

CENTRAL HIGH AND ELEMENTARY SCHOOL FACULTY
1959--1960

Mr. Frankie Mills	Principal
Mr. Thorton Shalley	Assistant Principal, High School; Social Studies, Driver Education
Miss Betty Jean Dornady	Social Studies, Year Book
Mrs. Harriet Scott	Guidance Counselor, Business Education, Beta Club
Mrs. Lola Stubbs,	Business Education
Miss Beatrice Griffin	Science
Mrs. J. E. NeSmith	Science
Mr. Walter Dillard	Mathematics, Science
Miss Katie Rawls	Mathematics
Mrs. Barbara Speisman	English, Speech
Miss Pauline Page	English
Mr. Scott Harris,	Foreign Language
Mrs. Willodene Lee	Home Economics
Mr. Elmo Lee	Vocational Agriculture
Mr. Boyce Hamby	Young Farmer Program
Mr. James Olivant	English
Mrs. Honorine Highsmith	Librarian
Mr. Harold Dean Cook	Health Health, Physical Education, Head Football Coach, Baseball Coach, Girls Basketball
Mr. Sherman Hall	Health Health, Physical Education, Assistant Football Coach, Track, Boys Basketball
Mrs. Elsie Gibson	6th 6
6th 6th 6th	7th - Mrs. John Gibbs Jackson
6th 6th 6th	7th - Mrs. Patterson Petterson
Miss Dawn Davis	6th 8
Mrs. Dorothy Carroll	6th
Mrs. Ruth Lawrence	5th
Mrs. Marjorie Martin	5th
Mrs. Esther McLendon	4th
Mrs. Katherine Bullock	3rd and 4th Combination
Mrs. Clara Moya	3rd
Mrs. Laura Jones	2nd
Miss Janet Cook	2nd
Mrs. Virginia Sedding	1st
Mrs. Esther King	1st, Assistant Principal, Elementary Grades
Miss Eunice Singletary	Class for Exceptional Children

CLASS SCHEDULE--CENTRAL HIGH SCHOOL--1959-1960

TEACHER	HOME ROOM 8:35-8:45 (ROOM NUMBER)	1 8:45-9:40	2 9:40-10:35	3 10:35-11:30	4-- Lunch 11:30--:55	4 11:55-12:50	5--Lunch 12:50- 1:20	5 1:20-2:15	6 2:15-3:10
Mr. Shelley	(5)	Administration	American History	Driver Ed. (1st Sem.)	A	American History	A	American History	Driver Ed. (2nd Sem.)
Miss Dorminy	(25)	World History	World History	World History	L	Civics-Health	L	World History	Year Book
Mrs. Scott	(11)	Typing II	Typing II	Typing II	U	GUIDANCE	U	GUIDANCE	GUIDANCE
Mrs. Stubbs	(13)	Book'ing I	Book'ing I	Typing I	N	Typing I	N	Book'ing I	Study Hall 4
→ Miss Griffin	(8)	Lab. Prep.	Chemistry	Chemistry	C	Biology	C	Biology	Biology
→ Mrs. NoSmith	(7)	Government (1st Sem.)	General Science	General Science	H	Government (2nd Sem.)	H	General Science	General Science
→ Mr. Dillard	(9)	Plane Geometry	Solid & Trig.	Physics		Algebra II	/	Lab. Prep.	Algebra II
✓ Miss Rawls	(14)	General Math	Algebra I	General Math	A	Study Hall	/	Algebra I	Refresher Math.
Mr. Morris	(3)	Civics (1st&2nd)	French I	Latin II	C	French II	/	Study Hall 2	Spanish I
Mrs. Speisman	(24)	English III	Speech	English IV	T	English IV	B	English III	English IV
Miss Page	(23)	Health (1st&2nd)	English I	Study Hall	I	English I	L	English I	English I
Mrs. Lee	(15)	Home Ec. II	Study Hall	Home Ec. I	V	Home Ec. II	U	Home Ec. III & IV	Home Ec. I
Mr. Lee	(1)	Voc. Ag. II	General Shop	Voc. Ag. III & IV	I	Voc. Ag. I	N	Shop Mainten.	Projects
Mr. Olivent	(4)	Study Hall	English II	Spanish II	T	English II	C	English II	English III
Mrs. Highsmith	Library	Library	Library	Library	Y	Library	H	Library	Library
Mr. Cook	(6)	12th-Health (2nd Sem.)	Phy. Ed.	Phy. Ed.	/	Girls B.E.	/	Boys Ath.	Phy. Ed.
Mr. Hall	(6)	Phy. Ed.	Phy. Ed.	Phy. Ed.	/	12th Health (1st Sem.)	/	Boys Ath.	Phy. Ed.
Mr. Sewall	Voc. School	VOCATIONAL SHOP			/	////////	/	ORIENTATION	
Mr. Hamby	Young Farmer Program				/		/		

A CREED FOR TEACHERS

AS A PUBLIC SCHOOL TEACHER:

I believe in cooperative working relationships among the school, the home, and the community for the betterment of children.

