

W E L C O M E  
T O  
CENTRAL HIGH SCHOOL  
1965-1966

Note to all teachers: PLEASE READ THIS AND KEEP IT FOR FUTURE  
REFERENCE. MANY OF YOUR QUESTIONS ARE ANSWERED.

### PHILOSOPHY

The Thomas County Board of Education believes that it has the responsibility of developing a program of education in the public schools under its jurisdiction which will provide all youth opportunities for becoming happy and useful members of society.

The board recognizes many individual differences among students: some have greater potential than others; all do not develop and learn at the same rate of speed; each may have different interests and needs. Because of these and other individual differences, the board recognizes its obligation to the slow learner as well as to the fast learner; to the emotionally disturbed as well as to the well adjusted; to the sick as well as to the healthy; and to the poor as well as to the wealthy.

Likewise, the board accepts its obligations to provide curricula suitable for students planning to attend college, for those wishing to enter trades and industry, and for those who will become self-employed.

In addition to responsibilities for students of regular school age, the board recognizes and accepts its obligation for certain educational needs of out-of-school youth and adults.

Running concurrently with these obligations is the board's basic belief that schools should promote wholesome attitudes and spiritual values, healthy bodies, and an appreciation for the democratic way of life developed through experiences in democratic living within the school.

#### TENURE

The Thomas County Board of Education approves the following plans for continuing contracts effective with the 1963-64 school term:

Members of the Instructional and Administrative Staff to be placed on continuing service contracts under the following regulations:

1. Those who hold a regular professional certificate (four-year level or above) issued by the Georgia Department of Education.
2. Those who have completed three years of service in the Thomas County School System.
3. Those who have been appointed in the Thomas County School System for the fourth successive year.
4. Each person to whom a continuing contract has been issued shall be entitled to continue in his or her position or in a similar position in the Thomas County School System, at the salary schedule authorized by the Thomas County Board of Education, without necessity for annual nomination or reappointment until such time as the position is discontinued or the person resigns.
5. Any member of County Instructional, Administrative or Supervisory Staff, who is under continuing contract, may be dismissed or may be returned to annual contract status for another three years when recommended by the superintendent, with good and sufficient reasons, at least three months before the close of the school year.
6. Should the Thomas County Board of Education have to choose from among its personnel who are on continuing contracts, as to who should be retained; among the criteria to be considered shall be efficiency, comparability, character, and capacity to meet the educational needs of the community.

## POLICIES AND PROCEDURES RECOMMENDED CONCERNING TEXTBOOKS

1. All textbooks should be numbered before classes begin.
2. Textbooks will be issued by subject teachers. Subject teachers will draw the number of books of each kind as indicated by the registration rosters for each subject.
3. As the classes meet subject teachers will issue texts to the students, keeping a record of the book title, number, and condition of the book (N-new; G-good; P-poor), and the student's home room teacher. The original record of texts issued should be preserved by the subject teacher for subsequent checking of texts. A copy of this record should be turned in to the office.
4. Subsequent issuing, turn in or change in the student's textbook record will be recorded by the subject teacher. It is to be emphasized that teachers handle books only through the office. Teachers are requested not to replace or remove books from the book room without the authorization of the Principal.
5. Students who have lost texts should check with the subject teacher who issued the book to determine appropriate action necessary. Generally, the policy will be: if a student loses a book, he or she will be required by the subject teacher to pay for the lost text and receive another text. The teacher will receipt the student in order that he may receive a refund if the original text is found and returned. It is the teacher's responsibility to see that every student has and uses his text while in class.
6. It is recommended that students be required to keep texts in homeroom when not in use. Teachers are urged to be especially strict on other students using the room and molesting or disturbing texts left therein.
7. Books found on school grounds, on the floor, in halls, and buses will be turned in to the office. STUDENTS WILL BE REQUIRED TO PAY A FINE PLUS DAMAGE TO BOOK BEFORE IT WILL BE RETURNED TO THEM.
8. It should be emphasized that these texts are the property of the State of Georgia and are loaned to students for use.
9. ALL TEXT BOOKS issued to students must be covered. It is the duty of the subject teacher to see that this is done.

