

WELCOME

CENTRAL HIGH SCHOOL

1960-1961

PLEASE READ THIS AND KEEP IT FOR FUTURE REFERENCE.....

.....MANY OF YOUR QUESTIONS ARE ANSWERED.

Students 931 -
Students 631 - jr. Hi. + H.S.
Teachers 31 - jr. Hi. + H.S.
Teachers 45 - in full school

QUESTIONS TEACHERS ASK MOST FREQUENTLY ABOUT DISCIPLINE

1. Should a pupil ever be evicted from class? Temporary removal of a child from his group may be justified. If his behavior prevents the group from carrying on its work, he should be excluded from the room. But the teacher should follow this disciplinary action at the end of the school day with a pupil conference to find out the reason for this misbehavior.
2. Are there times when a teacher should stand up to a pupil to save his own dignity and self-respect? If an incident arises in which a teacher is publicly and maliciously pushed to assert his authority, the challenge might better be accepted. This demonstration of authority should be the last resort. It sometimes causes the teacher to "lose face" even more.
3. Is it advisable for a teacher to refer a trouble-making child to the principal's office? Only if the referral is used as a last resort and not as an easy way out. The teacher who sends so called disciplinary cases to the office too frequently stands in danger of relinquishing his own role as a teacher. There is always a cause for a pupil to be a problem case and it is the teacher's place to find the cause and this can be accomplished only through a mutual understanding of the teacher and pupil.
4. What is the main factor leading to classroom behavior problems? Dull teaching. "This brings sluggish classroom activity. Children want to be busy and if the teacher does not direct this activity, someone else will."
5. Are disciplinary problems created only by children? No, the teacher himself may lay the basis for pupil misbehavior. The teacher who is tactless, who is insecure and unsure of himself, who demands a showdown with every pupil, creates a flock of disciplinary problems.
6. What is the general rule for insuring good discipline in the classroom? Prevent misbehavior from arising in the first place, as much as humanly 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.

Conclusion: All teachers should handle their own disciplinary problems. If the help of the principal is needed go to him for a conference. Explain the specific problem to the principal and ask for advice. In that way, the teacher is handling his own problems and is gaining the respect of all the pupils. This is the only way to "keep face" before your class.

I have asked and answered these question before but I feel that due to thier importance they should be brought to your attention at this time.

Erskine Mills, Principal

TEACHER CAMPUS DUTY AND LUNCH ROOM PROCEDURE

Campus duty will rotate each week.

A LUNCH
Mr. Baker
Mrs. Barrow
Mr. Cooper
Miss Griffin
Mrs. Hancock
Mr. Lee
Mrs. Martindale
Mr. Palmer
Miss Spell
Mrs. Stubbs
Mr. Voyles

B LUNCH
Mr. Bronson
Miss Clifton
Miss Dorminy
Mrs. Lee
Mr. Morar
Mr. Morris
Mrs. NeSmith
Miss Rawls
Mrs. Suber

Home rooms will go to lunch in this order. The time will move up one place each week. The teacher having ground duty will eat first. Each teacher is responsible for notifying the teacher that follows his or her class. Send for the next class as the end of your class reaches the entrance to the lunch room.

MORNING BUS DUTY

Mr. Alderman
Mr. Cook
Mr. Hall

This duty consists of being at the unloading area and supervising the activity.

SCHEDULE OF SCHOOL DAY

8:25--TEACHER'S BELL--All teachers are asked to be in their respective buildings by the time this bell rings.

