

1962

Inaugurating a school committee policy handbook and a faculty handbook for Frontier Regional School South Deerfield, Massachusetts.

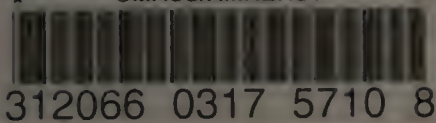
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University of Massachusetts Amherst

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INAUGURATING A SCHOOL COMMITTEE POLICY HANDBOOK
AND A FACULTY HANDBOOK
FOR FRONTIER REGIONAL SCHOOL
SOUTH DEERFIELD, MASSACHUSETTS

JACK D. PHILLIPS
1962

INAUGURATING A SCHOOL COMMITTEE POLICY HANDBOOK
AND A FACULTY HANDBOOK
FOR FRONTIER REGIONAL SCHOOL
SOUTH DEERFIELD, MASSACHUSETTS

by

Jack D. Phillips

A problem presented in partial fulfillment
of the requirements for the
Master of Education Degree
School of Education
University of Massachusetts
1962

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CHAPTER I

THE INTRODUCTION

CHAPTER I

THE INTRODUCTION

Background of the project. This project is the result of a happy combination of circumstances: the author's purpose, and an expressed need of the Frontier Regional School administration in South Deerfield, Massachusetts.

It is the author's ambition to become a school administrator. Consequently, when selecting a subject or project for a field problem, he desired to achieve two major objectives: (1) to perform a work that would provide the most beneficial experience for himself, and (2) to contribute a useful service to Frontier Regional School or to other schools indirectly.

At the time the author was exploring the possibilities for such a project, the former Superintendent-Principal of Frontier Regional School suggested the preparation of a policy handbook for the Frontier Regional District School Committee. A short time previous to his suggestion, a new school committee had organized with five newly elected and appointed members. One of these new members, who was elected Secretary of the Committee, called attention to the fact that the new members were especially handicapped by the lack of a single reference or guide to past

committee actions or current committee policies. Thus, the entire committee was handicapped by the inability of the new members to make an informed, effective contribution to the work of the committee. Indeed, this unfortunate situation had already existed too long, for the accumulation of school policies over an expanding period of time made it increasingly more difficult for new committee members to become oriented to their new, sometimes strange duties. The author, therefore, promptly agreed to undertake the preparation of a handbook. On March 22, 1960, the committee granted permission for the author to obtain all minutes of the committee, and other necessary data, to compile and organize a policy handbook.

After a review of the school committee minutes for the entire existence of the school since 1956, it became apparent that the written policies contained in the minutes were both incomplete and inadequate. It thus became necessary to attempt to persuade the administration and the committee to write new policies.

In the Summer of 1960, an administrative reorganization of the school occurred. A new K 1-2 Superintendent of Schools and a new high school Principal replaced the former Superintendent-Principal. Also, the author became

President of the Frontier Regional District School Teachers' Association for the 1960-61 school year.

By a most fortunate coincidence of agreement, the new administrators offered the fullest cooperation in the completion of the handbook project. A completely new and comprehensive statement of teacher personnel policies was prepared in a cooperative effort by the administration and the teachers' association. Other school personnel policies were subsequently written, as well as policies for other administrative areas. More policies were put into writing during the period of 1960-61 than all the combined previously written policies.

During the Summer of 1961, however, it became evident that it would not be wise, if not impossible, to complete the policy handbook in the immediate future, since it was likely that more policies would be adopted by the committee during the Fall. Further, as a result of the change in administration and the accumulation of several new policies which were pertinent to the faculty, the desirability of a faculty handbook became more apparent than ever. With the approval and cooperation of the Principal, the author then decided to prepare a faculty handbook to be ready for use in the new school year beginning in September, 1961.

There were good reasons to prepare the faculty handbook before completing the school committee policy handbook: (1) there were administrative policies, rules and regulations in effect for which there should have been but were no corresponding school committee policies; (2) the Principal had new ideas which he desired to implement, some of which were of a nature to need school committee approval and corresponding school committee policies; (3) many materials were available in the Principal's Office for use in the faculty handbook, which suggested a need or desirability for new school committee policies; (4) approval of the faculty handbook by the school committee provided an opportunity to determine, if not prove, whether or not the committee would likely adopt several additional policies which the administration and the author intended to recommend.

CHAPTER II

REVIEW OF RELATED LITERATURE

CHAPTER II

REVIEW OF RELATED LITERATURE

Introduction. It is the author's belief that the usefulness of written policies, instructions, and general information is self-evident. Hence, justification for a school committee policy handbook and a faculty handbook is self-evident. However, regardless of an acceptance of this belief, it is helpful to consider the reasons for it.

All the literature which the author has reviewed has assumed the value of either handbook, and has merely stated the rather obvious reasons for creating them. Of course, the literature has the primary purpose of influencing the creation of good handbooks and their proper use, by providing helpful criteria, definitions, explanations, and suggestions for the kind of contents that should be included in them.

Purposes of written policies. The School Business Management Handbook of the New York State Education Department states:

One of the major functions of a board of education is that of policy-making. . . . An administrative statement of policies in written form has many advantages over the 'catch-as-catch-can' procedures. . . . It furnishes a guide for action by identifying common goals and allocating responsibilities and authority. It also tends to encourage consistency and fairness in school matters. Decisions are more likely to be based upon sound principles, and not upon expediency suggested by emotions of the moment or personal power of some few individuals. Such a

statement is valuable, too, in the orientation of both new board members and of new staff members. This permits a reasonable continuity to the administrative practices of the (organization).¹

Further explanation of the purpose of written policies is expressed by R. P. Bolan, in his Handbook for Massachusetts School Committees:

Policies determine the direction an organization is to follow and the philosophy by which it is to be guided. They set forth uniform standards and procedures to be observed. Such fundamental decisions should be made by the top management which has over-all responsibility for the direction and accomplishments of the organization.²

An article in "School Management," July, 1960, states the purpose of written policies most briefly and succinctly:

Written policies establish guide lines, fix responsibility, and clarify working relationships.³

Formulation and determination of policies. It is essential to the efficiency and harmonious cooperation of the school committee and the professional administrator, that there be the fullest possible understanding between the committee and the administrator concerning both their

¹The New York State Education Department. School Business Management Handbook. p. 47.

²Bolan, R. P. Handbook for Massachusetts School Committees. pp. 8-12.

³(Author unknown), "Why School Boards and Superintendents Clash." School Management. p. 75.

mutual and separate administrative roles. The fact that there are separate roles is clearly expressed by H. M. Shafer, writing in the American School Board Journal:

Policy making today has two distinct aspects—formulation and determination. The former is a proper, though not exclusive, aspect for administration and staff participation; whereas the latter is the exclusive responsibility of representative boards.⁴

Mr. Bolan further elaborates on this point:

The school committee employs a superintendent of schools, the teachers and other personnel upon whose competence it must depend for the actual operation of the schools, but its legal powers and responsibilities are vested in the committee itself. It is accorded broad latitude in delegating authority and it may request advice and recommendations from the superintendent, but the committee alone is responsible for the decisions.⁵

A recognition of the need for an understanding of the respective roles of the school committee and professional administrator is also clearly stated in the Twenty-fourth Yearbook of the American Association of School Administrators:

The board legislates; the superintendent executes. . . The basic division-of-labor principle, discovered through the experience of those boards and superintendents working together most effectively in the past, is that legislative powers and

⁴Shafer, H.M. "Role of Administration in Policy Making." American School Board Journal. pp. 19-21.

⁵Bolan, R. P., op. cit. p. 8.

functions shall belong to the board and executive powers and functions to the superintendent.⁶

To promote an understanding of the above noted principles, the author has included a complete statement of the "Respective Functions of Board and Superintendent Illustrated," as quoted and adapted from the American Association of School Administrators, Twenty-fourth Yearbook, cited above. (See pages 34-37, Appendix A).

Content and kinds of policies. It is obvious that schools vary greatly in their general characteristics, according to size, location, age, purpose, etc. It is generally agreed, therefore, that policies should vary according to the special or general need of the individual school. Mr. Bolan has stated the general principle which has universal application despite the character of the individual school:

Policies should be made to cover actual situations that have developed or are likely to be encountered. They should not be framed for hypothetical cases or unlikely situations. Unusual cases should be considered as they occur. If found to be repetitive, their solution may constitute the basis of an addition to existing policy.⁷

The School Business Management Handbook of the New York State Education Department offers the following

⁶American Association of School Administrators, Twenty-fourth Yearbook. School Boards in Action. pp. 47-51.

⁷Bolan, R. P., op. cit. p. 8.

advice concerning the content of policies:

Extremes are dangerous in policy-making. Some boards make the mistake of substantially abdicating their responsibilities to professional administrators. . . Equally ill-advised is the opposite extreme of excessive control. Policies should not be so detailed and comprehensive that staff initiative and administrative leadership are stifled. . .⁸

The New York Handbook, cited above, classifies board policy into four major parts: policy, bylaws, rules and regulations, and procedures; and definitions and explanations of the differences between these are clearly stated.⁹ These have been included in the Frontier Regional District School Committee Handbook, in its page titled "Definitions of Important Terms." (See page 33, Appendix A).

Further clarification of kinds of policies is given in the July, 1960, issue of "School Management."

'Policies are principles adopted by the school board to chart a course of action. They tell what is wanted and they may include why and how much. They should be broad'. . . (Also), about rules and regulations: 'They are the detailed directions used to put policy into practice. They give specific directions telling how, by whom, where, and when things have to be done.'¹⁰

⁸The New York State Education Department, op. cit. p. 8.

⁹See Firth, Gerald R. "Use the Board Handbook for Policy and Rules." The American School Board Journal.

¹⁰School Management, op. cit. p. 8.

Purposes of faculty handbook. In general, the purpose of a faculty handbook is to provide the principal with an efficient administrative device or tool, which serves as a source of information, instructions, and guidance for all faculty and staff members throughout the school year. From the standpoint of the principal and his clerical staff, it is above all a time-saver.

E. L. Carper, writing in the Bulletin of Secondary School Principals, has stated several specific purposes of a faculty handbook, as paraphrased below:

1. To resolve quickly any routine problems that arise.
2. To provide a ready reference when the need arises, saving time searching for answers.
3. To eliminate notices and bulletins.
4. To secure more uniform results, thereby eliminating extra work.
5. To minimize confusion.
6. To encourage uniformity in certain procedures.
7. To provide a better knowledge of the accepted philosophy and practices of the school.
8. To relieve teachers of the embarrassment and wasted time which often results from asking many questions concerning matters of varied details.
9. To provide special guidance to new teachers in the system.
10. To encourage better teacher-administrator relationships.¹¹

It is the author's view that the faculty handbook is essentially a communications device between the principal and faculty, as the school committee policy handbook is similarly a communications device between the

¹¹Carper, E. L. "Teacher Handbooks." Bulletin of Secondary School Principals.

school committee and the school organization.

Content of faculty handbook. It is the author's opinion that a faculty handbook should be a comprehensive composite of general and specific information and administrative instructions. This was the guiding principle in the preparation of the Frontier Regional School Faculty Handbook. Consequently, the handbook includes virtually all those items which Anthony J. Carpenito found were believed important in his study of teachers' handbooks in Massachusetts.¹² (See pages 70-72, Appendix B).

Delbert L. Baker has given sound advice that the faculty handbook be composed in simple, short and concise sentences.¹³ This is essential to clarity and to avoid ambiguities which might lead to different interpretations or misunderstandings which could defeat the purpose of the handbook.

Use of the faculty handbook. The author is in complete agreement with A. J. Carpenito's following comments:

The administrator distributes his handbook with serious obligations. When he presents such a book to his teachers, he must commit himself to the duty of accepting any procedures that are followed as outlined. Responsibility for any action taken as a result of anything written in the handbook should be shared by the administrator. With this handbook the

¹²Carpenito, Anthony J. Inaugurating a Teachers' Handbook for Tenney High School, Methuen, Massachusetts. pp. 24-27.

¹³Baker, Delbert L. "The Formation of Teacher's Handbook." Bulletin of Secondary School Principals.

administrator must honestly admit that the procedures had been devised to the best of his abilities and when carried out would receive his full support. It is only then that the handbook can be an item worthy of respect.¹⁴

As quoted from Mr. Carpenito, "The principal's foreword should indicate clearly the nature and purpose of the handbook. In this way, the teacher may be made to realize what is expected of him in the use of it."¹⁵

Also, ". . . any book devised is not to be construed as a sacred, fixed and final word of authority. The teacher should be made to realize that rules may be changed by the faculty or administration if such changes serve a better purpose."¹⁶

Consistent with the above point of view, it is desirable that faculty and staff members, especially department heads, be encouraged to suggest and contribute revisions or amendments to the faculty handbook. It is believed that this will abet faculty morale, improved faculty-administration relationships, an improved handbook, and a greater appreciation for the handbook.

The effectiveness of a faculty handbook, in the final analysis, depends largely upon the use which the

¹⁴Carpenito, Anthony J., op. cit. p. 13.

¹⁵Kyte, George C. The Principal at Work. pp. 6-8.

¹⁶Jackett, Edwin A. "Staff Morale." Bulletin of the National Association of Secondary School Principals. p. 174.

principal makes of it. Its mere existence will not assure that the teachers and staff read or follow it. It is strongly urged, therefore, that the principal follow the suggestions below:

1. Establish a Faculty Handbook Committee. (See Chapter IV, below).
2. Use the handbook extensively at the beginning of the year in the reorientation of returning teachers, and especially in the orientation of new teachers.
3. Make frequent references to the handbook in the daily bulletin during the school year, when timely and appropriate, to call attention to certain specific information, instructions, or procedures.

CHAPTER III

METHOD OF PROCEDURE

CHAPTER III

METHOD OF PROCEDURE

Statement of the problem. In the case of the school committee policy handbook, it was first necessary to identify all committee policies as stated in the minutes of the committee. Second, it became necessary to put into writing certain policies known to be practiced but not written. Third, it became desirable to write several new policies for important topics which had been neglected (e.g., teacher personnel policies). Finally, it was desirable to locate pertinent professional data to include for purposes of information, explanation, and guidance, to make the handbook more meaningful and useful to the committee.

In the case of the faculty handbook, it was primarily a matter of collecting, collating, and organizing existing materials which were appropriate to include in the handbook. However, the principal and the author felt it desirable to revise several rules, regulations, and procedures, and in several instances to write new ones. As examples, the student rules and regulations were completely revised and amended, the Mid-term Progress Report was an entirely new invention, the administration's policies were stated for the first time, and the faculty rules and regulations

were reorganized, revised, and amended.

In its initial stages, therefore, the problem required historical and descriptive research; and, when this failed to provide the material for our desired product, we created new materials.

Sources of data. Data for the committee policy handbook were obtained from the following sources:

1. Minutes of the Frontier Regional District School Committee.
2. New policies prepared by the author, superintendent, and principal, and approved by the school committee.
3. School Business Management Handbook, New York State Education Department.
4. American Association of School Administrators, Twenty-fourth Yearbook, "School Boards in Action."

Data for the faculty handbook were obtained from the following sources:

1. Materials and information on file in the Principal's Office at Frontier Regional School.
2. New materials prepared by the author and the Principal.

Treatment of the data. The interested reader may observe the treatment of the data in the appendices. Attention is invited to the following key points:

1. The organization of materials as indicated in the Tables of Contents.
2. Policies in the school committee policy handbook, which are not followed by dates in parentheses, are new

policies which became effective upon adoption of the handbook by the school committee on January 23, 1962.

3. Materials in the faculty handbook are generally organized in homogeneous categories.

4. Materials in the faculty handbook which are subject to definite change each year have been placed in the appendices, although all materials in the appendices are not of this nature.

Order and schedule of procedure.

1. Permission was obtained from the school committee for the policy handbook project, March 22, 1960.

2. March 22, 1960--August, 1961:

a. Policies identified and extracted from school committee minutes.

b. Source materials, including bibliography of professional literature, located and organized.

3. August--September 1, 1961: faculty handbook prepared and completed.

4. September, 1961--January, 1962:

a. New policies written for policy handbook.

b. Contents of policy handbook organized.

5. In December, 1961, a preliminary draft of the policy handbook was submitted to the school committee, revised, and approved. (See Appendix C).

6. A final draft of the policy handbook was submitted to the committee on January 9, 1962, and minor necessary corrections were noted.

7. After minor corrections, final draft of policy handbook was adopted by the school committee on January 23, 1962.

CHAPTER IV

CONCLUSIONS AND RECOMMENDATIONS

CHAPTER IV

CONCLUSIONS AND RECOMMENDATIONS

Conclusions. The Frontier Regional District School Committee Policy Handbook and the Frontier Regional School Faculty Handbook, Appendices A and B, respectively, represent finished products and the conclusion of this project; and they are largely self-explanatory. However, neither of these handbooks is perfect, complete, or final, of course. As explained in Chapter II, above, and in the Foreword to the policy handbook, it is both desirable and expected that necessary and desirable changes and improvements be made in both handbooks. Obviously, this responsibility now rests with the Principal, Superintendent, and School Committee of the Frontier Regional District School.

Recommendations. To amplify the general recommendation implied above, the following specific recommendations are offered for the use and improvement of both handbooks:

1. School Committee Policy Handbook.
 - a. The Superintendent of Schools, Chairman and Secretary of the Frontier Regional District School Committee should assume the responsibility to make the maximum use of the handbook, and to insure that it is kept up to date with the most carefully and precisely written revisions and amendments.
 - b. It is recommended that policies be written as early as practicable for the following topics:

- (1) Athletics: (a) eligibility for participation in interscholastic athletics; (b) policy on participation in leagues and tournaments; (c) policy on the handling of receipts from athletic events.
 - (2) Curriculum: development of a more complete statement of policies, including curricular goals.
 - (3) Home Instruction: a policy to state the terms of eligibility and maximum time limits.
 - (4) Insurance: a policy to state the manner and procedure for purchasing insurance policies, to give equal and fair opportunity to all insurance agencies, as applicable, in all member towns of the Frontier Regional School District.
 - (5) Reports: preparation of a list and schedule of required, recurring reports, and a specification of their minimum contents.
 - (6) Student Publications: a policy to state what publications are authorized, responsibility for their control, advertising rules and restrictions, and handling of their finances.
- c. It is further recommended that the school committee adopt a comprehensive checklist as a criteria and guide for the development of future policies. In the author's opinion, the topical outline contained in the School Business Management Handbook, New York State Education Department, is an ideal suggestion.

2. Faculty Handbook.

- a. It is recommended that the Principal appoint a Faculty Handbook Committee, consisting of all department heads, the Guidance Director,

the high school Secretary, with himself as Chairman, to review the handbook annually and to consult on needed or desirable changes when appropriate.

Finally, it is recommended that the Superintendent and Principal and their staffs review both handbooks, continuously, to insure consistency in their contents. Particularly, when changes are made in the Committee Policy Handbook, the Faculty Handbook should be reviewed to determine whether or not it requires corresponding changes.

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APPENDIX A

POLICY HANDBOOK
OF THE
FOURTH REGIONAL DISTRICT
SCHOOL COMMITTEE
South Deerfield, Mass.

UNION COUNTY DISTRICT SCHOOL DISTRICT
 BOARD OF SUPERVISORS

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The Board of Directors of the Corporation has the honor to acknowledge the receipt of your letter of the 15th inst. in relation to the proposed change in the name of the Corporation. The Board has considered the matter and has concluded that it is in the best interests of the Corporation to change its name to the proposed name. The Board has authorized the officers of the Corporation to execute all necessary documents to effect such change.

The Board of Directors of the Corporation has the honor to acknowledge the receipt of your letter of the 15th inst. in relation to the proposed change in the name of the Corporation. The Board has considered the matter and has concluded that it is in the best interests of the Corporation to change its name to the proposed name. The Board has authorized the officers of the Corporation to execute all necessary documents to effect such change.

It is intended that the Board of Directors of the Corporation should be authorized to execute all necessary documents to effect such change.

Definitions of Important Terms

1. Curriculum: The academic program and extra-curricular activities of the school, which are designed to provide educational experiences and training for all students; any activity provided by the school with the purpose to meet the various needs of the students and the community.

2. Divisions of School Committee Policies.*
 - Policy: Expresses the philosophy of the committee and answers the question, "Why?". Such action is said to be at the legislative decision level.

 - Bylaws: Express the "local law" within the framework prescribed by state law and other mandates. They answer the question, "What?". Since bylaws prescribe the functions to be performed, it is logical to assign administrative responsibility within their framework. This action is also at the legislative decision level.

 - Rules and Regulations: Express the methods by which policies and bylaws are to be carried out. They answer the question, "How?". They constitute the administrative plan and are developed by the chief school officer with the help of his staff. This phase of the work is at the administrative decision level (since rules and regulations must be consistent with policies and bylaws, they should be approved by the committee and recorded in the committee minutes).

 - Procedures: Express the operational details for carrying on the program. They answer the question, "Details?". These procedural matters rest at the operational decision level and may be readily changed as conditions demand. The committee and higher administrative levels need not be concerned with them.

3. Plant: The entire school property upon which the school is located, especially buildings, equipment, and facilities.

*Adapted from The University of the State of New York, School Business Management Handbook, The State Education Department, Albany, N. Y., 1935, p. 77.

A Summary of Duties and Superintendent's Responsibilities

General Functions.

Committee: Legislates and establishes general policies, such as the scope of the educational offerings to be maintained; sets length of school year and vacations; decides extent of expenditures to be made for education; decides upon buildings to be provided; uses effort to secure state legislation to meet local needs; employs a professional school executive to administer the schools and evaluates and appraises his service.

Superintendent: Assumes immediate charge of the entire school system, as the Committee's chief executive officer; coordinates the work of all administrative departments, preferably as a superior officer under whom business and other executives in the system serve; executes the policies of the committee or assumes responsibility for seeing that they are executed and recommends policies for the committee to consider in improving the system and its educational service to the pupils and the community.

Professional and Nonprofessional Employees.

Committee: Adopts pay scales; elects or rejects employees on the nomination of the superintendent; determines principles of treatment for employees, such as those in connection with sick-leaves, leaves of absence, preservice and in-service training, retirement, and so on.

Superintendent: Nominates all certificated and noncertificated employees; recommends for discharge any employees rendering unsatisfactory service, within the limits of the law and committee regulations; with his staff assigns, directs, and supervises the work of all employees with due respect for any individual rights involved; proposes adequate salary scales for different classes of employees.

Curriculum Offerings.

Committee: Decides the general scope of the local educational offerings, in addition to those required by law, and passes upon instructional procedures related to controversial matters, such as those sometimes connected with religion, science, social and governmental organization, and so on, within the limits of the law and the requirement of adequate academic freedom of instructors.

Superintendent: With his staff, purchases approved text-books and other instructional materials and equipment; schedules classes for the various types of training and assigns space for them; assigns appropriate instructors for the various curriculum offerings; decides the general methods of instruction to be used; provides for the continuous revision of courses of study to meet changing conditions, by appointing teacher and possibly citizen course-of-study committees and directing the work of any curriculum experts the system may employ.

Finances.

Committee: Approves and adopts an annual budget; votes tax levies if financially independent or, if not, recommends adequate levies to those who have the final power in the matter; decides upon the size and the time of bond levy proposals to the electors; adopts regulations for the accounting of all school funds, and so on.

