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Student Parent Handbook - Westfield Schools

Vergil Gregg

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Student Parent Handbook - Westfield Schools

(TITLE)

BY

Vergil Gregg
B. S. in Ed., University of Illinois
M. S. in Ed., Eastern Illinois University

THESIS

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF

Specialist in Education

IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY
CHARLESTON, ILLINOIS

1970

YEAR

I HEREBY RECOMMEND THIS THESIS BE ACCEPTED AS FULFILLING
THIS PART OF THE GRADUATE DEGREE CITED ABOVE

DATE

ADVISER

1970

DATE

L. M. Hamand, Dean

DEPARTMENT HEAD

Student Parent Handbook

Westfield Schools

By

Vergil Gregg

Submitted In Partial Fulfillment
of the Requirements
for the Degree of

Specialist in Education in
Educational Administration

1970
Year

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INTRODUCTION

The school personnel and board of education of Westfield Public School extend a hearty welcome to all students and parents. We sincerely hope that every student will become an important part of Westfield Public School and will avail himself of every opportunity to obtain satisfactory educational experiences. Every attempt will be made to advise and aid students toward this goal.

We are proud of the Westfield Public School. We also believe that, as educators, we are in a tremendously worthwhile business. We have a joint responsibility to the pupils entrusted to our care and to the citizens who maintain the Westfield Public School.

The purpose of this handbook is to serve as a source of information on school policies and school activities. Students and parents are encouraged to visit the school and discuss their problems with any member of the faculty. The office door is always open.

WESTFIELD HIGH SCHOOL

BOARD OF EDUCATION

1969-70

Robert Lang, President	967-3234
Doit Biggs, Secretary	967-3325
Frank Bensley, Member	967-4612
Bill Garver, Member	967-3333
John Evans, Member	967-3321
Larry Wilhoit, Member	967-3366
Fred McVey, Member	967-3372

WESTFIELD GRADE SCHOOL

BOARD OF EDUCATION

1969-70

John Evans, President	967-3321
Doit Biggs, Secretary	967-3325
Ed Kusterman, Member	967-3393
Bill Garver, Member	967-3333
Robert Lang, Member	967-3234
Larry Wilhoit, Member	967-3366
Fred McVey, Member	967-3372

Treasurer of Westfield Public Schools - Ruth Ann Bennett

EMPLOYEES OF WESTFIELD SCHOOLS

Grade School Custodian - Allen Connelly
 High School Custodian - Orval Wheeler
 Bus Drivers - Eugene Wilhoit, Orval Wheeler, John Grant
 Sub Bus Drivers - Allen Connelly, Charles Little
 Cafeteria Cooks - Martha Parker, Deloris Limes
 Sub Cook - Virginia Melton
 School Treasurer - Ruth Ann Bennett
 School Secretary - Bette Lamb

1969-70

Vergil Gregg
University of Illinois B.S.
Eastern Illinois University M.S.

Larry Boston
University of Illinois B.S.
Northern Illinois University M.S.

Helen Andrews
Eastern Illinois University B.S.
Indiana State College M.A.

William Bailey
Eastern Illinois University B.S.

Carl Barnett
Murray State College B.S.

Donna Coartney
Eastern Illinois University B.S.

Linda Cottingham
Eastern Illinois University B.S.

Karen Doty
Eastern Illinois University B.S.; M.S.

Ruth Hacker
Eastern Illinois University Certified

Jean Hutson
Eastern Illinois University B.S.

Charles Little
Ouachita Baptist University B.A.
Eastern Illinois University B.S.

Shirley McKinney
Eastern Illinois University B.S.; M.S.

Mica Merryman
Eastern Illinois University B.S.

John Rinesmith
Eastern Illinois University B.S.

Richard Shields
Eastern Illinois University B.S.

Elizabeth Stoner
Eastern Illinois University B.S.

Amon White
Southern Illinois University B.S.
University of Illinois Graduate work

Ruby Young
Eastern Illinois University Certificate

CLARK COUNTY SCHOOLS CALENDAR

1969-70

AUGUST 1969

Monday, Aug. 25, District Workshops
Tuesday, Aug. 26, First day for pupils

SEPTEMBER 1969

* Monday, Sept. 1, Labor Day

OCTOBER 1969

Friday, Oct. 10, Eastern Division at Charleston

NOVEMBER 1969

* Tuesday, Nov. 11, Veteran's Day
Wednesday, Nov. 26, County Institute at Casey
* Thursday, Nov. 27, Thanksgiving
Friday, Nov. 28, Declared Holiday

DECEMBER 1969

Tuesday, Dec. 23, Vacation begins at close of school
* Thursday, Dec. 25, Christmas

JANUARY 1970

* Thursday, Jan. 1, New Years Day
Monday, Jan. 5, School resumes

FEBRUARY 1970

* Thursday, Feb. 12, Lincoln's Birthday

MARCH 1970

* Friday, March 27, Good Friday

APRIL 1970MAY 1970

Thursday, May 28, District Workshops
Friday, May 29, Last day of school

* Legal School Holiday

EDUCATIONAL PHILOSOPHY of the WESTFIELD SCHOOL

The educational philosophy of the Westfield Schools is to assist the boys and girls to become citizens in our democracy by the perpetuation of such standards as a society has approved in preparing youth for life for the present and the future, recognizing that teaching methods and pupil activities must be so planned as to develop techniques which will give promise of functioning when problems in life are confronted by them.

What the Westfield Public Schools are doing to assist pupils to live wholesomely in the areas of citizenship, conservation, health education, national affairs, international affairs, and a democracy:

1. Students are shown why America is great and what part they must play in the great democracy.
2. Advantages of a democracy are stressed. The evils of Communism and the dangers thereof are taught the students.
3. Citizenship is stressed at all times.
4. An attempt is made to teach the students to have an appreciation for the problems of peoples of other lands.
5. Good health practices are encouraged.
6. Students are taught that we must conserve our natural resources.
7. English writing and speech in correct form are encouraged.
8. Students are encouraged to expand their knowledge in the fields of Science and math where practical.
9. Students learn the forces in our country that are anti-social.
10. Good reading is encouraged. Current events are stressed.

11. Health is stressed through athletics and physical education programs.
12. Helping plan the students vocations and life's work.

