

WELCOME TO

CENTRAL HIGH SCHOOL

1961-1962

(Note: 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 1962-63 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 members 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 whom should be retained; among the criteria to be considered shall be efficiency, competence, character, and capacity to meet the educational needs of the community.

QUESTIONS TEACHERS MOST FREQUENTLY ASK 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 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 responsibility 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 the children?

No, the teacher 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 this 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 questions before but I feel that due to their importance, they should be brought to your attention at this time.

Erskine Mills, Principal

TEACHER CAMPUS DUTY AND LUNCHROOM PROCEDURE

Campus duty will rotate each week. Homerooms will go to lunch in the order listed below. 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.

A LUNCH

Mrs. Barrow
Mrs. Goolsby
Miss Griffin
Mr. Highsmith
Mrs. A. Lee
Mr. Lee
Mr. Lovett
Mr. Palmer
Mr. Phillips
Mrs. P. Smith
Mrs. Stubbs

B LUNCH

Miss Clifton
Mr. Cooper
Miss Dorniny
Mrs. E. Lee
Mr. Morris
Mrs. McSmith
Mrs. Subar
Mr. Voyles

MORNING BUS DUTY -- (This duty consists of being at the unloading area and supervising the activity).

Mr. Alderman
Mr. McClung

TARDY-ABSENTEE EXCUSES

Mr. Hall

OVER-ALL LUNCH PLAN

1. At the beginning of FOURTH PERIOD (11:35 A. M.) ELEMENTARY GRADES WILL START THEIR LUNCH PERIOD.
2. At the beginning of A LUNCH PERIOD (12:25 P. M.) all students will return to their home room; EXCEPTION: . . . 9th and 10th grade section eating first for that week 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 beginning of B LUNCH PERIOD (1:50 P. M.), ALL STUDENTS will return to their home room; EXCEPTION: . . . 11th or 12th GRADE SECTION that is eating first for that week will proceed directly to the lunch room. Their Homeroom Teacher will meet them there. The other 11th or 12th grades will eat according to the rotating schedule.
4. AT THE BEGINNING OF FIFTH PERIOD (1:00 P. M.) 7th and 8th GRADES WILL START THEIR LUNCH PERIOD.

Note: The teacher eating first each week is the GROUND DUTY TEACHER of the SOUTH CAMPUS.

HOME ROOM TEACHERS WILL GO TO LUNCH WITH THEIR CLASS AND SUPERVISE THEIR DINING HABITS.

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

ELEMENTARY (grades 1 through 6) SCHOOL LUNCH WITH $\frac{1}{2}$ PINT OF MILK.....25¢

JUNIOR HIGH AND HIGH (grades 7 through 12) SCHOOL LUNCH WITH $\frac{1}{2}$ PINT OF MILK..30¢

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

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- FIRST PERIOD BEGINS

9:40- FIRST PERIOD ENDS

9:45- SECOND PERIOD BEGINS

10:35- SECOND PERIOD ENDS

10:40- THIRD PERIOD BEGINS

11:30- THIRD PERIOD ENDS

11:35- FOURTH PERIOD BEGINS

12:25- FOURTH PERIOD ENDS --"A" LUNCH PERIOD BEGINS (GRADES 9 and 10)

12:55- "A" LUNCH PERIOD ENDS

1:00- FIFTH PERIOD BEGINS --(GRADES 7 and 8 GO TO LUNCH)

1:50- FIFTH PERIOD ENDS -- ("B" LUNCH PERIOD BEGINS--GRADES 11 and 12)

2:15- "B" LUNCH PERIOD ENDS

2:20- SIXTH PERIOD BEGINS

3:10- SIXTH PERIOD ENDS (BUS STUDENTS LEAVE)

3:15- STUDENTS WITH CARS LEAVE

3:30- NORMAL SCHOOL DAY ENDS FOR TEACHERS

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PERIOD	TIME	SUBJECT	TEACHER
PERIOD 1	8:30 - 9:40	Subject - None	McHale
PERIOD 2	9:45 - 10:35	Subject - None	McHale
PERIOD 3	10:40 - 11:30	Subject - None	McHale
PERIOD 4	11:35 - 12:25	Subject - None	McHale
PERIOD 5	12:30 - 12:55	Subject - None	McHale
PERIOD 6	1:00 - 1:25	Subject - None	McHale
PERIOD 7	1:25 - 2:15	Subject - None	McHale
PERIOD 8	2:20 - 3:10	Subject - None	McHale

FACULTY CENTRAL HIGH AND ELEMENTARY SCHOOL 1961-1962

Principal Mr. Erskine L. Mills

Guidance Director Mr. Thaxton I. Shelley

Librarian Mrs. Honorine Highsmith

Band Director Mr. Richard Nels

Business Education....

10-S Mrs. Lola Stubbs Typing I, Shorthand I and II, Bookkeeping I
11-S Mrs. Wynette Suber General Business, Filing and Business English, Office Practice, Typing I and II

Science...

10-G Miss Beatrice Griffin Biology
12-N Mrs. LuNedra McSmith Physics, Chemistry, General Science
 Mr. Jerry Alderman General Science (Girls Basketball Coach and Assistant Football Coach)

Home Economics...