Superintendent: Presents his proposed annual budget and interprets it for the committee; administers the budget after it is adopted and keeps expenditures within its limits; provides for all possible economies that do not endanger educational results; directs the accounting of all school funds, makes proper financial reports to the committee.

Plant.

Committee: Decides what buildings shall be built, when and where, and what equipment shall be purchased for them; decides upon extensions of buildings and any major alterations; selects and purchases school sites for future plant expansion; selects and employ school architects as needed; decides the number of caretakers for the buildings and the general quality of care to be given—all with the counsel of the superintendent.

Superintendent: Directs the planning of all educational features of new buildings or alterations of old buildings and counsels the architects in the general plans for such building erection; assigns caretakers to all buildings and maintains general supervision over their work; provides for needed experimentation in determining economical and otherwise efficient methods for building care and upkeep.

Pupils.

Committee: Determines policies regarding age of school entrance, within the law enforces the establishment of special schools or classes or other facilities for pupils who are physically or mentally handicapped; determines the general requirements for graduation from the various units of the system; provides for protection of health by use of school lunches, medical and dental clinics and school nurses; makes regulations regarding corporal punishment, truancy, and delinquency.

Superintendent: (Administers all schools and classes established by committee action; directs the instruction, guidance, and discipline of all pupils; directs classification, promotion, and graduation of pupils; directs research to determine resulting effects of instruction upon pupils; presides over organizations, such as pupil or student councils and Junior Red Cross, for training pupils in democratic and socially adjusted living.

Public Relations.

Committee: Represents the community's attitude toward the kind of facilities to be provided for education and interprets these to the superintendent; upholds the administration of the schools before individual citizens and citizen groups; interprets for proper and adequate state legislation and financial support for schools.

Superintendent: Directs a program for reaching the citizens of the community with adequate information about the activities of the schools, the reasons for the activities, and the results obtained; interprets the schools and the policies back of them in addresses before civic groups when called upon and as available time permits; works with parents' organizations and other groups interested, especially in school welfare and progress; fits himself, with his family, into the civic, social, and religious life of the community in a constructive way.

Special Function of Committee Secretary

As the responsible clerical officer of the committee, the secretary is responsible to assure that all notices as required by law or committee authorization are issued to maintain complete and accurate minutes of committee proceedings, motions, and resolutions; to maintain the records as assigned by

Assessment

(D) General

A majority of the members of the full membership of the Committee shall constitute a quorum for the transaction of business, except as otherwise provided in section 11.

SECTION II

LOCATION OF REGIONAL DISTRICT SCHOOL

The regional district school shall be located in the town of Deerfield.

SECTION III

TYPE OF REGIONAL DISTRICT SCHOOL

The regional district school shall be a junior-senior high school consisting of grades 7 through 12, inclusive.

The Committee is hereby authorized to establish and maintain state-aided vocational education, acting as trustees thereof, in accordance with the provisions of chapter 74 of the General Laws and Acts amendatory thereto or dependent thereon; if the Committee deems it desirable.

SECTION IV

APPORTIONMENT AND PAYMENT OF COSTS INCURRED BY THE DISTRICT

- (A) For the purpose of apportioning assessments levied by the district against the member towns, costs shall be divided into two categories: construction costs and operating costs.
- (B) Construction costs shall include cost of site, cost of building construction and equipment, cost of plans, architect's fees, consultants' fees, cost of grading, and any other costs which may be incurred to put the building and premises in operating condition, and also interest on indebtedness incurred to meet these outlays.

Appendix

(A) Operating costs shall include all costs not included in construction costs as defined in section IV (D) but including interest on temporary notes issued by the District in anticipation of revenue.

(B) Payment of construction costs shall be apportioned among the member towns as follows:

| | |
|------------|-------|
| Geoffield | 55.2% |
| Germany | 9.3% |
| Sunderland | 18.7% |
| Westley | 16.8% |

(C) Operating expenses for the first calendar year following the establishment of the regional school district and for any calendar year thereafter shall be apportioned to the member towns on the basis of their respective enrollments in the regional district school on October 1 of the preceding year. In the event that enrollment in the regional district school has not been accomplished by said October 1, operating expenses shall be apportioned on the basis of enrollment in grades 6 through 12 of pupils residing in each member town and receiving education at such town's expense as of October 1 of the preceding year; provided, however, that in the first year in which an enrollment in the regional district school has been accomplished as of October 1, a revised apportionment shall be made on the basis of each town's enrollment in the regional district school as of the said October 1 and any resulting adjustment of such year's operating expenses payable by each town shall be made by debit or credit, as the case may be, on each town's share of the budget for the ensuing calendar year.

(D) The payment for proportionate shares of construction and operating costs of each of the member towns for each year shall be made, upon certification by the District Treasurer as specified in section XI below, by the respective town treasurers by check payable to the District in three equal installments on the first day of April, August, and December.

SECTION V

LEASE AND CARE OF BUILDINGS AND SITE

The town of Geoffield is hereby authorized to lease to the regional school district all the premises and buildings

Agreement

Know all men that the town of Deerfield, including the high school building, the vocational agriculture shop building, the Veterans Memorial Gymnasium, and the garage. The lease shall be for a term of twenty years and the term shall not commence sooner than one year after the date of award of the contract for construction of the regional district school and not later than the opening and commencement of operations of said regional district school. The lease shall contain provisions authorizing the regional school district to repair, improve, alter or remodel any of aforesaid buildings. There shall be deducted from the lease so much of the lease as the amount of the term of Deerfield and the regional district school occupied land necessary for the site of the regional district school. The town of Deerfield shall receive as rental for this lease, nothing contained in the lease shall prevent the town of Deerfield from receiving the lease at the expiration of the lease. The lease shall be on such other terms as may be determined by the selectmen of the town of Deerfield who shall execute the lease in behalf of the town.

The town of Deerfield is hereby authorized to sell to the regional school district the land excepted from the lease for the site of the regional district school. The price of the sale of said land shall be one hundred dollars. The town of Deerfield shall be assessed twenty dollars; the town of Sunderland, forty dollars; and the town of Hatfield, forty dollars. Within thirty days after the regional district school committee has first incurred debt as provided in section 16 (B) of chapter 71 of the General Laws, the selectmen of the town of Deerfield shall convey to the regional school district the said land and the regional district school committee shall assess the towns of Deerfield, Sunderland, and Hatfield as provided above, and at their next annual town meetings the said towns shall appropriate the amounts so assessed and the respective town treasurers shall thereupon pay to the regional school district treasurer the amounts so appropriated and the said regional school district treasurer shall pay the one hundred dollars to the treasurer of the town of Deerfield.

ARTICLE VI

SECTION VI

TRANSPORTATION

Each member town, acting through its local school committee, shall be responsible for providing transportation to and from the regional district school each day in accordance with the provisions of the agreement. In those cases where a member town is unable to provide such transportation, the regional district shall be responsible for providing such transportation. The regional district shall be responsible for providing transportation to and from the regional district school each day in accordance with the provisions of the agreement. The regional district shall be responsible for providing transportation to and from the regional district school each day in accordance with the provisions of the agreement.

ARTICLE VII

ADDITIONAL TOWNS

By an amendment of this agreement adopted under and in accordance with section II below, any other town or towns may be admitted to the regional school district upon application as therein provided and upon acceptance by the town or towns seeking admission of the agreement and its provisions. Any town or towns seeking admission shall be bound by the terms and conditions of the agreement and its provisions as if it were a member town of the regional school district.

ARTICLE VIII

WITHDRAWAL

- (A) Any member town may petition to withdraw from the regional school district under terms stipulated in a proposed amendment to the agreement provided (1) that the town seeking to withdraw has paid over to the regional school district any operating costs for which it became liable as a member of the district; and (2) that said town shall remain liable to the district for its share of the indebtedness, other than temporary indebtedness incurred in participation or payment, of the district operating as if it were a member town of the district for interest thereon to the same extent and in the same

ARTICLE III

as though the town had not withdrawn from the district, except that such liability shall be reduced by any amount which such town may pay at the time of withdrawal and which has been applied to the payment of such indebtedness or interest.

- (c) said petitioners may still remain in the money loan if the proposed agreement is approved by the Committee and accepted by the participating town and each of the other member towns, acceptance by the petitioning town and by the other member towns to be by majority vote at an annual or special town meeting.
- (d) Money received by the district from the withdrawing town for payment of bonded indebtedness or interest thereon shall be used for this purpose only.

SECTION 11

AMENDMENTS

This agreement may be amended from time to time in the manner hereinafter provided, but no such amendment shall be made which shall substantially impair the rights of the holders of any bonds or notes or other indebtedness of the district then outstanding, or the right of the district to procure the same for payment thereof, provided that nothing in this section shall prevent the adoption of a new town or towns to the district and the reorganization accordingly of that part of the costs of land acquisition and construction represented by bonds or notes of the district then outstanding and of interest thereon. A proposal for amendment may be initiated by a signed petition bearing the signatures of 10 per cent of the registered voters of any one of the member towns or by a majority of all the members of the regional district school committee. Any such proposal for amendment shall be presented to the secretary of the Committee who shall mail or deliver a notice in writing to the board of selection of each of the member towns that a proposal to amend this agreement has been received and the secretary shall cause this agreement and the proposal to be placed in each town to read and the secretary shall cause a copy of such proposal (with the signatures and the names of the persons who signed the same) to be placed in each member town shall include in the warrant for

ARTICLE V

The town annual or a special town meeting called for the purpose in article setting the proposed or the subsequent budget. Such agreement shall take effect upon the concurrence by two of the major vote in the annual town meeting.

ARTICLE VI

SECTION 1

Within ten days after the date on which the Committee authorizes the incurring of debt, they may temporarily loan in anticipation of revenues to be received from member towns. The Committee shall send written notice of the date of such authorization, the amount authorized, and the general purpose or purposes for authorizing such debt, to be called by registered mail to the Chairman of the Board of Selectmen of each member town at his last known permanent address in such town.

ARTICLE VI

SECTION 1

Annually, or as often as may be necessary, the Committee shall prepare a tentative operating budget for the ensuing calendar year, submitting thereon provision for any indebtedness of principal or interest to become due in such year on any bonds or other evidence of indebtedness of the district. Copies of the budget shall be mailed to the Chairman of the Finance or Advisory Committee of each member town or, if there is no Finance or Advisory Committee in a member town, to the chairman of the Board of Selectmen of such town. Not later than November 15, the members of the Committee from each member town shall hold a public hearing in such town, at which they shall present the regional school district budget and shall answer any reasonable inquiries with respect thereto. On or before December 1 the Committee shall adopt a final budget with such modifications in their tentative budget as they may consider desirable. Two thirds of the membership of the full Committee shall constitute a quorum for the adoption of the operating budget and the said budget shall be adopted by the affirmative vote of at least two thirds of

Agreement

The necessity of the full Committee. Prior to December 31 of each year the two members of the Committee shall certify to the Treasurer of each member town the share of such budget and the share of any installment of principal or interest to become due in the ensuing year on any bonds or other evidences of indebtedness of the District.

ARTICLE III

STUDENTS ATTENDING SCHOOLS OUTSIDE THE DISTRICT

Member towns in which reside students who attend high school outside the District on a tuition basis at the time the regional district school is opened may continue on a tuition basis such of those students who in ordinary course would be graduated within two years from the time the regional district school is opened.

IT WITNESSETH HEREBY, this Agreement has been executed, approved, and accepted as of the 7th day of September, 1954.

Regional School District Planning Board for the town of Conway

By Edwin T. Weston
Lyman W. Brown
Raymond E. Tolman

Regional School District Planning Board for the town of Uxbridge

By George E. Bell, Jr.
William E. Gossard

Regional School District Planning Board for the town of Sandisfield

By William L. Hubbard
Joseph H. Edwards
Gloria F. Clark

Regional School District Planning Board for the town of Westley

By Constance G. Rodriguez
F. Lyndon Scott
Charles A. Fielock

Approval:

The Commonwealth of Massachusetts, Department of Education
By John J. Deane, Jr.

The Commonwealth of Massachusetts, Emergency Finance Board
By Edward B. Zelazo

George S. Lane
Salvatore E. Aloisi
Bernard J. Dine

Administrative Policies

Detention: The Principal's Office shall be responsible to notify parents twenty-four (24) hours in advance of all student detentions, and the Frontier Regional District School Committee shall not be responsible for the supervision of said students. (12-12-51).

Smoking: There shall be no smoking on school grounds or within the school buildings with the exception of the two teachers' lounges. (12-21-56 as amended).

Expulsion: The Principal has authority to suspend a student from school for a just cause. Students who continue to be trouble-makers and have been disciplined by the Principal are to be suspended, and he shall notify the parents or guardians of the offense in writing of the action. If this does not remedy the problem, the student and the parents or guardians are to be invited to appear before the school committee to show cause why the student should not be expelled from school. (1-28-52, as amended).

Finance

Receipts: All receipts, such as for the sale of shop materials, etc., shall go to the Treasurer of the Frontier Regional District School. (9-25-52).

Utilities

Use and Rental:

1. No refreshments of any type are to be served in any part of the gymnasium.
2. Use of the building for square dancing at school functions will be at the discretion of the Principal of the Frontier Regional School.
3. All requests for scheduling of dates are to be made not less than thirty days prior to date of intended use, and requests must be made in writing to the Principal of the Frontier Regional School.
4. Except for Town of Deerfield corporate purposes, all organizations must pay \$9.00 for janitor services until midnight, and

Administrative Policies

INSURANCE

Basic Purchases: The Committee shall purchase the following kinds of insurance: fire; glass breakage; equipment or property damage; workmen's compensation; bonding; athletic; and automobile insurance as required or appropriate.

Student Insurance:

1. The Committee shall make student life and accident insurance coverage available on an optional basis to the parents or guardians of all students.

2. The Committee shall require that students who participate in interscholastic competitive athletic purchase student insurance coverage.

PERSONNEL

Cafeteria Employees:

I. Hours and Salaries

A. Hours and salaries shall be determined by the Committee.

1. The Cafeteria Manager shall be paid on a ten (10) months basis. (Present rate is \$11.00 per day).

2. All other full-time cafeteria workers shall be paid on a per-day-worked basis.

a. Exception: All full-time cafeteria personnel shall be paid for holidays that occur on regularly scheduled school days from September 1 through December 24.

b. Present rates are as follows: Cook, \$10.00 per day; Waitress, \$7.70 per day.

II. Illness of the Employee or other Absences

1. All regular full-time employees, with one year of service, shall be entitled to ten (10) days sick leave a year, cumulative to fifteen (15) days with pay. Any vacation shall be at the discretion of the Committee. Sick leave shall accumulate at

Administrative Policies

The rate of pay for every month, not to exceed ten (10) days per year.

B. In any school year, the (2) of the ten days intended for sick leave may be used at the option of the employee concerned for the following personal reasons:

1. Specific religious holidays.
2. Critical illness in the immediate family.
3. Court cases, only as a witness or on jury duty.

C. Three (3) days exclusive of sick leave shall be given to a regular full-time cafeteria employee for death in the immediate family. The immediate family shall be considered as mother, father, sister, brother, husband, wife, or child. One (1) day exclusive of sick leave shall be given for the death of mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

III - Insurance

All cafeteria personnel are covered by Workmen's Compensation insurance fund provided by the Frontier Regional School District.

IV - County Retirement

A. All regular employees shall belong to the Franklin County Retirement System. Deduction shall be at the rate of five per cent (5%) of salary. Temporary employees who earn over \$200.00 per year shall have retirement deducted. All employees hired for part-time work earning \$800.00 shall be listed as Emergency Cafeteria Helpers.

V - Substitutes

A. All temporary substitutes shall be hired by the Cafeteria Manager from an approved list on file in the Office of the Superintendent of Schools and the Principal. It is the responsibility of the Manager to keep an up-to-date listing of the substitutes. Notification of substitutes hired should be given to the Principal.

B. All substitutes on the approved list shall have a chest X-ray before being hired.

C. Substitutes shall be paid at the rate of \$2.10 per hour and shall be paid on a regular bill schedule or warrant.

Administrative Policies

VI. Hiring of Personnel Personnel

A. All permanent personnel, when first appointed, shall be on a six month trial basis.

B. The District Manager and High School Principal shall receive applications, interview and recommend candidates for permanent or substitute positions.

C. All permanent personnel prior to reporting for duty when first appointed shall have a chest X-ray and a physical examination. The examination shall be paid for by the School Committee of Fremont Regional School District, and shall not exceed five dollars (\$5.00).

Note: Above policies adopted January 24, 1961.

District:

I. Salary and Working Hours

A. Salary shall be determined by the School Committee based upon recommendations made by the Superintendent of Schools.

1. Salary shall be based upon an hourly rate. The starting hourly rate shall be \$11.43 per hour.

B. Weekly hours shall be thirty-five (35) daily hours: 8:30 A.M. to 12:00 Noon; and 1:00 P.M. to 4:30 P.M.

1. 35 hours @ \$11.43 equals \$50.05 per week; 52 and 1/3 weeks @ \$50.05 equals \$2,610.55 yearly salary.

II. Holidays with Pay

A. Shall be paid for the following State legal holidays: January 1; February 28; April 19; May 30; July 4; Labor Day; October 1; November 11; Thanksgiving Day; and Christmas, December 25, provided they come on, or are observed on, a regularly scheduled work day.

B. The Superintendent of Schools, at his discretion, may grant time off with pay for half days preceding a regular holiday such as Thanksgiving and Christmas.

Administrative Policies

III. Vacations

A. One (1) calendar week's vacation with pay if person has been employed for one year.

B. Vacation time for those employed for a period less than one (1) year shall be prorated as follows: two (2) months' work--one (1) day's vacation.

C. Two (2) calendar weeks' vacation with pay if person has been employed two (2) years or more.

IV. No School

Shall report for work whenever school is closed due to storms or other reasons, except when excused by the Superintendent of Schools.

V. Sick Leave

Shall be entitled to six (6) working days per year sick leave with pay, accumulative for a period of three (3) years continuous service for a maximum of eighteen (18) days.

1. Sick leave payment shall not exceed eighteen (18) days compensation in any single calendar year unless voted by the Frontier Regional School Committee.

2. Sick leave shall accumulate at the rate of one day per two months' work.

3. In any year, two of the six days intended for sick leave may be used for personal reasons such as death in the immediate family. The immediate family shall be interpreted as father, mother, sister, brother, husband, wife, son, or daughter.

Absences from work must be reported on the form as provided for substitute teachers, filed and recorded on her personnel record.

Administrative Policies

Teachers

I. Hiring

The Superintendent has the authority to interview and recommend for appointment all members of the administrative and teaching staff. Qualifications of other candidates are to be presented to the Committee for their perusal and appointments are to be granted to the Committee at some future date.
(3-14-11)

II. Salary Schedules

A. Principles of salary scheduling

1. Minimum salaries should be high enough to attract the most able, well-educated and promising people to the teaching profession.
2. Maximum salaries should be high enough to retain highly competent and professionally ambitious men and women as classroom teachers.
3. Salary schedules should provide equal pay to classroom teachers with equivalent training and experience.
4. Annual increments should provide an orderly progress to the maximum salary.
5. The salary schedule should offer stimulation through incentives in recognition of professional qualifications.
6. There should be professional participation by classroom teachers in the development and administration of salary schedules (and all other personnel policies).
7. Salaries of professional personnel other than classroom teachers should be scheduled in accordance with the principles that apply to classroom teachers, with suitable recognition of responsibilities and preparation for leadership.

Administrative Policies

3. Chart of salary schedule (effective January 1, 1962)

| <u>Years of Experience</u> | <u>Index</u> | <u>Bachelor's Degree</u> | <u>Master's Degree</u> | <u>Master's Degree plus 30 Sem. Hours</u> |
|----------------------------|--------------|--------------------------|------------------------|---|
| None | 1.00 | \$4000. | \$4300. | \$4450. |
| One | 1.05 | 4200. | 4500. | 4650. |
| Two | 1.10 | 4400. | 4700. | 4850. |
| Three | 1.15 | 4600. | 4900. | 5050. |
| | 1.20 | 4800. | 5100. | 5250. |
| Five | 1.25 | 5000. | 5300. | 5450. |
| Six | 1.30 | 5200. | 5500. | 5650. |
| Seven | 1.35 | 5400. | 5700. | 5850. |
| Eight | 1.40 | 5600. | 5900. | 6050. |
| Nine | 1.45 | 5800. | 6100. | 6250. |
| Ten | 1.50 | 6000. | 6300. | 6450. |

Note: The actual salary is determined as a result of multiplying the minimum salary on the Bachelor's Degree schedule by the index, which is determined by the years of experience. Above the Bachelor's Degree schedule, the Master's Degree schedule maintains a differential of \$300., and the Master's Degree plus 30 semester hours schedule maintains a differential of \$450.

Administrative Policies

4. Salary Policies

1. The school committee retains the right to establish the salary of certain teachers with special training, experience, or achievement.

2. It is expected that teachers will take further college courses for personal and professional improvement. These courses will also serve to qualify the teacher for salary increases as follows:

- a. Every teacher on the Bachelor's Degree scale must satisfactorily complete six semester hours of approved college work every four years. This means that three annual increments will be given as indicated on the salary schedule but the fourth such increment will be withheld until the specified academic work has been completed. In special cases, where more than the minimum credits are earned in the four-year period, extra credits may be applied to increments normally earned over an eight-year period.
- b. Every teacher on the Master's Degree scale must satisfactorily complete six semester hours of approved college work every six years. This means that five annual increments will be given as indicated on the salary schedule but the sixth such increment will be withheld until the specified academic work has been completed. In special cases, where more than the minimum credits are earned in the six-year period, extra credits may be applied to increments normally earned over a twelve-year period.
- c. Courses to be taken for credit must be approved in writing by the Superintendent of Schools before registering for the course. Such courses must be taken at accredited institutions as listed in the report of investigation of the Massachusetts Association of School Committees, Inc.
- d. Travel may be approved in advance by the Superintendent of Schools in lieu of graduate study for inservice purposes. Approval for such travel will be determined on the basis

Administrative Policies

of a complete outline report of the trip submitted by the teacher. The teacher also has the responsibility of demonstrating the professional or cultural gain of such travel through a written report.

2. Teachers who have completed twenty years of full-time classroom teaching experience will not be required to take courses in order to qualify for the yearly increments.
3. Teachers who expect to receive a Master's Degree must notify the superintendent of schools in writing on or before September 30 of the year preceding the expected granting of the degree in order to meet budget requirements. The \$500. increase in annual salary is to begin on September 1 following completion of the requirements for the degree with the exception that if the degree is granted in January, the increase in salary shall be retroactive beginning the month following completion of the requirements for that degree.
4. The School Committee shall authorize payment of \$30. per semester hour for each course satisfactorily completed by a teacher prior to June 30, 1961. Other courses taken at the specific request of the administration shall be reimbursed at the discretion of the School Committee.

III. Sick Leave

A. Allotment of sick leave

1. All full-time teachers and administrative personnel are allotted fifteen days of sick leave with pay each year.
2. Sick leave shall be accrued at the rate of one and one-half days per school month. Advance sick leave may be granted at the discretion of the principal.

B. Sick leave policies

1. In the event that an employee is absent due to illness for less than fifteen days in any one

Administrative - Policies

school year, the day not used shall be accumulated for use in subsequent years to a maximum accumulation of forty-five days, without loss of previous accumulation.