ADA DAYS

August-September	25	days
October	22	"
November	16	"
December	17	"
January	20	"
February	19	"
March	21	"
April	22	"
May	20	"
TOTAL	182	days

NUMBER OF SCHOOL DAYS IN 9 WEEKS

1st nine weeks	August 25 to October 24	42 days
2nd nine weeks	October 27 to January 16	48 days
3rd nine weeks	January 19 to March 20	44 days
4th nine weeks	March 23 to May 29	48 days
	TOTAL	182 days

WESTFIELD HIGH ACTIVITY SCHEDULE

Tuesday	Sept. 2	First Period	Classes
Wednesday	Sept. 10	Second Period	Student Council
Thursday	Sept. 18	Third Period	F.H.A. - F.F.A.
Friday	Sept. 26	Fourth Period	Newspaper & Yearbook
Monday	Sept. 29	Fifth Period	Library & Athletic Clubs
Tuesday	October 7	Sixth Period	G.A.A.
Wednesday	October 15	Seventh Period	Classes
Thursday	October 23	Eighth Period	Student Council
Friday	October 31	Ninth Period	F.H.A - F.F.A.
Monday	Nov. 3	First Period	Newspaper & Yearbook
Tuesday	Nov. 18	Second Period	Library & Athletic Clubs
Wednesday	Dec. 3	Third Period	G.A.A.
Thursday	Dec. 11	Fourth Period	Classes
Friday	Dec. 19	Fifth Period	Student Council
Monday	Jan. 5	Sixth Period	F.H.A. - F.F.A.
Tuesday	Jan. 13	Seventh Period	Newspaper & Yearbook
Wednesday	Jan. 21	Eighth Period	Library & Athletic Clubs
Thursday	Jan. 29	Ninth Period	G.A.A.
Friday	Feb. 6	First Period	Classes
Monday	Feb. 9	Second Period	Student Council
Tuesday	Feb. 17	Third Period	F.H.A. - F.F.A.
Wednesday	Feb. 25	Fourth Period	Newspaper & Yearbook
Thursday	March 5	Fifth Period	Library & Athletic Clubs
Friday	March 13	Sixth Period	G.A.A.
Monday	March 16	Seventh Period	Classes
Tuesday	March 24	Eighth Period	Student Council
Wednesday	April 1	Ninth Period	F.H.A. - F.F.F.
Thursday	April 9	First Period	Newspaper & Yearbook
Friday	April 17	Second Period	Library & Athletic Clubs
Monday	April 20	Third Period	G.A.A.
Tuesday	April 28	Fourth Period	Classes
Wednesday	May 6	Fifth Period	Student Council
Thursday	May 14	Sixth Period	F.H.A. - F.F.A.
Friday	May 22	Seventh Period	Newspaper & Yearbook
Monday	May 25	Eighth Period	Library & Athletic Clubs

REGISTRATION

Curriculum for 1969-70 School Year

FRESHMAN

Algebra I*	Agriculture
Biology*	Band
English I*	General Business
Physical Ed.*	Home Economics I
	Remedial Reading
	Spanish I
	Art Appreciation

SOPHOMORE

Driver Training*	Agriculture
English II*	Band
Physical Ed.*	General Business
	Geometry
	Home Economics II
	Remedial Reading
	Spanish II
	Typing I
	Vocal Music
	World History
	Art Appreciation

JUNIOR

English III*	Agriculture
Physical Ed.*	Algebra II
U.S.History*	Band
	Bookkeeping
	Home Economics III
	Chemistry
	Remedial Reading
	Shorthand I
	Spanish
	Vocal Music
	Art Appreciation

English IV*	Agriculture
Government*	Band
Physical Ed.*	Bookkeeping
	Math IV
	Office Practice
	Chemistry
	Remedial Reading
	Spanish
	Vocal Music
	Home Economics IV
	Art Appreciation

(English IV may be an elective)

*Required subjects

FACULTY	1) 8:10 8:52½	2) 8:55 9:37½	3) 9:40 10:22½	4) 10:25 11:07½	5) 11:10 11:52½	11:55 12:40	6) 12:40 1:20	7) 1:22½ 2:02½	8) 2:05 2:45	9) 2:47½ 3:27½
Mrs. Andrews	Library	English II R 203	English III R 203	English I R 203	Study Hall	Lunch	Library	Lesson Planning	English IV R 203	Study Hall
Mr. Bailey	Physics R 106	Physics Lab. T-TH R 106	Science Grade 6 R 106	Math Grade 6 R 101	Science Grade 7 R 106	"	Lesson Planning	Science Grade 5 R 106	Study Hall	Science Grade 8 R 106
Mr. Barnett	Study Hall	Soc. Studies Grade 7 R 306	World History R 306	U S History R 306	Soc. Studies Grade 8 306	"	Lesson Planning	American Government R 306	Boys P.E. M-W-F Gym Grades 6-8	Boys P.E. T-F Gym Grades 9-12
Mr. Boston	Office	Biology R. 207	Study Hall	Office	Lunch	Supr.	Study Hall	Driver Education R 204	Office	Office
Mrs. Cottingham	K I N D E R G A R T E N				Art Appreciation R 204	Lunch	Grade Building Art	Grade Building Art	Art 7-8 Boys T-TH Grls M-W-F	Art R 204 5th T-TH 6th M-W-F
Mr. Gregg	Agriculture R 306	Guidance	Office	Office	Guidance	"	Office	Guidance	Office	Office
Mrs. Hacker	L. A. Grade 5 R 206	L. A. Grade 5 R 206	Lesson Planning	Math Grade 5 R 206	Spelling Grade 5 R 206	"	L. A. Grade 6 R 101	L. A. Grade 6 R 101	Lesson Planning	Health R206 5th M-W-F 6th T-TH
Mrs. Hutson	General Business R 302	Shorthand I R 302	Shorthand II R 302	Office Practice R 302	BKKG R 302	"	Lesson Planning	Study Hall	Typing I R 302	Lesson Planning
Mr. Little	Remedial Reading R 205	Remedial Reading R 205	Remedial Reading R 205	Remedial Reading R 205	Remedial Reading R 205	"	Grade Building	L. A. Grade 8 R 203	Remedial Reading R 205	Remedial Reading R 205
Mrs. McKinney	Mathematics Grade 8 R 207	Study Hall	Mathematics IV R 207	Geometry R 207	Lesson Planning	"	Lesson Planning	Algebra II R207	Algebra I R 207	Mathematics Grade 7 R 207
Mrs. Merryman	L. A. Grade 7 R 203	Speech Correction	Speech Correction	Speech Correction	Speech Correction	"				Chorus
Mr. Rinesmith	Individual Lessons R 104	Individual Lessons R 104	Individual Lessons R 104	Music 7 T-TH Mixed W	Individual Lessons	"	Band R 104	Individual Lessons R 104	Individual Lessons R 104	Boys M-T Girls T-TH Mixed W
Mr. Shields	Spanish II R 209	Soc. Studies Grade 6 R 101	Phys. Ed. Grade 5 Gym	Spanish Grade 7 T-F Grade 8 M-TH R 209	Spelling Grade 6 R 101	"	Soc. Studies Grade 5 R 206	Spanish I R 209	Supervised Study Grade 6	Lesson Planning
Mrs. Stoner	Home Ec. H.S. R 204	Home Ec. Lab R 204 Assigned	Home Ec. Grade 8 R 204	Study Hall	Family Living R 208	"	Grade Building P.E.	Grade Building P.E.	Girls P.E. T-TH Grade 6-8	Girls P.E. M-TH Grade 9-