8:30--WARNING BELL

8:35--BEGINNING OF SCHOOL DAY

8:40--TARDY BELL

8:45-- DISMISS FROM HOME ROOMS

8:50--1st. Period Begins

9:40--1st. Period Ends

9:45--2nd. Period Begins

10:35--2nd. Period Ends

10:40--3rd. Period Begins

11:30--3rd. Period Ends--GRADES 1-6 GO TO LUNCH

11:35--4th. Period Begins

12:25--4th. Period Ends

-- "A" LUNCH PERIOD BEGINS GRADES 9 & 10

12:55--"A" Lunch Period Ends

1:00--5th. Period Begins--GRADES 7 & 8 GO TO LUNCH

1:50--5th. Period Ends

-- "B" LUNCH PERIOD BEGINS GRADES 11 & 12

2:15--"B" Lunch Period Ends

2:20--6th. Period Begins

3:10--6th. Period Ends--BUS STUDENTS LEAVE

3:15--Students with cars leave

3:30--Normal school day ends for teachers.

CLASS SCHEDULE---CENTRAL HIGH SCHOOL---1960-61

TEACHER	HOMR. RM. 8:35-8:45	1 8:50-9:40	EM.	2 9:45-10:35	3 10:40-11:30	4 11:35-12:25	12:25-12:55	1:00-1:50	1:50-2:15	6 2:20-3:10
Mr. Shelley		Guidance	OFFICE	Guidance	1st. Dr Ed	2nd. Dr Ed	Guid.	Guidance		Guidance
Mrs. Highsmith		Library		Library	Library	Library	Lib.	Library		Library
Mr. Bois		Band		Band	Band	Band		Band	LUNCH 1:15h. & 12:15h. GIRLS BASKETBALL TEAM DURING EASON	Band
Mrs. Stubbs	10-S	Typing I	13	Typing I	S'band I	Typing I	Typing Lab	Typing Lab		Lab. P. Typing
Miss Griffin	10-C	Biology	17	Biology	Biology	Lab. Prep.		Biology		Biology
Mrs. Lee	11-F	Lab. Prep.		Home Ec. 3	Home Ec. 3	Home Ec. II		Home Ec. I		Home Ec. IV
Mr. Cooper	10-C	Eng. II	4	Eng. II	Study Hall	Eng. II		Eng. II		Eng. II
Miss Clifton	12-G	Eng. III	14	Eng. III	Lit. Meet.	Speech		Eng. III		Eng. III
Mr. Moran	12-M	Eng. IV	23	Eng. IV	Lit. Meet	Eng. IV		Eng. IV		Speech
Miss Derminy	11-D	W. Hist.	25	W. Hist.	W. Hist.	W. Hist.		W. Hist.		Yearbook
Mr. Broxson	11-B	Am. Hist.	5	Study Hall	Am. Hist.	Am. Hist.		Eng. I		Am. Hist.
Mrs. Martindale	10-M	Lab. Prep.		Algebra II	Alg 2, Trig	Plane Geom		Alg. II		Plane Geom.
Mr. Hall		P. E.		P. E.	P. E.	1st. 12-Health 2nd. 9-Health		P. E.		Athletics
Mr. Cook		P. E.		P. E.	P. E.	P. E.		P. E.		Athletics
Mrs. Hancock	9-II	Ref. Math	21	Gen. Math	Gen. Math	Ref. Math		Gen. Math		Study Hall
Mr. Sewell		Voc. Shop		Voc. Shop	Voc. Shop				ORIENTATION	
Mrs. Suber	11-S	Gen. Bus.	10	S'hand II Fil & B. Eng	Typing II	Typing II		Lab. Prep. B'keep. I		B'keep. I Lab. Prep.
Mrs. NeSmith	12-N	Gen. Sc.	7	Chemistry	Chemistry	Gen. Sc.		Lab Prep		Gen. Sc.
Mr. Baker	10-B	Physics	L2	Gen. Sc.	Gen. Sc.	Study Hall		Gen Sc		Lab. Prep.
Mr. Alderman		1st. 9-Health	3	1st. 9-Health	1st. 9-Health	1st. P.E.		1st. Health		1st Athletics
		2nd. 12-Health	3	2nd. 12-Health	2nd. 12-Health	2nd. P.E.		2nd. 9-Health		2nd Athletics

CLASS SCHEDULE--CENTRAL HIGH SCHOOL COMPT.