2. In any one school year five of the fifteen days of leave for each leave may be used at the option of the employee concerned for the following personal reasons:

- a. Specific religious holidays.
- b. Serious illness in the immediate family.
- c. Court cases, when appearing as a witness.
- d. Other personal or business reasons at the discretion of the Principal.

- (1) Five days shall be given to a regular full-time teacher or administrator for death in the immediate family. The term "immediate family" shall be construed to include mother, father, sister, brother, husband, wife, son, and daughter.
- (2) One day shall be given to a regular full-time teacher or administrator to attend the funeral of mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, or others at the discretion of the Principal.
- (3) After the expiration of sick leave due to prolonged illness, full salary shall be paid to the substitute teacher who will be paid to the regular full-time teacher or administrator through the end of the school year. A doctor's certificate verifying the continuing illness of such a person shall be required except as provided by State law. Authorization is

Administrative Policies

to be secured by the Superintendent of Schools from the School Committee.

- (5) In computing the amount to be deducted for a day of unexcused absence, the year shall be held to consist of two hundred days.

IV. Miscellaneous

A. Visiting Day

1. Full-time employees may be allowed to spend one day per school year in observing another school system, provided that the following conditions are fulfilled:
 - a. Adequate substitute replacement can be obtained.
 - b. The visiting day has been approved in advance by the Superintendent of Schools and the Principal.

B. Paycheck Deductions

Deductions, such as those for Blue Cross-Blue Shield, Washington National Insurance, etc., are to be withheld upon request of the teacher concerned from the employee's check and paid directly to the account by the Treasurer of the Frontier Regional School District.

C. Executive Session of School Committee

1. Personal affairs of employees shall not be discussed in open session of the School Committee due to the danger of harmful or embarrassing publicity. Discussion of such matters shall be reserved for executive sessions of the School Committee. These sessions shall exclude the press and the general public.
2. This policy may be waived with the permission of the employee concerned.

Administrative Policies

D. Omnibus Representative

The Committee shall appoint one of its elected members to serve as a representative of the Committee, in accord with the Frontier Regional District Teachers' Association upon the request. (1-24-51)

E. Procedure for School Complaints/Problems:

If a faculty member has a problem, he should confer first with the Principal. If no satisfaction is achieved, he may make an appointment to meet with the Superintendent, and upon request the Superintendent shall arrange a meeting with the School Committee. (1-11-58, as amended)

F. Letter in Lieu of Contract

A letter shall be sent by the Superintendent to teachers on tenure, stating the establishment of their salary as of a certain date. (5-21-50)

G. Maternity Leave

1. Any teacher or other employee of the Frontier Regional School District who becomes pregnant is required to give 90 days notice of resignation no later than the end of the first four months of pregnancy.
2. Such teacher or other employee will be given the same consideration as any new applicant if such person wishes to be re-employed after the birth of the child; but, except under unusual conditions, such application for re-employment will not be accepted until the child is at least one year old.
3. No employee of the School Committee shall be entitled to any sick leave on account of pregnancy and time lost on account of such situation shall not be considered the equivalent of regular service for pension or insurance purposes on the salary schedule or retirement credit.

Administrative Policies

- 1. Cases of misbehavior, withdrawal of license, the death of a child or the adoption of a child must be reported to the school committee with full and complete information as to the facts of each such case.
- 2. A teacher who applies for reappointment and who has not been reappointed shall be considered as having resigned his position and shall be eligible for reappointment only after a period of one year from the date of his resignation.
- 3. Vacant positions shall be filled by the school committee and the person so appointed shall be considered as having resigned his position and shall be eligible for reappointment only after a period of one year from the date of his resignation.
- 4. A teacher who is appointed to a position in the school system shall be considered as having resigned his position and shall be eligible for reappointment only after a period of one year from the date of his resignation.
- 5. A teacher who is appointed to a position in the school system shall be considered as having resigned his position and shall be eligible for reappointment only after a period of one year from the date of his resignation.
- 6. A teacher who is appointed to a position in the school system shall be considered as having resigned his position and shall be eligible for reappointment only after a period of one year from the date of his resignation.
- 7. Failure of a teacher or other employee to comply with this rule shall be considered as resignation and shall be subject to the provisions of Chapter 71 of the General Laws of Massachusetts. (1-13-55)

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ARTICLE 10

SECTION 1

It is the policy of the State to provide for the highest quality of education for all children. The State shall ensure that all children have access to a free and appropriate public education that prepares them to compete in the global economy. The State shall ensure that all children have access to a safe and sound education that promotes their physical, mental, and emotional well-being. The State shall ensure that all children have access to a high-quality education that is culturally relevant and responsive to the needs of all students. The State shall ensure that all children have access to a high-quality education that is accessible to all students, including students with disabilities. The State shall ensure that all children have access to a high-quality education that is affordable for all families. The State shall ensure that all children have access to a high-quality education that is of high quality and meets the needs of all students.

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SECTION 2

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Administrative Policies

The Superintendent shall be responsible to establish and maintain a procedure for the complete and prompt reporting of all accidents or injuries sustained by pupils occurring while traveling to or from school, and for other school activities, during the school day or school property, or during school related or extra-curricular activities. Such reports shall comply with the requirements of all school accident insurance policies.

Curriculum: The Superintendent and principals have authority to select, approve, or reapprove any material they deem proper and desirable for effective and efficient management of the school program. Principals will select a list of the materials and assignments, including materials for the school year and the length of the school day and other periods which may not be changed without the approval of the Superintendent. (E.g., order of classes, lunch periods, examination schedules, meetings, etc.)

Special Work and Extra-Curricular Assignments: The Superintendent, Superintendent, or principal may assign the duties of special work and extra-curricular assignments as necessary or appropriate. Most such assignments concerning during the regular school day may be re-assigned, and re-assignment is appropriate. The Committee shall determine its extent. Individuals shall be assigned on the basis of their interests and qualifications whenever possible, and such assignments shall be distributed as equitably as possible.

Teacher and Staff Supervision: The Superintendent and principals shall develop methods and procedures for the supervision and evaluation of all teachers and staff members under their authority, and shall report the results of such supervision and evaluation. The Superintendent shall report the results of such supervision and evaluation to the Board of Education. The Superintendent and principals shall evaluate and report on the progress of the program as presented and will be held responsible for consistency of reports and the quality of staff. An agreement will be entered into with the Board of Education.

STUDENT REMOVAL

Definition of Truancy: Any student who fails to attend school for three (3) days in a school year shall be considered truant. The Board of Education shall have the authority to remove a student from school for truancy.

Removal Hearings: Hearings will be held to determine the cause of truancy and the appropriate action to be taken. The hearing will be held in the presence of the student and the parent. (3-24-61)

Administrative Policies

EXCUSES

Payment for Damage or Loss: Lost books shall be replaced and a reasonable price should be paid for damaged books by the students responsible, the price to be determined at the discretion of the Principal. (6-27-61)

TRANSPORTATION

Extra-Curricular: Transportation by bus or other vehicle will be provided by the school for all extra-curricular activities. (1-23-58). Buses which transport pupils who participate in extra-curricular activities are to depart from Frontier Regional School at 5:30 P.M. on Monday, Wednesday, and Friday, and at 4:15 P.M. on Tuesday and Thursday (except Conway, at 4:30). There is to be a prompt departure at the specified time each day. All extra-curricular teachers are to dismiss students in sufficient time to change clothes, take a shower (in the case of athletics) and be ready to go home on a scheduled bus. Students who remain after this time must furnish their own transportation. (9-27-60)

APPENDIX B

FRONTIER REGIONAL SCHOOL

South Deerfield, Mass.

FACULTY HANDBOOK

FORMER SCHOOLS BOARD

FACULTY MANUAL

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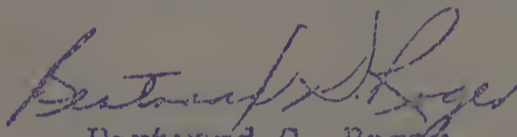
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FACULTY HANDBOOK

Foreword

In accordance with the expressed policy of Frontier Regional School, this handbook has been designed and prepared with the purpose to place in each teacher's possession a ready reference guide, which will provide the answers to most questions that might arise during the course of the school year. It is hoped that this convenient reference source may contribute to the fulfillment of an even greater objective: namely, a consistency on the part of both faculty and administration in executing our mutual responsibilities and daily routines. It is believed that the carefully written information, policies, rules and regulations contained herein will be an invaluable aid to the teacher in realizing a more complete and accurate understanding of his routine duties and professional obligations.


Bertrand G. Roger
Principal

School Philosophy

The primary objective of this school is to prepare our students to become thinking individuals and worthy citizens in the community. We also aim to give them aesthetic and sound moral values and the principles of sanitation and good health. Finally, we accept and promote the Seven Cardinal Principles of Education and The Ten Imperative Needs of youth.

ORGANIZATIONAL CHART

FRONTIER REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE

SUPERINTENDENT OF SCHOOLS

PRINCIPAL

Transportation

Custodians

Guidance Dept.

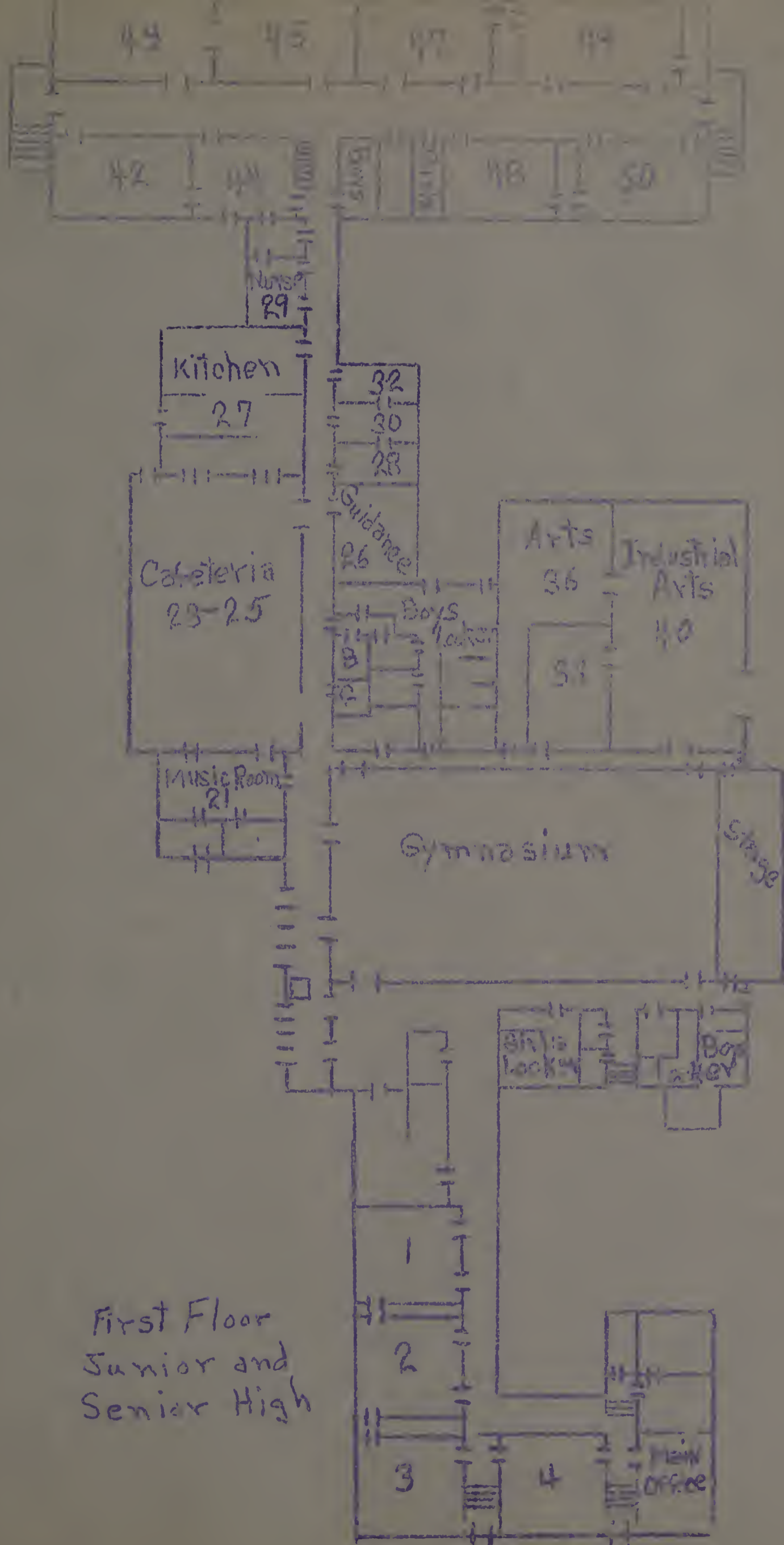
Department Heads

Nurse

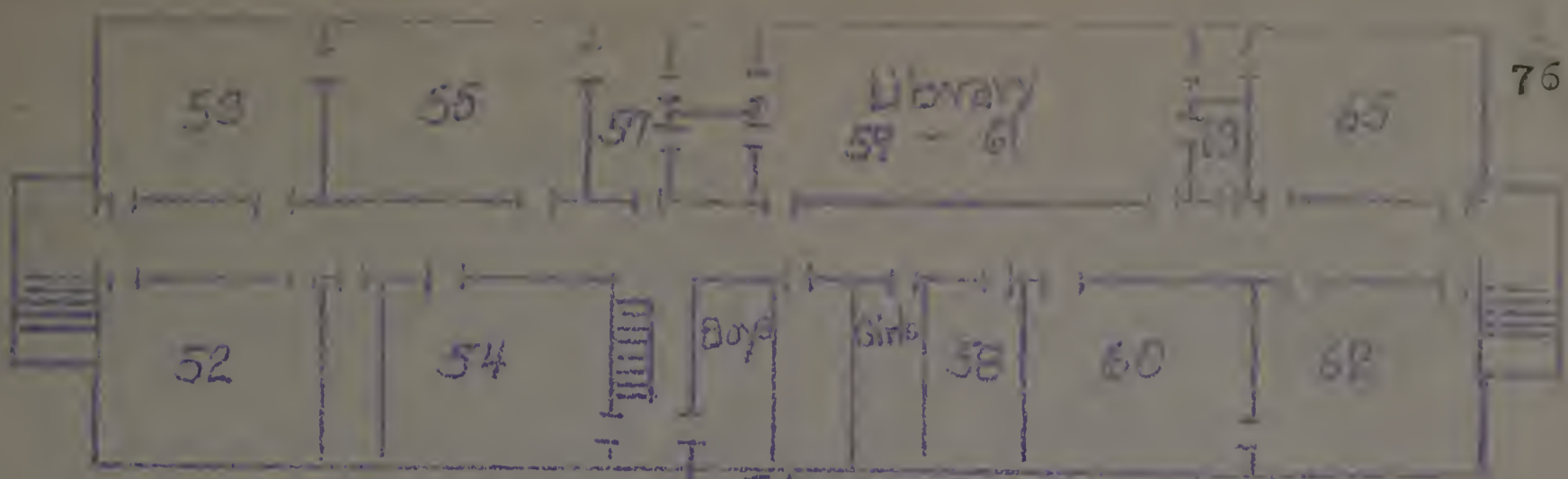
Classroom Teacher

Cafeteria

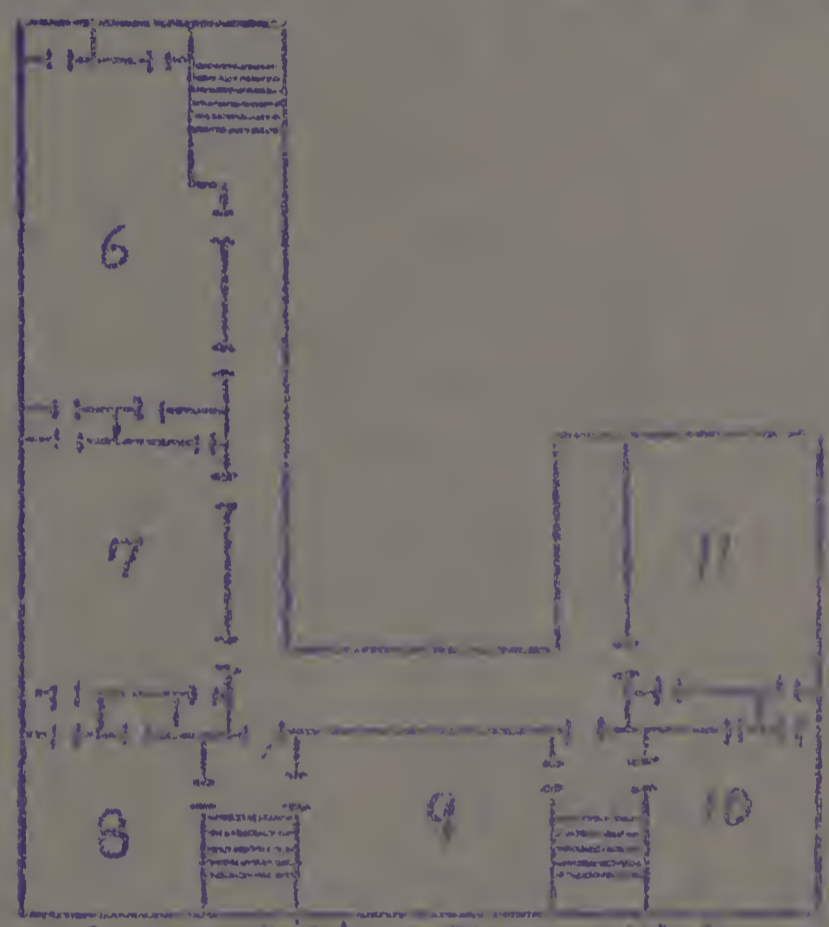
Attendance
Officer



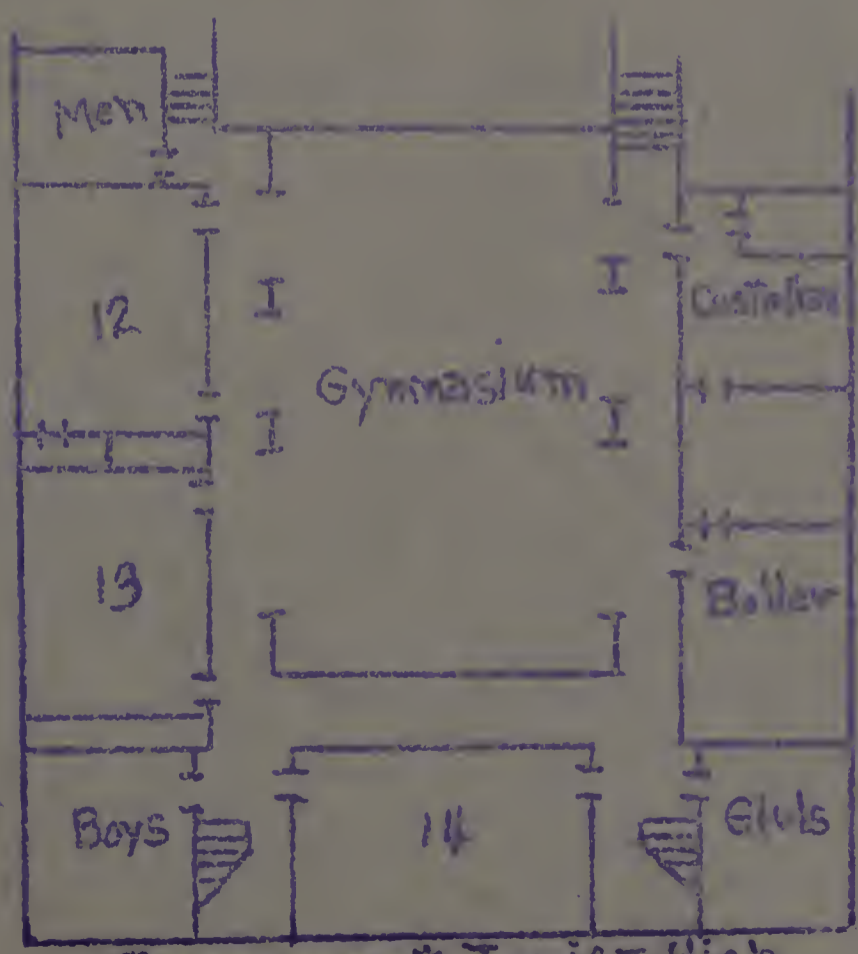
First Floor
Junior and
Senior High



Second Floor Senior High



Second Floor Junior High



Basement Junior High

GENERAL INFORMATION

I. The School and Organization

Departmental Organization

Direction and coordination of the work of each department is the major responsibility of each department head. Academic departments shall set up a schedule of regular meetings to implement and discharge this responsibility. Department heads shall submit a copy of this schedule by September 15 of each year.

Each department shall designate one day each week for extra help sessions from three to four o'clock in the afternoon. Students may be assigned to participate in these sessions.

Meetings

The annual pre-school faculty meeting shall usually occur the day before opening day. The agenda shall normally include the following items: introduction of school personnel; basic changes in program; changes in policies, rules and regulations; faculty assignments; registration and first day procedures; and orientation of new teachers and staff.

General faculty meetings will be held when necessary on the first Wednesday of each month.

Departmental meetings are to be held regularly at least once each month.

Guidance Facilities and Services

The Guidance Department staff is comprised of a full-time junior high school counselor, a secretary, and the Director of Guidance, who generally works with the senior high school.

The department conducts a school-wide testing program, a schedule of which is in the Appendix. In many instances, the administration of these tests will cause inconveniences for teachers in assignments and projects. It is believed that the value return for students and teachers will outweigh whatever problems the testing procedures may create. The administration and Guidance Department encourage all teachers to make use of whatever test results are available for their students. (The value of tests comes from use of results, not filing in folders). If there are any questions concerning test scores that are available, teachers are encouraged to contact the Guidance Department to ask about them. The department is always available and willing to discuss any appropriate problems with all teachers.

Health Facilities and Services

The school Nurse's Office and facilities are located at Room 29, between the cafeteria and the Office Machines Room. The nurse conducts annual vision and hearing testing programs and may be contacted for information concerning individual students. Teachers should be alert to notice physical conditions or symptoms which should be referred to the nurse. All student requests to visit the nurse must be honored.

GENERAL INFORMATION

Audio-Visual Aids

Following is a list of audio-visual equipment and materials that are available in Room 50:

- | | |
|---------------------|--------------------|
| Movie projectors | Projection screens |
| Filmstrip projector | Phonograph |
| Opaque projector | Tape recorder |

The following procedures should be followed to obtain equipment or materials:

1. Make arrangements with the AVA Director at least one day in advance. If equipment is not immediately available, request may be made for use on a future date.
2. When you have finished using the equipment, send it back to Room 50 after school.
3. When any of the equipment is out of order or not functioning properly, inform the AVA Director promptly.
4. Requests for equipment should normally be made on the type of form indicated below and given to the Director, or placed in his mailbox, at least one day before you plan to use the equipment.

| S A M P L E | |
|---------------------------|--|
| Request for A-V Equipment | |
| Date requested: | Movie projector _____ Filmstrip proj. _____ |
| Room No. _____ | Opaque proj. _____ Phonograph _____ |
| Initials: _____ | Tape recorder _____ |

Note: A list of available film strips is in the Appendix.