I believe in respect for the individuality of each child.

I believe that moral, mental, and physical training is the right of youth and a cultural environment should be his privilege.

I believe in my work as a teacher and accept willingly the duties and responsibilities it offers as a life of service.

I believe in God as the ruler of life, a power who inspires in me faith, courage, fortitude, patience, and love for my service to society.

----- YOU MAY FIND THE FOLLOWING SUGGESTIONS HELPFUL TO YOU IN YOUR WORK THIS YEAR.....

1. The teacher should develop in pupils a respect for wholesome family relationships, remembering that he is an example to his students and that his personal life should be worthy of imitation.
2. The teacher should support his associates in conversation with others, both inside and outside the system, by emphasizing the good things which they are doing and by defending his colleagues against unjust accusations. He should not interfere in the classroom affairs of an associate (in such matters as discipline, marks or grades). He should respect the ideals of his associates, assuming that each one entered the profession because he preferred it above all others.
3. A teacher should seek to establish friendly and intelligent relations between home and school, ever keeping in mind the dignity of his profession and the welfare of the pupils. He should do nothing that would undermine the confidence and respect of the parents. Criticism by parents should be received with courtesy, patience, and open-mindedness. Information concerning the pupils should be discussed only with those persons who have a right to know.
4. A teacher should have an intense loyalty and pride in his own work, his administrators, and his school. If occasion requires complaint or criticism, the teacher should go "through channels" to his immediate superior. It is an act of insubordination to go directly to an authority higher than your immediate superior without his knowledge and consent. It is a teacher's duty to report matters to his immediate superior when they are detrimental to the school. It is disloyal to criticize fellow teachers or superiors in the presence of parents or the general public.
5. A good teacher does not confine himself to the mere teaching of his specialized subject matter, nor to pupils in the narrow confines of his room. Every teacher has overall responsibility concerning the teaching of English, guidance and citizenship. Every teacher has the responsibility to be constantly on the alert to the opportunity for service to pupils, and when a pupil needs help he himself cannot give he has the responsibility to find someone who can.

(continued)

SUGGESTIONS--(continued)

6. An administrator should allow ample time when requesting special work, extra reports, etc., and a teacher should be prompt in his compliance. Unnecessary delay or forgetfulness is the mark of a poor teacher. All meetings should have adequate prior notice. A teacher should allow ample time when requesting pupils to do work, always considering other activities on the school calendar when making assignments. A teacher should be prompt to class and other appointments.

7. As in other business, a teacher's day is over only when his work is done, or when all has been done that reasonably can be expected.

---IT IS NOT THE SPEED AT WHICH WE ARE TRAVELING THAT IS IMPORTANT.....
BUT THE DIRECTION IN WHICH WE ARE GOING.....

ATTENDANCE REGISTERS

Each home room teacher is required to maintain a complete and accurate account of students attendance in the school attendance register. This register should be kept daily. Please keep in pencil. Accuracy is essential. The following are submitted for the purpose of clarifying certain instructions concerning keeping of the register.

1.. Since boys and girls attendance is considered separately, it might be easier to keep boys on one page and girls on another.

2.. Birthdates, ages, are essential and should be entered when names are entered on the register.

3.. Registers are to be handed in to the office at the end of each school month (a school month is 20 days of school). The exact date registers are due will be posted on the teacher's bulletin board at the end of each school month. It is necessary that registers be submitted promptly as other reports result from their consolidation.

4.. Special attention will be accorded the designations "E", "T", "TT", "TS", and "RE" in entering students on the register.

5.. "Lawful and Unlawful" absences are explained in the register under the section "Definitions of Terms Used". Careful and uniform reporting of these designations is essential.

6.. Special instruction and assistance will be given any teacher who desires it, concerning summaries and checking the attendance registers.

7.. A careful record of absences from classes should also be kept in the teacher's class roll book.

At the beginning of Activity Period all students will return to their home rooms; EXCEPTION.....9th GRADE section that is eating first for that week, they will proceed directly to the lunchroom. Their Homeroom Teacher will meet them there. The other 9th GRADE sections will eat according to the rotating schedule and during the Activity period. After all the 9th GRADE sections are in the lunchroom the 7th and 8th GRADES will come to lunch.

AT THE START OF THE FOURTH PERIOD THE ELEMENTARY GRADES WILL START THEIR LUNCH PERIOD.

At the beginning of regular lunch period, ALL STUDENTS will return to their home rooms; EXCEPTION.....10th, 11th or 12th GRADE SECTION that is eating first for that week. They will proceed directly to the lunchroom. Their homeroom teacher will meet them there. The other 10th, 11th and 12th GRADES will eat according to the rotating schedule.

The teacher eating first each week is the GROUND DUTY TEACHER of the SOUTH CAMPUS for that week.