TEXTBOOKS USED IN THE WESTFIELD HIGH SCHOOL

1969-70

FRESHMAN:

English In Action I - D.C.Heath	Rental	\$1.25
Workbook - Modern English In Action		1.60
Adv. In Reading - Harcourt,Brace & World	Rental	1.00
Algebra I - Van Nostrand	Rental	1.00
Biology The Living World - Ginn & Company	Rental	1.00
General Business - South Western	Rental	1.25
Workbooks to Accompany General Business		2.10
El Camino Real (Spanish)-Houghton Mifflin	Rental	1.00
Charge for Home Ec and Agriculture		1.00
Mathematics In Daily Use - Heath	Rental	1.00
Art Appreciation		1.00
Basic Musicianship Vol. I - Steiner		.50

SOPHOMORE

English In Action II - D.C. Heath	Rental	1.00
Workbook Modern English In Action		1.60
Exploring Life Through Literature - Scott Foresman	Rental	1.00
Let's Drive Right - Scott Foresman	Rental	1.00
20th Century Typing - South Western	Rental	1.00
World History - Ginn & Company	Rental	1.00
Geometry - D. Van Nostrand	Rental	1.00
Hablar Y Leer (Spanish II)	Rental	1.00
Entender Y Hablar - Holt, Rinehart & Winston	Rental	1.00
Art Appreciation		1.00
Basic Musicianship Vol. I - Steiner		.50

JUNIOR

English In Action III - D.C. Heath	Rental	1.00
Workbook Modern English In Action		1.60
Literature In America - Ginn & Company	Rental	1.00
20th Century Bookkeeping & Accounting	Rental	1.00
Workbook for Bookkeeping		1.20
Gregg Shorthand - McGraw Hill	Rental	1.00
U. S. History	Rental	1.20
Algebra & Trigonometry Book 2	Rental	1.00
Physics An Experimental Science	Rental	1.70
Art Appreciation		1.00
Basic Musicianship Vol. I		.50

SENIOR

English Literature - Scott Foresman	Rental	1.50
English In Action IV - D.C. Heath	Rental	1.00
Workbook Modern English In Action		1.60
American Government - Allyn & Bacon	Rental	1.00
Math 12	Rental	1.00
Gregg Shorthand - McGraw-Hill	Rental	1.00
Clerical Office Practice - South Western	Rental	1.00
Laboratory Materials	Rental	1.30
Art Appreciation		1.00
Basic Musicianship Vol. I		.50

INCLUDE IN BOOK RENTAL -

Hall lock rental .75

Goggles for Science class .75

VALEDICTORIAN AND SALUTATORIAN AWARDS

These awards are given each year to the two top ranking students of the graduating class with the highest scholastic average.

D.A.R. AWARD

Each year a good citizen award is presented to a senior girl by the Daughters of the American Revolution, Clark County Chapter. Qualities recognized for these awards are:

Dependability---truthfulness, honesty, punctuality

Service---cooperation, helpfulness, responsibility

Leadership---personality, self-control, initiative

Patriotism---unselfish loyalty to American ideals

Members of the senior class nominate three girls by secret ballot for these awards. The high school faculty votes the final selection from these candidates by secret ballot.

LITERARY AWARD

A Literary Award is given each year to the outstanding student in the Westfield High School as far as English Composition is concerned. These students are judged by a screening committee in the English department who in turn has a three member committee to make the final choice. This award is presented each spring.

AMERICAN LEGION AWARDS

Each year the American Legion presents to the outstanding boy and girl citizen in the graduating class a medal. Members of the class choose the boy and girl who in their opinion possess the qualities of courage, service, leadership, scholarship, and good citizenship.

DANFORTH AWARD

This award is given each year to the outstanding boy and girl chosen by his classmates and the faculty at Westfield High School. It is based upon criteria of "Stand tall; Smile tall; Think tall; and Live tall."

TRANSFERS

Any student who does not live in the Westfield High School district may not attend Westfield Schools until he arranges with the Superintendent to do so. Any student who lives in the Westfield district with a person other than his legal parents or guardian may not attend Westfield School until he makes the proper arrangements with the Superintendent's office.

A student who moves from one district to another must secure written permission in the form of a transfer from his former Principal or Superintendent.

TUITION STUDENTS

A student who lives outside the Westfield district must present a transfer from the district in which he lives at the beginning of the fall term with the Principal or Superintendent. The tuition may be paid at one time or at the beginning of each semester. The tuition fee must be equal to the per capita cost of the district he plans to attend.

FEES AND RENTALS

Books

Rental fees on books will be collected the first two days of school and are based on the subjects the student will carry. The fees are based on prices of books in order to pay them out in a four to five year period.

Lockers

A locker fee of seventy-five cents is charged each student at the beginning of the school year with a twenty-five cent refund given at the end of the year if lock is returned to office.

ATTENDANCE

Regular attendance is one of the requisites of a good student. When a student is absent all day, he loses recitation of the day of absence and the preparation for the day of return. Moreover, carelessness in attendance may indicate carelessness in other ways. Students who are regular in attendance make better grades, enjoy school to a higher degree, and are more aware of the entire school picture. Absence may be considered excused, permits excused, or turancy.

According to Illinois school law the only absence which may be considered "excused" absences are for: a student's personal illness and death in the immediate family. A permit absence is an absence with the parents' permission for some reason other than personal illness or death. It may be the death of a dear friend or a relative not in the immediate family or for other family reasons. Students who have excused or permit absences may be allowed to make up work missed. An absence is considered "unexcused" if the student goes out of town for pleasure or for other reasons left up to the decision of the Principal or Superintendent. For truancy and unexcused absences the student is not permitted credit for work made up.