Cafeteria

Lunches are served teachers daily in the Faculty Dining Room at a charge of thirty-five cents (\$.35). Teachers taking lunch must place an order for each lunch on a lunch order form available at the Main Office each morning.

The daily schedule provides for three (3) separate lunch periods: one for the junior high school and two for the senior high school. All teachers are assigned to cafeteria duty for a period of one week each on a rotating schedule. Teachers assigned to cafeteria duty must take their lunch in the cafeteria and are responsible for maintaining order. Student marshals will be assigned to assist in this duty.

Custodial Services

Any of the custodians may be contacted for routine classroom maintenance, such as replacing lights, checking heating equipment, etc.

GENERAL INFORMATION

Class Organization

Class officers are elected annually by a majority vote of the individual classes at the class meetings. Homeroom teachers are designated as co-advisors for each of the respective classes. In the high school, class advisors remain with the same class until it graduates. Senior class advisors are not assigned to be class advisors the following year.

Committee Assignments

The principal reserves the right to establish standing or special committees as the need arises.

Student Marshal System

At the beginning of the year, the faculty shall recommend and the principal shall appoint a group of student marshals to assist the faculty in maintaining good discipline in all areas of the school. The marshal staff shall consist of 15 members in the senior high and eight members in the junior high. The senior high members shall be appointed from the Junior and Senior classes (seven each), and the junior high members shall be appointed from the eighth grade. The vice-president of the Student Council shall be head marshal. All members of the marshal staff shall be good school citizens maintaining a consistent level of good work in their studies, and capable of earning the respect of fellow students.

The duties of the marshal staff shall be as follows:

1. Assist in the supervision of bus arrivals and departures.
2. Assist in traffic control between periods and to and from assemblies.
3. Assist in maintaining orderly lunch procedures.
4. Assist in the supervision of after-school activities.
5. Serve as proctors in homerooms where teachers have had to leave for other duties.
6. Be of assistance whenever and wherever the faculty deems it advisable.

Professional Library

The professional library is located at the rear of the main library, and all teachers and staff members are encouraged to use this facility as much as possible. Donations or loans of books, periodicals, etc., are appreciated.

Each department should select materials to be added to this library, and provision for their purchase should be included in annual departmental budget requests.

GENERAL INFORMATION

Telephones and Inter-communication System

The inter-communication system shall be used to make announcements in the morning after the warning bell, and at the close of the school day. At no time shall the system be used to monitor or interrupt a class in session. The Main Office may be reached via the inter-com' system from stations located in the Office Machines Room and Room 55; also, by telephone from the Library, Nurse's Office, Coaches' Offices, Guidance Office, Cafeteria, backstage in the gymnasium, and the Shop.

When using the telephone for personal toll calls, teachers and staff members must inform the Office Secretary of the number dialed, cost of the call, and must reimburse the school. When making school business calls, the Office Secretary must be informed of the number called. Detailed records of all toll calls must be kept in the Main Office. (A pay station telephone is located near the eight doors).

Teachers' Rooms

Faculty rooms are provided for the convenience of the faculty and are available to all teachers and staff members during their free time. The Teachers' Association provides coffee throughout the day at a nominal charge of five cents per cup. (Teachers are to provide their own cups). Students should not be encouraged to enter these rooms to report to teachers.

Teachers' Association

The Frontier Regional District Teachers' Association urges all teachers and professional staff members to join the association. Membership in the Massachusetts Teachers Association is prerequisite to membership in the local group. Dues are presently four dollars (\$4.00) for the local organization, and ten dollars (\$10.00) for the state organization. The Frontier Association is also affiliated with the National Education Association, and members are encouraged to obtain individual membership in NEA. All dues are payable to the Treasurer of the Frontier Association, and arrangements may be made for payment in installments. (See Appendix for a copy of the constitution of the Frontier Regional Teachers' Association).

2. Clerical Details

Lesson-plan Book

It is required that lesson plans be prepared in advance, although it is not required that the Lesson-plan Book furnished by the school be used. It is absolutely required that lesson plans be kept in the middle drawer of each teacher's desk at all times. Seating plans for all classes and study halls must be kept in the Lesson-plan Book.

GENERAL INFORMATION

Marking System

Class achievement is indicated by the letters "A", "B", "C", "D", and "F". The values of the letters are as follows:

- A - 93 to 100 - Superior work
- B - 85 to 92 - College certifying grade
- C - 77 to 84 - Fair or average work
- D - 70 to 76 - Passing
- F - Below 70 - Failing (Note exception below for permanent records)

In addition to the grades for scholarship, each pupil is graded for attitude and conduct on the basis of 1, 2, 3, 4, as follows:

| <u>Attitude</u> | <u>Conduct</u> |
|---|--------------------------------------|
| 1. Commendable | 1. Commendable |
| 2. Satisfactory | 2. Satisfactory |
| 3. Fair Indifferent Not trying | 3. Fair Mischievous Whispering |
| 4. Wasting time Poor daily preparation | 4. Disturbing Discourteous |

The mark for attitude should never be greater than the mark for conduct. To enhance the prestige of marks "1" and "2", it is urged that all teachers devise a merit system that provides a conscientious method for determining fair, but discriminating, marks.

Class Record Book

A minimum of one grade per each full week or unit of work must be recorded for each class. It is recommended that teachers weight their grades, and that classes be informed of the teacher's grading procedure.

Permanent Office and Guidance Department Records

Two sets of permanent records are maintained for all students, one each at the Main Office and in the Guidance Department. All marks are first recorded on rank sheets provided by the Office, then entered on the permanent records. Teachers of special and part-time subjects are required to enter their marks during the first three school days following the end of each marking period. All teachers' marks should be recorded not later than eight school days following the end of the marking period.

The following rules pertain to recording of marks:

- 1. Each teacher shall indicate the group in which each student is enrolled, by inserting the word (or abbreviations for) Advanced (Adv.), Basic, Special (Spec.) beside the name of the subject (e.g., English (Adv.), etc.).

GENERAL INFORMATION

2. The minimum mark to be entered on permanent records is 60.
3. All failing marks are to be recorded in red ink.
4. Students who work up to their capacities but achieve marks below 70 may be given a mark from 65 to 69, recorded in red ink and circled. If the actual mark achieved is below 60 or 65, it will be recorded on the rank sheets, which will indicate that the mark placed on the permanent records is a 60 or a 65 (e.g., 55/60, 60/65). In other words, the rank sheets will indicate both the actual mark earned and the mark to which raised.

At the end of the year, all teachers should make certain that seven marks have been recorded on the permanent record cards for each student. In addition, the cards should indicate the number of credits earned and the initials of the teacher. Note the example below:

| 1st Qtr. | 2d Qtr. | Mid-Year | 3d Qtr. | 4th Qtr. | Final Exam. | Final Ave. for Year | Credit | Teacher's Initials |
|----------|---------|----------|---------|----------|-------------|---------------------|--------|--------------------|
| 82 | 78 | 78 | 80 | 76 | 75 | 78 | 5 | BGR |

Report Cards

Report cards are issued on the first Friday following the end of each quarterly marking period, and should be returned to homeroom teachers on the following Monday. Teachers should check each card for proper signature and return all cards to the Main Office not later than the first Wednesday following the date of issue. Any student who has not returned his card by that date must report to the Main Office.

Only "letter" marks are indicated on report cards. A "D." is indicated on the report card of a student who is given a circled 65 to 69 on the permanent record.

Report cards shall be distributed to homerooms for recording attendance on the Thursday before cards are issued.

Progress Reports

At mid-term, each student will be given a progress report form by homeroom teachers. These forms will be taken to each teacher of an academic subject for completion, taken home for the signature of parent or guardian, and returned to homeroom teachers. When all reports have been returned, teachers are to send all reports to the Guidance Department for filing. (A sample of the Progress Report Form may be found in the Appendix).

GENERAL INFORMATION

School Registers and Reports

School registers are maintained by classroom teachers. Instructions for keeping the register, and the Annual Register Report Form, are included in the Appendix.

A Monthly Attendance Report is required of all teachers who maintain school registers, based upon the register itself. Below is a sample copy of the report form:

S A M P L E

FRONTIER REGIONAL SCHOOL
South Deerfield, Mass.

MONTHLY ATTENDANCE REPORT

(Teacher)

(Date due)

Report of Grade _____ Room _____

From _____ to _____ for _____ days.

- | | |
|---------------------------|----------------------------------|
| 1. Tot. Membership _____ | 8. No. Fire Drills _____ |
| 2. Agg. Membership _____ | 9. No. Days in Session _____ |
| 3. Ave. Membership* _____ | 10. No. Days School Closed _____ |
| 4. Tot. Absences _____ | Reason for closing: _____ |
| 5. Agg. Attendance _____ | |
| 6. Ave. Daily Att. _____ | |
| 7. % of Attendance _____ | |

11. Attendance of Teachers:

Date of Absence _____

Name of Substitute _____

*Compute to three decimal places beyond the decimal point in your answer. Place proof of 3, 6, and 7 on other side of this report. Report names of pupils entered or leaving since last report. Report any misuse of books or supplies to the Principal.

GENERAL INFORMATIONSupplies and Requisitions

Supplies are stored in Rooms 13 of the junior high and 53 of the senior high. A record is to be kept of all supplies taken and left in the Main Office. Record forms will be available in both storage rooms. It is recommended that classroom supplies be checked in the morning before classes begin.

Requisitioning of supplies and textbooks is the responsibility of department heads. Requisitions must be made in duplicate before orders are placed, and filed in the Main Office. It is the responsibility of department heads to determine that there is a sufficient fund to cover costs of requisitions.

Textbooks

Teachers should check all textbooks before issuing, make certain they are stamped with the school stamp and numbered, and record them as to their condition (Code: N-New; G-Good; F-Fair; P-Poor) and by number in the class record book. They should be checked periodically to see if they are covered and free of filed papers.

Preparation of Materials

All teachers must provide for the duplication of tests or other materials themselves. To facilitate this, a ditto machine has been placed in the storage room between Rooms 53 and 54 in the senior high school (second floor). Duplicating paper will be available in this room or in the Supply Room in the senior high school.

Change of Address or Status

It is important that all teachers and staff members notify the Office at once of any change of address, marital status, or number of dependents.

Checklist for School Closing

See Appendix.

3. Curriculum

Program of Studies

See Appendix.

Examinations

Mid-year and final examinations are required in all subjects; the administration will submit schedules in advance of each occasion. Quarterly examinations may be given at the discretion of the teacher.

ACADEMIC PROMOTION

Students in grades 11 and 12 only, who have maintained an "A" average, may be exempt from the final examinations at the discretion of the teacher.

Standardized published tests should be used only when the teacher is certain that the test adequately covers material taught in his course.

Standards for Written Work

All teachers should insist upon high standards for written work, regardless of the subject matter taught. The English Department has prepared a format for written work to be used throughout the school, a copy of which is included in the Appendix.

Honor Roll

The student honors system is divided into two classes, as indicated below:

- High Honors: All "A's" in academic subjects, with one "C" permitted in non-academic subjects.
- 2d Honors: All "A's" or "B's" in academic subjects, with one "C" permitted in non-academic subjects.

4. Procedures

Homeroom

All homeroom teachers are responsible for checking and reporting daily attendance, and for taking a daily lunch count. A Teacher's Daily Report form (see below) is provided for this purpose. This routine may be delegated to reliable students by the teacher.

S A M P L E

FRONTIER REGIONAL SCHOOL

TEACHER'S DAILY REPORT

Teacher _____ Date _____

Homeroom _____ Grade _____

PUPILS ABSENT
(List Alphabetically)

Lunch Count _____

ADMISSION SLIPS

After absence, all homework due should be promptly returned to be stamped an Admission Slip (Form 2-45), a supply of which shall be furnished by the Main Office. An slip will be issued to students who do not have written excuses, but their students shall be sent to the Office immediately written excuses which look suspicious either in content or in signature will be noted as such and this matter will be handled by the Office. All written excuses shall be sent to the Office with the attendance report in the morning.

Admission Slips must be taken to each classroom teacher and signed, after make-up assignments have been given. These slips will be returned to the homeroom teacher at the end of the day noted by the teacher for proper signatures, and then may be destroyed. Teachers will note from the attendance report or from registers which students must report to them in the morning. Any student who does not report, and is later found absent, shall be sent to the Office immediately.

Students who are tardy must report first to the Office and receive an Admission Slip before going to class. Admission Slips must be turned in to the homeroom teacher.

The Pledge on the Flag and the Lord's Prayer must be recited by each homeroom at least once weekly. Daily Bible readings will be read by the Main Office, accompanying the daily announcements each morning via the inter-com system.

All students must report to homerooms at the end of seventh period daily, for attendance check and out-of-day announcements.

Fire Drills

The General Laws of the Commonwealth require that a fire drill occur within three days following the opening of school and at least four times thereafter during the school year. It is therefore necessary that each homeroom teacher instruct his homeroom and each class of the proper procedure to be followed during a fire drill. Each teacher must write the appropriate fire drill procedure for his particular location on the blackboard prior to or on the first day of school. For this purpose, the following guidelines are stated:

1. Teachers will lead their classes outside the building via the nearest exit to their rooms, proceeding through the door of the classroom nearest such exit.
2. Teachers are responsible for assuring that all windows and doors are closed and all lights turned off.
3. There is to be absolutely no talking during the fire drill by students.
4. Classroom groups are to remain together during the drill and when returning to classes after the all-clear signal is given.
5. Junior high students are to proceed to the far side of the drive-ways away from the building in single file up to the sidewalk at Main Street.

All teachers are to carry their class registers and their books with them

GENERAL INFORMATION

Accident Reports

All student injuries must be reported to the Office immediately, or as soon as possible, to insure that necessary insurance claims can be completed.

Assemblies

Students will always proceed to and from assemblies by classroom, accompanied by classroom teachers, who will remain with their groups during assembly. Seating in the auditorium will be by class, as assigned at the beginning of the school year. Homeroom groups are to remain together at all times, and are to proceed to and from the auditorium by aisle.

Approval of Professional Courses

Teachers must obtain prior approval of courses taken for credit toward increments. A form for this request is available at the Main Office.

Teacher Absence

In the event it is necessary for teachers to be absent from school, they are to notify the Office, Room 5-2116, or call the Principal's or Office Secretary's residence as listed in the Personnel Directory.

Upon the teacher's return to duty, he must report to the Office to complete the appropriate report form to receive compensation for the absence if justified. (Legitimate excused absences are listed in the statement of Personnel Policies on pages 19 to 23).

5. Supervision

Discipline

All teachers should be thoroughly familiar with Student Rules, Regulations and Information, pages 29 to 33. Each faculty member is required to maintain good discipline in his classroom, and should refer disciplinary cases to the Principal only in unusual circumstances and as a last resort. All disciplinary measures taken by teachers will be supported by the Principal. Teachers should carefully avoid taking measures which are contrary to stated policy of the school (e.g., twenty-four hours' notice of detentions, and written assignments).

The area of teachers' disciplinary responsibility extends throughout the school. All teachers have the authority to discipline students wherever they observe infractions of school rules. This authority also extends to social and athletic events.

DISCIPLINE: Please do not interrupt your class presentation to tell your youngster that he has earned an honor's decoration or to give him the opportunity to argue about what he did or did not do. The time to praise cut a youngster is after the close of a period, and privately. There are techniques for maintaining control of a classroom without arguing with rebellious students or allowing any one student to disrupt a class.

Detention

Teachers are to keep their own detention, except when other arrangements have been made when needed. It is imperative that twenty-four hours' notice be given each student assigned detention. Detention notices must be signed by parent or guardian and returned to the teacher at the time detention is to be served. Teachers are to submit a report of all detention assigned to the Office. Teachers should strictly enforce the rules with regard to detention to make it as effective as possible.

Care of Building and Equipment

Teachers are expected to inspect desks and school property daily and to report any damage immediately, and are responsible for maintaining blackboards and bulletin boards. Before leaving the building, teachers will:

1. Close and lock windows
2. Adjust shades
3. See that desks are in order
4. Turn off lights
5. Lock doors

An aisle must be provided between desks and walls in all classrooms. Lights will be turned off when the classroom is not in use. The last teacher to use the room will be responsible.

Assemblies

All homeroom teachers are to remain with their groups at all times during assemblies, to maintain proper order and conduct.

Study Halls

All students should have an assigned seat, and seating plans for each study hall should be made.

Students may be excused from study hall with passes only to use the library, visit the Nurse, Main Office, or physical education instructors; or upon the written request of teachers. Students may not go to restrooms during study periods.

General Provisions

General Provisions

These provisions shall apply to all persons who are subject to the provisions of this part of the regulations and shall be subject to the provisions of the regulations which are specifically referred to in this part.

Traffic Control

All persons shall observe the traffic control signs as provided in the Manual of Traffic Regulations.

6. Discipline

General Provisions

Three types of discipline are available to the principal, namely suspension, expulsion and suspension from school. The principal shall have the authority to suspend or expel any student who is guilty of any violation of the regulations. The principal shall have the authority to suspend or expel any student who is guilty of any violation of the regulations. The principal shall have the authority to suspend or expel any student who is guilty of any violation of the regulations.

Discipline of the Youth

A student shall be deemed to be in violation of the regulations if he or she is guilty of any of the following offenses: (a) failure to attend school; (b) failure to complete school; (c) failure to observe the regulations; (d) failure to observe the regulations; (e) failure to observe the regulations; (f) failure to observe the regulations; (g) failure to observe the regulations; (h) failure to observe the regulations; (i) failure to observe the regulations; (j) failure to observe the regulations; (k) failure to observe the regulations; (l) failure to observe the regulations; (m) failure to observe the regulations; (n) failure to observe the regulations; (o) failure to observe the regulations; (p) failure to observe the regulations; (q) failure to observe the regulations; (r) failure to observe the regulations; (s) failure to observe the regulations; (t) failure to observe the regulations; (u) failure to observe the regulations; (v) failure to observe the regulations; (w) failure to observe the regulations; (x) failure to observe the regulations; (y) failure to observe the regulations; (z) failure to observe the regulations.

ADMINISTRATIVE POLICIES

1. School Committee

Teacher Personnel Policies of the Frontier Regional School District

I. Salary Schedule

A. Principles of salary scheduling

1. Minimum salaries should be high enough to attract the most able, well-educated and promising people to the teaching profession.
2. Maximum salaries should be high enough to retain highly competent and professionally ambitious men and women as classroom teachers.
3. Salary schedules should provide equal pay to classroom teachers with equivalent training and experience.
4. Annual increments should provide an orderly progress to the maximum salary.
5. The salary schedule should offer stimulation through incentives in recognition of professional qualifications.
6. There should be professional participation by classroom teachers in the development and administration of salary schedules (and all other personnel policies).
7. Salaries of professional personnel other than classroom teachers should be scheduled in accordance with the principles that apply to classroom teachers, with suitable recognition and responsibilities and preparation for leadership.

B. Chart of salary schedule (effective September 1, 1960)

| <u>Years of Experience</u> | <u>Bachelor's Degree</u> | <u>Master's Degree</u> |
|----------------------------|--------------------------|------------------------|
| None | \$4000. | \$4300. |
| One | 4150. | 4450. |
| Two | 4300. | 4600. |
| Three | 4500. | 4800. |
| Four | 4700. | 5000. |
| Five | 4900. | 5200. |
| Six | 5100. | 5400. |
| Seven | 5300. | 5600. |
| Eight | 5500. | 5800. |
| Nine | 5700. | 6000. |

(Note: See revised salary schedule, effective January 1, 1962, p.).

*Approved 4-3-61.

ADMINISTRATIVE POLICIES

C. Salary policies

1. The school committee retains the right to establish the salary of certain teachers with special training, experience, or assignment.

2. It is expected that teachers will take further college courses for personal and professional improvement. These courses shall also serve to qualify the teacher for salary increments as follows:

a. Every teacher on the Bachelor's Degree scale must satisfactorily complete six semester hours of approved college work every four years. This means that three annual increments will be given as indicated on the salary schedule, but the fourth such increment will be withheld until the specified academic work has been completed. These academic credits may be accumulated over a period of eight years.

b. Every teacher on the Master's Degree scale must satisfactorily complete six semester hours of approved college work every six years. This means that five annual increments will be given as indicated on the salary schedule, but the sixth such increment will be withheld until the specified academic work has been completed. These academic credits may be accumulated over a period of twelve years.

c. Courses to be taken for credit must be approved in writing by the Superintendent of Schools before registering for the courses. These courses must be taken at Accredited Institutions as listed in the Report of Accreditation of the Massachusetts Association of School Committees, Inc.

d. Travel may be approved in advance by the Superintendent of Schools in lieu of graduate study for increment purposes. Approval for such travel will be determined upon the basis of a complete outline report of the trip submitted by the teacher. The teacher also has the responsibility of demonstrating the professional or cultural gain of such travel through a written report.

e. Teachers who have completed twenty years of full-time classroom teaching experience will not be required to take courses in order to qualify for the yearly increments.

3. Teachers who expect to receive a Master's Degree must notify the Superintendent of Schools in writing on or before September 30 of the year preceding the expected granting of the degree in order to meet budget requirements. The \$300. increase in annual salary is to begin on September 1 following completion of the requirements for the degree with the exception that if the degree is granted in January, the increase in salary shall be pro-rated beginning the month following completion of the requirements for that degree.

4. The school committee shall authorize payment of \$10. per semester hour for each course satisfactorily completed by a teacher prior to June 30, 1961. Other courses taken at the specific request of the administration shall be reimbursed at the discretion of the school committee.

ADMINISTRATIVE POLICIES

II. Sick Leave

A. Allotment of sick leave

1. All full-time teachers and administrative personnel are allotted fifteen days of sick leave with pay each year.

2. Sick leave shall be accrued at the rate of one and one-half ($1\frac{1}{2}$) days per school month. Advance sick leave may be granted at the discretion of the Principal.

B. Sick leave policies

1. In the event that an employee is absent due to illness for less than fifteen days in any one school year, the days not used shall be accumulated for use in subsequent years to a maximum accumulation of forty-five days, without loss of previous accumulation.

2. In any one school year five of the fifteen days intended for sick leave may be used at the option of the employee concerned for the following personal reasons:

- a. Specific religious holidays.
- b. Serious illness in the immediate family.
- c. Court cases, when appearing as a witness.
- d. Other personal or business reasons at the discretion of the Principal.

(1) Five days shall be given to a regular full-time teacher or administrator for death in the immediate family. The term "immediate family" shall be considered to include mother, father, sister, brother, husband, wife, son and daughter.

(2) One day shall be given to a regular full-time teacher or administrator to attend the funeral of mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandmother, grandfather, or others at the discretion of the Principal.

(3) After the expiration of sick leave due to prolonged illness, full salary minus the salary of the substitute teacher will be paid to the regular full-time teacher or administrator through the end of the school year. A doctor's certificate verifying the confining illness of such a person shall be required except as provided by State Law. Authorization is to

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ADMINISTRATIVE POLICIES

be secured by the Superintendent of Schools from the school committee.

- (4) In exceptional cases, other days of leave may be granted at the discretion of the school committee.
- (5) In computing the amount to be deducted for a day of unexcused absence, the year shall be held to consist of two hundred days.