9-IE Mrs. Martha Lee Home Economics I and II
11-I Mrs. Willodene Lee Home Economics I, III, and IV

English...

10-R Mrs. Katherine Garrow English I
10-L Mr. Virgil Lovett English II
9-C Mrs. Jan Coolsty English III, Speech
12-Co Mr. Randall Cooper English I and IV

Social Studies...

11-D Miss Betty Dorniny World History (Annual)
12-V Mr. Jimmy Voyles American History, Civics and World Geography, (Assistant Football Coach)
9-P Mr. Cecil Clayton Phillips, Jr. Civics and World Geography

Mathematics.....

12-G1 Miss Lilla Clifton Algebra I, Government
10-H Mr. Larry Highsmith Algebra II and III, Plane Geometry, Trigonometry
9-S Mrs. Sara Bell Smith General Math, Refresher Math

Foreign Language...

11-M Mr. Scott Morris, Jr. Spanish I, II, III, and French I and Latin I

Vocational....

9-IE Mr. Elmo Lee General Shop, Vocational Agriculture I
9-PE Mr. Elmo Palmer General Shop, Vocational Agriculture II, III, IV
 Vocational School Vocational Shop, Trade Orientation

Physical Education...

Mr. Jerry McClung Physical Education (Boys Football Coach, Baseball)
Mr. Sherman Hall Physical Education (Boys Basketball Coach, Assistant Football Coach, Track)

JUNIOR HIGH

7-M Mrs. Margaret McClung Mathematics
7-S Mrs. Elizabeth Stanford Social Studies
8-S Mrs. Dorothy Smith Science
8-V Mr. Eugene Vinson English

ELEMENTARY

First Grades	Mrs. Esther King Mrs. Virginia Redding Mrs. Doris Smith
Second Grades	Miss Janet Cook Mrs. Elizabeth Frederick
Third Grades	Mrs. Katherine Bulloch Mrs. Myrtle Nolen
Fourth Grades	Mrs. Betty Duncan Mrs. Esther McLendon
Fifth Grades	Mrs. Elsie Gibson Mrs. Ruth Lawrence
Sixth Grades	Mrs. Inez Rountree Mrs. Sara Scott

EXCEPTIONAL CLASSES: Miss Eunice Singletary
Mrs. Sara Stanaland

Piano Instructor and Choral Director Mrs. Lewis Burnett

Office Secretary Miss Darlene Parramore

Business Manager Mrs. Eleanor Greene

CENTRAL HIGH AND ELEMENTARY SCHOOL POLICIES...1961-1962

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... This school does not approve of young marriages. We feel that marriage responsibilities are too great for the immature person. We do feel that an education is most important and will not be denied a married student under the following provisions:

1. They must be able to graduate within a reasonable length of time.
2. They must maintain acceptable academic progress.
3. Their conduct must be excellent at all times.

Note: READ TO STUDENTS

SUPPLY AND TYPING FEES

GRADES.....1 through 6.....\$4.00 per year.....\$2.00 per semester

GRADES.....7 through 12.....NO FEE. Students may purchase supplies from the school store or wherever they desire.

TYPING FEE.....\$3.00 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 textbook allotment.

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....2 (two) A's and 2 (two) B's or better.
Students taking five (5) academic subjects....2 (two) A's and 3 (three) B's or better.

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 6-18 who has quit 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 ditto forms placed in back of attendance registers.

CENTRAL SCHOOL.....1961-1962

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 a 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. Students are 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 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 nor 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

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

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

TEXTBOOKS

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 on busses 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; i.e., a student who gets ten demerits: $95 - 10 = 85 = B$ 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 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 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.

CENTRAL HIGH AND ELEMENTARY SCHOOL

.....EXPLANATION OF PROMOTED, CONDITIONED AND RETAINED

1. PROMOTED Students who pass all subjects taken are to be listed in the promoted section.
2. CONDITIONED Students who fail some work but still qualify to be promoted (in High School on credits earned; ie, 3.5 units to be a Sophomore, 8 units to be a Junior, and 12.5 units to be a Senior). These students should be listed in the conditioned section with the name and the subject they failed and the semester they failed it.
3. RETAINED Students who fail enough work to disqualify them for promotion to the next grade level should be listed in the retained column along with the subjects failed and the semester they failed it.

GRADES 1 through 8... Students are promoted if they have a passing average.

CONDITIONED STUDENTS are those who do not have a passing average, but have failed only one subject.

RETAINED STUDENTS are those who do not have a passing average, and have failed two or more subjects.

NOTE: Please see Mrs. King if you are in doubt.

SUMMER SCHOOL

HIGH SCHOOL Any student may take one and one-half units of repeat work.

Elementary SCHOOL... Students who are conditioned may remove condition in summer school. Retained students cannot.

Erskine L. Mills

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 are designated as follows: Minimum of 3.5 to be a Sophomore, 8.0 to be a Junior, 12.5 to be a Senior.
2. Promotion is based in high school entirely on the total number of units earned.
3. Students above the 9th grade may elect to take five units of work provided he or she have an average of "B" or better, or if they need the additional units to fulfill the requirements for graduation.