School authorities have found that the greatest reason for failure in school subjects, poor grades, and failure to adjust in the school situation is irregular attendance. One of the first questions asked by employers seeking workers concerns absenteeism. If you wish

to succeed in school and later at work, be regular in attendance and be punctual.

PERMITS AND ADMITS

If it is necessary for you to be absent for one period one day, or more, for reasons other than personal illness or death, you should bring a written request from your parents to the Principal or Superintendent prior to the anticipated absence.

If you wish to work under the direction of a teacher during a study period you should secure a permit blank from that teacher and present it to the study hall teacher before the period begins.

TARDINESS

You are counted tardy if you are not in your seat when the bell rings. For tardiness to other periods in the day an admit from the Principal, Superintendent or the teacher who detained you will be required for admittance to the next class period.

ABSENCES

If it is necessary for a student to be absent from school, upon his return he must bring a written note from his parents or guardian stating the time of and specific reason for the absence. An absence slip will be given each student, which will be plainly checked as an "excused" permit or "unexcused", which must be signed by all the teachers with which the student has classes and returned to the office.

CONSENT BLANKS

In case of a class or group field trip sponsored and supervised by the school, the student must have his parents complete and sign a "consent blank" furnished by the school for such purposes. This blank when filled out must be returned to the teacher in charge one day prior to the trip. All blanks will then be filed with the Principal. The other teachers should be notified of such trips by the

sponsor of the field trip by issuing an approved student list.

TELEPHONE

The school telephone is located in the main office and is for school business only. The telephone may be used before school and at the noon hour only, except in the case of an emergency or illness. In such case the student should ask permission of the teacher in charge.

CARS

Students driving cars to school will park their cars and leave them parked until after school is dismissed in the evening. Students will not be allowed to drive their cars or be in their cars during school hours unless permission has been approved by the Principal or Superintendent.

GENERAL INFORMATION

Student Load

Five subjects may be taken by students capable of carrying the work, providing they have a "B" average. The carrying of the fifth subject may be done only with the consent of the Principal or Superintendent after they have consulted with the Guidance Counselor.

DROPPING A SUBJECT

A subject may not be dropped during a semester unless permission is granted by the Principal or Superintendent, after consultation with the teacher concerned. A student must bring a written note from his parents approving the change. The grade the student is making at the time of the change will be recorded on the permanent record.

CHANGING OF COURSES

A change from one course to another cannot be made without a written request from a parent and with the approval of the Principal or Superintendent.

CREDITS

Full credit in all required subjects must be met to be eligible for graduation. Sixteen units of credit are required to meet the graduation requirements.

TESTING

Students are given a number of tests during their four years at Westfield. Some of the tests are required of all students and some are on a voluntary basis. All Freshmen are given Lorge Thorndike, all Sophmores, Test of Academic Progress, Juniors, Illinois State Wide test, and Seniors who plan to pursue further education on the college level should take the Preliminary Scholastic Aptitude Test and American College Testing Progress. Information concerning these tests as well as the results may be obtained from the Guidance Office.

CUMULATIVE RECORD

The cumulative record is a picture of the individual student's activities during his entire career in the Westfield Schools. On this record may be found: complete scholastic and educational tests administered according to the testing program; the family background a record of entrance and withdrawal of schools attended; present and former addresses; complete health record (including health test results); record of clubs; offices held; activities and honors received; and a rating of the student's personal and character traits.

REPORT CARDS

Report cards are issued to the students on nine weeks grading periods. These report cards are given to the students who in turn

take them home to the parents. A notice is placed in the local newspaper to the effect as to when the parents may expect these to be brought home. It is well for parents and students to study the information on the back of their report card.

Report cards and the honor roll

Report cards are given out each nine weeks grading period. The high school report card need not be returned as there is a permanent record in the school office. A progress report is sent to the parent at mid-quarter when their son or daughter is in danger of failing a course at that time. This gives the parents and pupil time to investigate reasons for failure and perhaps prevent such failure.

A scholastic honor roll is formulated at the end of each quarter and posted on plaques in the front hall. The names of the students on these plaques are arranged according to scholastic achievements. It is based on the grades of students who are enrolled in at least four subjects.

To receive honors a student must receive at least two A's, two B's, and no C's; or if carrying five subjects, he must receive at least three A's, two B's and no C's--to be eligible for honorable mention a student must receive a B average and no C's.

GRADING SYSTEM

We, here at Westfield feel that the grading system is one which follows the national trend to a great degree and have broken the system into the five following groups:

- "A" indicates unusual and exceptional accomplishment.
- "B" indicates superior achievement.
- "C" indicates average achievement to be expected of a great percentage of the student body.
- "D" indicates less than average success due to lack of ability, failure to use ability efficiently, or insufficient study.

"F" indicates failure for one or more of the above reasons.

The report card, issued at the close of each nine weeks period, also carries personal qualities which should be carefully reviewed so as to see where the student is having trouble or difficulty.

LOCKERS

Lockers are provided for all students. Assignments are made by the office. The locker assignments must be kept by the students unless a change is made by the office. Students are requested to keep their lockers locked and all items orderly inside. The locker is for the protection of the student's possessions. Articles should not be left outside the lockers. If you must go to your locker during a class period obtain a permit from the person in charge of the class you are leaving. Forethought in this matter will eliminate tardiness, congestion, and confusion in the hallways.

LIBRARY

The library is open for the use of students and faculty from 8:00AM to 4:00PM. Magazines, pamphlets, and pictures covering the interests of the various departments are on file and may be borrowed. History and references may be borrowed for reading on a one hour or overnight basis. The checking out of reference books for an over night duration must be cleared with the librarian. Other books are loaned for a fourteen day period as indicated on the date due slip in each volume.

The occupational file is kept up to date and material from this may be obtained by contracting the Guidance Counselor, who will help you to obtain materials on any occupation in which you are interested. The college catalogues help is also very complete. Students may take the catalogues home so that they may study them with their parents.

Ask the Librarian to help you find the material you need. The library is open during the noon period for reading and reference works.

STUDY HALL REGULATIONS

Students must be in their seats when the bell rings.

A student will not be admitted late to the Study Hall or Library without an admit from the office, counselor or teacher.