## REPORTING OF MISCONDUCT AND THE METHOD FOR CONDUCT GRADING

A demerit system is used for marking off for misconduct, which functions in this manner:

A student who has received no demerits for the six weeks will make an "A".

Each demerit will subject the student's grade to the subtraction of one point, starting at 95; ie, a student who gets ten demerits:  $95 - 10 = 85$  in conduct.

The demerit slip REPORT OF MISCONDUCT must be filed in the office and placed in the hands of each Home Room Teacher. All teachers are urged to use good judgment in the awarding of demerits and to be sure that the student being reported knows exactly the nature of the offense as recorded on the demerit slip.

Twenty-five (25) demerits in one six weeks period will fail a student for that period with some drastic action as deemed necessary by the Principal or Acting Principal.

GENERAL SCHOOL ..... 1965 - 1966

REMINDERS THAT WILL ENABLE OUR SCHOOL TO FUNCTION WITH EFFICIENCY

GENERAL

1. Students should remain outside the buildings in the morning until the warning bell rings. Students should go directly to their home room if they arrive at school after the warning bell rings.
2. Except for regularly scheduled classes, students should not enter a class room when the teacher is not present.
3. Students who attend school less than fifteen (15) days during six (6) weeks period no grades or credit for that period unless work is made up to the satisfaction of their subject teacher.
4. Passing averages must be maintained by students for participation in extra school activities; such as, literary, athletic, and school or club officers.
5. Smoking is not permitted on the school campus.
6. Students are not to sit in cars during the school day.

WALKS AND HALLS

1. Students should refrain from whistling, running, singing, or loud talking in halls and walks at all times.
2. Staying in right-hand lanes in halls and walks will keep down congestion.
3. Please do not loiter in buildings.
4. Please stay on walks whenever possible, let's save our grass.

CLASS ROOMS

1. Windows and blinds are to be handled by the class room teacher. Students are not to adjust windows or blinds except by the direction of the class room teacher.
2. Food is not to be opened in classrooms.
3. Chewing gum is a demerit offense during the normal school day.
4. Students are not to go to any classroom to speak to another student unless sent by a teacher.
5. A student can be excused from a regularly scheduled class only by the principal.

CAMPUS

1. Students are urged to help keep the grounds and the halls clean.
2. Cars are not permitted to be parked in the circle or near the unloading area.

#### CHAPEL

1. Students are urged to practice courteous chapel conduct and especially to remember to speak to any guests and thank any speaker after a program.
2. Students should not sit in a slouchy position or prop knees on the seat in front of them in Chapel or otherwise.

#### LUNCH ROOM

1. Students should not enter the lunchroom except during their lunch period.
2. Each person is to get his or her own plate; no one will be allowed to get two plates. Students should not break in line or hold a place for another student.
3. You are asked to be considerate of others. See that your waste paper and milk bottles are returned to the proper place with plate and utensils.
4. If a student spills food on the floor, he or she should aid lunchroom personnel in cleaning it up at once.
5. On leaving the lunch room, you should be careful to keep your voices subdued and stay away from windows and doorways in the buildings. Except in bad weather, students should never enter buildings during lunch period until the bell rings for your next class.

#### Excuses

1. Absence excuses must be checked in the office as soon as the student arrives at school and turned in to home room teacher on the day student returns to school.
2. Excuses should bear full name of the student, also relationship of signer to student, if someone other than the parent signs the excuse.
3. Students who find it necessary to miss a day from school for any reason other than illness should bring a written request to the principal beforehand.

#### CLUBS

1. Student clubs membership is limited to three (3) for any given student. Holding class or student body office will not be counted in this limitation. Also, within this limitation a student may hold office in only two (2) clubs of which he or she is a member.