III. Miscellaneous

A. Visiting Day

1. Full-time teachers may be allowed to spend one day per school year in observing another school system, provided that the following conditions are fulfilled:

- a. Adequate substitute replacement can be obtained.
- b. The visiting day has been approved in advance by the Superintendent of Schools and the Principal.

B. Paycheck deductions

1. Deductions, such as those for Blue Cross-Blue Shield, Washington National Insurance, etc., are to be withheld upon request of the teacher concerned from the employee's check and paid directly to the account by the Treasurer of the Frontier Regional School District.

C. Executive session of School Committee

1. Personal affairs of employees shall not be discussed in open session of the school committee due to the danger of harmful or embarrassing publicity. Discussion of such matters should be reserved for executive sessions of the school committee. These sessions shall exclude the press and the general public.

2. This policy may be waived with the permission of the employee concerned.

IV. Maternity Leave (1-13-59)

A. Any teacher or other employee of the Frontier Regional School District who becomes pregnant is required to give 90 days notice of resignation no later than the end of the first four months of pregnancy.

ADMINISTRATIVE POLICIES

B. Such teacher or other employee will be given the same consideration as any new applicant if such person wishes to be re-employed after the birth of the child; but, except under unusual conditions, such application for re-employment will not be accepted until the child is at least one year old or older.

C. No employee of the school committee shall be entitled to any sick leave on account of pregnancy and time lost on account of such situation shall not be considered the equivalent of teaching service for automatic increases, placement on the salary schedule or retirement credit.

D. Cases of miscarriage, stillborn children, the early death of a child or the adoption of a child must be reported to the school committee which will give individual consideration to each such case.

E. No probationary teacher who applies for maternity leave has any claim to a future appointment. Such a teacher is on annual contract which expires at the end of the school year for which she was appointed.

F. Married teachers who have acquired tenure previous to maternity leave may be reappointed, but the period of maternity leave will not be considered equivalent to teaching experience in placement on the salary schedule. A teacher returning from such an absence will be placed on the salary scale on the step held prior to withdrawal. No increment will be granted until the teacher has completed the equivalent of a full year of teaching.

G. Failure of a teacher or other employee to comply with this rule shall be considered conduct unbecoming a teacher or insubordination under Section 42 of Chapter 71, of the General Laws of Massachusetts.

V. Other pertinent policies

A. Appointments with school committee

1. If a faculty member has a problem, he should take it up first with the Superintendent of Schools. If no satisfaction is achieved, he should then make an appointment to meet with the school committee. (3-11-58)

B. Teacher Assignment

1. The Principal shall try to equalize the class loads as far as is possible, depending upon the type of classes assigned. (4-30-58)

C. Severance Pay

1. Teachers leaving the system may be granted severance pay in advance, but not before June 30; otherwise no advance salary will be paid, except in case of emergency. (6-25-57, as amended 5-12-59)

ADMINISTRATIVE POLICIESSalary Schedule (effective January 1, 1962)

| <u>Years of Experience</u> | <u>Index</u> | <u>Bachelor's Degree</u> | <u>Master's Degree</u> | <u>Master's Degree Plus 30 Semester Hours</u> |
|----------------------------|--------------|--------------------------|------------------------|---|
| None | 1.00 | \$4000. | \$4300. | \$4450. |
| One | 1.05 | 4200. | 4500. | 4650. |
| Two | 1.10 | 4400. | 4700. | 4850. |
| Three | 1.15 | 4600. | 4900. | 5050. |
| Four | 1.20 | 4800. | 5100. | 5250. |
| Five | 1.25 | 5000. | 5300. | 5450. |
| Six | 1.30 | 5200. | 5500. | 5650. |
| Seven | 1.35 | 5400. | 5700. | 5850. |
| Eight | 1.40 | 5600. | 5900. | 6050. |
| Nine | 1.45 | 5800. | 6100. | 6250. |
| Ten | 1.50 | 6000. | 6300. | 6450. |

The actual salary is determined as a result of multiplying the minimum salary on the Bachelor's Degree schedule by the Index, which is determined by the years of experience. Above the Bachelor's Degree schedule, the Master's Degree schedule maintains a differential of \$300., and the Master's Degree plus 30 semester hours schedule maintains a differential of \$150.

2. Administration

Accidents: All injuries must be reported immediately. Procedures and information for reporting shall be provided faculty and students. Parents shall be promptly notified of any injury to any student.

Administration-Faculty and Staff Relations: The administration shall encourage department heads and individual faculty and staff members to seek clarification, information, or advice concerning school policies or practices, or special problems, and to make constructive suggestions or criticisms for improvement of school policies and practices.

Approval of Professional Courses: The administration reserves the right to judge and determine whether or not particular courses taken by teachers are appropriate and worthy to be recognized as acceptable credits toward qualification for salary increments. The administration shall provide a procedure for teachers to obtain prior approval of courses to be taken.

ADMINISTRATIVE POLICIES

Merit to Students: The administration shall make various awards to students to recognize or reward student achievements or meritorious contributions to the school in the following categories: scholarship, citizenship, athletics, and service to the school. The entire faculty shall participate in the selection of students for the various awards, and in the formulation of the criteria for selection. (See Appendix for list of awards and scholarships).

Curriculum: The Principal shall continually review the programs of studies and course content with department heads and faculty members, to make recommendations for revision or additions when considered necessary or desirable.

Discipline: The administration and faculty shall develop rules, regulations and procedures to insure student discipline. The Student Council shall occasionally be asked to make suggestions for the improvement of student discipline.

Grouping of Students: The administration, Guidance Department, and faculty shall cooperate in grouping students in each academic class as homogeneously as possible, and the groups shall be designated as follows: Advanced, Basic, and Special. Where there is only one section of a subject, no designation need be used. Such grouping shall be on the basis of ability, achievement, and social needs of the individual student.

Honor Roll: The administration and faculty shall develop an honor roll system and shall determine the criteria for selection of students to be recognized for outstanding scholastic achievement.

Marking System: The administration and faculty shall develop an appropriate marking system, which shall be a standardized method of discriminating as well as possible among different levels of student achievement within student ability groupings. This system shall be reviewed from time to time by administration and faculty to make changes as appropriate.

Practice Teacher Supervision: The administration encourages the cooperation of the faculty with teacher training programs of institutions in the surrounding area, subject to the following conditions: no teacher shall be required to accept the supervision of a practice teacher; there shall not be more than one practice teacher in a single department at one time; and no teacher shall supervise more than one practice teacher during the course of one year. Teachers, of course, retain full responsibility for their classes, and are to insure that practice teachers maintain the highest possible quality of instruction.

Procedures: The Principal shall devise and implement any routine or special procedure which he regards as appropriate, desirable, or necessary for an efficient conduct of the school program. He shall do this through

ADMINISTRATIVE POLICIES

consultation and cooperation with the faculty whenever possible and practicable.

Public Relations: The administration shall develop or initiate various programs or procedures to maintain effective public relations. Faculty and staff members will be encouraged to contribute to this objective, particularly through such organizations as PTA.

Records and Reports: The administration may require teachers and staff members to prepare and submit whatever records and reports are necessary, needful, or desirable, either regularly or when deemed warranted.

Schedules: The administration shall prepare, arrange, or rearrange, any schedule it deems proper or desirable for effective and efficient conduct of the school program (e.g., daily schedule, lunch schedule, examination schedule, meetings, etc.).

Selection of Textbooks and Materials: Each department shall select its own textbooks and materials, and the respective department heads shall recommend their purchase to the administration. (Selection of textbooks is subject to the approval of the school committee).

Special Duty Assignments: The Principal shall make and define special and extra-curricular duty assignments as the needs arise, and shall assign individuals on the basis of their interests and qualifications whenever possible. Such assignments shall be distributed as equitably as possible.

Student Rules, Regulations and Procedures: The Principal shall develop and promulgate whatever rules, regulations, and procedures are necessary or desirable for the guidance and control of the students. He will encourage and expect the participation of the faculty and staff in this responsibility.

Teacher Assignments and Teaching Load: Teacher assignments shall be made whenever possible in the areas of the individual teachers abilities, qualifications, and interests; and every effort will be made to insure that teaching loads are as nearly equal as possible.

Teacher and Staff Rules and Regulations: The administration shall establish and enforce any rule and regulation it deems necessary or appropriate to effect consistency of operation among the faculty and staff, and to promote the fullest possible understanding of the obligations of the professional staff.

RULES, REGULATIONS AND PROCEDURES

1. Faculty

Daily Routine:

Teachers are to arrive at school at 8:15 A.M., be at their proper stations at 8:30 A.M., and are to remain at the school until 3:15, except on those days when special help is scheduled when those teachers are to remain until 4 P.M. All teachers are to check in at the Office before leaving school.

Before leaving the classroom, teachers will: (a) close and lock windows; (b) adjust shades; (c) see that desks are in order; (d) shut off lights; (e) lock doors.

Lights will be turned off when the classroom is not in use. The last teacher to use the room will be responsible.

Teachers are expected to inspect desks and other school property daily, and to report any damage to the Office immediately.

Teachers are expected to be punctual as to starting and ending classes. No class is to be left unsupervised under any circumstances. No class will be dismissed before the dismissal bell rings, and no class shall be held beyond the dismissal bell.

Teachers are to implement or enforce all the rules and procedures outlined in the Rules and Regulations for Students.

Discipline and Supervision:

Teachers are to keep their own detention, except when other arrangements have been made when needed. It is imperative that twenty-four hours' notice be given each student assigned detention.

During change of classes, teachers are to supervise corridor traffic. Classes should enter classrooms by rear doors and leave by front doors wherever possible and practical.

Teachers are not to make writing assignments as punishment of students.

Teachers are expected to execute special duty assignments as scheduled.

Teachers are to inspect textbooks periodically to insure that they are covered and no papers filed in them.

Teachers are to inspect students' lockers periodically to see that they are locked and clean.

RULES, REGULATIONS AND PROCEDURES

During fire drills, teachers are to lead their classes outside, maintain order, and carry their registers and class rank books with them.

All homeroom teachers must remain with their groups proceeding to, during and after assemblies.

Preparation:

Teachers are required to make lesson plans for each class at least one day in advance and to keep lesson plans in the center drawer of the desk.

Teachers must make seating plans for all classes and study halls and file them in the Lesson-plan Book.

General:

When it is necessary to be absent from school, teachers are to notify the Office, Normandy 5-2118, or call the Principal's or Office Secretary's residence as listed in the Personnel Directory (see Appendix). Such calls should be made the day before absence, if possible, or before 7 A.M. on the day of absence.

Salesmen are not allowed to interview teachers during assigned class periods under any circumstances. The Office is to be notified promptly when any salesman violates this rule.

Teachers are expected to attend all meetings as scheduled or announced, unless excused prior to the meeting.

Teachers are to grant all student requests to visit the nurse.

Teachers are not permitted to smoke anywhere in the building, except in the Teachers' Rooms, or on the school grounds.

Teachers are expected to meet all deadlines in completing required records and in the submission of required reports.

All purchase requisitions must be submitted in duplicate, including prices, to the Principal. Any purchases made without the approval of the Office must be paid for by the responsible person.

An aisle must be provided between desks and walls in all classrooms.

All business pertaining to any class shall be acted upon by class advisors before referral to the Main Office.

Teachers are not to send students to the Office for supplies during the school day.

RULES, REGULATIONS AND PROCEDURES

Teachers must obtain prior approval of professional courses to assure the recognition of credits required to receive annual salary increments.

Teachers must inform the Office Secretary of all toll calls, and the school must be reimbursed for all personal toll calls.

Teachers must record a minimum of one mark for each full week or unit of work for each class.

All teachers themselves must provide for the typing or writing and duplicating of tests and other materials.

2. Student

GENERAL

Conduct: All students are required to meet high standards of conduct while on buses to and from school, in the corridors and homerooms while in school, in all classrooms, in the cafeteria, on the grounds of the school, at assemblies, and at all extra-curricular and social events. Reports of misconduct by bus operators, custodians, cafeteria personnel, or any faculty or staff member shall be dealt with accordingly.

Courtesy: Students are expected to be courteous to all faculty members, custodians, school personnel, visitors, and to each other. Reports of discourtesy in any manner will be directed to the Principal.

Attendance of School Functions: Students are encouraged to attend and support the various school functions. It is sincerely hoped that every effort will be made to foster a strong school spirit to indicate our interest and pride in our school to the community.

Special Help: Each academic department will be available one day weekly from three to four o'clock in the afternoon for extra help. Students may volunteer or be assigned to these sessions. Students should feel free to request extra help from individual teachers at any time, and to make an appointment with the Guidance Department any time the need arises to deal with difficult personal problems.

CARE OF BUILDING, EQUIPMENT AND MATERIALS

School Property:

1. Any damage to school property will result in immediate suspension. This includes damage of any kind to desks and furniture or any other school equipment. Teachers will check furniture and equipment daily.

2. Shoes are not permitted during activities on the gymnasium floor.

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RULES, REGULATIONS AND PROCEDURES

3. In the past, shoe scuff marks have been found on classroom and corridor walls. Students who cause such damage will remove the marks after school.

4. Doors, windows, window shades and other school equipment are not to be handled by students unless special permission is given by a teacher.

Textbooks:

1. All textbooks are on loan to students and proper care of these books is the responsibility of each student. Any textbook which has been abused shall be replaced by the student at a cost determined by the Principal. All lost textbooks must be replaced by the student at a reasonable cost.

2. Because of the increasingly high cost of textbook repairs and replacement, all books must be covered. This rule pertains to old books as well as new ones. Tapers are not to be filed in books. Teachers will check periodically to see that this rule is enforced.

DISCIPLINE

Automobiles: A student parking area is provided. Cars should not be parked around the rotary and automobiles are not to move when the school buses are loading or discharging passengers. The maximum speed limit is 10 MPH at all times (including evening events). The Dearfield Police Department will be notified of any violations and permission to park or drive on school grounds will be revoked. Autos are not to be visited during lunch periods or during class time. Student autos are not permitted to park on the north side of the building or around the Vo-Ag Building without special permission. ALL STUDENTS WHO DRIVE AUTOMOBILES TO SCHOOL MUST REGISTER THEM AT THE MAIN OFFICE.

Dress: The following are not allowed: dungarees, T-shirts, engineer's boots, shorts, and slacks. Teachers are to send violators directly to the Office of the Principal. Boys are expected to wear ties or sport shirts which do not require a tie.

Study Periods: Supervised study periods are provided for study only. Teachers may assign detention to students who misuse study period.

Student Marshal System: A staff of student marshals shall be selected to assist the faculty in maintaining good discipline in all areas of the school program. Marshals assigned to duty shall see that students conduct themselves everywhere in an orderly manner. Any student not following a marshal's instruction shall be reported to the head marshal, who shall talk to the student regarding proper procedures. Should a student continue to disregard the rules, the head marshal shall report him to the Office.

RULES, REGULATIONS AND PROCEDURES

Smoking: Smoking is not permitted at any time on school grounds or in the school buildings. This pertains to evening and sports events. Immediate suspension by the Principal will be the result of any such offense.

Gambling: Gambling of any form or nature will result in immediate suspension.

Gum Chewing: There will be no gum chewing anywhere in the school building.

Lockers and Locker Keys: All lockers are to be kept locked and clean. Lost locker keys are to be reported promptly to the Main Office and an additional deposit of fifty cents (\$.50) made for a new key. Students who persistently leave lockers unlocked or in disorder shall be reported to the Office. Students should visit lockers only before and after school and between the third and fourth periods.

Detention:

1. Detention will usually be served in the room of the teacher who assigned it.

2. All students assigned detention are given twenty-four hours' notice. Detention notices must be signed by parent or guardian and returned to the teacher at the time detention is to be served. Teachers submit a record of all detention assigned to the Office.

3. Any student who fails to report to detention when assigned, or who fails to return the detention notice when due, or who is found guilty of forging or having had forged a signature, shall be suspended.

4. Any student accumulating five (5) separate detentions shall be suspended from classes and must report to the Principal's Office at 8:45 A.M. on each day of suspension. Students will be required to keep up with all class work and assignments during the period of suspension.

5. Detention hours shall be from 3:00 P.M. to 4:00 P.M.

6. Parents or guardians are responsible for the transportation of detention students, regardless of the fact that they do not have any vehicle of their own.

7. All students shall bring books for study during detention.

8. No magazines shall be read during detention.

9. There shall be no talking while serving detention.

10. Students must go to the rest rooms before going to detention. No permission shall be granted during detention to go to the rest rooms.

RULES, REGULATIONS AND PROCEDURESPROCEDURES

Absences and Tardiness: Everyone must bring a written excuse from parent or guardian, signed by same, after an absence from school, and must report to homeroom for an Admission Slip. Students who have no written excuse must report to the Office. Tardy students must report to the Office before attending any class.

Accident Reports: Students injured in physical education classes or athletics, except football, will report the injury immediately to Mrs Athletic Director in charge. Students injured in other areas of the building, or travelling to or from school, will report immediately to the school nurse. All students must also report any injury to the Principal's Office after reporting to the above, and must fill out insurance claim forms at the Office.

Assemblies: Students will always proceed to and from assemblies by homerooms, under the direction of their homeroom teachers, and are to remain with their groups at all times. Students will proceed by two's quietly and come to order as soon as seated, so that the assembly program may begin without delay. Classes are to be assigned to sections in the auditorium at the beginning of the year, and students will be dismissed from assembly by sections, normally returning to homerooms for dismissal from school. Should assembly run overtime, students are to be dismissed from school by sections from the auditorium.

Fire Drills: All students should familiarize themselves with the instructions given in each homeroom and classroom as to the correct procedure to follow during fire drills. During fire drills it is absolutely necessary to follow instructions exactly as given, so that the building may be evacuated as quickly and orderly as possible. There is to be no talking whatsoever during fire drills.

Late Bus Students: Students who are tardy because a bus is late will report to the Office before going to class. No Attendance Slip will be necessary, since a general announcement will be made via the intercom system.

Late for Class:

3. Passing time between classes is two (2) minutes. This is sufficient time to pass from one class to the next with the following exceptions: (1) senior high students who have class in the junior high wing will leave class on the warning bell; (2) junior high students assigned to the Library or to Home Economics will leave on the warning bell.

2. Students held in a class beyond the passing bell must obtain a pass for admittance to the next class. Students reporting late to class without a pass will be allowed to take their seats, and teachers will warn students about tardiness at the end of the class. Students who abuse this rule will have to report to the Office on the morning following the offense before attending class.

RULES, REGULATIONS AND PROCEDURES

Leaving Class: Any student going out of a class or study period should be given a traffic pass signed by the teacher. The teacher whom he visits should put the time of release on the pass and initial it before the student returns to his class. Only one student will be permitted to leave the room at any one time. Students will obtain books from their lockers first thing in the morning, before and after lunch, and may visit lockers between the third and fourth periods. No one will be permitted to leave class to visit his locker.

Library: Students may be excused from study halls to use the Library by obtaining a library pass from study hall supervisors or teachers, indicating the date, time, and reason for going to the Library. Time of leaving the Library must be indicated on the pass, and the student must report back to the study hall supervisor before the end of the period. No reference books or magazines are to be taken out of the Library for any reason whatsoever. THE LIBRARY WILL REMAIN OPEN UNTIL 4 P.M. DAILY.

Lunch Periods:

1. Food is not permitted in any part of the building outside the cafeteria or on any part of the school grounds.
2. After finishing lunch, students are either to remain in the cafeteria or go outside via the cafeteria's south exit, and in no case may students go into the corridor after finishing their lunch.
3. Rest rooms may be used only before and after lunch.

Telephone: The public telephone at the eight doors may be used only before and after school. All emergency calls must be made from the Main Office.

Traffic Control:

1. Students should always keep to the right in the corridors and on stairways. Where possible, enter classrooms by rear door and leave by the front door.
2. There will be, under no circumstances, any running, jumping, or sliding in the corridors or in any other part of the building. Students who insist on running inside the building may be assigned laps around the track or gymnasium.
3. In the senior high school, the center stairway alongside the Commercial (Typing) Room shall be used only as one-way traffic for ascending to the second floor; the two stairways at each end of the senior high wing shall be used for one-way traffic only when descending to the first floor. In the case of fire drills, this rule is waived.

COMMENTS AND SUGGESTIONS

Please indicate below any comments or suggestions you may have for improvement of the school or this Handbook.

APPENDIX A

PERSONNEL DIRECTORY AND ASSIGNMENTS

| | | | |
|-----|-----|-----|-----|
| ... | ... | ... | ... |
| ... | ... | ... | ... |
| ... | ... | ... | ... |
| ... | ... | ... | ... |
| ... | ... | ... | ... |
| ... | ... | ... | ... |

STAFFING STAFF:

| | | | |
|-----------------------|--|------------|--------|
| Arndson, David | 347 E. 21 - Shelburne Falls | Madison | 5-2700 |
| Baetic, Mrs. Ed | 1 King Street - Hatfield | Greenfield | 7-35 |
| Broughall, Mrs. Ann | Box 32 - Deerfield | Greenfield | 7-381 |
| Cole, Mrs. Martha | 124 High Street - Deerfield | Greenfield | 2-157 |
| Cowan, George W., Sr. | 15 High Street - Springfield | Greenfield | 5-281 |
| Crown, Torle | Box 126 - Sunderland | Madison | 3-880 |
| Danahy, Robert | North Hillside Road - South Deerfield | Greenfield | 5-270 |
| Dixon, John E., Jr. | Main Street - Sunderland | Greenfield | 5-280 |
| Dough, Mrs. Fayette | Main Street - Deerfield | Greenfield | 5-285 |
| Dwight, Stanley | Stage Road - South Deerfield | Greenfield | 5-284 |
| Filkins, David | 31 Hillside Street - Williston | Greenfield | 5-270 |
| Fonda, Thomas | 34 Marley Drive - Amherst | Madison | 5-270 |
| Frigard, John | North Main St., So. Deerfield | Greenfield | 5-270 |
| Gleason, William D. | 115 West St. - Hatfield, Mass. | Greenfield | 5-270 |
| Goodnow, Viola | Shelburne Falls | Greenfield | 5-224 |
| LaPlante, Mrs. Edna | West Deerfield Road - Co. Deerfield | Greenfield | 5-270 |
| Male, John | 37 So. Pleasant St. - Amherst | Amherst | 5-270 |
| Milarski, Irving | 426 Main Street - South Deerfield | Greenfield | 5-270 |
| Murphy, George W. | National Road - Conway | Madison | 5-270 |
| Parsons, Clifford | Box 61, State Road - So. Deerfield | Greenfield | 5-280 |
| Peterson, Catherine | 221 Southington Road - Amherst | Amherst | 3-280 |
| Phillips, Jack E. | 24 Conway Street - Greenfield | Greenfield | 5-270 |
| Plastic, Mrs. Pauline | 20 Jones Street - Greenfield | Greenfield | 5-270 |
| Reed, Irvin T. | 65 Avery Street - East Deerfield | Greenfield | 5-270 |
| Wising, Mrs. John F. | 72 Pine Street - North Amherst | Amherst | 3-515 |
| Ryan, Mrs. Mary | 23 Main Street - Hatfield | Greenfield | 5-270 |
| Sano, John | 10 Main Street - Greenfield | Greenfield | 3-520 |
| Spladler, Alice | 52 Moorland Street - Amherst | Madison | 3-270 |
| Swicker, Donald | Stage Road - South Deerfield | Greenfield | 5-280 |
| Thomas, Leslie | Main Street - North Deerfield | Greenfield | 5-280 |
| Weeden, Edward | 732 Jayden Road - Greenfield - Apt. 10 | Greenfield | 5-270 |
| Zukowski, Henry J. | North Main Street - Co. Deerfield | Greenfield | 5-270 |

CAFETERIA:

| | | | |
|------------------------------|------------------------------------|------------|-------|
| Mantelin, Mrs. Tania; Mgr. | 12 Grace Ford Road - Co. Deerfield | Greenfield | 5-270 |
| Dickinson, Mrs. Jessie | Whately | Greenfield | 5-270 |
| Page, Mrs. Hildegard | Graves Street - South Deerfield | Greenfield | 5-270 |
| Petrocki, Mrs. Helen | School Street - Sunderland | Greenfield | 5-270 |
| Peterski, Mrs. Sophie | School Street - Sunderland | Greenfield | 5-270 |
| VanPeterzilge, Mrs. Marjorie | Coak Mill River Rd., So. Deerfield | Greenfield | 5-270 |

CUSTODIANS:

| | | | |
|---------------------------------|-------------------------------------|------------|-------|
| Stokowski, John; Head Custodian | Co. Main St., So. Deerfield | Greenfield | 5-270 |
| Sanford, Stephen | Eastern Avenue - Co. Deerfield | Greenfield | 5-270 |
| Sikorski, John | 170 Reginald Street - Co. Deerfield | Greenfield | 5-270 |

FRONTIER REGIONAL SCHOOL

South Deerfield, Mass.