Students should come prepared to study and should keep in mind that the Study Hall is provided as a place for study of class assignments, related works and for no other purpose.

Students who wish to go to the library must get permission from the Study Hall teacher.

Students being excused from Study Hall should have an excuse on the Study Hall teacher's desk prior to the ringing of the bell.

Students should study independently at all times.

A student may be given permission to leave the Study Hall if a satisfactory reason for doing so is given the Study Hall teacher. At no time may two students leave the Study Hall at the same time for which to use the rest rooms.

The general rules and regulations for the Study Hall will follow the same practice as is followed in the class room.

FIRE DRILL

Fire drills are required by law. A fire drill must be kept serious and orderly. There must be no stopping for books, clothes, et cetera. You are not to run or walk too rapidly. There must be no pushing or blocking in the line moving out of the building. The following has been designated as areas of exit from the building.

Students on the third floor will use the fire escape. Students on the second floor who are in the two north rooms, the Home Economic

room or the Girls' rest room will use the north door. All other students will use the front door.

Students in the north east room of the first floor will use the north door. Students in the southeast room on the first floor will use the front door. All other students in the Cafeteria or the music room will use the exit in the cafeteria.

A natural walking pace will clear the building in satisfactory time. Our fire drills are a part of our regular school procedure and they must be carried out as such. Please move toward the exits at the first sound of the fire alarm bell.

DISASTER PREPAREDNESS PLAN

In the case of a tornado watch, principals, teachers and non-teaching personnel will be stationed at such locations as to be able to report the on coming of a storm at the earliest possible warning.

If it deems necessary for students to report to the safest part of the building the following procedures and locations will be used:

1. Grade 5 report to hallway by the Cafeteria
2. Grade 6 report to hallway by the Cafeteria.
3. Grade 7 report to hallway by the Cafeteria.
4. Grade 8 report at janitor's room, form a single file line.
5. Grade 9 report to middle hall south end east side.
6. Grade 10 report to middle hall south end west side.
7. Grade 11 report to middle hall north end east side.
8. Grade 12 report to middle hall north end west side.

Sponsors or home room teachers of each respective class will report immediately to the location to which his or her class has been assigned. Everyone will remain in their respective areas until the all clear has been given by the building principal or the super-

intendent. In no case is anyone to be permitted to go home unless so instructed by the parents.

There will be regular and routine tornado drills as part of the preparedness program. In all cases the drills will be conducted as if it were an actual alert.

LUNCH PROGRAM

All lunches, whether brought from home or purchased in the cafeteria are to be eaten in the cafeteria unless otherwise instructed.

DRESS ATTIRE

Good grooming is an important part of your total educational program, for neat clothes tell people more about you than any other single thing. All pupils are expected to dress modestly and sensibly at all times.

Girls are expected to wear feminine attire at all times, during school hours. In other words, shorts, jeans, or slacks should not be worn at school except in physical education classes. This regulation applies to girls of grades six through twelve.

Boys are expected to keep their shirts buttoned, their collars down, and their hair neatly combed. Unusual hair styles should be avoided.

Metal heel or toe caps on shoes should not be worn by students. They make extra noise and are harmful to the floors. Everyone should cooperate with the custodian in keeping the school building clean. In fact, the building should present a model appearance to any visitor of the school.

BUSES AND ARRIVAL TIME

Buses are provided for transportation, hence private care are not needed by students unless transportation is needed after practicing for sports. All cars driven by students will remain parked in front of the building during school hours. This includes the noon hour. Permission to move them must be received from the office.

School building will be open by 7:00A.M. each morning, but arrival time for students will not be till 8:00 A.M. If a student needs to study, or must arrive at school before this time, they are to stand inside the door or may go to a room assigned and devote this time to studying.

SCHOOL CONDUCT

1. Misconduct-Any pupil who is flagrantly disobedient, insubordinate, becomes a nuisance or creates a situation which tends to lower the moral standards of the school, may be suspended by the principal or the superintendent.
2. Notice of suspension-In each case of suspension the principal shall see that immediate notice of the same reaches the parent or guardian and the superintendent.
3. Reinstatement-Reinstatement of suspended pupils shall be upon such terms as the principal, superintendent and board shall determine.
4. Injury to school property-Any pupil who shall willfully destroy or injure school property shall be required to pay in full for such damage and for failure to do so, he may be suspended.

(b) No student or a parent of a student shall be held liable for accidental damage to school property during hours when school is in session. No smoking, drinking

of alcoholic drinks, swearing, vulgarity, et cetera will be permitted on school premises at any time. This includes extra-curricular activities. Offenders will be sent home.

5. Request for released time--Request for released time for dental and medical appointments are honored. Mutual understanding on this point is essential among parents, physicians, dentists, and school administrators if the best interest of the child is to be served. Appointments after school and on no school days are desirable. If circumstances may make that impossible, "what is best for the child" is the determining factor.

COURSE OF STUDY

Minimum requirements for graduation from Westfield Township High School are:

1. Four unit (four years) of English.
2. One unit (one year) of Mathematics.
3. One unit (one year) of Science.
4. One unit (one year) of American History.
5. One unit (one year) of Government.
6. Students are required to take four years of physical education. Upon presentation of a written medical statement, students will be placed in an adjusted physical education program.
7. Classroom instruction in Driver Education - all sophomores are required to take driver education. Students must have a minimum of thirty clock hours of classroom instruction plus six clock hours of behind the wheel training.

8. All students are required to pass the examination on the State and Federal Constitution.

RECOMMENDED COURSES FOR COLLEGE ENTRANCE

The College of Agriculture recommends three years of laboratory science, three years of mathematics and four years of English in high school.

The College of Business Education recommends four years of English and two years of mathematics.

The College of Engineering recommends that students have mechanical drawing, four years of mathematics, four years of English, and three years of laboratory science in high school.

Home Economics majors should take two years of mathematics, chemistry, and four years of English in high school.

Industrial Arts majors should take three years of mathematics, physics, and four years of English in high school.

PRACTICAL MATH

Practical Math is a course designed mainly for those students who do not wish to continue with higher mathematics. It is an extension of the principles studied in grade school mathematics, extending the ideas and concepts into fields of most practical worth to the student.

ALGEBRA I

Algebra I is actually generalized arithmetic and simplifies the transition into higher mathematics. Algebra I provides the basic foundation for all further studies in mathematics and leads to many new processes and operations which are only suggested by mathematics. Positive and negative numbers, equations and inequalities, factoring, graphy, ratio and proportion, square roots and radicals are some of the topics studied during the first year

mathematics course.