#### SCHOOL FUNDS

1. Any and all school funds must be handled by the office, and must be turned in to the office by 12:00 noon. The office will not receive any money after this time.

#### USE OF TELEPHONE

1. Students are not to use the telephone except in case of emergencies. Permission from the office is required before placing long distance calls.

## CENTRAL HIGH AND ELEMENTARY SCHOOL POLICIES

**TRUANCY** .... Any student who misses school without the consent and knowledge of his or her parents or legal guardian will be considered truant.

The standard procedure for this offense shall be:

1. A zero in each class missed on the day of the act.
2. Three (3) days suspension from school and the school campus.
3. Absence due to suspension will be treated as an unexcused absence. (an unexcused absence does not permit the student to make up any work missed).

### MARRIED STUDENTS.....

See Thomas County Board of Education Policy.

### SUPPLY AND TYPING FEES

Grades 1 - 6..... \$4.00 per year ..... \$2.00 per semester  
Grades 7 - 12..... No Fee, students may purchase supplies from the school store or wherever they desire.

**TYPING FEE**..... \$1.00 per year .. \$1.50 per semester.  
Students may purchase typing paper from the school store or wherever they desire.

**BOOKKEEPING FEE**..... Students buy workbooks and whatever is needed beyond the state allotment for textbooks.

**PHYSICAL EDUCATION**..... Grades 7 - 12.....  
Rental Fee.. \$1.00 per year or .75 per semester  
Lock Rental Fee..... \$1.00

**HONOR ROLL**.... HONOR ROLL LISTS ARE DUE IN THE DAY FOLLOWING REPORT CARDS BEING SENT HOME BY STUDENTS AT THE END OF EACH SIX WEEKS; ALSO, A SEMESTER HONOR ROLL AT THE END OF BOTH THE FIRST AND SECOND SEMESTERS.

The basis for deciding honor roll is as follows:

Students taking four (4) academic subjects; two (2) A's & two B's  
Students taking five (5) academic subjects; two (2) A's & three B's  
Note: A student making one (1) C is not eligible for the honor roll.

**DROP - OUTS** Count as a Drop-out any student between the ages of 16-18 who has left school and stayed in our school attendance area.

Show age of Drop-out as of the date school attendance stops.

Total number of drop-outs should show from the data forms placed in back of attendance registers.

4.2.

4.2.1 Teachers will (all teachers are expected to) in their classrooms

4.2.2 Beginning of School

#### ROOM CARE AND HEAT CONTROL

Teachers are expected to supervise ventilation, lighting, and general order of the room. The teacher leaving the room at the close of the school day is expected to close and lock the windows and adjust the blinds. Some chalkboards need to be cleaned more often than others.

Teachers are asked to lock their doors before going to lunch and to return in time to have doors open to receive students in the next session. Teachers need not wait in lunch lines in the cafeteria. They may go directly to the food counter to be served in order to have more time to eat lunch and return to their rooms for classes.

All of us should encourage careful use of school owned property. School furniture must be protected. If a student is found defacing any school property, he is to be sent immediately to the principal for an estimate of damage.

Posters should be put on bulletin boards only. The use of thumb tacks, scotch tape and other adhesive tapes on the walls is prohibited. Permission to hang posters should be obtained in the office.

4.2.3 Teachers should begin by 7:45 a.m.

4.2.4 7:45 a.m. - 8:00 a.m. - 8:15 a.m. - 8:30 a.m.

#### HEAT CONTROL

Your help is needed in the solution of a problem in keeping heating and ventilating systems at the highest possible level of efficiency. Every effort is being made to provide all areas with proper heat and ventilation. To do so, however, requires that heating and ventilating controls be in operating condition.

Custodians and maintenance men have reported that in some instances they are unable to maintain proper heat and ventilation because controls (thermostats and unit ventilation controls) have been re-set and in some cases damaged. In some cases thermostats have been broken or damaged when the difficulty was due to some other cause.