1961-62

DEPARTMENT HEADS

| | |
|-----------------------------|-------------------------|
| English | Mrs. Alice Spindler |
| Mathematics | Mr. John Frigard |
| Social Studies | Robert Denesha |
| Commercial | Mrs. Ethel LaPlante |
| Science | Mr. Stanley Everett |
| Foreign Languages | Miss Catherine Peterson |
| Agriculture | Mr. Clifford Parker |
| Art | Mrs. Joan Rising |
| Music | Mr. Granger Norwood |
| Ind. Arts | |
| Boys Physical Education | Mr. John Edgar Jr. |
| Girls Physical Education | Miss Viola Goodnow |
| Driver Training | Mr. Jack Phillips |

Director of Athletics — Mr. John B. Edgar Jr.

Faculty Manager ————— Mr. Donald Swicker

APPENDIX A-3

COMMITTEE ASSIGNMENTS

COMMITTEE ON MARKING AND GRADING -

to report to general faculty meeting on October 4, 1961

CHAIRMAN - John Frigard
 David Ashenden
 Ann Broughall
 Marilyn Gate
 John Edgar
 Harriette Enoch
 David Filkins
 Ethel LaPlante
 John Mele
 Pauline Plaisted
 Joan Rising
 John Siano
 Donald Swicker
 Leslie Thomas
 Edward Weeden

COMMITTEE ON DISCIPLINE AND DETENTION -

to report to general faculty meeting October 4, 1961

CHAIRMAN: - Stanley Everett
 George Cowan
 Robert Denesha
 Thomas Fonda
 William Gleason
 Viola Goodnow
 Irving Milewski
 Granger Norwood
 Clifford Parker
 Catherine Peterson
 Jack Phillips
 Irwin Reed
 Mary Ryan
 Alico Spindler
 Henry Zukowski

APPENDIX A

SPECIAL DUTY ASSIGNMENTS
BENTON HIGH

1961 - 1962

| WEEK OF | BUS DUTY | | LUNCH | |
|----------|----------|-----------|----------|----------|
| | Morning | Afternoon | Latet | 2nd |
| Sept. 11 | Edgar | Rising | Cate | Danecke |
| 18 | Goodnow | Norwood | Drown | Knock |
| 25 | | Fuglsay | Edgar | Worrell |
| Oct. 2 | Parker | Flek | Frigard | Fonda |
| 9 | Edgar | Rising | Goodnow | Glendon |
| 16 | Goodnow | Norwood | LaPlante | Phillips |
| 23 | | Fuglsay | Mele | Plattard |
| 30 | Parker | Flek | Norwood | Ryan |
| Nov. 6 | Edgar | Rising | Peterson | Spindler |
| 13 | Goodnow | Norwood | Zukowski | Swicker |
| 20 | | Fuglsay | Cate | Danecke |
| 27 | Parker | Flek | Crown | Knock |
| Dec. 4 | Edgar | Rising | Edgar | Worrell |
| 11 | Goodnow | Norwood | Frigard | Fonda |
| 18 | | Fuglsay | Goodnow | Flek |
| Jan. 1 | Parker | Flek | LaPlante | Phillips |
| 8 | Edgar | Rising | Mele | Plattard |
| 15 | Goodnow | Norwood | Norwood | Ryan |
| 22 | | Fuglsay | Peterson | Spindler |
| 29 | Parker | Flek | Zukowski | Swicker |
| Feb. 5 | Edgar | Rising | Cate | Danecke |
| 12 | Goodnow | Norwood | Crown | Knock |
| 26 | | Fuglsay | Edgar | Worrell |
| Mar. 5 | Parker | Flek | Frigard | Fonda |
| 12 | Edgar | Rising | Goodnow | Glendon |
| 19 | Goodnow | Norwood | LaPlante | Phillips |
| 26 | | Fuglsay | Mele | Plattard |
| Apr. 2 | Parker | Flek | Norwood | Ryan |
| 9 | Edgar | Rising | Peterson | Spindler |
| 23 | Goodnow | Norwood | Zukowski | Swicker |
| 30 | | Fuglsay | Cate | Danecke |
| May 7 | Parker | Flek | Crown | Knock |
| 14 | Edgar | Rising | Edgar | Worrell |
| 21 | Goodnow | Norwood | Frigard | Fonda |
| 28 | | Fuglsay | Goodnow | Glendon |
| June 4 | Parker | Flek | LaPlante | Phillips |
| 11 | Edgar | Rising | Mele | Plattard |

LUNCH DUTY - JUNIOR HIGH

Ashenden - Broughall

Sept. 11, Oct. 16, Nov. 20, Jan. 1, Feb. 5, Mar. 19, Apr. 26, June 4

Cowan - Filkins

Sept. 18, Oct. 23, Nov. 27, Jan. 8, Feb. 12, Mar. 26, May 11, June 11

Hiloyck - Reed

Sept. 25, Oct. 30, Dec. 4, Jan. 15, Feb. 26, Apr. 8, May 15

Siano - Thomas

Oct. 2, Nov. 6, Dec. 11, Jan. 22, Mar. 5, Apr. 9, May 13

Wooden - Blahy

Oct. 9, Nov. 13, Dec. 18, Jan. 29, Mar. 12, Apr. 16, May 20

APPROVAL OF
 DUTIES OF FACULTY MEMBER
 SOUTH CAROLINA COLLEGE

November 7, 1965

Duties of Faculty Member - (recommended salary - \$9200.00)

1. Obtaining buses for athletic events.
2. Providing ticket takers, janitors, police for all athletic events (when needed) purchase of all tickets for football and basketball.
3. Preparation of athletic field for practices and games.
4. Paying of officials (by check always) after games.
5. Supervision of athletic concessions at games and games receipts.
6. Preparation of financial reports for all athletic events.
7. Reporting of game results to newspapers.
8. Programs for all athletic events.
9. Control of public parking events.
10. Or any other duties that may be assigned.

Duties of Athletic Director -

1. Drawing up of athletic schedules.
2. Purchase and maintenance of athletic and physical education equipment.
3. Obtaining officials for athletic events.
4. Drawing up athletic budgets (exclusive of physical education budget.)
5. Recommendation of candidates for coaching positions.
6. Represent the school at all league and association meetings.
7. Supervision of student athletes as injuries sustained in athletic activities or participation in athletic activities.

APPENDIX I -
 SERVICE REGULATIONS
DUTIES OF MUNICIPAL STAFF

Daily - morning

1. check boilers
2. read temperature and oil gauges, record
3. sweep all corridors
4. sweep both yards
5. dust throughout the building
6. burn trash
7. clean main office
8. miscellaneous cleaning including painting
9. clean conference room (Tuesday)
10. collect rubbish from 11:00 A.M. to 12:00 P.M.
11. trip to dump twice weekly except daily during the summer
12. sow grass
13. shovel snow
14. cafeteria duties from 12:00 to 1:00 P.M., clean rubbish cans - also 1

coffee break daily 8:45 to 9:00 A.M.

lunch hour 11:00 A.M. to 12:00 P.M. - 1 man (alternates weekly)

12:00 P.M. to 1:00 P.M. - 1 man (stand, every day)

Daily - afternoon

1. table brass in cafeteria washed
2. sweep all rooms including V.C. building
3. empty all wastebaskets
4. sweep stairs
5. lavatories and urinals in all toilets washed

Thursday and Friday (additional duties)

1. cafeteria washed
2. floors washed

APPROX

4. wash windows weekly and use heavy duty detergent for building.
5. clean boilers
6. check boiler room
7. wash all circumferential floor and fire door windows

Maintenance of Building and EquipmentBoilers

1. clean jets and strainers every Thursday
2. additive in water
3. inspect boiler for operation

Floors

1. all floors waxed and polished during school vacations and during summer.

Generators

1. provide all care and maintenance
2. emergency lighting system checked weekly

Ventilating and Heating System

1. checked daily
2. filters on exhausters
3. oil and clean motors when necessary
4. overhaul fan motors checked twice a year

Lighting System

1. replace bulbs throughout the building
2. switches replaced when needed
3. building checked for lights, doors and boilers daily in the evenings, and on Sunday morning and night.

Grounds

1. snow and ice removal from walks and roof and skylights
2. install gutters for plowing in the fall and remove in the spring
3. mow lawn

Check on condition of all lines

ATTACHMENT A

- 3. ...
- 4. ...

Utilities

- 1. ...
- 2. ...
- 3. ...
- 4. ...
- 5. ...
- 6. ...

School supplies and equipment

- 1. ...
- 2. ...
- 3. ...

Custodial Index

- 1. ...
- 2. ...
- 3. ...

MEMO TO: ALL TEACHERS
 FROM: MR. FREDRICK G. MOORE, PRINCIPAL
 SUBJECT: COOPERATIVE TEACHER PROGRAM

Will you kindly indicate in this whether you would be interested in having me a cooperating teacher in the University teach training program next year. Indicate your subject area and check the proper comments.

SUBJECT

TEACH TRAINING

OTHER COMMENTS

NAME:

FRONTIER REGIONAL SCHOOL
SOUTH DEERFIELD, MASSACHUSETTS

Sept. 6, 1961

HOMEROOM ASSIGNMENTS

| | | | |
|-----------|---------|----------------|--|
| Grade 7: | Room 14 | Mr. Reed | "A" thru "E" |
| | Room 4 | Mr. Siano | "F" thru "K" (Kolodziej) |
| | Room 2 | Mr. Cowan | "K" thru "S" (Kozlesky thru A. Sadoski) |
| | Room 1 | Mr. Filkins | "S" thru "Z" (C. Sadoski thru "Z") |
| Grade 8: | Room 10 | Mrs. Broughall | "A" thru "C" (Clark, Paul) |
| | Room 9 | Mr. Weedon | "C" thru "H" (Clark, Ronald thru V. Helstov) |
| | Room 7 | Mr. Milewski | "H" thru "N" (Hepburn, Lois thru Norman, Jane) |
| | Room 6 | Mr. Ashenden | "N" thru "S" (Norman, P. thru Sadowski, R.) |
| | Room 11 | Mr. Thomas | "S" thru "Z" (Sage, Ruth thru "Z") |
| Grade 9: | Room 52 | Mr. Gleason | "A" thru "G" |
| | Room 54 | Mrs. Plaisted | "H" thru "M" |
| | Room 60 | Mrs. Spindler | "N" thru "S" ("N" thru Stahelak, Patricia) |
| | Room 62 | Mr. Melo | "S" thru "Z" (Stefan, E. thru "Z") |
| Grade 10: | Room 47 | Mr. Swicker | "A" thru "E" |
| | Room 48 | Mrs. Cate | "F" thru "L" |
| | Room 50 | Mr. Fonda | "M" thru "R" |
| | Room 49 | Mr. Everett | "S" thru "Z" |
| Grade 11: | Room 42 | Mrs. Ryan | "A" thru "J" |
| | Room 65 | Mr. Phillips | "K" thru "R" (Rokoszak) |
| | Room 43 | Mr. Zukowski | "R" thru "Z" (Rosenthal thru "Z") |
| Grade 12: | Room 57 | Miss Crown | "A" thru "F" |
| | Room 55 | Mr. Denesha | "G" thru "P" ("G" thru Perkins) |
| | Room 53 | Mrs. Enoch | "P" thru "Z" (Podle thru "Z") |

1961 - 1962

TECHNICAL VOCATIONAL SCHOOL
SOUTH DARTMOUTH, MAINTENANCE

CLASS ADVISORS, CLUB AND ACTIVITY ADVISORS 1961 - 1962

| | |
|-----------------------------|---|
| Senior Class: | Mr. Danesha, Mrs. Knack, Miss Cross |
| Junior Class: | Mr. Phillips, Mrs. Ryan, Mr. Sadowski |
| Sophomore Class: | Mr. Fonda, Mrs. Cate, Mr. Everett, Mr. Cowan |
| Freshman Class: | Mrs. Spindler, Mr. Cleason, Mr. Hale, Mrs. LaPlante |
| Student Council: | Mr. Roger |
| Yearbook Advisers: | Mrs. LaPlante and Mr. Thomas |
| School Newspaper: | Mrs. LaPlante and Mrs. Ryan |
| Dramatics: | Mr. Kenneth Walker |
| Cheerleaders: | Miss Peterson |
| Audio Visual Aids Advisor: | Mr. Thomas Fonda |
| Science Club: | Mr. Everett and Mr. Cowan |
| Future Farmers: | Mr. Parker |
| Chess Club: | Mr. Danesha |
| School Accounts: | Mrs. Ryan |
| Girls' Athletic Association | Miss Goodnow |
| Boys' Athletic Association | Mr. Edgar |

1951 - 1962

- Askenien, David Jr. H. S. Science, 5th Gr.; Reading, 7th Gr.; - Harvard, -
- Beattie, Mrs. Edna School Nurse, Health - Our Lady of the Alps, B.S.
- Broughall, Mrs. Ann Jr. High School English & Reading - Middlebury College, A.B.
- Cato, Mrs. Marilyn Home Economics, 7th Gr.; World History - Framingham State Teachers College, B.S.
- Cowan, George W., Jr. Jr. H.S. Science and Reading, 7th Gr.; American International College, B.A.
- Crown, Doris School Librarian
- Danocha, Robert Sr. H.S. World History and Problems of Democracy - American International College, B.A.
- Edgar, John B., Jr. Physical Education Director, Athletic Director, Football and Track Coach, Basketball Coach - University of Maine, B.S.; Springfield College, M. PE.
- Enoch, Mrs. Harriette Sr. H.S. English - Massachusetts State College, B.S.; Boston University, Ed.M.
- Everett, Stanley Chemistry and General Science - University of Massachusetts, B.S.
- Filkins, David Jr. H.S. Arithmetic and Reading, 7th Gr.; Westfield State Teachers' College, B.S.
- Fonda, Thomas Sr. H.S. Biology, - Oberlin College, A.B.; Syracuse University, M.S.; University of New Hampshire, M.S.
- Frigard, John T. Sr. H.S. Algebra, Plane Geometry, Advanced Mathematics - Dartmouth, A.B.
- Flek, John P. Guidance Counselor - Fordham College, B.S., Fordham University School of Education, M.S.
- Gleason, William D. Sr. H.S. English and Latin - Stonehill College, B.S.; Bridgewater State College
- Goodnow, Viola Girls' Physical Education Director, Coach of Girls' Sports - Bridgewater State Teachers College, B.S.
- LaPlante, Mrs. Ethel Sr. H.S. Typing, Stenography, Office Practice - Northeastern University, B.B.A.; American International College, M.A.
- Mele, John Sr. H.S. Spanish and English - Merrimack College, B.A.; University of Massachusetts, M.A.
- Milowski, Irving Jr. H.S. Arithmetic and Reading, 5th Gr., American International College, B.S.

- Corradi, Francesco V. Music, Band Director - Boston University, B.S., B.M., New York University, M.A., M.M.
- Cummins, Clifford A. Vocational Agriculture - University of New Hampshire, B.S.
- Curran, Catherine Sr. H.S. English and French; Cheerleading Coach - University of Vermont, Ph.B.; Springfield College, V.S.
- Phillips, Jack W. Sr. H.S. Civics and U.S. History; Driver Education - American International College, B.A.
- Laisted, Mrs. Pauline Sr. H.S. Review Math, Algebra; - Colby College, A.B.
- Dugley, Owen Guidance Director - American International College, B.A.; Springfield College, M.Ed.
- Edwards, Irwin T. Jr. H.S. 7th grade English and Reading, 8th grade French University of Massachusetts, B.A., Middlebury College
- Waring, Mrs. Jean T. Arts and Crafts - Syracuse University B.F.A., Iowa State University
- Wright, Mrs. Mary Sr. H.S. Bookkeeping, Typing, Record Keeping - North Adams Teachers College.
- Wright, John Jr. H.S. Social Studies and Reading, 7th Gr.; - Tufts University, A.B., University of Massachusetts
- Wright, Alice Sr. H.S. English - Boston University, A.B. and A.M.
- Wright, Donald Sr. H.S. General Science, Physical Science, - Faculty Manager - University of Maine, B.S.
- Thomas, Leslie Jr. H.S. English and Reading, 8th Gr., - Bates College, B.A.
- Wright, Edward Jr. H.S. Social Studies and Reading, 8th Gr. - Boston University, A.A., A.B.
- Wright, Henry J. Sr. H.S. General Math, Business Math, General Business American International College, B.S.

APPENDIX B
CALENDARS AND SCHEDULES

UNION COUNTY BOARD OF SUPERVISORS and MEMPHIS REGIONAL SCHOOL DISTRICT
 School Year September 1961 - June 1962

1961

| | | |
|------------------------|--|----|
| September 4, Wednesday | Schools Open | |
| October 12, Thursday | Schools Close - Columbus Day | |
| October 21, Monday | Schools Close - Teachers' Convention | |
| November 21, Wednesday | Schools Close at 12:15 - Thanksgiving Recess | |
| December 22, Friday | Schools Close at end of regular session - Christmas Recess | |
| | TOTAL DAYS | 76 |

1962

| | | |
|---------------------|--|------------|
| January 4, Thursday | Schools Reopen | |
| February 16, Friday | Schools Close at end of regular session - Winter Recess, Feb. 19 - 23 | |
| | TOTAL DAYS | 31 |
| February 26, Monday | Schools Reopen | |
| April 13, Friday | Schools Close at end of regular session - Spring Recess, April 16 - 20 | |
| | TOTAL DAYS | 35 |
| April 22, Monday | Schools Reopen | |
| May 30, Wednesday | Schools Close - Memorial Day | |
| June 21, Sunday | Frontier Regional Class Night | |
| June 22, Monday | Frontier Regional Banquet | |
| June 29, Wednesday | Tentative Closing Date | |
| | TOTAL DAYS | 13 |
| | <u>TOTAL TOTAL DAYS</u> | <u>185</u> |

1961

| | |
|---------------------|---|
| October 13, Friday | Progress reports for first quarter |
| November 10, Friday | First quarter marking period ends (9 weeks) |
| November 17, Friday | Report cards issued |
| December 15, Friday | Progress reports for second quarter |

1962

| | |
|-------------------------------------|---|
| January 24, 25, 26 Wed. Thurs. Fri. | Winter examinations |
| January 26, Friday | First semester ends (10 weeks) |
| February 3, Friday | Report cards issued |
| March 5, Friday | Progress reports for third quarter |
| April 6, Friday | Third quarter marking period ends (9 weeks) |
| April 13, Friday | Report cards issued |
| May 16, Friday | Progress reports for fourth quarter |
| June 4, 5, 6 Mond. Tues. Wed. | Senior final examinations |
| June 6, Friday | Senior report cards issued |
| To be scheduled | Final examinations |
| June 13, Wednesday (tentative) | Fourth marking period ends (9 weeks) |
| June 20, Wednesday | Tentative school closing date |

APPENDIX

Library Room
Allocation List

1954 - 1960

STUDENTS WILL NOTE THE LOCATION OF THEIR PRESENT LIBRARY
AND SHOULD TRY TO MOVE AS FOLLOWS

Library Room -

TYPE OF BOOKS TO BE MOVED

1954

1955

1956 - 1957

ROOM 42 - PHYSICS

ROOM 43 - CHEMISTRY

ROOM 44 - BIOLOGY

Library Room -

ROOM 45 - CHEMISTRY 2

ROOM 46 - CHEMISTRY 1

ROOM 47 - PHYSICS 1

ROOM 48 - PHYSICS 2

ROOM 49 - PHYSICS 3

ROOM 50 - PHYSICS 4

ROOM 51 - PERSONAL STUDY

ROOM 52 - PHYSICAL SCIENCE

ROOM 53 - CHEMISTRY

ROOM 54 - PHYSICS

1950-51

1950-51

1950-51

8:12 All students at present attendance. Students are to be in school at 8:12
 8:15 Warning bell. All students are to be in school at 8:15.
 8:17 All students are to be in school at 8:17.
 8:55 Pass to Period 1 classes.
 8:57 Period 1 classes begin.
 9:41 Warning bell.
 9:42 Pass to Period 2 classes.
 9:44 Period 2 classes begin.
 10:26 Warning bell.
 10:29 Pass to Period 3 classes.
 10:31 Period 3 classes begin.
 11:15 Warning bell.
 11:16 Pass to Period 4 classes.
 11:18 JUNIOR HIGH LUNCH BEGINS.
 11:18 Period 4 classes begin.
 11:43 JUNIOR HIGH LUNCH BEGINS.
 11:45 Junior High Period 4 classes begin.
 12:02 Warning bell.
 12:03 Pass to Period 5a Sr. High classes.
 12:05 SR. HIGH LUNCH BEGINS.
 12:05 Period 5a Sr. High classes begin.
 12:29 Warning bell.
 12:30 Pass to Period 5b and Jr. High Period 5 classes.
 12:32 Period 5b classes begin.
 12:49 Warning bell.
 12:50 Pass to 2ND SENIOR HIGH LUNCH.
 1:16 Warning bell.
 1:17 ALL pass to Period 6 classes.
 1:19 Period 6 classes begin.
 2:03 Warning bell.
 2:04 Pass to Period 7 classes.
 2:06 Period 7 classes begin.
 2:50 Warning bell.
 2:51 Pass to homerooms - attendance and end of day announcements over P.A. system.
 2:55 Dismissal.
 3:00 Buses leave - activity period begins. Detention begins.
 4:00 Activity period ends. Detention ends.

All teachers check in at the office before leaving for the day.