GEOMETRY

Plane Geometry is an orderly series of statements about points, lines and plane figures. Considerable attention is given to helping pupils understand the nature of deductive proof, the role of definitions and undefined terms, the meaning of and use of logical sequence and the requirements of necessary and sufficient conditions. This course is primarily a course in logical thinking providing opportunities whereby pupils may practice deductive reasoning in problem situations similar to those they meet in everyday living. Line and angles, triangles, parallel and perpendicular lines, circles, arcs, constructions and polygons are some of the topics studied and developed in the course.

ALGEBRA II

Algebra II is an advanced course in mathematics, using Algebra I as a base. It drills on basic conceptions in order to develop an understanding of principles as well as the mastery of the use of formulas and equations. Various topics studied offer a hint of ideas and principles to be developed in more advanced courses of mathematics.

MATH IV

Math IV is offered only to seniors who have completed three previous years of mathematics. It is offered for those students who wish to have a stronger background in mathematics and will be majoring in the math field or one which is closely related to mathematics. It is a year course which analytic geometry and calculus are explored and studied. Students enrolling in the course should be very good math students with a strong desire to continue in the field.

ENGLISH

English I

First year English is required of all freshmen as is all other English courses offered. Subject material in the course included work in review of grammar, spelling, punctuation, capitalization, and simple composition. Special concentration is given to the correct usage and the mechanics of basic grammar. A major concern or goal in the course is that students find fresh and creative ways of self expression through oral and written work.

English II

To communicate effectively and to understand the efforts of others to communicate to one another are two goals of language study. English II emphasizes the rules of grammar as basic to either goal; therefore a careful study of all the elements of grammar is offered. Sentence structure is emphasized. This is followed by a survey of all the areas of communication; speaking, listening, reading, and writing.

English III

There are two major objectives of this course. The first is to develop and improve the student's composition skills through the study of "model" essays, and through actual practice. The second objective is to survey and understand the major literary works of America and become familiar with the literary history of the United States.

English IV

This course has the same goals as the previous ones in English. It will consist of a survey of the elements of grammar, word study instruction and practice in research, writing, and speaking. The other major area of concentration will be in the study of English literature.

BIOLOGY

This is a required subject of all freshmen. Biology is the science which studies all living things, and is designed to acquaint the student with the relationship of all living things and all living processes to man. It is divided into two phases: the study of plants, and the study of animals. This course is accepted as a laboratory science for entrance into college.

CHEMISTRY

Chemistry, offered to juniors and seniors, is an introductory course which meets the basic requirements for students interested in nursing or college science. It introduces the basic concepts of inorganic and organic chemistry.

Students learn symbols, how elements combine through valence, equation solving in order to predict the outcome of certain combinations of elements and compounds, the techniques of handling chemical apparatus and materials, and through laboratory experiments the art of careful observation and recording of results.

PHYSICS

This course covers the four general areas of (1) methods and limitations of scientific measurement and discovery along with the description of the motion of bodies, (2) light, optics, and wave motion, (3) dynamic laws of motion (force, energy, planetary motion, gravitation, momentum, et cetera), and (4) electricity, magnetism, and modern physics.

The basic prerequisites for physics course are some competence with algebra and geometry.

SOCIAL SCIENCE

American History

This course is a study of the development of American history from the early explorers to the Space Age. Two important features

of this course are a study of the Constitution of Illinois and the Constitution of the United States. This is a required course because an understanding of the economic, political, and social events of the past should aid students to live more fully in the complex world of today. An understanding of this subject is a prerequisite to good citizenship.

Government

This course provided a detailed study of the structure organization, and functions of governments at the local, state, and national levels. Current government problems are emphasized and their methods of solution studied. Two important features of this course include a study of the Constitution of Illinois and the Constitution of the United States.

World History

This is a full year course which deals with man and his human relationships with the world in which he lives. This course will survey the great civilization of the world, with emphasis on their contribution to our lives today. A basic knowledge of our old world background gives the student perspective for a study of American History.

BUSINESS EDUCATION

Typing, shorthand, bookkeeping, office practice and General Business are full credit courses which may be taken as electives for college requirements.

Typing I

This beginning typewriting course is open to all sophomores. Work is provided in business letters, envelopes, postal cards, tabulated reports, manuscripts, and other business forms. Emphasis is placed on speed and accuracy.

Shorthand I

Open to juniors and seniors, this beginning shorthand course is beneficial to students interested in college as well as those who intend to enter the secretarial field. Emphasis is placed on the mastery of shorthand forms during the first semester. Most of the second semester is devoted to increasing the student's speed in writing new shorthand material.

Shorthand II

This course is open to seniors who wish to become more proficient in shorthand as well as increase their speed and skill in taking dictation. The course is designed for those students who do not intend to go on to further education but go to work upon completing high school.

Bookkeeping

This course is open to all juniors and seniors. Bookkeeping is designed to prepare the students for most of the bookkeeping operations which are found in the average business establishment. Emphasis is placed on the fundamentals essential to all bookkeeping systems.

Office Practice

This course is open to all juniors and seniors who have displayed competence in typing. This course is designed to emphasize the practical application of the business field.

General Business

This course is open to freshmen and sophomores. The aim of this course is to give the students a general understanding of the business world and the effect it have upon their lives. The students explore banking, budgeting, record keeping, using credit services, taking economic risks, using savings accounts, travel services, communication services, and transportation and shipping services.

INDUSTRIAL ARTS

Industrial Arts I

This course consists of areas of concentration in drawing, woodworking, and printing. An exploratory type program offering experiences in these areas gives the student a basis for later years in the field.

Industrial Arts II

Consisting of technical drawing and advanced woodworking this course also has an introduction to electricity.

AGRICULTURE

A general agriculture course is offered all four years. This is a course which is to acquaint the student with the agri-business world. This course also teaches how agriculture is no longer a farming operation, but is a very vital part of many related occupations. Full credit is given for each year completed.

HOME ECONOMICS

Home Economics I

The units covered in this course are grooming, personal relationship, color, simple clothing construction, management of housework, nutrition, planning and serving meals, manners, and care of young children.

Home Economics II

The second year includes canning and freezing, wise buying, digestion, planning meals, food preparation, family relationships, selection and construction of sewing.

Home Economics III and IV (Family Living)

This includes both boys and girls and is open to all seniors. The course includes units in getting along with others, marriage problems and adjustments, consumer economics, housing, care and guidance of children. This is a two semester, one credit course.