Home room teachers will go to lunch with their class and supervise the dining habits.

Students bringing lunch from home are to go to the lunchroom with their class and use the dining facilities provided.

SCHOOL LUNCH WITH $\frac{1}{2}$ PINT OF MILK.....25 cents

ADDITIONAL MILK, $\frac{1}{2}$ PINT..... 4 cents

SUPPLIES AND TYPING FEES

GRADES - - FIRST THROUGH SIXTH.....\$4.00 per year, \$2.00 per semester.

SEVENTH AND EIGHTH GRADES AND HIGH SCHOOL.....NO FEE. Students may purchase supplies from the school store or wherever they so desire as they need them.

TYPING FEE.....\$3.00 per year, \$1.50 per semester ...Students may purchase typing paper in the school store or wherever they desire.

BOOKKEEPING FEE.....Students buy workbooks and whatever needed beyond the state textbook allotment.

TEXTBOOKS

THE FOLLOWING POLICIES AND PROCEDURES ARE 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 each 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 texts 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 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 make certain that every student has and uses his text while in class.
 6. It is recommended that students be required to keep texts in homerooms 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, floor, in halls, and on busses will be turned in to the office. STUDENTS WILL BE REQUIRED TO PAY A FINE PLUS DAMAGE TO THE BOOK BEFORE IT WILL BE RETURNED TO THEM.
 8. It should be emphasized to the students that these texts are the property of the State of Georgia and are loaned to them 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.
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HIGH SCHOOL PROMOTIONS

1. High school students will be considered in the grade warranted by the total number of units earned as of the beginning of the school year. These designations are asfollow:

13 or more units	12th Grade - Senior
8 - 13 units	11th Grade - Junior
4 - 8 units	10th Grade - Sophomore
0 - 4 units	9th Grade - Freshman
- 2/ Promotion is based in high school entirely on the total number of standard units earned.
- 3/ Students may elect to take five units of work provided they have an average of "B" or better or if they need the additional units to fulfill the requirements for graduation

CENTRAL SCHOOL...1959-60

The following is a list of reminders to Students that will enable our school to function with efficiency:

GENERAL

1. Students should remain outside the buildings in the mornings until the warning bell rings. Students should go directly to their home room when 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 a six weeks period receive not 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 for school or club officers.
5. Students are asked not to sit in cars during the school day.
6. Smoking is not permitted on the school campus.

WALKS AND HALLS

1. Students should refrain from whistling, running, singing, or loud talking in hall 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 the walks whenever possible. Let's save our grass.

CLASSROOMS

1. Windows and blinds are to be handled by the classroom teacher. Students are not to adjust windows and or blinds except by the direction of the classroom teacher.
2. Gum and food are not to be opened in classrooms.
3. Students are not to go to any classroom to speak to another student unless sent by a teacher.
4. A student can be excused from a regularly scheduled class only by the principal.

CAMPUS

1. Students are urged to help keep grounds and halls clean.
2. Cars are not permitted to be parked within 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.
3. Chewing gum in a public place such as school or church is bad manners.

LUNCH ROOM

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

EXCUSES

1. Absence excuses must be checked by the office as soon as the student arrives at school and turned in to homeroom teacher on the day the student returns to school.
2. Excuses should bear full name of the student, also relationship of signee to student if someone other than parent signs the excuse.
3. Students who find it necessary to miss a day from school for any reason other than sickness 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 not over two (2) clubs of which he or she is a member.

SCHOOL FUNDS

All 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

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 SCHOOL

SUBJECT UNIT CREDIT

Typing I 1
 Typing II 1
 Bookkeeping I 1
 Bookkeeping II 1
 Shorthand I 1
 Shorthand II 1

General Science 1
 Biology 1
 Chemistry 1
 Physics 1

Senior Health $\frac{1}{2}$
 Freshman Health $\frac{1}{2}$

Boys Physical Education $\frac{1}{4}$
 Girls Physical Education $\frac{1}{4}$

Driver Education $\frac{1}{2}$

Home Economics I 1
 Home Economics II 1
 Home Economics III 1
 Home Economics IV 1

English I 1
 English II 1
 English III 1
 English IV 1
 Speech 1

Civics $\frac{1}{2}$
 Government $\frac{1}{2}$
 World History 1
 American History 1

Mathematics

General Mathematics 1
 Refresher Mathematics 1
 Algebra I 1
 Algebra II 1
 Plane Geometry 1
 Solid Geometry $\frac{1}{2}$
 Trigonometry $\frac{1}{2}$

French I 1
 French II 1
 Latin II 1
 Spanish I 1
 Spanish II 1

SUBJECT UNIT CREDIT

General Shop 1
 Vocational Agriculture I 1
 Vocational Agriculture II 1
 Vocational Agriculture III 1
 Vocational Agriculture IV 1
 Vocational Shop 2
 Orientation 1