TEACHER	HOME RM.	1	2	3	4	5	6
Mr. Voyles	9-V	1st. Gov.	1st. Gov.	1st. Gov.	1st. Gov.	1st. Civics	1st. Study Hall
Miss Smell	9-S	Home Ec. I	Home Ec. I	Home Ec. I	Home Ec. I	Home Ec. I	Home Ec. I
Mrs. Barrow	9-B	English I	English I	English I	English I	Study Hall	English I
Miss Rawls	12-R	Study Hall	Algebra I	Algebra I	Algebra I	Algebra I	Algebra I
Mr. Morris	11-M	Spanish I	Spanish II	Latin I	Lab. Prep.	Branch II	Latin I
Mr. Palmer	9-P	Gen. Shop	Lab. Prep.	Voc. Ag. I	Gen. Shop	Voc. Ag. 3rd	Projects
Mr. Lee	9-L	Voc. Ag. II	Voc. Ag. I	Gen. Shop	Lab. Prep.	Voc. Ag. IV	Projects

✓ Mills

LUNCH 9th. & 10th. GRAD'S
ORIENT. TRON STUDENTS
FOOTBALL BOYS

LUNCH 11th & 12th GRAD'S
GIRLS BASKETBALL TEAM

1. AT THE START OF THE FOURTH PERIOD THE ELEMENTARY GRADES WILL START THEIR LUNCH PERIOD.
2. At the beginning of A Lunch Period all students will return to their home room; EXCEPTION . . . 9th or 10th grade section that is eating first for that week, they will proceed directly to the lunch room. Their Homeroom Teacher will meet them there. The other 9th or 10th grade sections will eat according to the rotating schedule and during the A Lunch Period.
3. AT THE START OF THE FIFTH PERIOD THE 7TH & 8TH GRADES WILL START THEIR LUNCH PERIOD.
4. At the beginning of B Lunch Period, ALL STUDENTS will return to their home room; EXCEPTION . . . 11th or 12th GRADE SECTION that is eating first for that week. They will proceed directly to the lunch room. Their home room teacher will meet them there. The other 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 lunch room 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

SUPPLY 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.

CENTRAL SCHOOL.....1960-61

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 morning until the morning bell rings. Students should go directly to their home room when they arrive at school after the morning 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 week 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 not to sit in cars during the school day.
6. Smoking isn't 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.

CLASS ROOMS

1. Windows and blinds are to be handled by the class room teacher. Students are not to adjust windows and 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 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.

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 home room 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.

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 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, 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.

HIGH SCHOOL PROMOTIONS

1. High school students above the 9th grade 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 as follows:

Minimum of 3.5 units to be a Sophomore
8.0 units to be a Junior
12.5 units to be a Senior

2. Promotion is based in high school entirely on the total number of standard units earned.

3. Students above the grade of the 9th may elect to make 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.

REPORTING MISCONDUCT OF STUDENTS AND THE METHOD OF GETTING A GRADE IN CONDUCT.....

This year we will use a demerit system of marking off for misconduct. It will function in this manner.

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

Each demerit will subtract one point from a student's conduct grade---starting at 95; ie, a student gets ten (10) demerits:

$$\begin{array}{r} 95 \\ -10 \\ \hline 85 = B \text{ in conduct} \end{array}$$

The demerit slip REPORT OF MISCONDUCT must be filed in the office and placed in the hands of each Home Room Teacher.

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 Assistant Principal.

All teachers are urged to use good judgement 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 slip.

HONOR ROLL

Honor Roll lists are due in on Friday. The basis for deciding Honor Roll is as follows:

Students taking four (4) Academic subjects...2 A's & 2 B's or better.

Students taking five (5) Academic subjects...2 A's & 3 B's or better.

No student making a C is eligible for the Honor Roll.

DROP-OUTS

Count as a Drop-out any child between ages 6-13 who has quit school and signed in our school attendance area.

Show age of Drop-outs as of date school attendance stops.

Total number of Drop-outs should show from the ditto forms placed in back of book.