Custodians and maintenance men are charged with the duty of maintaining such controls in operative condition, but they cannot do so if controls are tampered with by others. Failure of control to operate properly in one area may also affect all parts of the building.

Adjustment of controls for heating and ventilating systems should be made only by those responsible for their operation. If some area is not now being maintained at proper heat and ventilating level, report of the condition should be made immediately, in order that adjustment or repair can be made properly. This will not only result in better heat control, but will also prevent damage to controls and still reduce maintenance costs.

CENTRAL SCHOOL . . . . SCHEDULE OF SCHOOL DAY

A.M.

8:20 Teachers Bell (All teachers are asked to be in their respective buildings by the time this bell rings).  
8:30 Beginning of School day  
8:35 Tardy Bell  
8:40 Devotion  
8:45 Dismiss from Home Room  
8:48 First Period Begins  
9:40 First Period Ends  
9:43 Second Period Begins  
10:35 Second Period Ends  
10:38 Third Period Begins  
11:30 Third Period Ends ("A" Group begins lunch - going by sections)  
11:33 Fourth Period Begins for "B" group  
12:00 "A" Group Lunch Ends -- Grades 1 - 6 lunch begins

P.M.

12:03 Fourth Period begins for "A" group  
12:25 "B" Group Lunch Begins -- Elementary Lunch Ends  
12:55 "B" Group Lunch Ends -- "A" Group Fourth Period Ends  
12:58 Fifth Period Begins  
1:50 Fifth Period Ends  
1:53 Activity Period Begins  
2:15 Activity Period Ends  
2:18 Sixth Period Begins  
3:10 Sixth Period Ends  
3:15 Busses Leave Campus  
3:45 Normal Day for Teachers Ends

# QUESTIONS TO BE ASKED ABOUT DISCIPLINE

Teachers will (all teachers are asked to be in their classrooms by the time the first period begins)

Beginning of School day

First Period

Second Period

Dismissal from Room Room

First Period Begins

First Period Ends

Second Period Begins

Second Period Ends

Third Period Begins

Third Period Ends (4th Group begins lunch - 4th W section)

Fourth Period Begins for 4th Group

4th Group lunch ends - Grades 4-5 lunch begins

Fourth Period begins for 4th Group

4th Group lunch begins - Elementary lunch ends

4th Group lunch ends - 4th Group lunch begins

Fifth Period Begins

Fifth Period Ends

Sixth Period Begins

Sixth Period Ends

Dismissal from Room Room

Dismissal from Room Room

Dismissal from Room Room

## QUESTIONS TO BE ASKED ABOUT DISCIPLINE

1. Should a pupil ever be evicted from class?  
Temporary removal of a child from class may be justified. If his behavior prevents the group from carrying on their work, he should be excluded from the room. But, the teacher should follow this exclusion with a conference with a pupil to find out the cause of his behavior and to help him to control it.

2. Are there times when a teacher should use physical force?  
If a pupil is violent or defiant, a teacher should use physical force to protect himself and the class. But, the teacher should use the minimum force necessary to control the situation.

3. Is it advisable to refer a pupil to the principal?  
Only if the pupil is violent or defiant and the teacher has tried all other methods. The teacher should refer a pupil to the principal only if the pupil is violent or defiant and the teacher has tried all other methods.

4. What is the main factor leading to discipline problems?  
The teacher who sends out of class a pupil who is violent or defiant is the main factor leading to discipline problems. The teacher should use all other methods to control the situation before referring a pupil to the principal.

5. What is the general rule for insuring good discipline in the classroom?  
Prevent misbehavior from arising in the first place, as much as possible. A great deal can be done to insure good discipline. Appear before each class thoroughly prepared for any task. Be alert to the building of ill-feeling that may cause real trouble. Keep the classroom a place for learning.

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