WYOMING STATE UNIVERSITY
SCHEDULE OF ACTIVITIES

- 8:30 All students at present residence. Students may go to 3000th and 10th
avenue. Students may go to 2438 and 10th. All students
8:45 should remain at 2438. All students should
8:57 stay at 2438 and go to residence. Arrangements for 2438.
- 8:55 Pass to Period 1 classes
8:57 Period 1 classes begin.
- 9:15 Warning Bell
9:36 Pass to Period 2 classes.
9:38 Period 2 classes begin.
- 10:15 Warning Bell.
10:17 Pass to Period 3 classes.
10:19 Period 3 classes begin.
- 10:57 Warning bell.
10:58 Pass to Period 4 classes.
11:00 Period 4 classes begin.
JUNIOR HIGH LUNCH SERVICE.
- 11:25 Warning Bell.
11:27 Junior High Period 5 classes begin.
- 11:35 Warning Bell.
11:40 Pass to Period 5a Sr. High classes.
1ST SR. HIGH LUNCH SERVICE.
11:42 Period 5a Sr. High classes begin.
- 12:05 Warning bell.
12:06 Pass to Period 5b and 4b High Period 5 classes.
12:08 Period 5b Sr. High and 5 Sr. High begins.
- 12:20 Warning bell.
12:21 Pass to 2ND SENIOR HIGH LUNCH SERVICE.
- 12:46 Warning bell.
12:47 All pass to Period 6 classes.
12:49 Period 6 classes begin.
- 1:27 Warning bell.
1:28 Pass to Period 7 classes.
1:30 Period 7 classes begin.
- 2:08 Warning bell.
2:09 ALL STUDENTS RETURN TO RESIDENCES.
- 2:11 - 2:15 ALL STUDENTS RETURN TO ASSEMBLY.
- 2:15 - 2:55 ASSEMBLY.
2:55 Dismissed
- 3:00 Pass to 2438 and 10th and 3000th and 10th.
- 3:05 Pass to 2438 and 10th and 3000th and 10th.
- All students should be at the 2438 before leaving for the day.

JUNIOR HIGH

1961-1962

| NAME | PERIOD 1 | PERIOD 2 | PERIOD 3 | PERIOD 4 | PERIOD 5 | PERIOD 6 | PERIOD 7 |
|-----------------------|-------------------------------|----------------------|----------------------|----------------------|-------------------------|--------------------------------|---------------------------|
| ASTRODE RM 6 | Science 8 B2 | Science 8 A2 | Science 8 S | Study 8 B2 - T. | Reading 8 F2 | Science 8 A1 | Science B1 |
| H. BROUSHALL RM 10 | English 7 A1 | English 8 A1 | English 7 B1 | Study T. - Th. | Reading 8 A1 | English 7 S | |
| COMAN RM 2 | Study 7 B1 & 2 T. & Th. | Reading 7 B2 | Science 7 S | Science 7 A1 | Science 7 B2 | Study 7 B1 & 2 T. Th. F. | Science 7 B1 |
| FINKINS RM 1 | Math 7 S | Reading 7 B1 | Math 7 B2 | Math 7 B1 | Study 7 S T. & F. | Math 7 A1 | Study 7 A1 M. & Th. |
| MILEWSKI RM 7 | Math 8 B1 | Math 8 B2 | Math 8 A2 | Study 8 B1 T. | Reading 8 B1 | Math 8 S | Math 8 A1 |
| REED RM 14 | French 1 | Reading 7 A1 | French 8 T. & F. | Study 7 S | French 8 Th. & F. | French 1 | English 7 B2 |
| SIANO RM 4 | Study 7 B2 T. & F. | Reading 7 S | S. Studies 7 - A1 | S. Studies 7 - B2 | S. Studies 7 - B1 | Study 7 B1 & 2 T. W. Th. | S. Studies 7 - S. |
| THOMAS RM 11 | English 8 A2 | English 8 S | | Study S | Reading 8 S | English 8 B1 | English 8 B2 |
| WERDIN RM 9 | S. Studies 8 - S | S. Studies 8 - B1 | S. Studies 8 - A1 | Study 8 A2 - T. | Reading 8 A2 | S. Studies 8 - B2 | S. Studies 8 - A2 |

40.2

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------|----------------|---------------------|--------------|--------------|----------------|
| Period | | | | | |
| 1. | Phys. Ed. | Stop Study-2 | Phys. Ed. | Art | Study - 4 |
| 2. | Reading - 2 | Read | Reading - 1 | Music | Reading - 2 |
| 3. | Math - 1 | Math - 1 | Math - 1 | Math - 1 | Math - 1 |
| 4. | Soc. Studies-1 | Soc. Studies-1 | Soc. Studies | Soc. Studies | Soc. Studies-1 |
| 5. | Science - 2 | Science - 2 | Science - 2 | Science - 2 | Science - 2 |
| 6. | Library | Home Ec. Study-2 | Study - 4 | Study - 2 | Art |
| 7. | English-11 | English-11 | English-11 | English-11 | English-11 |

Special

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------|----------------|-----------------|--------------|------------------------|----------------|
| Period | | | | | |
| 1. | Math - 1 | Math - 1 | Math - 1 | Math - 1 | Math - 1 |
| 2. | Music | Study-4 Read | Reading - 4 | Home Ec. No-Reading | Reading - 4 |
| 3. | Science - 2 | Science - 2 | Science - 2 | Science - 2 | Science - 2 |
| 4. | Study - 10 | Art | Study - 10 | Study - 10 | Study - 10 |
| 5. | Phys. Ed. | Stop Study | Phys. Ed. | Art | Study - 1 |
| 6. | English-10 | English-10 | English-10 | English-10 | English-10 |
| 7. | Soc. Studies-1 | Soc. Studies-1 | Soc. Studies | Soc. Studies | Soc. Studies-1 |

SEVENTH GRADEHOUGHTON LISTING1961-1962HERD - Pg. 14MR. SIANO - Pg. 14MR. SOYAK - Pg. 2MR. STUBBS - Pg. 1

Adams, Edward
 Adams, Irene
 Aho, Marjaine
 Anderson, Catherine
 Anderson, David

Phillip, Constance
 Fitzgerald, Richard
 Calenski, Edward
 Gansche, Cary
 Gibbs, Paula

Kozlosky, Elaine
 Kusaka, Patricia
 Kucenski, Joseph
 Lashway, Jean
 Laurenitis, Robert

Sadoski, Carissa
 Sadowski, Cynthia
 St. Peters, Nancy
 Szepietki, Jason
 Scott, Cynthia

Adon, Mary Ann
 Adwin, Barry
 Adyga, Sharon
 All, Hilbert
 Adwell, Sharon

Colonka, Sonia
 Corey, Mary
 Corey, Richard
 Coscowski, Robert
 Graves, Linda

Lincoln, Kim
 Livaly, John
 Lord, Patricia
 Ludwickzak, Michael
 Mastalis, David

Solivanoff, Timothy
 Shaw, Carrie
 Sherman, Steven
 Smith, Brian
 Smith, Douglas

Arker, Benjamin
 Artes, Mark
 Arta, Theresa
 Anaraki, James
 All, Thomas

Graves, Ronald
 Guilford, Winifred
 Gunn, Judy
 Gunn, Stephen
 Haggerty, Leslie

Matuszko, Fonnio
 Mayhew, Betty
 McMillen, Edward
 McMillen, Martha
 Mowry, Ronald

Sokoloski, David
 Stafford, Lorraine
 Stinson, Marvin
 Stenczak, Walter
 Szpaniski, John

Asianin, Albert
 Asunis, James
 Asksar, Brian
 Asvon, Mary Alice
 Aslden, Arnold

Nancock, Lester
 Harris, Doreen
 Hartshorn, Paul
 Hepburn, Suzanne
 Hill, Carol

Mumble, Katherine
 Maperkowski, Joanne
 Wickerson, Colin
 Olayuk, David
 Orloski, Frederick

Toziowski, Jayne
 Trassdell, Franklin
 Urkiel, Donald
 Walendzik, Paul
 Warchol, John

Bedford, Dale
 Boughall, Harriet
 Burns, John
 Bzikwicz, Marie
 Btterworth, Charlene

Hirth, Gillian
 Hoffman, Jane
 Hubbard, Diane
 Hudyma, Jeannette
 Hunter, Mary Lou

Berrin, Mary
 Bernak, Robert
 Peterson, John
 Pilvinis, Joan
 Pomaako, Nicholas

Warner, Cortland
 Weeks, Rosemarie
 Weston, Marcia
 Whitney, Sharon
 Williams, Laura

Barter, Ruth
 Basper, Abbye
 Berk, Judy
 Berry, Forrest
 Binklin, Rebecca

Jackman, Francis
 Jackson, Susan
 Jenuskevicius, Danuta
 Johnston, Sharon
 Kemp, Shirley

Price, James
 Prytasz, John
 Rockwood, Wayne
 Rose, Marcie
 Rose, Susan

Winn, Bryan
 Wise, John
 Wisniewski, Joseph
 Wisley, Barbara
 Yaszynski, James

Brey, Frederic
 Brier, Charles
 Blano, John
 Blon, Stanley

Kolakoski, Richard
 Kolodziej, Joe

Koenthal, James
 Sadoski, Arlene

Yaszynski, Thomas
 Yestranski, Charles
 Zera, Michael

| <u>ADVANCED</u> | <u>BASIC I</u> | <u>BASIC II</u> | <u>SPECIAL</u> |
|--|---|--|---|
| Begdon, Catherine Begdon, Mary Ann Bell, Carol Barker, Benjamin Beckta, Theresa | Antea, Marlaine Begdon, David Bardwell, Sharon Bell, Thomas Bielunia, James | Ancorn, Richard Ambros, Irene Bartos, Marc Burns, John Carter, Ruth | Ealdon, Mary Ealdyga, Sharon Bednarski, Joseph Beyers, Albert Blackner, Brian |
| Boron, Mary Alice Broughall, Harriet Phillip, Constance Graves, Ronald Hartshorn, Paul | Bradford, Dale Putkiewicz, Marie Champer, Abbye Clazy, Forrest Conklin, Rebecca | Clark, Judy Corey, Frederic Delano, John Eaton, Stanley Gibbs, Paula | Boulton, Arnold Battersorn, Frank Dobson, Charles Goscho, Gary Gorey, Mary |
| Hirth, Gillian Hoffman, Jane Hudyma, Jeannette Januskevicius, Danuta Johnston, Sharron | Fitzgerald, Richard Galenski, Edward Harris, Pamela Hubbard, Diane Hunter, Emma Lou | Golenka, Sonia Corey, Richard Goscenski, Robert Graves, Liada Guilford, Winifred | Guan, Judy Guan, Stephen Haggerty, Leslie Hancock, Lester Jachman, Francis |
| Kozlosky, Elaine Laurenitis, Robert Lord, Patricia Mastalix, David Morry, Ronald | Kolakooski, Richard Kucenski, Joseph Kuzdeba, Patricia Ludwiczak, Michael Naperkowski, Joanne | Hepburn, Suzanne Hill, Carol Kemp, Shirley Lashway, Jean Lincoln, Kim | Jackson, Susan Kolodziej, Joe Lively, John Matuszko, Ronald Mayhew, Peter |
| Orloski, Frederick Perrin, Mary Peterson, John Pilvinis, Joan Sadocki, Arlene | Olanyk, David Perzak, Robert Price, James Rosenthal, James Sadowski, Cynthia | McMillen, Martha Nickerson, Colin Rose, Susan Sanicki, James Selivanoff, Timothy | McMillen, Edward Mastio, Katherine Ponoko, Nicholas Pyskasz, John Rockwood, Wayne |
| Sadocki, Charlene Salendzik, Paula Vaschol, John Weston, Marcia Williams, Laura | St. Peters, Nancy Sherman, Steven Smith, Brian Sokoloski, David Urkiel, Donald | Stafford, Lorrilyn Stinsford, Marvin Storozuk, Walter Tosloski, Jayne Warner, Cortland | Rose, Marcia Scott, Cynthia Shaw, Carrie Smith, Douglas Szymanski, John |
| Wise, John Yaswinski, Janet | Whitney, Sharon Winn, Bryan Yaswinski, Thomas | Wisneski, Joseph Yestramski, Charles Zera, Michael | Trussard, Frank Weeks, Rosemarie Wrisley, Barbara |

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Period | | | | | |
| 1. | Math - 7 | Math - 7 | Math - 7 | Math - 7 | Math - 7 |
| 2. | Soc. Studies ⁹ | Soc. Studies ⁹ | Soc. Studies ⁹ | Soc. Studies ⁹ | Soc. Studies ⁹ |
| 3. | Phys. Ed. | Art | Phys. Ed. | Library | French 8-3 |
| 4. | Shop Study-3 | Study - 7 | Study - 11 | Study-11 Chorus | Study - 9 |
| 5. | Reading - 7 | Band Study-7 | Reading - 7 | Reading - 7 | Study - 7 |
| 6. | English - 11 | English - 11 | English - 11 | English - 11 | English - 11 |
| 7. | Science - 6 | Science - 6 | Science - 6 | Science - 6 | Science - 6 |

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|--------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Period | | | | | |
| 1. | Science - 6 | Science - 6 | Science - 6 | Science - 6 | Science - 6 |
| 2. | Math - 7 | Math - 7 | Math - 7 | Math - 7 | Math - 7 |
| 3. | Phys. Ed. | French 8-3 | Phys. Ed. | Art | Library |
| 4. | Study - 11 | Study - 6 | Shop Study-6 | Study-11 Chorus | Study - 11 |
| 5. | Reading - 6 | Band Study-6 | Reading - 6 | Reading - 6 | Study - 6 |
| 6. | Soc. Studies ⁹ | Soc. Studies ⁹ | Soc. Studies ⁹ | Soc. Studies ⁹ | Soc. Studies ⁹ |
| 7. | English-11 | English-11 | English-11 | English-11 | English-11 |

Period 1

Period

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|----|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| 1. | Library | Library | Library | Library | Library |
| 2. | English-10 | English-10 | English-10 | English-10 | English-10 |
| 3. | Soc. Studies ⁹ | Soc. Studies ⁹ | Soc. Studies ⁹ | Soc. Studies ⁹ | Soc. Studies ⁹ |
| 4. | Phys. Ed. | Study - 10 | Phys. Ed. | Shop Chorus | Art |
| 5. | Reading-10 | Band Study-10 | Reading-10 | Reading-10 | French-3 |
| 6. | Science - 6 | Science - 6 | Science - 6 | Science - 6 | Science - 6 |
| 7. | Math - 7 | Math - 7 | Math - 7 | Math - 7 | Math - 7 |

Period 2

| | | | | | |
|----|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| 1. | English-11 | English-11 | English-11 | English-11 | English-11 |
| 2. | Science - 6 | Science - 6 | Science - 6 | Science - 6 | Science - 6 |
| 3. | Math - 7 | Math - 7 | Math - 7 | Math - 7 | Math - 7 |
| 4. | Phys. Ed. | Shop Study-9 | Phys. Ed. | Study-9 Chorus | Study - 7 |
| 5. | Reading-9 | Band Study-9 | Reading-9 | French - 3 ¹¹ | Reading-9 |
| 6. | Art | Library | Library | Library | Library |
| 7. | Soc. Studies ⁹ | Soc. Studies ⁹ | Soc. Studies ⁹ | Soc. Studies ⁹ | Soc. Studies ⁹ |

Period 3

| | | | | | |
|----|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| 1. | Soc. Studies ⁹ | Soc. Studies ⁹ | Soc. Studies ⁹ | Soc. Studies ⁹ | Soc. Studies ⁹ |
| 2. | English - 11 | English - 11 | English - 11 | English - 11 | English - 11 |
| 3. | Science - 6 | Science - 6 | Science - 6 | Science - 6 | Science - 6 |
| 4. | Phys. Ed. | Study - 11 | Phys. Ed. | Study-9 Chorus | Shop Study-7 |
| 5. | Reading-11 | Art | Reading-11 | Reading-11 | Study - 11 |
| 6. | Math - 7 | Math - 7 | Math - 7 | Math - 7 | Math - 7 |
| 7. | Library | Library | Library | Library | Library |

| TEACHER | PERIOD 1 | PERIOD 2 | PERIOD 3 | PERIOD 4 | PERIOD 5 | PERIOD 6 | PERIOD 7 |
|---------------------------|--|-----------------------------------|--|------------------------|--|--------------------------|------------------------|
| MRS. GATE ROOM 45 | World History | Study - Caf. Home Ec. - Tn. | Civics A2 | Civics A3 | Civics B | Same as M. & W. | Same as M. & W. |
| MR. DIMESNA ROOM 55 | Study-Caf. M. & W. | Problems A2 | Problems B | World History | Problems A1 | | World History |
| MR. EDGAR PHYS. ED. | Sr. H. T. Th. F. Jr. H. M. W. | Sr. H. T. Th. F. | Sr. H. T. Th. F. Jr. H. M. W. | Jr. H. M. W. | Sr. H. T. Th. F. Jr. H. M. W. | Sr. H. T. Th. F. | Sr. H. T. Th. F. |
| MRS. ENOCH ROOM 53 | | English 3 A1 | English 3 A2 | English 2 S | English 1 A1 | English 1 A2 | Study M. & W. |
| MR. EVERETT ROOM 49 | Gen. Sci. A1 | | Chem. A1 | Chem. Lab. | Chem. A2 | Chem. Lab. M. & W. | Chem. A3 |
| MR. FONDA ROOM 50 | Study-Caf. T. | Biology 2B | | Biology A1 | Biology A2 | Biology S | Biology A3 |
| MR. FRIGARD | Algebra 2 | Geom. A2 | Geom. A1 | Geom. B | Study Library M. & W. | Adv. Math. | |
| MR. GLEASON ROOM 52 | Latin I | English 4 B | Study-Caf. | | English 2 A3 | Latin I | Latin A3 |
| MISS GOODNOW PHYS. ED. | Same schedule as Boys' Phys. Ed. Classes | | | | | | |
| MRS. LAPLANTE | Typing 2 | Typing 2 | | Sten. I | Sten. II | Off. Prac. | Off. P. |
| MR. MELE ROOM 62 | English III B Rm. 53 | Spanish I Room 48 | English II B Room 52 | Study Library | | Study-Caf. T. Th. F. | Spanish Rm. 48 |
| MR. PARKER | Vocational I | Vocational Agriculture | Vocational II | Vocational Agriculture | | Vocational III and IV | Vocational Agriculture |

| NAME | PERIOD 1 | PERIOD 2 | PERIOD 3 | PERIOD 4 | PERIOD 5 | PERIOD 6 | PERIOD 7 |
|--------------------|--------------------------|---------------------------|-----------------------------------|----------------------------------|--|--|---------------------------|
| PETERSON | French II Rm. 62 | English I A3 Rm. 62 | English I A3 Rm. 62 | English I A3 Rm. 62 | English I A3 Rm. 62 | English I A3 Rm. 62 | English I A3 Rm. 62 |
| PHILLIPS 65 | Study-Caf. Th. | Civics B | U.S. Hist. 3 | U.S. Hist. 9 | U.S. Hist. 11 | U.S. Hist. 15 | U.S. Hist. 15 |
| PLAISTED 54 | Review Math Rm. 55 | Study-Caf. | Algebra I A1 Rm. 48 | Algebra I A2 Rm. 52 | Algebra I A3 Rm. 54 | Algebra I A3 Rm. 54 | Algebra I A3 Rm. 54 |
| RISING | Jr. H. Art Th. | Art I M. W. F. | Art I M. W. F. Jr.H.-T. Th. | Jr. H. Art M.W.F. | Art I M. W. F. | Jr. H. Art M. W. F. | Jr. H. Art M. W. F. |
| RYAN 42 | Study-Caf. Friday | | Typing I | Para. Typing | Typing I | Second Newspaper 21-22 | Typing I |
| SPINDLER 60 | English II S | English IV A1 | English IV A2 | English II A2 | English II A1 | Study-Caf. M. & W. | |
| SWICKER 47 | Gen. Sci. B | Gen. Sci. A2 | Study-Caf. | FREE Study-Rm. 7 Fri. only | Phys. Sci. | Gen. Sci. S | Gen. Sci. A3 |
| ZUKOWSKI 43 | Bus. Math Rm. 42 | Gen. Bus. Rm. 42 | | Gen. Math Rm. 43 | Study Rm. 43 | Gen. Bus. Rm. 42 | Gen. Mat Rm. 43 |
| NORWOOD & MUSIC | Band-M.W. Chorus-F. | Gen. Music 7th | Sr. H. Cho. T. Th. | Sr. H. Cho. T. F. | Jr. H. Band M. & W. Chorus-Th.F. | Band-M.W. Sr.H. Chorus T. Th. F. | Band-M. Chorus-T |
| ARTS | Shop-7th T. Th. | Ind. Arts I | Ind. Arts I | Shop-8th M.W.Th.F. | Shop-7th T. Th. | Ind. Arts II | Ind. Ar II |
| H. DRAWING | Mech. Dr. I | Mech. Dr. I | | Mech. Dr. II | Mech. Dr. I | | |

| <u>Grade</u> | <u>Test</u> | <u>Date</u> |
|--------------|--|--------------------|
| 9, 11 | Long Test of Educational Achievement | Sept. 15, 1961 |
| 8 | SRI Achievement Test | May 1, 1961 |
| 11 | Preliminary Academic Aptitude Test | Oct. 27, 1961 |
| 8 | Large-Thomson Psychological Test | May 7, 1961 |
| 10 | Kuder Preference Record | Feb. 24, 1961 |
| 8 | Kuder Preference Record | May 6, 1961 |
| 11 | National Merit Scholarship Qualifying Test | Nov. 7, 1961 |
| 10 | Ohio State University Psychological Test | April 24, 1961 |
| 8 | Differential Aptitude Test | May 2, 1961 |
| 12 | U. S. Employment Service Aptitude Test | April or May, 1962 |

APPENDIX C
SCHOOL FORMS

APPENDIX

Progress Report Form

S A M P L E

Mid-Term
 Progress Report
 FRONTIER REGIONAL SCHOOL

 (Date)

The progress of _____ to date in the current
 (Student's name)
 marking period is indicated below:

| <u>Subject</u> | <u>Progress</u> | <u>Probable Reason(s)</u> | <u>Teacher's Name</u> |
|--------------------------|-----------------|---------------------------|-----------------------|
| English | _____ | _____ | _____ |
| Social Studies | _____ | _____ | _____ |
| Math | _____ | _____ | _____ |
| Science | _____ | _____ | _____ |
| Other | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Progress Code

- E = Excellent
- S = Satisfactory
- P = Poor
- U = Unsatisfactory

Probable Reason(s) Code

- 1. Lack of attention
- 2. Poor attendance
- 3. Lack of work
- 4. Avoidance of make-up
- 5. Lack of interest and care
- 6. Lack of ability for this work
- 7. Interference of outside interests
- 8. Poor performance on tests
- 9. Achievement far below ability

Signed: _____
 (Parent or Guardian)

CHRONOLOGICAL: CLOSING OF SCHOOL

TEACHER'S NAME _____

DATE _____

1. Grades entered on Permanent Record _____
2. Final grades entered on Callbook Record _____
3. Register: Validated and _____
4. All keys placed in envelope _____
5. All rank sheets completed with yearly averages _____
6. Reports of all incomplete and failing work, etc.,
are in the office, _____
7. Book order completed _____
8. Student book bills submitted _____
9. Inventory of all textbooks etc, number of copies,
condition, where stored, etc. _____
10. Books of Account from classes, treasurers,
organizations, etc. _____
11. Summer address: (where you can be reached and
where you want your checks sent.) _____
12. Books to be bound, titles, where located (please
leave books in a conspicuous spot with a note
"to be bound" attached.) _____
13. Faculty Handbook Returned _____

ACCIDENT REPORT

Date _____

Name _____ Phone _____

Address _____ Age _____ Male or Female _____

Business Address _____

Parent's Name _____ Home Phone _____

Parent's Business Phone _____

Time of Accident _____ Date _____

Cause of Accident _____

Place of Accident _____

Nature and Extent of Injury _____

Was First Aid Given? _____ By Whom _____

What was done? _____

Was Medical Attention Given? _____

Doctor's Name _____ Address _____

Phone _____

Remarks _____

Accident Witnessed by _____

Reported by _____

Follow up _____

Frontier Regional School

Date _____

Notice of detention for _____

Reason _____

For the reason specified above, the student named is to serve a period of _____ hours in Room _____ with Mr./Mrs./Miss _____

This time will be served at the convenience of the teacher, beginning at 3: P. M. or later. A teacher may elect to detain a student for detention on any day of the week when school is in regular session.

