effect the Compulsory Attendance Law.