FOREIGN LANGUAGE

Spanish at Westfield is a basic two year course. The aim of language learning is to acquaint the student with the patterns of foreign language to the fullest extent possible at his level. We wish to train the student to understand Spanish when it is spoken (general skill); to speak it himself (oral skill); and within reasonable limits, to read it and write it. We have very modern, up-to-date equipment, including new record player, tape recorder, earphones, foreign language lab, et cetera. We feel Spanish is a most necessary language since it is spoken throughout a large part of the world.

FINE ARTS

This is a class designed to meet the needs of the gifted students of our school. Students will and should go much deeper into the areas of art, music, theater, and areas not usually covered in an academic class. The class is open to all age levels of high school based upon a screening test given by the school.

PHYSICAL EDUCATION

In the physical education classes for boys and girls, the entire program has, as its purpose, the development of the whole personality--physical, social, and mental. It is concerned with the emotional responses, personal relationships, mental learning and other social, emotional, and athletic aspects of individual growth.

Children should have experience in all phases of the physical education program--quiet and active games, individual and team games, tumbling, rhythmical games, apparatus activities, and exercise.

DRIVER'S EDUCATION

This course is required in the sophomore year. The course is offered to learn how to use motor vehicles safely and efficiently. In the first weeks of the year, classroom instruction places special emphasis on building sound driver attitudes. During the remaining school year practice driving is offered to all students who are enrolled in the course, and each student will receive six hours of instruction behind the wheel.

SPEECH CORRECTION

Speech correction is a special educational program providing remedial speech instruction for students with speech, voice, hearing, and language difficulties. This program may be entered into voluntarily by students who have a speech problem or may be entered after being contacted by the speech correctionist.

This program is not an academic subject for which a grade is provided, but is an addition to academic subjects. It is to help individual students to speak and communicate without interfering with what is being said and without drawing attention to the speaker.

STUDENT ORGANIZATIONS

Student Council

Each high school class elects two of its members to the Student Council. In turn, the elected members then select a president, vice president, secretary, treasurer, and reporter from its membership.

The main objectives of the council are (1) the development of student leadership (2) the fostering of school morale by creating a feeling of partnership in school enterprises (3) the promotion of mutual respect of personalities.

The Student Council passes out rules for the regulation of student activities, approves special student committees, assists in the management of special events of an all-school character, and keeps a record of all extra-curricular activities throughout the year.

FUTURE HOMEMAKERS OF AMERICA

The Westfield chapter of F.H.A. is a chartered unit of the Illinois Association, which is chartered by the national organization. It offers an opportunity for the further development of pupil initiative in planning and carrying out activities related to homemaking.

Students who are taking Home Economics and those who have taken Home Economics may become members.

FUTURE FARMERS OF AMERICA

The F.F.A. is a national organization of farm boys sponsored by the Federal and State supervisors of vocational agriculture and the various vocational agriculture teachers. The boys are responsible for and carry on the work of their organization while teachers act in an advisory manner.

Any boy regularly enrolled in vocational agriculture or who has been enrolled in vocational agriculture may belong.

GIRLS' ATHLETIC ASSOCIATION

The aims of this association are to promote interest and participation in girls' athletic activities and the development of desirable practices in health and of good sportsmanship. Membership is open to all girls who earn two points according to the point system and who have had a heart examination by a physician during the school year.

LIBRARY CLUB

Library club is open to all students who have an interest in working in the library. An interested student may gain valuable experience while performing an essential service for the school in working in the main library or the reference room during his free time. Duties include working at the circulation desk, checking out books and magazines, and assisting in the work room with the cataloguing of new material.

NEWSPAPER

The newspaper staff is selected from the people in the junior and senior class which produce a school newspaper each month. It gives the students a better idea of what it takes to write, produce, and assemble information for such a project.

YEARBOOK

The Eagle, the school yearbook is open to all seniors and selected juniors who will be officers the following year. The Eagle provides position for writers, photographers, typists, artists, and business managers. It gives students with a specific interest in any of these areas a chance to be of great service to his fellow students.

MUSIC

The music department offers musical experience to all students in Westfield according to their individual interests and abilities.

Scheduled classes with emphasis on group participation include concert and marching band, boys' and girls' chorus, and mixed chorus.

In addition, there are numerous special instrumental and vocal groups, all growing out of the scheduled classes and designed for those with musical talent, capacity for work, and interest in accomplishment.

SCHOLARSHIPS

Five scholarships are available each year to students in the upper half of each graduating class who have signified their intention of preparing to teach in the public schools in the state of Illinois. These scholarships cover tuition and fees at any of these institutions: Illinois State Normal University, Eastern Illinois University, Northern Illinois University, Western Illinois University, Southern Illinois University, or University of Illinois. These scholarships are available to graduates in order of rank in class.

Seven scholarships concerning fees and tuitions at the University of Illinois are available each year in Clark Count. These are awarded as the result of the first American College test given in the fall of each school year. This test is given at Eastern Illinois University.

Two of the above are general scholarships which may be used at any of the state universities.

There is one in agriculture, one in Home Economics and three for children of veterans which may be used at the University of Illinois.

In addition to these scholarships many others are available to graduates of Westfield High School which will enable out students to secure a college education with a minimum of expense. The granting of these scholarships is based principally upon academic records, but qualities of leadership and well-rounded personalities are also essential.

GENERAL POLICIES AND REGULATIONS

Cheating

Cheating on an examination or on a quiz is not condoned. Students who cheat will receive a failing mark for the written works involved. Continued cheating on examinations and quizzes will result in indefinite suspension from the class or classes which are involved.

NOON HOURS

Students may eat in the cafeteria, bring lunches or leave the campus during the noon hour, but not in cars unless picked up by parents or guardian.

Students who remain on campus during the noon hour are to remain in the following areas: (1) gym (2) Home Ec room (3) outside (4) cafeteria.

The gym will be open during the noon hour and those wishing to play in the gym may do so. For those who wish to play checkers, chess, et cetera, they may go to the Home Ec room. For those who wish to study a room will be provided.

TRUANCY

Truancy may result in suspension from school. When a student is suspended, it is necessary for his parents to accompany him to school for a conference with the administration before he is re-admitted.

A conference will be arranged with your parents or guardian whenever it becomes necessary as the result of irregular attendance, excessive tardiness or prolonged absence.