Each student is to have his/her detention notice signed by a parent or guardian. The signed notice is then to be returned to the teacher when the student reports for detention. Should the customary 24-hour notice be unnecessary (if the student is able to serve his time on the same day when detention was assigned), the notice must still be properly signed and returned to the teacher on the following school day.

Detention notices will become a part of each students permanent record. Therefore, care should be taken on part of the student to return the signed notice in a reasonably neat condition.

The bottom portion of this form, when detached, will serve as both a record for the teacher and a means of entering credit for time served as specified. Both the original signed notice and the record of time which has been satisfactorily served may be sent together to the office of the principal. Five detentions will lead to a two-day suspension from classes.

Date detention is to be served: _____

Signature of parent or guardian: _____

Date: _____

The following student, _____ Grade _____, was

assigned _____ hour(s) of detention to be served in Room _____ on Date _____

for the reason stated below:

He/She returned the signed detention notice on (Date) _____

He/She served the time assigned on (Date) _____

Signature of teacher _____

Invoice No.
Invoice Dated

QUANTITY RECEIVED FROM

_____ Name of Company

_____ No.

_____ Street

_____ Property

_____ Area No.

_____ City

| QUANTITY | TYPE OF ARTICLE, DESCRIPTION, COLOR, SIZE, ETC. | QUANTOS | UNIT PRICE |
|----------|---|---------|------------|
| | | | |

FOOTAGE

APPROVAL OF PRINCIPAL _____
 DATE _____

APPROVAL OF SUPERVISOR _____
 DATE _____

BOOK REQUISITION FORM

FRONTIER EDUCATION SCHOOL

Postmaster _____

Date _____

Teacher _____

Street _____

Room No. _____

City _____

| QUANTITY | CATALOG NUMBER | TITLE, AUTHOR, COPYRIGHT, EDITION | UNIT COST | TOTAL COST |
|----------|----------------|-----------------------------------|-----------|------------|
| | | | | |

POSTAGE

Approval of Principal: _____

Date: _____

Approval of Superintendent: _____

Date: _____

APPENDIX D

SCHOOL REGISTER INSTRUCTIONS

APPENDIX D

Appendix D - [Faint Title]

1. [Faint Section Header]

Appendix D is designed to provide a systematic approach to the investigation of the safety of the [Faint Title]... The following are the [Faint Title]...

1. Read carefully the description of the [Faint Title] and the [Faint Title]...

2. [Faint Text]

[Faint Text]

3. Page 5. [Faint Text]

4. Page 6 and 7. [Faint Text]

- a. [Faint Text]
- b. [Faint Text]

5. Page 15. [Faint Text]

6. Page 16. [Faint Text]

7. Page 17. [Faint Text]

8. [Faint Text]

for the period of _____ to _____

- 1. Membership as of October 1
 - Boys _____
 - Girls _____
 - Total _____
- 2. Enrollment during Year (Pages 3 & 4)
 - Boys _____
 - Girls _____
 - Total _____
- 3. Supplementary Enrollment for year (Page 5)
 - Boys _____
 - Girls _____
 - Total _____
- 4. Total Membership for Year (Add totals of 2 & 3)
 - Boys _____
 - Girls _____
 - Total _____

- 5. Aggregate Attendance
 - 1. First Half Year _____
 - 2. Second Half Year _____
 - Total _____
- 6. Average Daily Attendance
 - 1. First Half Year _____
 - 2. Second Half Year _____
 - Total _____
- 7. Aggregate Membership
 - 1. First Half Year _____
 - 2. Second Half Year _____
 - Total _____
- 8. Average Daily Membership (Carry two decimal places, raising second figure in the decimal if the remainder equals one half the divisor or more.)
 - 1. First Half Year _____
 - 2. Second Half Year _____
 - Total _____
- 9. Percent of Attendance (Carry to four decimal places; express first two as percent and last two as hundredths of a per cent.)
 - 1. First Half Year _____
 - 2. Second Half Year _____
 - Total _____
- 10. Total Absences
 - 1. First Half Year _____
 - 2. Second Half Year _____
 - Total _____
- 11. Total Non-Membership
 - 1. First Half Year _____
 - 2. Second Half Year _____
 - Total _____
- 12. Total Tardy (For Year) _____
- 13. List State Wards by Name. Give Aggregate Attendance for each of the periods:
 - Sept. - Dec. _____
 - Jan. - June _____

USE REVERSE SIDE FOR PROOFS A, B, C

- 6. Divide average daily attendance by the average daily membership on the back of this sheet or on a second sheet and write the answer under Proof A. on reverse side. It should be close to the answer secured in process No. 9.
- 7. Subtract average daily attendance from average membership. Multiply result by actual number of school days during the year - equals number of absences.
- 8. Number of pupils multiplied by no. of days in session (year) equals aggregate attendance plus absences and non-membership.

ADDITIONAL INSTRUCTIONS FOR CLOSING

- 1. Under enrollment list, remarks column, indicate non-promotions as "retained", transfers to other schools and enter social promotions as "assigned to next grade."
- 2. Under item 13 of Annual Register Report, list state wards by name.
- 3. Include teacher service time on first page of registers.
- 4. Registers must be turned in fully completed on the final day of school in June.

| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
|----------------------|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|
| 1. Perkins | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 2. Brown | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 3. Connelly | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 4. Connelly | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 5. Brown | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 6. Brown | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 7. Martin | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 8. Jackson | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 9. Keller | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 10. Lowell | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 11. Marshall | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 12. Daniels | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 13. Reynolds | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 14. Hamilton | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 15. Miller | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 16. | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 17. | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 18. | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 19. | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 20. | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 21. | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 22. | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 23. | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| 24. | | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| Aggregate Attendance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Absence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggregate Membership | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | | | | | | | | | | | | | | |

St. John's Church

Examined 10/10/19

From Allen County, Iowa

10/10/19

APPENDIX D

2000-2001 Survey Data Summary

Summary of Survey Data: (Detailed description of the survey data summary)

| Year | 5 years | 7 years | 10 years | 15 years | 20 years | 25 years | 30 years |
|------|---------|---------|----------|----------|----------|----------|----------|
| 2000 | ... | ... | ... | ... | ... | ... | ... |
| 2001 | ... | ... | ... | ... | ... | ... | ... |
| 2002 | ... | ... | ... | ... | ... | ... | ... |
| 2003 | ... | ... | ... | ... | ... | ... | ... |

| Year | 2000 | 2001 | 2002 | Description |
|----------------------|------|-------|-------|--|
| Agreement Attendance | 53 | 665 | | The use of land for business |
| Agreement | 5 | 28.75 | | Agreement attendance for year (2000-2001) |
| Agreement | 1 | 30 | 30 | Do not use the land for business (2000-2001) |
| Agreement | 3 | 30.00 | 30.00 | Divide use of land for business (2000-2001) |
| Agreement | 6 | 93.47 | 90.00 | Divide use of land for business (2000-2001) |

APPENDIX D

September 1960

Part 5

DIRECTIONS FOR SCHOOL REGISTERS (cont'd)

1. Total Membership (Month's enrollment) (sometimes called "total no. belonging") equals no. of pupils who have been members any part of the month. (Boys plus girls equals total.)
2. Aggregate membership equals the sum of monthly enrollments of members. (Boys plus girls equals total.)
3. Average membership - divide "aggregate membership" (above) by number of days sessions; carry two decimal places even if they are zeroes.
4. Aggregate attendance is obtained from bottom of boys' enrollment pages. (One for boys, one for girls.) (Boys plus girls equals total.)
5. To find average daily attendance - Divide aggregate attendance by number of days sessions; carrying two decimal places even if they are zeroes.
6. To get per cent of attendance - Divide aggregate attendance by aggregate membership; carrying four decimal places; express first two as per cent and last two as hundreds of a per cent.
7. Check your work.

Caution: Each month before sending report to principal record the five monthly items called for in table 6, page 1.

Keep work of all monthly reports!

Principal will check carefully all reports, initial same, and forward to the Superintendent of School.

APPENDIX E
PROGRAM OF STUDIES
AND
GRADUATION REQUIREMENTS

GRADE 9

GRADE 10

GRADE 11

GRADE 12

Required

Required

Required

Required

English
Civics-U.S. Hist.
General Science
Phys. Education

English
Biology
Phys. Ed.

English
U. S. History

Physical Education

English
Problems of Democracy

Physical Education

Electives

Electives

Electives

Electives

Mathematics
Algebra I
Business Arith.
General Math
French I
Spanish I
Latin I
General Business
Mech. Drawing I

Geometry
General Math
Biology
French I and II
Spanish I and II
Latin I and II
World History
Record Keeping
Typing I

Algebra II
Chemistry
Physical Science
French III
Latin III
Bookkeeping I
Stenography I
Typing II

Advanced Math
Chemistry
Physics
Review Math (college)
French III
Latin III
Personal Typing
Office Practice
Stenography II
Clerical Practice

Industrial Arts I
Agriculture I
Art I
Band
Chorus

General Business
Mech. Drawing I and II
Industrial Arts II
Agriculture II
Art II
Band
Chorus
Or any other 9th grade elective

Mechanical Drawing II
Industrial Arts III
Agriculture III
Art III
Band
Chorus
Driver Education
Or any other 9th or 10th grade elective

Industrial Arts IV
Agriculture IV
Art IV
Band
Chorus
Driver Education
Or any other 10th or 11th grade elective

To Be Added

1962-63 Am. Government
1962-63 World Geography
1962-63 Bookkeeping I

To Be Added

1963-64 Survey of World Cultures
1963-64 Bookkeeping II

To Be Added

1963-64 Senior Arithmetic
1961-62 Contemporary World Affairs

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MINIMUM COURSE REQUIREMENTS
TO BEGIN WITH CLASS OF 1965

Grades 9 - 12

| <u>College Preparatory</u> | <u>Business</u> | <u>General</u> | <u>Industrial Arts</u> | <u>Vocational Agriculture</u> |
|----------------------------|------------------|------------------|------------------------|-------------------------------|
| English 4 | English 4 | English 4 | English 4 | English 4 |
| Social Studies 4 | Social Studies 3 | Social Studies 3 | Social Studies 3 | Social Studies 3 |
| Science 3 | Science 2 | Science 2 | Science 2 | Science 3 |
| Math 3 | Math 2 | Math 2 | Math 2 | Math 2 |
| For. Language 2 | Business 3 | Electives 5 | Industrial Arts 3 | Agriculture 10 |
| Math or Language 3 | | | Mech. Drawing 3 | |
| <u>Total</u> 17 | <u>19</u> | <u>16</u> | <u>22</u> | <u>22</u> |
| <u>Credits</u> 85 | <u>95</u> | <u>80</u> | <u>110</u> | <u>110</u> |

These are the minimum graduation requirements

APPENDIX F
MISCELLANEOUS

APPENDIX V.I

FRONTIER REGIONAL SCHOOL

STANDARDS FOR WRITTEN WORK

1. All papers of an essay type should be written on white paper in ink (blue or black).
2. Superscription should be placed in the upper right hand corner. This should include student's name, the name and division letter of the course for which the paper is written, and the date.
3. Title should be centered on the first line. The student's own title should not be underlined. A blank line should be left under the title.
4. A margin of one inch should be left free of writing on each side of the paper.
5. Pages should be numbered and either clipped or stapled together.

S A M P L E

Name

English III

Date

Title

(Begin)

(Prepared by the English Department)

FRONTIER REGIONAL SCHOOL
SOUTH DEERFIELD, MASSACHUSETTS

STUDENT AWARDS AND SCHOLARSHIPS.

Honor roll certificates awarded quarterly.

Athletic certificates and letters.

National Honor Society in grades 11 and 12.

Citizen of the Month award by the Student Council.

Future Farmer Awards

Science Fair Awards.

Industrial Arts Awards.

Scholarships awarded to graduating seniors:

| | |
|-------------------------------------|----------|
| Thomas W. Ashley Post #229 | \$100.00 |
| Student Council Scholarship | 150.00 |
| Whately Police Association | 100.00 |
| Hale Clapp V.F.W. Post #3295 | 100.00 |
| Polish American Citizens Club | 100.00 |
| So. Deerfield Women's Club | 200.00 |
| Frontier Regional School P. T. A. 2 | 200.00 |

FRONTIER NATIONAL SCHOOL

LIST OF FILM TITLES

SOCIAL STUDIES

1. Accidents Will Happen
2. Adventure for Defense
3. Advertising
4. Alaska
5. Alaska-America's Northwest Frontier
6. The American Presidency-The Office of the President
7. The American Presidency-Electing the President
8. America's Youth
9. Aspiration: Statehood
10. Britain-1953
11. Britain in the Modern Age
12. Canada
13. Canada: A Nation Grows
14. Canada Today
15. Central Africa-Focus on Liberia and Ghana
16. Changing Latin America
17. China Under Communism
18. Cities Within Cities
19. Civil Defense-Power for Peace
20. Communication Serves the Nation
21. The Connecticut River
22. Conservation-Key to Survival
23. Corporations-Citizens of the Community
24. Crisis in Education
25. Cuba-A Dictator Falls
26. The Dark Continent Wakens
27. Emerson's New England
28. The Family-A Changing Pattern
29. Flag Etiquette
30. France Today
31. A Divided Germany
32. Germany Divided
33. The Growth of American Labor
34. Going Places Safely By Rail
35. Hawaii-The Fiftieth State
36. History of Our Flag
37. How Strong is Russia?
38. Inflation and the Standard of Living
39. Interdependence in Industry
40. Iran
41. Israel
42. Korea
43. Japan
44. Keystone of Prosperity-America's Foreign Trade
45. Making Democracy Work
46. Mass Production
47. Mexico
48. The Middle East-An Overview
49. The Nature of a Job
50. The Navajos
51. Near East Puzzle
52. The New Indonesia
53. The New Japan
54. The New South-An Economic Overview
55. The Newspaper in a Changing America
56. North Africa in Ferment
57. Oil: From Worth to You
58. Oil: Stake in the Cold War
59. Our Foreign Trade
60. Our National Anthem
61. Our Nation's Health
62. Our Roads-A National Problem
63. Our Transportation Problems
64. Pensions for All
65. Petroleum in Today's Living
66. Poland-A Troubled Nation
67. Port of New York
68. Power-Servant of our Nation
69. Powers of the President
70. Problems of Our Cities
71. Problems of the New Administration (1953)
72. Program for the Nation
73. The Promise of America
74. Puerto Rico-Caribbean Commonwealth
75. Red Tides in the Orient (1952)
76. Report on the Cold War (1952)
77. The Rising Tide of Nationalism (1953)
78. The St. Lawrence Seaway and Power Project
79. Solomon and Sheba
80. South African and its Problems
81. Southeast Asia-Focus on Indonesia and Malaya
82. Southeast Asia-Overview of a Strategic Area
83. Steel and the Nation
84. Storing Our Nation's Goods
85. The Suez Canal
86. Sweden Today
87. To Promote... Better... Life
88. Taxes-Your City's Income
89. Then and Now in New England
90. Transportation

SOCIAL STUDIES--Cont'd

91. The Transportation Revolution
92. The U.S. Census-150 Million Americans (1951)
93. U.S. and U.S.S.R.-An Economic Overview
94. Water Resources-America Faces A New Problem
95. Women and Work
96. What's the Price?
97. Working on the Railroad
98. You and the Automobile
99. Yugoslavia

SCIENCE

1. The Atom
2. Atoms for Peace
3. Automation
4. Battle Report-The War Against Cancer
5. Cures and Colds
6. Madame Curie and the Story of Radium
7. Electronics
8. From Test Tubes to Tablets
9. The Geophysical Year
10. Edward Jenner and the Story of Smallpox Vaccination
11. Robert Koch and the Discovery of the Tubercle Bacillus
12. The Mouth-Digestion and Respiration
13. New Frontiers of Science (1953)
14. Florence Nightingale and the Founding of Professional Nursing
15. Outer Space-The New Frontier
16. Louis Pasteur and the Germ Theory of Infection
17. The Race to Outer Space
18. Walter Reed and the Conquest of Yellow Fever
19. Research Points the Way
20. Edward Livingston Trudeau and the Crusade Against Tuberculosis
21. Weather

APPENDIX G

TEACHERS' ASSOCIATION CONSTITUTION

FRONTIER REGIONAL DISTRICT TEACHERS' ASSOCIATION

Constitution and By-Laws

Article I

NAME

The name of this organization shall be the Frontier Regional District Teachers' Association.

Article II

The objects of this association are to promote the professional interests of teachers, to form a closer professional bond among them, and to improve the efficiency and quality of education as a public service.

Article III

PROFESSIONAL AFFILIATION

This association shall be affiliated with the Massachusetts Teachers' Association, hereinafter called the State Association and the National Education Association.

Article IV

MEMBERSHIP

Section I. Any teacher or supervisor, excluding the Superintendent of Schools, employed in the Frontier Regional School District may become a member.

Article V

OFFICERS

Section I. The officers of the association shall be as follows: a president, a vice-president, a secretary, and a treasurer, who shall comprise the Executive Board (hereafter called "board").

Article VI

ELECTIONS

Section I. The officers shall be elected at the association's annual meeting in March for a term of one year. New officers will take charge of the May meeting which is the last one of the school year.

Article VII

MEETINGS

Section I. There shall be at least one regular meeting on _____ during the year at the time and place determined by the Group.

Section II. Special meetings of the association shall be called by the secretary at the request of the president or any five members.

Section III. The board of the association shall have the power to call special meetings of the association at any time and place.

Article VIII
Finance

Section I. The annual dues shall be \$_____ payable on or before November 1.

Section II. The Association shall pay the annual dues assessed by the state association before December 30 of each year.

Article IX
Duties of the Officers

Section I. The president shall preside at all meetings of the association and of the board, shall supervise the affairs of the association, and shall submit an annual report. He shall be a member ex-officio of all committees except the nomination committee.

Section II. The vice-president shall perform the duties of the president during his absence or at his request.

Section III. The secretary shall keep a full and accurate record of all business transacted by the association and by the board. He shall keep a list of the officers, members of committees and of members with their addresses. He shall conduct the correspondence of the association, preserve its documents, and provide the secretary of the state association with such information as he may require.

Section IV. The treasurer shall be the custodian of the funds of the association. He shall keep an accurate record of all receipts and disbursements, shall pay bills after they have been approved by the president, shall retain the vouchers properly filed, and shall collect the dues. He shall submit a written report at the annual meeting and at other times requested.

Section V. The board shall have the general management of the association between meetings thereof.

Article X
Quorum

Section I. More than half of the members shall constitute a quorum for the transaction of the business of the association.

Section II. More than half of the members of the board shall constitute a quorum for the transaction of the business of the board.

Article XI
Amendments

This constitution may be amended at any meeting by two thirds vote of those present; provided, however, that a written notice of the nature of the proposed change shall have been given to the members at least ten days in advance of the meeting.

Article XII

The Executive Board shall be authorized to expend up to a maximum of fifty dollars during the school year, with a limit of ten dollars per item or occasion, without a required vote of the Association, to provide for travel expenses, supplies or materials which the Board deems in the best interests of the Association.

APPENDIX C

November 27, 1961

Subject: School Committee Policy Handbook

To: All Members, Frontier Regional District School Committee

1. This is a report of my progress to date in the preparation of a school committee policy handbook. It is the purpose of this report to present what has been accomplished to date, a tentative description of the kind of handbook the author hopes to prepare, and a request for certain committee cooperation and action which is necessary to produce that kind of handbook.

2. The following tentative but incomplete Table of Contents is indicative of the proposed content and organization of the handbook:

a. Foreword. A brief statement of explanation concerning the organization, content, purpose and use of the handbook. A draft copy of the Foreword is attached.

b. Definitions of Important Terms. This section will be designed to state as clearly as possible certain legal and professional definitions of terms which are sometimes misunderstood or interpreted differently by school committee members and the professional school administrator. It is believed that this will facilitate the usefulness of the handbook in the orientation of new committee or administrative personnel. This should assist in the formulation of better, more complete and accurate committee and administration policies. Please see attached draft.

c. By-Laws of the Frontier Regional District School Committee.

d. School Committee Decisions. These are more or less permanent one-time decisions of present or former school committees which provide a legal basis for continuing operational practices.

e. School Committee Administrative Policies. This section is of course the primary object of the handbook. It will contain a complete statement of all written school committee policies as contained in the minutes of the committee. These policies will be stated in alphabetical order according to major categories and specific subject matter.

3. A summary of my progress to date is indicated below:

a. Completion of a tentative plan for handbook organization, as above, and a plan of procedure for completion as outlined below.

b. Committee minutes have been researched to date, and all committee policies which seem to be in order have been assembled and are attached hereto (Exhibit #1).

a. Attached exhibit #2 is a list of contradictory and/or unapproved committee policies contained in the minutes, as compiled by Mr. Lacey and I.

d. Attached Exhibit #3 is a list of subjects which assume two categories:

- (1) Subjects included in the minutes for which it appears that policies have been made but not stated in the minutes.
- (2) A list of suggested subjects for which policies should be written and included in the policy handbook. This list has been compiled with the assistance and/or concurrence of Mr. Bennett and Mr. Roger.

4. The following requests are respectfully submitted for the committee's consideration:

a. That the committee approve or endorse the proposed handbook as described and/or make suggestions for its improvement.

b. That the committee study the attached three exhibits and then perform the following:

- (1) Confirm or make necessary or desirable corrections of or amendments to policies contained in Exhibit #1.
- (2) Take whatever action is considered appropriate to correct the situations outlined in Exhibit #2.
- (3) Write new policies for subjects listed in Exhibit #3 as the committee deems fit or desirable.

5. Upon completion of the above requested committee action, I shall as speedily as possible organize and complete the handbook. It is earnestly hoped that I will be able to complete this project in December, if possible, or by mid-January at the latest, so that I may complete my degree requirements at the university before the end of the current semester. As soon as the committee shall have completed its action, I shall prepare a complete preliminary draft to be presented to the committee for approval and/or necessary changes or corrections before putting the handbook into its final form. Once the handbook is completed and accepted by the committee, it is recommended that it be formally adopted by the committee and that it become a part of the committee's minutes on that date, in order to give the policies contained in the handbook a legal status.

Respectfully submitted,

Jack D. Phillips
Jack D. Phillips

PROBLEM APPROVED BY:

Albert S. Anthony

Chas. J. Shiner
(Problem Committee)

DATE June 1962