MARRIAGE AND PREGNANCY

A married student shall be allowed and encouraged to take a full academic course.

A student who becomes pregnant shall, when she becomes aware of her pregnancy, notify the administration and arrangements for her withdrawal from classes will be made before her condition is apparent to others. A student failing to comply with this policy shall, upon proof of policy violation, be immediately dismissed from school.

OTHER INFORMATION

Without exception, all students will address all teachers and non-teaching personnel as Mr., Mrs., or Miss.

There is to be no loafing in the restrooms.

Do not loaf or wait in the hall until the last bell rings.

You are expected to be in your seat in the classroom at the signal.

The school is no place for romancing.

ADOPTED BY THE BOARD OF EDUCATION, ADMINISTRATION AND FACULTY
JUNE 9, 1969.

PURPOSE OF STUDY

This study was undertaken in conjunction with research I wanted to do to develop a student parent handbook which would be useful and meaningful to the Westfield school system.

A feeble attempt had been made in past years to bring together pertinent information for the student body, but there never seemed to be enough information for which a school could use to help it run more smoothly.

Many schools were visited personally while many others were contacted by letter relevant to the type of handbook which they used.

It was found that many schools did not have a handbook, but a mere set of rules which were passed out at the beginning of each school year. I was told that they, who did not have a handbook, would very much like to develop one and those which already had handbooks felt they were a great help and were in the process of revising them or bringing them up to date.

My research started well over a year ago and I spent the first several months reviewing, reading and collecting information which I felt should be in a handbook here at Westfield. When the handbook was near its final form it was presented to the Board of Education so that they might be aware of its contents and also adopt it so it might be used for administration of the school.

I have found the handbook to be very helpful and am already rewriting parts of the book to keep it current and up to date.

I talked to Mr. Leith concerning the experiences he has had with the use of a student parent handbook. He related that with putting the policies down in writing, it gave greater understanding to all concerned. He related that with experiences in his schools, the more information which can be related to the parents, students and faculty, the greater is the understanding and the more cooperation you can expect. He stated that there were areas which he found to be of concern to the general public and that was in regard to a dress code. This has proven to be an area which all schools have witnessed difficulty.

Mr. Leith gave me a sample of the handbook which he had developed for the Kansas school system, stating that there were areas which would be deleted in future years as well as some improvements to be brought about. He emphasized the importance of the board becoming very much aware of the contents of such a document so as they are not caught completely uninformed if approached as to the use of some of the policies in the handbook.

I visited with Mr. Grice at Young America High School in regard to the use of a student parent handbook, but found at that time they did not have a book as such in use, but were more or less in a leaflet form which were given out at the beginning of school each year and were very broad guidelines.

I was informed that he felt a great need for such a handbook, and would be making plans for such a booklet with the completion of consolidation in their area.

I visited with George Merrimac concerning his ideas and experiences with student parent handbooks and he expressed the idea that all schools should have their guidelines written so that all concerned will have a working knowledge of what is expected of them.

He has occasion to examine many student parent handbooks in the schools which he visits through out the year and has found them to be very helpful. He cautioned me in writing anything into a handbook which the school could not live with, or which might be contrary to law or school code. He felt that the school board, even though they may not be a part of writing the handbook, should all have copies and give it a stamp of approval.

Mr. Merrimac gave me samples of handbooks which he felt were very good for the school for which they were written, but emphasized that no one handbook can be used for all communities or schools. He further stated that they were only guides to be used in formulating such a booklet for each individual school system.

In visiting the Clark County schools, (Casey, Marshall, Martinsville), I found they were much more uniform than any of the other schools which I visited. I might say that the schools in Clark County have for many years been very closely related in the administration of the schools through the use of a county wide school calendar, title program, and monthly meetings of the administrators.

In visiting in the Casey schools I found that it had been of great help to the new personnel to have a student parent handbook to refer to from previous years. It had been used as a guide in rewriting the present handbook which they now have. They like many other schools, saw the need to have a review of the book yearly, and to add or delete as the case might warrant.

In Marshall schools I found that they have a handbook in use in the Junior High, as well as the high school. This has been the custom for several years. The Junior High handbook was placed in use when the organization of the school made it an identity of its own. It like many of the other handbooks in use, are used for the better administration of the school. They all felt with out this handbook they could not have the cooperation which they now have from the parents.

One of the things which impressed me about the Junior High handbook in Marshall was the small compactness of the booklet. It seemed to fit quite well into this age group.

In talking with the people at Cumberland I found that the Director of Guidance played a leading role in formulating the handbook. This would seem to be well if all schools could pull their resource people together to help set down objectives, guidelines and policies which will not only affect the student body, but the school as a whole. In examining the handbook it was brought to my attention that the parents have a slip to sign and to be returned to the school, which states that the handbook has been received for the current school year. In so doing, it was explained, that the parents are assured of getting a copy and it is not left in the desk or a locker of the student for

the entire year.

One of the things which they did not make a part of their handbook was the curriculum for the year, but was made available in another way.

One of our faculty members had an opportunity to visit a large school (Evanston) in the northern part of the state and I ask her as a personal favor to bring me a handbook and to discuss the use of the handbook with them which she did. The handbook for a larger school than ours was a very professional type booklet, but had a variety of material which would not apply to Westfield. It was of great interest, not only to me, but to the faculty in sharing the differences and relating how the handbooks were used.

It was brought to my attention that the handbook at Evanston is edited, to a great degree, by the student body under the direction of faculty sponsors and administrators. These students apply for membership on the staff and new members are chosen each year. They explained, this gets student body involvement and greater acceptance is created.

In reading and gleaning ideas from the many handbooks which I have collected, I found that most contain much of the same material, but some turned out to be don't books rather than informational.

I ask for faculty help in selecting items which our first handbook would contain. Faculty members and committees contributed ideas and suggestions as to the kinds and types of information desired. This was done on shared time (part school and part teacher time). All faculty members were eager to

have something, in writing so as to have greater knowledge of what was expected in different situations.

A rough draft was written and presented to the faculty for editing and rewriting of sections which were not meaningful.

From this point it was presented to the board of education for their adoption. After minor changes and revisions the board approved the handbook as presented and the book was ready to be typed for final editing.

In the total number of hours which were given in research and face to face interviews, this number does not reflect the untold hours of people other than myself working on this project.

I feel that there are sections which should be deleted and some sections should be added, but I don't feel this or any student handbook should be a rigid document, but a flexible instrument which is subject to change and revision and should be reviewed each year.